

ALMOND-BANCROFT SCHOOL DISTRICT
Administrative Rules

345.4-Rule

PK-8 PROMOTION AND RETENTION PROCEDURES

A. Promotion Criteria

1. Criteria Definitions:

- a. **Test Scores** refer to the individual scores of minimal, basic, proficient or advanced proficient on the sub-tests of the Wisconsin Knowledge and Concepts Examination (WKCE). The sub-tests include reading, language arts, mathematics, science, social studies and writing. The writing sub-test uses a holistic scoring scheme of a low of 1 to a high of 6.
- b. **Academic Performance** is defined as a cumulative grade point average of at least 2.00 for 6th through 8th grade students using an average of all graded classes, and a grade of C- or above in four out of six of graded classes in the areas of reading, language arts, spelling, mathematics, science and social studies for 4th and 5th grade students.
- c. **Teacher Recommendations** will include receipt of passing grades in the subject areas that are part of the state assessment (reading, language arts, mathematics, science and social studies) and/or consideration of attendance, behavior, effort, portfolio or other extenuating circumstances.

“Teacher” is defined as a person licensed by the Department of Public Instruction to perform as a classroom teacher. This could include classroom teachers, guidance counselors, psychologists and principals.

- d. **Other Academic Criteria** includes but is not limited to summer school attendance and/or meeting the goals/objectives of an individualized educational program (IEP), 504 accommodation plan, at-risk plan, or a plan developed to meet the needs of an English language learner.

2. Level of Expectation

a. **WKCE Scores:**

- Students must achieve a rating of “proficient” or above in two of the following three subtest areas: reading, language arts or mathematics, OR
- A rating of “basic” in four of six subtests in reading, language arts, mathematics, science and social studies, or a score of at least “3” on the writing subtest.

b. **Academic Performance:**

- 6th through 8th grade students must have a cumulative grade point average of at least 2.00 on the 4th quarter report card.

c. **Teacher Recommendation:**

- Teachers issue the student passing grades in the areas of reading, language arts, spelling, mathematics, science and social studies AND/OR
- Teachers convene and discuss areas of attendance, behavior, effort, portfolio and any other extenuating circumstances. Eighty percent (80%) of teachers involved in the discussion must vote in favor of promotion in order for the student to move onto the next grade. The discussion team must include a minimum of: grade level principal, guidance counselor and at least three teachers, two of whom must be from subjects assessed on the WKCE.

In a case where a decision is in dispute, the discussion team shall forward all relevant information to the District Administrator for a final determination of eligibility for promotion. A parent/guardian who disputes the decision of the discussion team or District Administrator may appeal the decision to the School Board.

d. **Other Academic Criteria:**

- Completion of Summer School- Students with failing grades in reading, language arts, spelling, mathematics, science and/or social studies can attend summer school classes in these areas if offered. Successful completion of summer school is defined as 90% class attendance and completion of all assigned work, AND/OR
- Meeting at least 70% of the goals/objectives as defined in an IEP, 504 accommodation plan, at-risk plan or a plan developed to meet the needs of an English language learner.

Any other academic criteria being considered for a student must be approved by the District Administrator before being included.

In a case where a decision is in dispute, District personnel shall forward all information to the District Administrator for a final determination regarding retention

or promotion of a student. A parent/guardian who disputes the final decision of the District staff or the District Administrator may appeal the decision to the Board within 30 days of receiving notification.

B. Procedures for Making Promotion/Retention Decisions

1. Grade level teams and elementary teachers will review first and second quarter grades to determine which students are having difficulty. A list of these students will be given to the principal at the end of each quarter. Progress reports will be sent home at mid-quarter and report cards will be sent home quarterly to inform parents/guardians of their student's progress. Fall parent-teacher conferences will also be used to keep parents/guardians and students informed of academic performance.
2. The guidance counselor and/or principal will meet with each student on the list who is having academic difficulty to review the student's records and discuss his/her academic concerns. This information will be provided to the teacher and/or grade level team. Remediation and/or program modifications will be developed and implemented.
3. Parents/guardians of identified students will be notified at the conclusion of the first semester of their student's need for improvement and the possibility of retention if improvement does not occur
4. Students' progress will be reviewed at the end of third quarter. If concerns continue, the principal, guidance counselor and teacher(s) will meet with each student to discuss his/her progress and the student's parents/guardians will be notified.
5. The principal and/or guidance counselor will monitor the students' progress throughout the fourth quarter. Parents/guardians will be kept informed regarding their student's progress.
6. Retention or notice of possible retention will be mailed with the end-of-year report card.

C. Parent/Guardian Notifications

Parents/guardians shall receive the following notifications of lack of student academic progress:

Notice of Retention Consideration	Conclusion of first semester
Second Notice of Retention Consideration	Conclusion of third quarter
Initial Retention Notice	Mid fourth quarter
Final Retention Notice	Conclusion of fourth quarter

APPROVED: 12/9/85

REVISED: 3/13/01; 8/15/07