

**DEERFIELD COMMUNITY**

**CODE: 345.4**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 02/20/84**

Date of Revision: 03/20/89  
10/20/97  
03/19/01

**ADVANCEMENTS AND RETENTION OF STUDENTS K-5**

Normally, pupils shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. The education program should provide for the continuous progress of individual children and be flexible enough to adjust for pupils who may benefit from staying another year in the same grade or advancing a grade level beyond the normal assignment. Retentions/advancements are to be effected only after careful attention is given to the factors involved in each individual situation.

Such advancements/retentions shall be considered in accordance with the following criteria:

- 1) Achievement is significantly above or below ability and/or grade level.
- 2) Data indicates a reasonable chance of benefiting the pupil without causing undue emotional or social adjustment.

Whenever such retention/advancement is being considered, but no later than the end of the third quarter, the teacher shall confer with the principal and other staff members involved with the child. The parents shall be invited to a meeting with the teacher(s), principal, and other staff members no later than the end of the third quarter for discussion of the matter. This discussion shall consist of an explanation to the parents of their child's current academic standing in relationship to the group and his or her own individual ability. Goals will be set for the 4th quarter. These shall be reviewed during the last few weeks of the fourth quarter at a meeting of the same concerned parties and a final decision on advancement/retention shall be made. The decision shall be made jointly by the principal and parents. In those cases where the parents reject the school's decision, a refusal form will be signed and retained in the student's cumulative folder. Notification of such refusal and disagreement will be given to the Board of Education.

**In accordance with s.s. 118.33 (6), promotion from 4<sup>th</sup> to 5<sup>th</sup> grade beginning September 1, 2002 shall be determined based on the following criteria:**

1. The teacher recommends student for promotion based on academic performance to include success on the District's established outcomes (Abacus).  
AND
2. Student scores at least basic level on four out of five subtests on the Wisconsin Knowledge & Concepts Exam (WKCE), three of which must be reading, language arts, and mathematics.  
OR
3. A "Promotion Committee" will meet and review the student's total academic record (including report cards, results of Abacus outcomes, standardized tests, etc.). The Promotion Committee will be composed of the principal, guidance counselor, school psychologist, student's fourth grade teacher, a fifth grade teacher, and the third grade teacher who taught

this student. (If this third grade teacher is no longer in the district, then the student's 2<sup>nd</sup> grade teacher, if this teacher is also not available then the 1<sup>st</sup> grade teacher.) If the child has an IEP, then the Case Manager will be a part of this committee. Based on all of the information gathered, this Committee will:

a). Recommend promotion OR

b). Establish a "Remediation Plan" for the student. The Plan will state specifically what the student needs to complete in order to be promoted. Parents will be informed and involved in the completion of the Plan. Once the plan is in place and working the student will be promoted. If the Committee or parents feel a "Remediation Plan" will not be enough to compensate for deficiencies, then the student will be retained.

OR

4. If the student has an IEP, then the District shall use criteria identified in the IEP to determine promotion or retention.