

Policy Title:	Student Leveling Policy
Policy Reference:	PL52
Policy Type:	<input checked="" type="checkbox"/> Company <input type="checkbox"/> Position <input type="checkbox"/> Other

Effective Date:	6/3/2025
Print Date:	6/3/2025

Description:

Students with similar learning needs will be placed in class grade levels. Students will be leveled for the following year based on their CAT scores, previous in-class grades, and teacher recommendations.

They also have the opportunity to attend summer school to raise their grades and qualify through testing for a higher-level placement.

As a student's in-class performance improves, the student will be evaluated at the midterm and end of term by the teacher and the administration to decide if the student is ready to advance to the next level in their grade. If the student is ready to advance, the teacher will fill out a schedule change form and submit it to the administration for approval. If administrative approval is given, parents will be contacted to inform them of the proposed change, and the schedule change form will be submitted to the school registrar.

If the student is unable to perform at an advanced level regardless of academic abilities (this includes taking responsibility and being able to focus), they will be evaluated to see if they should be placed in a lower level.

If a student is not able to perform in the class which they have been placed, the administration will evaluate the situation through an Assessment Event Process and create an IEP which may include placing the student in a class with a more suitable teacher-student or student-student combination or placing the student in a previous grade's class for the core subject in which they are below 60%.

General leveling guidelines:

Below 70% students will be placed in an Intervention class.

70 to 90% students will be placed in an on-grade level class.

90 to 95% in core subjects students will be placed in an advanced class.

Any student scoring below 60% in all core subjects will be required to repeat the grade which they most recently attended.

No student will be placed in any one grade level for more than 2 years. If the student is not succeeding in a grade level they have repeated, a meeting with parents and patriarch must be held to determine whether a student should attend a school with a more specialized learning environment tailored to the student's needs.

(Example)

First Grade:

1.1 Intervention

1.2 on grade level

1.3 Advanced

If registration forms are turned in on time (the second week in June) with medical info filled out and immunization forms on file, parents have the opportunity to request teachers within the level that their student is placed in.

Purpose:

To place students with similar learning needs in the same classes. To help students be successful academically.
