

Lancaster Community School District

Instruction

**HIGH SCHOOL
GRADE LEVEL ADVANCEMENT**

The purpose of this policy is to motivate all students to make consistent progress toward graduation and to motivate students who fall behind in credits to make up those deficiencies quickly rather than waiting until graduation is looming. To encourage students to successfully obtain their diplomas, grade level placement requirements have been established as follows:

Sophomore	Student has earned at least 6 credits
Junior	Student has earned at least 12 credits
Senior	Student has earned at least 18 credits

Students with disabilities shall be placed in a grade level in accordance with their individualized educational plan (IEP).

Grade level placement shall be determined at the beginning of each school year, by the student's credit status at that time. Students shall be assigned to homerooms, seating at all assemblies, yearbook photos, and all other class activities accordingly. Should a student that is behind in credits at the beginning of the school year earn credit during a school year that advances the student to the next grade level, the student shall be advanced a grade level immediately and participate in that class' activities.

Prior to the start of the school year, the principal and the guidance counselor shall meet with any student that is behind in credits and his/her parents/guardian. The purposes and functions of the parent/guardian meetings are to:

1. review records and/or pertinent related data,
2. attempt to determine if the student is working up to his/her ability,
3. discuss short and long term options and alternative programming for earning additional credits to meet the Lancaster High School graduation requirements or pursue a general education diploma (GED) or high school equivalency diploma (HSED). These options may include pass programs, and earning additional credits through Southwest Wisconsin Technical College.

4. develop a plan of action for the student to earn credits necessary for graduation.
Appeals - Grade level placement may be appealed if a student has had an extended illness. A doctor's note indicating the student's inability to attend school and/or complete course work must be provided. The principal shall decide appeals of this nature.

If the parents/guardian are not satisfied with the grade level placement, for any reason, they may appeal in writing to the District Administrator within 10 workdays of the decision. The District Administrator shall determine if the decision was rendered according to the above outlined process and procedures.

APPROVED: January 12, 2000

April 14, 2004

REVISED: 2015