

## INSTRUCTION

### PROMOTION PROCESS

#### Promotion at Grades K-5

For the purposes of using the scale, academic proficiency will be based upon promotion standards for their current grade level. (See Wenatchee School District K-10 Promotion Standards.)

#### \* Timelines

September-October: Communicate to parents and students promotion criteria via Wenatchee School District Family Guide to Success.

Begin intervention process as soon as students demonstrate a lack of academic progress or sub-standard academic skills.

November: Parent Conferences -

At this point communicate to parents of students at risk of retention:

- 1) Student Progress
  - report cards
  - assessments
  - attendance
  - use of promotion standards document
- 2) Student's status as a retention candidate according to the Light's Retention Scale.
- 3) Review interventions and adjust as necessary. Use district-wide Child Study Team Process.

February: Academic probation letter - First formal communication with parents regarding possible summer school or retention.

April: Parent conferences - inform parents of children who will be recommended for retention.

May: Recommendations for retention by the building review board are given to the principal.

June: Parent appeals and final decisions for retention and/or summer school are made by the principal.

- \* These are general timelines to follow, but a student can enter the retention process at any time.

## Promotion at Grades 6-8

Consideration for promotion will be based upon a weighting system aligned with state reform standards. Criteria include: 1) classroom-based evidence including grades and report card information 2) standardized assessments 3) attendance and 4) work ethic. (See K-10 grade level promotion standards.) Students' progress in each criteria will be monitored in the student's academic progress file using the WSD promotion standards for that grade level. If a student falls below 8-10 points on the promotion rubric, he/she will be considered for summer school and/or retention. (See timeline) The promotion standards will be as follows:

### Weighting System for rating students on Promotion Criteria

- 0 = Below standard: Little or no demonstration
- 1 = Working toward standard; partial accomplishment
- 2 = Showing continuous improvement
- 3 = Meets standard: Solid academic performance
- 4 = Above standard: Superior performance

### Timelines

September - October: Communicate to parents and students promotion criteria via WSD Family Guide to Success.

Begin intervention process as soon as students demonstrate a lack of academic progress or sub-standard academic skills.

#### November: Parent Conferences

At this point communicate to all parents in attendance:

- 1) Criteria for promotion
- 2) Promotion Time frame and process (explanation)
- 3) Student progress
  - Classroom-based evidence (including grades and report card information)
  - Test scores (Levels, WASL, ITBS, etc.)
  - Attendance
  - Look at interventions and adjust, including use of district-wide child study team process.

December - January: Compile student and academic progress files, which include classroom-based evidence, standardized assessments and attendance.

Look at interventions and adjust.

February academic probation letter – first formal communication with parents regarding possible summer school or retention.

Large group parent meeting to explain promotion/retention process.

Review interventions and adjust.

## INSTRUCTION

February - March: Mid-term progress reports mailed home.

Probation list updated with status of students on academic probation and new students added to probation list.

April (3rd week): Third quarter grades.  
Probation list updated with status of students on academic probation and new students added to probation list.

May (2nd week): Final review of students on academic probation – team leaders lead grade level reviews.  
Master list generated for Building Review Board.

May (3rd week): Final decisions for retention/summer school.  
Communication with parents.  
Building Review Board reviews individual student's academic progress files and recommend for promotion/summer school.

May 15-June 10: Parental appeals to principal.

June (1st week): Parent information night/conferences regarding summer school.

June (2nd week): Final placement decisions made for upcoming school year

### Promotion Process 9-12

Based on current credit system at each grade level as well as information from standardized assessments and attendance.