

Eau Claire Public Schools

Read by Grade Three Timeline

3rd Grade M-Step Testing Window: **April 27- May 22, 2020**

3rd Grade M-Step ELA (Reading) Performance Levels

- A score of 1317-1357 is **Advanced**
- A score of 1300-1316 is **Proficient**
- A score of 1280-1299 is **Partially Proficient**
- A score of 1203-1279 is **Not Proficient**

District Timeline & Events:

A. What will happen before the M-Step Testing Window?

1. Distribute the *Read by Grade Three* Stakeholder Information Letter
2. **March 11, 2020.** Parent-Teacher Conferences 1:00-6:00 pm
 - ★ *Read by Grade Three* Parent Information Night (5:00-6:00 pm)
3. **March 12, 2020.** Parent-Teacher Conferences 4:00-7:00 pm
 - ★ *Read by Grade Three* Parent Information Night (5:00-6:00 pm)

B. What will happen during the M-STEP Testing Window?

1. **April 29, 2020.** 3rd Grade Students will be assessed on the M-Step ELA/Reading Test
2. The district administration will review preliminary scores to see which students are subject to the state's retention policy.
 - a. A score of 1253-1271 indicates that the student is in need of additional reading support.
 - b. 1252 or lower indicates that the student is one or more grade levels behind, is in need of more intensive intervention, and that the student is subject to the state's retention policy.

C. What will happen after the M-STEP Testing Window?

1. Families of students receiving a preliminary M-Step score of **1252** or below will be notified that they will be receiving a letter from the State of Michigan notifying them

of possible retention and requested to attend an individual conference to discuss the next steps.

2. All students receiving a preliminary M-Step score of **1280-1253** will be notified in writing by the district and requested to attend an individual conference to discuss the next steps. These students are not subject to the state's retention policy.

D. What happens at an Individual Collaborative Conference?

1. All parents will have the opportunity to meet with the Lybrook administration to collaboratively discuss and review student data and other good cause exemption materials to determine whether or not to uphold the state's recommendation for retention or to place the student into the 4th grade. *Please note that students who are placed into 4th grade may be put on an iRIP and monitored for possible retention at the end of 4th grade.*

E. What do parents do after they receive the State's Certified Letter?

1. No later than June 1st, or 14 days after M-STEP assessment results are made available (whichever is earlier) each year, a letter must be sent to each household in which a student's scores fall below the minimum threshold.
2. 30 days from the date a parent receives the Certified letter, parents or guardians may submit a written appeal (Good Cause Exemption) to the District Superintendent to request that their child not be retained.

F. What happens once a written appeal is submitted to the District Superintendent?

1. The superintendent, or their designee, will review the request and the information from the Individual Collaborative Conference meeting.
2. At least 30 days before the first day of school, the superintendent will send a written letter of determination that either upholds the retention or grants the appeal (place the student into 4th grade).
3. This decision is final.

(Adopted by the Board of Education on February 17, 2020)