

SCHOOL DISTRICT OF MANAWA

345.4

PROMOTION OF STUDENTS IN GRADES K-8

The promotion of students in 5-year-old kindergarten through grade eight is based upon the student's academic achievement and development. The educational program shall provide for the continuous progress of students from grade to grade, with students generally spending one year in each grade. On occasion, a student may need additional time in order to benefit fully from the instructional program. For such a student, retention may be helpful.

In order to be promoted to the next grade, from 1st through 8th grades, a student must achieve one of the following:

- **Academic Performance:** Students must earn a passing grade in four of the five core subject areas (language arts, math, reading, science and social studies). Five-year old kindergarten, fourth and eighth grade students are subject to additional criteria as required by law or defined by Board policy on the promotion of students at these grade levels.
- **Other Academic Criteria:** A student must demonstrate satisfactory progress in meeting the goals/objectives of an individualized education program (IEP), a 504 accommodation plan, an at-risk plan and/or a plan developed to meet the needs of an English language learner.

If none of the above criteria are met, grade level retention of the student shall be considered. The process of making retention decisions shall involve early parent/guardian notification and collaboration among teachers, parents/guardians, counselors and the principal. Retention has a significant impact upon a student and shall be recommended only after serious deliberation using established District procedures.

A student recommended for retention may have the opportunity to be promoted to the next grade upon the successful completion of an approved remediation plan that addresses the failed subject area(s) including, but not limited to, a summer school program or correspondence course(s).

The building principals shall be responsible for the general supervision and management of the promotion of students and shall determine whether a student has satisfied the criteria in this policy and other Board policies applicable to the promotion of students. The building principals shall develop practices to inform parents/guardians and students of the requirements of promotion policies and to keep parents/guardians informed of their child's academic progress.

Decisions on promotion or retention shall be made prior to the end of the school year whenever possible, and prior to the commencement of the next school year if conditions so require. Parents/guardians may appeal promotion or retention decisions in accordance with District procedures.

The District Administrator shall review and recommend policies and procedures that help District schools prepare students to satisfy the promotion criteria and otherwise implement Board policies on student promotion.

LEGAL REF.: Sections 118.001 Wisconsin Statutes

118.13

118.14

118.145

118.24(2)(a) and (3)

118.33(6)(a)1 and (cm)

120.12(2)

120.13

PI 13 Wisconsin Administrative Code

CROSS REF.: 345.4-Rule, Procedures for Students Considered for Retention

345.41, Kindergarten, Fourth and Eighth Grade Promotion

342.1, Special Education Program

342.4, Programs for Students At Risk

342.5, Title I Programs

342.7, Services for English Language Learners

345.1, Grading

345.6, Graduation Requirements

346, Student Assessment Program

411, Equal Educational Opportunities

420. School Admissions

421-Rule (3), Procedures for Admission to First Grade Without Kindergarten
Completion (you should add this rule)

Special Education Manual

APPROVED: March 15, 2004

REVISED: February 17, 2014