

## PROMOTION AND RETENTION OF STUDENTS IN GRADES 1-12

- I. The following procedures apply to end-of-year, grade-to-grade promotion and retention decisions for students in grades 1-8.
  - A. Pre-Retention Screening and Pre-Decision Meeting
    1. A universal screening process shall be applied to initially identify students in grades 1 through 8 who are at risk of not meeting the end of year learning standards. The universal screener will be administered 3 times per year (September, January, and May) and will take into account the student's proficiency in the areas of English language arts and mathematics.
    2. The district shall use a team-based approach to review relevant student data for a possible student at risk to determine if a grade advancement team should be formed. Information to be reviewed will include the following:
      1. The results of available District-provided academic assessments, including:
        - Student performance on district administered universal screeners
        - Student performance on district administered common formative and/or summative assessments
        - Standardized assessments other than state assessments
      2. State assessment results (or results from an alternate assessment, if applicable) that are available for the student;
      3. The student's summative grades and teachers' summative evaluations of the student's academic skills.
    3. Following the completion of each universal screening and additional testing as needed, the district shall inform the student's parent or guardian that the district has identified the student as being at risk of not meeting end of year learning standards.
    4. If any student is at risk of not meeting end of the year learning standards after any midterm, term, trimester, or after a universal screening, the building principal will coordinate a grade advancement team meeting to be held with appropriate school staff as outlined in policy. Parents/guardians shall be included in the discussions leading to the development of the remediation plan.
  - B. Promotion and Retention Decisions
    1. A final decision regarding promotion or retention need not be made until five (5) days before school is out, or, if the student is participating in a remediation plan or summer school in an effort to become eligible for promotion, until after the completion of the student's summer school program.

2. When a student has been enrolled in District schools for less than the entire school year prior to an applicable promotion decision for the next school year, the administration shall use its discretion to identify and apply relevant academic criteria that are reasonably available for the student in question and use decision-making procedures and timelines for promotion and retention decisions that are practical in light of the student's actual date of enrollment.

C. Promotion and Retention Decisions and Criteria for Students in Grades 1-8

**Student Academic Performance Criteria**

A student will be promoted in grades 1-5 if the student satisfies one of the following Academic Performance Criteria:

- a. The student scores an average of 1.75 in each subject area on the end of the year learning standards on the standards based report card in the areas of English Language Arts, mathematics, science, and social studies.
- b. The student successfully completes a remedial instruction program/plan in the failed courses; or
- c. The student participates in summer school and successfully completes remedial materials in the identified areas.
- d. State assessment scores indicating proficient or advanced scores in identified areas. In grades 3 and 5, for students who are proficient or advanced in both English Language Arts and mathematics, the 1.75 does not apply.

A student will be promoted in grades 6-8 if the student has not failed more than two courses. For a year-long course, this would mean failing two or more terms of the course. For a semester long course, this would mean a failing grade at semester. For one-term course, this would mean a failing grade at the end of the term.

In accordance with the Individuals with Disabilities Education Act (IDEA) and the Code of Federal Regulations (CFR 300) and applicable state laws, Individualized Education Program (IEP) teams will address special education and related services necessary to meet the unique learning needs of students identified with a disability and eligible for special education and related services under IDEA.

A student in grades 6-8 who fails more than two courses may be promoted to the next grade provided the student satisfies one of the following:

- a. The student successfully completes a remedial instruction program/plan in the failed courses; or
- b. The student participates in summer school and successfully completes remedial materials in the failed courses

If the student meets the Academic Performance Criteria, the student will be promoted to the next grade. If the student does not meet the Academic Performance Criteria, the student must meet the Teacher Recommendation Criteria based on academic performance.

## Teacher Recommendation Criteria Based on Academic Performance

If any student is at risk of not meeting end of the year learning standards after any midterm, term, trimester, or after a universal screening, the building principal will coordinate a grade advancement team meeting to be held with appropriate school staff as outlined in policy. Parents/guardians shall be included in the discussions leading to a decision. The following will be discussed and considered:

- the student and his/her academic progress to date
- the effectiveness of interventions that have been implemented to date
- student performance on other standardized or district level assessments
- student performance on classroom work
- the consideration of a remediation plan or summer school
- the possibility that the student has an educational disability
- the criteria that apply to the promotion/retention decision

The grade advancement team will continue to meet regularly through the end of the school year.

By April 1, the grade advancement team shall discuss a preliminary decision for grade retention or promotion.

Five days before school is out, the grade advancement team shall make a final recommendation for grade promotion, retention, or implementation of a remediation plan. If a remediation plan is recommended, the decision for promotion or retention will not be made until after the student is scheduled to complete the remediation plan. In the event that parents/guardians are not in agreement with the grade advancement team's placement decision, they may appeal, in writing, to the building principal.

II. The following procedures apply to end-of-year, grade-to-grade promotion and retention decisions for students in grades 9-12.

### A. Promotion and Retention Decisions and Criteria for Students in 9-12

1. The Rice Lake Area School District establishes the following credit accumulation totals to determine achieved grade level placement at Rice Lake High School:
  - Grade 10=5 credits
  - Grade 11=10 credits
  - Grade 12=16 credits

III. Retention with the Voluntary Support of the Student's Parent(s) or Guardian(s)

1. In any situation in which there may be mutual District and family agreement to retain a student, a majority of the grade advancement team, in consultation with classroom teachers and other relevant staff, must conclude on behalf of the District that the weight of the relevant and available information suggests that the student's overall welfare is likely to be at least as equally well-served by retention as compared to promotion.

2. The District's independent support for any retention decision that is also supported by the student's parent(s) or guardian(s) shall be based primarily on academic factors. The administrator acting on behalf of the District shall not simply defer to a parent's or guardian's stated preference.
3. The District shall document the parent's or guardian's voluntary support for a decision to retain the student in the student's records.

#### IV. Parent Notification and Appeals of Promotion/Retention Decisions

Students and/or parents that are dissatisfied with the final decision of the grade advancement team may file an appeal, in writing, with the Rice Lake Area School District. The appeal must be filed within five (5) days of receipt of the letter containing the grade advancement team's decision. The process is described as follows:

1. The parent shall notify the building principal, in writing, of the intent to appeal. The appeal must be made within five (5) days.
2. The building principal will set up a meeting with the parent and student. At this time, the decision for retention will be explained.
3. If the parent and student are satisfied with this explanation of the decision, the appeal process will not continue. If the parent and student are dissatisfied with the decision, the parent shall inform the building principal, in writing, within five (5) days after the meeting, requesting that the appeal process should continue.
4. The building principal will present the student's academic and other relevant data and records to the District Administrator. The parent of the student will be contacted by the District Administrator and will be allowed to present the family's position. After reviewing all relevant information, the District Administrator will make a decision on the appeal and notify the parent of that decision. Within two weeks of receiving the appeal, the District Administrator will issue a final decision after meeting with the parents/guardians and reviewing the decision of the grade advancement team.

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