

AGENDA
SCHOOL DISTRICT OF MANAWA
POLICY & HUMAN RESOURCES COMMITTEE MEETING

Date: December 5, 2018

Time: 5:00 p.m.

MES Board Room
800 Beech St., Manawa

Board Committee Members: Pethke (C), Forbes, J. Johnson

In Attendance:

Timer: _____ **Recorder:** _____

1. Policy 5451.01 Revised, Vol. 25 No. 2 (Information / Action)
2. Policy 5460 Update - Graduation Requirements (Information / Action)
3. ag5421a Grading (Information / Action)
4. ag5430 Laude System (Information / Action)
5. ag5460 Graduation Requirements (Information / Action)
6. Policy & Human Resources Committee Planning Guide (Information)
7. Set Next Meeting Date
8. Next Meeting Items:
 - a.
 - b.
7. Adjourn



Book Policy Manual

Section Archived VOL. 25, NO. 2

Title WISCONSIN ACADEMIC EXCELLENCE SCHOLARSHIP

Number po5451.01 REVISED VOL. 25, NO. 2

Status Proposed to Policy & Human Resources Committee

Wisconsin's Academic Excellence Scholarship is a State-supported program, jointly administered by the Department of Public Instruction (DPI) and the Higher Education Aids Board (HEAB). The program offers scholarship recipients an exemption from specified tuition and fees for post-high school education at eligible higher education institutions in Wisconsin.

By February 25th of each school year, the School Board will designate the appropriate number of senior(s) from ~~(-) each~~ the high school ~~[END-OF-OPTION]~~ with the highest grade point average in all subjects as scholars eligible to receive an Academic Excellence Scholarship.

The following standards must be met to qualify for the Academic Excellence Scholarships. The student and alternates must:

- A. be a resident of the United States who is either a U.S. citizen or an alien lawfully admitted for permanent residence;
- B. be a Wisconsin resident as defined in 36.27 Wis. Stats.;
- C. have achieved senior status and have been in attendance for four (4) ~~consecutive semesters,~~ ~~(X-) including participation in a District-sponsored foreign exchange program for no more than two (2) semesters,~~ ~~[END-OF-OPTION]~~ during their
 - freshman,
 - sophomore,
 - junior, and
 - senior year(s);
- D. be selected based on the Grade Point Average (GPA) on the student's official transcript as of
 - the last day of the semester which ended just prior to February 25th. **(for schools operating on a semester system)**
 - ~~(-) thirty (30) days after the last day of the second trimester. (for schools operating on a trimester system)~~

The grade point average (GPA) computation will be in accord with School Board Policy 5430 - Class Rank. In selecting the scholarship recipient(s) for the Academic Excellence Scholarship,

unweighted grades

~~(-) weighted grades~~

for seven (7) ~~semesters~~ will be used to compute grade point averages.

Students enrolled under ~~the Chapter 220 Program and~~ full-time public school Open-Enrollment Program ~~(-) and the Chapter 220 Program~~ ~~[END-OF-OPTION]~~ who qualify based on the standards identified above are eligible for the Academic Excellence Scholarship in the school they actually attend.

The designation of scholar will be awarded to the qualifying student(s) with the highest grade point average. The scholar's GPA shall be computed to as many places past the decimal point as necessary to determine a distinction between the scholars.

the first tiebreaker will be the ACT composite score;

The scholar with the highest ACT composite score will be selected.

the second tiebreaker will be the highest sub-score on the ACT Test;

~~A student may select~~ English, mathematics, reading or science are eligible test components to determine the highest sub-score. The next tiebreaker will be the second, third and fourth highest sub-scores in that order.

in the event there is still a tie, a coin flip will determine the scholar.

Except for the limitation on the number of designated scholars, the faculty of the high school shall select the applicable number of seniors for designation as scholars and shall certify, in order of priority, any remaining seniors with the same grade point average as alternates for the scholars or, if there is no remaining senior with the same grade point average, any remaining seniors with the next highest grade point average, but not less than 3.800 or the equivalent, as alternates for the scholars.

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Legal

39.41 Wis. Stats

Last Modified by Melanie Oppor on December 3, 2018



Book	Policy Manual
Section	5000 Students
Title	Copy of GRADUATION REQUIREMENTS 12-3-18
Number	po5460
Status	Proposed to Policy & Human Resources Committee
Adopted	June 20, 2016

5460 - GRADUATION REQUIREMENTS

It shall be the policy of the Board of Education to acknowledge each student's successful completion of the instructional program appropriate to the achievement of District goals and objectives as well as personal proficiency by the awarding of a diploma at fitting graduation ceremonies.

The Board directs the District Administrator to prepare a list of specific criteria for granting a high school diploma which includes the student's academic performance, the recommendations of teachers, the statutory credit requirements, and any additional Board- approved credit requirements.

High School courses taken by junior high school students shall appear on the student's high school transcript, along with the grade received however the grade and class will not be factored into the student's high school grade point average.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board as provided by State law.

Beginning with the graduating class of 2013, a student must meet the following graduation requirements in order to be eligible to receive a Little Wolf High School diploma:

- A. Student must attend high school for eight (8) semesters. Students may be eligible for early graduation in accordance with established policy and procedures. Students may have this requirement waived if the early graduation procedures established in the rules are followed.
- B. A student must be enrolled in a class or participating in a Board-approved activity during each class period of each school day while attending high school.
- C. Credits - A Little Wolf High School diploma shall be granted upon successful completion of a total of at least 26 credits for the Class of 2018, and 24 credits for Class of 2019 and beyond in grades 9 through 12 to include:

English	4 credits
Social Studies	3 credits
Physical Education	1 ½ credits
Health	½ credit
Math	3 credits
Science	3 credits
Electives for 2018	11 credits
Electives for 2019 and beyond	9 credits

All required courses shall be successfully completed, and any failure shall be made up before a diploma will be issued.

- D. Students with disabilities who properly complete the programs specified in their I.E.P. and have received the recommendation of the I.E.P. team may participate in graduation activities and may be awarded a diploma (provided the student satisfied the District's high school graduation requirements).
- E. Alternative Provisions for Earning a Manawa Little Wolf High School Diploma

twenty-two (22) years of age or older.

Post-high school candidates must meet the graduation requirements as established at the time of their re-enrollment and not the requirements that previously existed for the class of which s/he was a member.

F. Post-Secondary Course Work

Post-secondary course work to be applied toward a high school diploma must be taken through

1. correspondence/online school.

Such courses must be evaluated and approved by the high school principal in order to apply toward the high school diploma.

2. accredited college/technical college.

Course work taken at a college/technical college will be approved and credits earned apply toward a high school diploma if:

- a. The college/technical college course is not a duplicate of a high school course.
- b. If the course is a logical next step course in subject sequence and is not offered in any form by the high school.
- c. If the desired course is not offered by the high school but is determined, by the principal, to meet the educational goals and interests of the student.

The costs for the above described course work will be based upon and follow the policies established via the Early College Credit Program (ECCP). ~~PI-40, Youth Options.~~

G. Attendance

Current seniors, like all students, must comply with all attendance expectations as set forth in the district's Attendance/Truancy Plan. A senior identified as truant during their last semester of coursework will not be permitted to participate in the graduation ceremony.

H. School Program Obligations

All fee, fine, detention, and similar obligations arising from student participation in school programming must be fulfilled before the student can participate in the commencement ceremony.

Only those students who have met all District graduation requirements as set forth in this policy and are wearing the prescribed cap and gown and complying with administrative behavioral expectations shall be permitted to participate in the commencement ceremony.

The principal of the high school shall prepare a report describing the District's policies on high school graduation standards, including a list of courses required under State law and the number of hours in each school term required to earn one (1) credit for those courses. Additionally, any change to the District's policies shall also be reported to the Department of Public Instruction or other appropriate agency after it has been approved by the Board and signed by the Board president, the District Administrator, and the principal. A student may be denied participation in graduation activities for disciplinary reasons and for non-payment of fees.

The Board may approve a course or courses in career and technical education that it determines may satisfy up to a total of one credit of mathematics and/or science credit.

A student may be denied participation in graduation activities for disciplinary reasons and for non-payment of fees.

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Legal	115.28, Wis. Stats.
	118.30, Wis. Stats.
	118.33, Wis. Stats.



Book AG 1st Draft Clean
 Section Administrative Guidelines (5000s) Approved 8/20/18
 Title GRADING
 Number ag5421a
 Status First Reading

NEED DISTRICT SPECIFIC INFORMATION SO THIS CAN BE COMPLETED!

5421A - GRADING

Since grades play such a significant role in the life of a student, it is imperative that the Board of Education's grading policy be implemented with as much professional expertise as can be applied. In determining grades at the various levels, staff should observe the following administrative guidelines.

4K

Reporting at this grade level consists of a progress report to parents regarding their child's development of early learning attributes. The

<u>3.0</u>	<u>Demonstrates concept or skill independently</u>	<u>marking</u>
<u>2.0</u>	<u>Demonstrates concept or skill with assistance</u>	<u>code is:</u>
<u>1.0</u>	<u>Rarely or does not demonstrates concept or skill</u>	

Grades K- 6

Reporting in these grades will consist of a report card with descriptive marks and a narration. Descriptive marks will be:

<u>Proficiency Scale #</u>	<u>Proficiency Level</u>	<u>Description</u>
<u>4.0</u>	<u>Advanced</u>	<u>Student has in-depth understanding and can make applications that go beyond what was taught.</u>
<u>3.0</u>	<u>Proficient</u>	<u>Student has met expectations based on what was taught.</u>
<u>2.0</u>	<u>Needs Improvement</u>	<u>Student needs improvement in meeting expectations and has some errors or incomplete understandings based on what was taught.</u>
<u>1.0</u>	<u>Unsatisfactory</u>	<u>Student is making unsatisfactory progress toward meeting expectations and may need additional support to learn what was taught.</u>

The principal in collaboration with all teachers at a particular grade or of a particular course shall develop an explanation of the criteria and standards that will be used to qualify a student to be graded advanced, proficient, needs improvement, or unsatisfactory.

To ensure consistency, all teachers at the grade or course level shall use the same criteria/standards in grading their students.

Definition of "passing" and "failing":

Grades K-6: A rubric score of "1 or less" is defined as failing. A rubric score of 2, 3, or 4 is considered passing.

Grades _____

Reporting in these grades will consist of a report card with descriptive marks and a narration. Descriptive marks will be:

_____ = Outstanding

~~Principals, teachers, and other professional staff associated with these grades are to prepare a description of each of these words which will explain the following two (2) characteristics of learning:~~

- A. ~~The quality and, when appropriate, the quantity of what the student has accomplished and can apply that makes their learning **outstanding, satisfactory, or unsatisfactory.** This description is not to be based on comparisons with other students. The current level of current effort and, social interaction, and emotional, physical, and social control over self that qualifies a student as **outstanding, satisfactory, or unsatisfactory.** are graded as follows: **Consistently demonstrates skill/behavior. Inconsistently demonstrates skill/behavior.**~~

Grades 7-12

Reporting in these grades will be by report card using the following marking system:

A 95-100

A- 92-94

B+ 89-91

B 86-88

B- 83-85

C+ 80-82

C 77-79

C- 74-76

D+ 71-73

D 68-70

D- 65-67

F 0-64

Marking System:

(A) Excellent

(B) Good

(C) Average

(D) Below Average

(F) Failure

(I) Incomplete

(W) Withdrew

If a student receives an "F" in a required subject, he/she must repeat and pass that subject to fulfill graduation requirements. Ordinarily, a student who receives an "F" in a course, which is part of a sequence, must repeat and pass that course to continue in the sequence. (I) Incomplete: When a student's work is not completed by the end of the quarter due to the student's absence from school, he/she receives an "I". This work, in most cases, must be made up within two weeks after the end of the quarter. Exceptions to the two-week period must be cleared through the principal. If work is not made up in the allowed time, the "I" becomes an "F". (W) Withdrew: A student receives this grade when he/she drops a course with administrative approval.

Grades _____

Reporting in these grades will be by report card using the following marking system:

A - _____	- 100	Excellent Achievement
B - _____	- _____	Good Achievement
C - _____	- _____	Satisfactory Achievement
D - _____	- _____	Minimum Acceptable Achievement
F - Below Passing	-	
P - Passing		
I - Incomplete		

The principal in collaboration with all teachers at a particular grade or of a particular course, shall develop an explanation of the criteria and standards that will be used to qualify a student to be graded excellent, good, satisfactory, minimum, or failing.

NOTE: A student withdrawing from a course after the fifth week of the semester will do so with an F unless granted administrative exception. The principal in collaboration with all teachers at a grade or of a particular course, shall develop an explanation of the criteria and standards that will be used to qualify a student to be graded excellent, good, average, below average, or failing.

The explanation ~~(may)~~ **(may not)** make use of normative (bell-curve) standards.

General Considerations

Students will receive one grade per subject at the end of each grading cycle.

~~The explanation shall include among others, three (3) types of criteria:~~

- A. ~~**Current Accomplishment**—what the student can consistently **apply** from what s/he has learned~~
- B. ~~**Current Performances**—what the student is learning as demonstrated by assignments and classroom activities~~
- C. ~~**Current Attitude**—what behaviors the student demonstrates on a regular basis that reflect his/her willingness to learn and to function as a responsible student~~

~~In addition to a description of what each of the three (3) criteria (and any other the staff selects) consists of, the explanation should describe the quality (how well) of the accomplishment, performance, and attitude to differentiate outstanding from good, good from satisfactory, etc.~~

~~The teachers should also weight these criteria in terms of relative importance in determining the grade. Staff members need to agree on such issues as, for example:~~

- A. ~~(-) Should a student receive an A or B if ratings on attitude are below satisfactory quality?~~
- B. ~~(-) Should accomplishment, performance, and attitude ratings be of equal importance?~~
- C. ~~(-) Should a student who does well in daily performance but has trouble making proper applications of the learning have his/her grade reduced? If so, by how much?~~
- D. ~~(-) Should a student's grade be reduced if his/her application meets standards but daily performance doesn't? If so, by how much?~~

These grading criteria and standards shall be approved by the District Administrator prior to the start of the school year.

To ensure consistency, all teachers at the grade or course level shall use the same criteria/standards in grading their students.

Each principal shall send a copy of these grading criteria/standards to all parents of children in these grades (or courses) prior to the first day of school and shall ensure that they are the basis for discussion and decision making at all parent conferences.

General Considerations

~~Students will receive one grade per subject at the end of each grading cycle.~~

~~No grade using + or - may be used on report cards.~~

~~The final grading system to be used will be:~~

- A. ~~(-) The final grade for each student for each of his/her subjects will be computed with the use of the _____ marking period grades plus the grade on a final exam, if given. Each grade has a set number of quality points in the total of the _____ marking period grades which will be divided by _____ (represents the marking periods).~~
- B. ~~(-) The scale to be used in computing final grades:~~
 - ~~A—4 quality points (3.51 to 4.00)~~
 - ~~B—3 quality points (2.51 to 3.50)~~
 - ~~C—2 quality points (1.51 to 2.50)~~
 - ~~D—1 quality point (.51 to 1.50)~~

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Book	AG 1st Draft Clean
Section	Administrative Guidelines (5000s) Approved 8/20/18
Title	LAUDE SYSTEM
Number	ag5430
Status	First Reading

5430 - LAUDE SYSTEM

The Laude System replaces the class rank system. It allows us to recognize and encourage students to take appropriate courses that will better prepare them for the future. This system is a point-based system that gets combined with a student's GPA, under the high school's ~~our~~ normal grading scale. This system rewards a student for completing designated rigorous courses and will earn the student one and one half (1.5) honor points (any AP course, year-long or semester), one (1) honor point (year-long courses) or half (.5) honor point (semester courses) for taking these designated courses.

To qualify for Cum Laude or Higher: The student must minimally have a 3.4 cumulative grade point average and have earned a minimum of ~~four~~twenty (~~420~~) Laude points.

Once students meet these requirements they will earn one (1) of the following distinctions:

- A. Cum Laude (with honor/distinction), 4 - 17.49~~20 - 34.99~~ honor points
- B. Magna Cum Laude (With great honor/distinction) 17.5 - 28.79~~35 - 49.99~~ honor points
- C. Summa Cum Laude (With highest honor/distinction), 28.8~~50~~ honor points or more.

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Book AG 1st Draft Clean
 Section Administrative Guidelines (5000s) Approved 8/20/18
 Title GRADUATION REQUIREMENTS
 Number ag5460
 Status First Reading

5460 - **GRADUATION REQUIREMENTS**

In order for a student to qualify for a diploma in this District, s/he must have enrolled in a class or participated in an activity approved by the Board during each class period of each school day. Additionally, s/he must have satisfactorily completed the following courses and earned at least four (4) credits of English, including writing composition, three (3) credits of social studies including State and local government, ~~threetwo (32)~~ three (3) credits of mathematics, ~~threetwo (32)~~ three (3) credits of science, one and one-half (1.5) credits of physical education and one--half (.5) credit of health education, and nine (9) elective credits.

~~A Beginning with the 2016-2017 school year, a~~ student must successfully complete a civics assessment in order to be granted a high school diploma.

~~A high school diploma granted to a student effective with the 2016-2017 school year requires three (3) credits of both mathematics and science.~~ A computer science class may count as a mathematics credit and an agricultural sciences course may count as a science credit.

If the Board approves a career and technical education course as qualifying for mathematics and/or science credit, any student may satisfy a total of one credit of required science and/or mathematics credits through the Board approved career and technical education course.

[X] Annually, the administration will determine whether sufficient interest exists among eligible 7th and 8th grade students to take course offerings that qualify for high school credit as approved by the Board. The ~~(-) Middle School principal (-) administrator~~ and each student's advisor shall determine the eligibility of any student to take such course(s) for high school credit.

- A. (X) Courses qualifying for high school credit will only be offered if there is sufficient interest and if a teacher certified in the subject matter at the high school level can be scheduled to teach the course(s). Students are eligible to acquire as many high school credits as are available and for which the student qualifies.
- B. (X) Courses qualifying for high school credit may be taken at the District High School or through Distance Learning/online options when those options are deemed appropriate by the administration. Where classes are held at the high school, appropriate transportation shall be arranged by the student's parent with the (X) ~~Middle School principal (-) administrator~~ prior to a student being enrolled in an approved high school course. Students are eligible to acquire as many high school credits as are available and for which the student qualifies.

[X] The Board (X) ~~does (-) does not~~ permit students to earn credit by demonstrating competency or creating a learning portfolio. A student shall not earn more than half (1/2) of the required credits through this process. Such credit shall be listed on the student's high school transcript if they meet the following criteria:

- A. (~~-~~) _____

- B. (~~-~~) _____

- C. (~~-~~) _____

D. (→)

~~Further, a student shall not earn more than half (1/2) of the credits required for high school graduation through this process. [This should only be used if the Board adopted a resolution and selected that option in Policy 5460]~~

While the District does not require students to participate in community service activities to receive a high school diploma, community service is a valuable key performance indicator which is encouraged and monitored.
~~The District (→) does (→) does not require students to participate in community service activities to receive a high school diploma.~~

The District may grant a high school diploma to a student who has not satisfied the requirements under this policy if the student was enrolled in an alternative education program and the District determines that the student has demonstrated a level of proficiency in the subjects required under this policy. An alternative education program is defined as an instructional program, approved by the School Board, that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms, or regularly scheduled curricular programs or that is offered in place of regularly scheduled curricular programs. "Alternative educational program" does not include a private school or a home-based private educational program.

Graduation must be earned by passing all mandated subjects and earning total units required for the specific diploma sought. (→)
~~An alternative high school diploma may be awarded to any student that meets the minimum State law requirements for graduation but has not fulfilled one or more additional requirements for graduation from the district. Such a diploma may be awarded with the approval of (→) the student's guidance counselor and principal (→) the District Administrator. (→) The diploma issued under this section shall indicate in some fashion that the diploma is awarded under an alternative diploma program. [Note — this should only be selected if the Board adopts graduation requirements in excess of the state law minimum requirements.]~~

~~In addition to credit requirements, academic performance and teacher recommendations will be considered in determining whether a student will receive a diploma.~~

Students in special education shall either receive a diploma if certified they have properly completed the requirements of their IEP, or receive the recommendation of the IEP Team, as related to completion of credit requirements through regular, special, or alternative education. They may participate in all graduation activities.
~~Depending upon the disability profile, students in special education shall either receive (a diploma) (a certificate of completion) if certified they have properly completed the requirements of their IEP, or receive the recommendation of the IEP Team, as related to completion of credit requirements through regular, special, or alternative education. They may participate in all graduation activities.~~

A student may be denied participation in graduation activities for disciplinary reasons and for non-payment of fees.

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