

**AGENDA  
SCHOOL DISTRICT OF MANAWA  
POLICY & PERSONNEL COMMITTEE MEETING**

**Date: Feb. 2, 2015**

**Time: 6:00 pm**

**Location: Board Room  
800 Beech St., Manawa**

Chair: \_\_\_\_\_

Recorder: \_\_\_\_\_

Timer: \_\_\_\_\_

Board Committee Members: Pohl (C) Rice, R. Johnson

1. Promotion and Retention Policies / Rules:
  - a. 345.4 Procedures of Students in K-8 Grade
  - b. 345.4 Rule – Procedures for Students Considered for Retention
  - c. 345.41 Promotion of 4<sup>th</sup> and 8<sup>th</sup> Graders
2. Graduation Requirements 345.3
3. Technology Plan 2013-2016 – Review
4. Next Meeting Date – Feb. 9, 2015 – NEOLA Presentation

1. Promotion and Retention Policies / Rule                      Action \_\_\_\_\_ Table \_\_\_\_\_

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2. Graduation Requirements 345.3                                      Action \_\_\_\_\_ Table \_\_\_\_\_

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3. Technology Plan 2013-2016 – Review                              Action \_\_\_\_\_ Table \_\_\_\_\_

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4. Next Meeting Date – February 9, 2015 – NEOLA Presentation

In Attendance:

Chair: \_\_\_\_\_ Date: \_\_\_\_\_ Adjourn Time: \_\_\_\_\_

Signature

## 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

## SCHOOL DISTRICT OF MANAWA

345.4 Rule

### PROCEDURES FOR STUDENTS CONSIDERED FOR RETENTION

Students in five-year-old kindergarten through eighth grade who are failing in two or more core subject areas shall be considered for retention in accordance with the following procedures:

1. If a student is performing unsatisfactorily in two or more core subject areas, he/she will be referred by the classroom teacher to the student assistance team (SAT). The team consists of the director of special education, building principal, guidance counselor, classroom teacher, and any other staff as deemed necessary.

- 5K – 2nd grade students: Core subject areas include language arts, reading, math, social studies, science, spelling, and writing. Referral shall be based on performance at the end of the first quarter.

- 3rd – 8th grade students: Core subject areas include language arts, reading, math, social studies, science, spelling, and writing. Referral shall be based on failing grades at the middle of the first quarter.

2. The SAT shall meet to problem-solve the relevant behavior and educational issues regarding the student and implement strategies to help the student improve his/her failing grades or performance. The student's grades or performance shall be monitored throughout the second quarter by the SAT. An educational assessment may be completed upon recommendation of the SAT.

3. If, at the end of the first semester, the student continues to fail in two or more core areas, the SAT will review and revise the previous plan and implement new strategies to help improve the student's failing grades or performance. An educational assessment shall be completed unless this was already done during the second quarter of the school year. The student's parents/guardians shall be notified.

4. The SAT shall monitor student progress bi-weekly during the third quarter. The SAT will make a promotion or retention recommendation to the building principal by the end of third quarter. The student's parents/guardians will be kept informed of student progress and the preliminary recommendation.

5. Final determination of a retention, promotion, or promotion conditioned on a remediation plan shall be made by the building principal and be based, in part, on the 4th quarter mid-term grades or performance. The principal shall provide a written notice of the decision to the parents/guardians at least 4 weeks before the end of the school year.

6. Parents/guardians may appeal promotion or retention decisions to the District Administrator within five days of receipt of the written notice. The District Administrator shall schedule a meeting with the parents/guardians within 10 (ten) work days from the date the appeal request was received. The District Administrator shall provide a written decision to the parents/guardians within five work days. There is no appeal process beyond the District Administrator.

APPROVED: March 15, 2004

REVISED: June 20, 2005  
November 27, 2006  
February 17, 2014

## PROMOTION OF FOURTH AND EIGHTH GRADERS

Because the promotion of students from the fourth grade to the fifth grade and from the eighth to the ninth grade is affected by law, this policy applies to such promotions. Other District policies relating to the promotion of students apply if they are not inconsistent with this policy. Beginning on September 1, 2002, no student may be promoted from the fourth grade to the fifth grade or from the eighth grade to the ninth grade unless the student satisfies the criteria for promotion in this policy.

The following criteria are to be considered in determining whether to promote a student from the fourth grade to the fifth grade or from the eighth grade to the ninth grade.

1. The student achieves a level of basic or above on three of the five areas tested on the Wisconsin Knowledge and Concepts Examination. This criterion does not apply if the student has been excused from taking the examination as provided in law.
2. The student earns a passing grade in four of the five core area classes (language arts, math, reading, science and social studies).
3. The recommendation of the student's teacher(s).
4. If the above criteria are not met and it is determined that the student will be retained, successful completion of a remedial summer school class in the failed subject(s) will allow promotion to the next grade level.

It is imperative to include parents in retention discussions. Requested parent meetings will be held to solicit parental input into the remediation process of a student who has been identified for potential retention.

The building principal shall be responsible for the general supervision and management of the promotion of students under this policy and shall determine whether a student has satisfied the criteria in this policy. If a student has satisfied the criteria in this policy and the requirements of any other District policy applicable to the promotion of students, the student may be promoted from the fourth grade to the fifth grade or from the eighth grade to the ninth grade.

The District Administrator shall review and recommend District policies so that the schools of the District can help prepare students to satisfy the criteria in this policy and to otherwise implement this policy. The building principals shall develop practices to inform parents/guardians and students of the requirements of this policy and to keep parents/guardians informed of their child's academic progress.

LEGAL REF.: Section 118.33(6) Wisconsin Statutes

APPROVED: March 15, 2004

## SCHOOL DISTRICT OF MANAWA

345.3

### GRADUATION REQUIREMENTS

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:

1. Student must attend high school for four years. Students may be eligible for early graduation in accordance with established policy and procedures.
2. 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.
3. Credits - Beginning with the 2012-2013 school year the following transitions will occur with regard to the number of credits required to graduate:

Class of 2013	26 Credits
Class of 2014 & beyond	28 Credits
English	4 credits
Social Studies	3 credits
* American History	1 Credit
* Financial Literacy	½ Credit
* Government	½ Credit
* Elective Social Studies	1 Credit
Physical Education	1 ½ credits*
Health	½ credit
Math	3 credits
Science - Class 2015	2 credits
Science- class of 2016 and beyond	3 credits
Electives	12, 14 credits respectively

\*May substitute .5 credit for coursework in core academic areas: English, Math, Science and Social Studies one time in student's high school career. Pending state legislation, graduation requirements will increase to include 3 credits of science, engineering or technology with 2 of those credits as traditional science or science equivalency courses.

All required courses shall be successfully completed, and any failure shall be made up before a diploma will be issued. It is up to each individual student to make sure that he/she has enough credits to graduate and that he/she has satisfied the established course requirements. This is neither the teacher's nor the counselor's responsibility.

4. Attendance - Current seniors must attend at least ninety percent (90%) of their scheduled class periods during the last semester of their senior year to participate in the graduation ceremony. This includes both excused and unexcused absences. Exceptions to this policy will be for a student who is absent due to a confining illness verified by a doctor's statement and for school sponsored absences such as field trips and athletic competition. All other absences including illness, appointments, vacations, etc., will be included in the periods that are counted as absent toward the 90% attendance policy.

The District may provide accommodations for students with exceptional interests, needs or requirements.

The principal shall determine whether a student has satisfied the criteria in this policy.

LEGAL REF.: Sections 115.915 Wisconsin Statutes

118.15(1)(d)

118.153

118.33

118.35

118.55

120.12(17)

121.02(1)(p)

PI 18, Wisconsin Administrative Code

PI 40

CROSS REF.: 345.3-Rule, Specific Graduation Requirements

345.31, Early Graduation

APPROVED: March 1987

REVISED: September 18, 2000, October 27, 2003,

June 18, 2007

June 18, 2012