

**ALMOND-BANCROFT SCHOOL DISTRICT**  
**Administrative Rules**

346-Rule

TESTING PROGRAM GUIDELINES

1. Testing Schedules

- a. The Wisconsin Knowledge and Concepts Examinations (WKCE) and third grade reading tests shall be administered according to state requirements.
- b. Achievement testing in grade six will be administered in the spring of each school year.

2. Report of Test Results

- a. WKCE and third grade reading test results will be reported to staff, principals, the District Administrator and the School Board within 30 days of receipt of the results.
- b. A summary of the test results will be reported in writing to parents/guardians or students of legal age within 60 days of receipt of the results.

3. Appeals Regarding Test Results

The District shall establish an Appeal Committee to review appeals concerning student test results. The Committee will consist of the building principal, one grade level or subject area teacher and the guidance counselor designated for that grade level. All appeals are to be submitted in writing to the building principal within 10 school days of receipt of the results by the parent/guardian or student of legal age. Appeals can only be made by the parents/guardians, the student (if of legal age) or their agents. Committee decisions may be further appealed in writing to the District Administrator within 10 days of receipt of the Committee's decision.

APPROVED: 1/8/88

REVISED: 12/19/88; 11/12/91; 2/10/97; 8/15/07