

# Elementary School Advancement Policy

## Chippewa Falls School District Elementary School (K-5) Advancement Policy

The Chippewa Falls Area Unified School District shall promote students from one grade to the next at the elementary school level using a sequential decision making process. In making promotion decisions, the school shall incorporate the students' academic performance as evidenced primarily by his/her grades, teacher recommendations, scores on the Wisconsin Knowledge and Concepts Examination–Criterion Reference Test (WKCE-CRT) for grades 3, 4 and 5, and other academic criteria as specified by the school board. The Wisconsin Department of Public Instruction (DPI) shall determine scheduling of the administration and the number of opportunities a student shall have to take the WKCE-CRT during the school year. Parents/guardians are strongly encouraged to respond to the school's invitations to be involved in the advancement/retention decision-making process of their student(s).

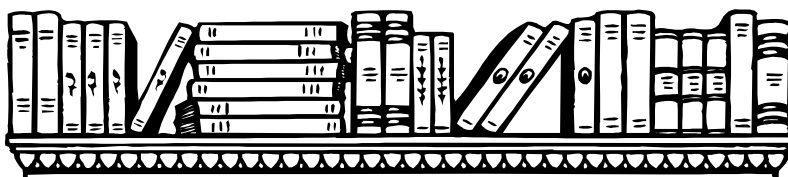
A student shall be promoted if he/she:

- In grades kindergarten, one, or two, displays acceptable academic performance as evidenced by progress reports indicating that the student has achieved or is making substantial progress toward achievement of grade level Wisconsin Early Learning/Model Academic Standards.
- In grades three, four and five, displays acceptable academic performance by earning minimum of a D (1.0) in all grade level academic classes.
- WKCE scores shall also be considered for those students in grades three, four and five. Acceptable performance shall be defined as at or above the level of basic as designated by the Wisconsin Department of Public Instruction on at least 50% or the majority of the sub-tests. For the writing sub-test, acceptable performance shall be considered to be a holistic score of 2.5.

Promotion of students in grades three, four, or five not meeting the WKCE-CRT minimum acceptable performance level or for whom WKCE-CRT scores are not available shall be based on:

1. Display of acceptable academic performance by earning a minimum of a D (1.0) in all current academic classes.
2. Teacher recommendations indicating that the student has achieved or is making substantial progress toward achievement of grade level Wisconsin Early Learning/ Model Academic Standards.
3. Other academic criteria shall be defined as other standardized test scores, successful completion of remedial course work or enrichment course work approved by the Building Assistance Team (BAT).

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# Elementary Advancement Policy Continued...

## Other Academic Criteria

Students enrolled in Special Education programs and students for whom 504 plans have been developed may be exempt from all or part of this policy. Promotion for these students is determined by their Individual Education Plan for Special Education or their Individual Accommodation Plan for 504.

The district administrator shall be responsible for the general supervision and management of the Elementary School Advancement Policy. The district administrator or his/her designee shall determine whether a student has satisfied the criteria in this policy.

The final decision on all promotion/retention rests with the Building Assistance Team, under the direction of the building principal, which may promote students who do not meet the promotion criteria spelled out in this policy. When considering promotion of such students, the Building Assistance Team shall use the Light's Retention Scale and take into consideration such things as teacher recommendations from current and prior years, report card grades in prior years, degree of academic progress made throughout the year, other standardized test scores, successful participation in remedial programs, and other evidence of skills and knowledge.

Parent(s)/guardian(s) shall be notified annually of the terms of this policy.

## Frequently Asked Questions

### ***What does my child have to do to be promoted to the next grade?***

In grades kindergarten, one, or two, he or she must first display acceptable academic performance as evidenced by progress reports indicating that the student has achieved or is making substantial progress toward achievement of grade level Wisconsin Early Learning/Model Academic Standards. In grades three, four and five, acceptable academic performance is indicated by earning a minimum of a D (1.0) in all grade level academic classes. Second, students in grades 3, 4 and 5 must score at or above the basic level on at least 50% or the majority of the sub-tests on the Wisconsin Knowledge Concept Examination (WKCE-CRT) .

### ***What if my child did not meet the requirement of acceptable academic performance?***

The display of acceptable academic performance is the primary requirement for a student to be eligible for promotion. If the acceptable academic performance requirement is not met, the student will not be promoted.

### ***What if my child did earn the required grade point average but did not meet the acceptable WKCE-CRT scores? Would my child be ineligible for promotion?***

Before the child would be considered ineligible for promotion, a review is held which includes not only looking at the student's grades and the WKCE-CRT results but also teacher recommendations and other academic criteria. If the review indicates that the student has achieved or is making substantial progress toward achievement of grade level Wisconsin Early Learning/Model Academic Standards, he or she will be promoted.

# Frequently Asked Questions

## ***Do I have a right to have my child excused from the WKCE - CRT assessment?***

Parents may excuse/exclude their child from the test (at grade 4 only), but not from the promotion policy.

Promotion of a student who has been excused/excluded from participation in the WKCE–CRT shall be based on his/her display of acceptable academic performance, teacher recommendation, and other academic criteria. Requests for test exclusion must be submitted in writing prior to the fall testing window.

## ***If I do not agree with the decisions being made about my child at any point in this process can I appeal it?***

Yes. Exceptional cases may be appealed to the Building Assistance Team with whom, under the direction of the building principal, the final decision on promotion or retention rests.

## ***My child is in the Exceptional Education Program (EEN). How does this policy apply to my child?***

Promotion for students in the EEN program is determined by their Individual Education Plan (IEP) as is their level of participation in the Wisconsin Knowledge and Concept Examination (WKCE-CRT). These students may be exempt from all or part of this policy depending on their Individual Education Plan (IEP).

## ***My child has a 504 plan. How does this policy apply to my child?***

Promotion for a student with a 504 plan is determined by their Individual Accommodation Plan (IAP) as is their level of participation in the Wisconsin Knowledge and Concept Examination (WKCE-CRT). These students may be exempt from all or part of this policy depending on their Individual Accommodation Plan (IAP).

## ***My child is a Limited English Speaking (LES) student. How does this policy apply to my child?***

If he/she is excused from the Wisconsin Knowledge and Concept Examination (WKCE-CRT), then promotion shall be based on his/her display of acceptable academic performance, teacher recommendation, and other academic criteria that indicate that the student has achieved or is making substantial progress toward achievement of grade level Wisconsin Model Academic Standards.

## ***How will I know if my child is at risk of not being promoted to the next grade?***

During the second trimester, parents of “at risk” students are contacted about the possibility of their child being retained in their current grade based upon a review of past tests, grades and teacher recommendation. Near the end of the third trimester, parents of children who have not met promotion criteria are notified.

Parent(s)/ guardian(s) are strongly encouraged to respond to the school's invitations to be involved in the advancement/ retention decision-making process of their student(s).

### **Appeal Process**

If a student is denied promotion his/her parent(s)/guardian(s) may appeal the decision. They shall bring or send an intent to appeal to the student's building administration office. A complete description of the appeal process shall be sent to the parent(s)/guardian(s) at that time.

**Legal References:** WI State Stats. 118.33(6), 118.30, 118.24(2)(a), 118.24(3)

Adopted 3/16/06

Chippewa Falls Public Schools  
1130 Miles Street  
Chippewa Falls, WI 54729

*Elementary School  
Advancement Policy  
Information*



**If you have any questions or concerns regarding the elementary school promotion policy, please call your child's school and ask to speak to your child's teacher, guidance counselor and/or principal.**



