

# 2009-2010 School/Parent Guide to the Elementary School Promotion Policy

## Benchmark Grades 3 & 6 *(Board Policy 09-1028-PO2)*

Promotion decisions for students in **grades 3 and 6** will be made during the last week of school. Promotion status and applicable summer school requirement(s) will be determined by the student's District-Wide Assessment (DWA) scores in reading and math, followed by a review of the student's academic performance and attendance record. To determine a student's promotion status and applicable summer school requirement(s), see grid below. **Please see reverse side for additional information, including clarification regarding students with disabilities and English Language Learners (ELLs).**

District-Wide Assessment (DWA)	Academic Performance and Attendance Criteria	Achievement Level	Promotion Status & Summer School Requirement(s)
DWA scores in both reading <b>AND</b> math <u>at or above</u> the <b>24th percentile</b> (scores within range)	Final report card grades in reading <b>and</b> math of "C" or above  <b>AND</b> No more than 9 unexcused absences	<b>1A</b>	<ul style="list-style-type: none"> <li>• Summer school <b>not</b> required</li> <li>• Summer assessment <b>not</b> required</li> <li>• Promote to the next grade in June</li> </ul>
	Final report card grade in reading <b>or</b> math <b>or</b> both below "C"  <b>OR</b> More than 9 unexcused absences	<b>1B</b>	<ul style="list-style-type: none"> <li>• Summer school required</li> <li>• Summer assessment <b>not</b> required</li> <li>• Promote to the next grade in August <b>only after</b> satisfactory completion of summer school</li> </ul>
DWA scores in reading <b>OR</b> math <b>OR</b> both <u>below</u> the <b>24th percentile</b> (scores below range)	Final report card grades in reading <b>and</b> math of "C" or above  <b>AND</b> No more than 9 unexcused absences	<b>2A</b>	<ul style="list-style-type: none"> <li>• Summer school required</li> <li>• Summer assessment <b>not</b> required</li> <li>• Promote to the next grade in August <b>only after</b> satisfactory completion of summer school</li> </ul>
	Final report card grade in reading <b>or</b> math <b>or</b> both below "C"  <b>OR</b> More than 9 unexcused absences	<b>2B</b>	<ul style="list-style-type: none"> <li>• Summer school required</li> <li>• Summer assessment required</li> <li>• Promote to the next grade in August <b>only after</b> satisfactory completion of summer school which includes scoring <u>at or above</u> the 24th percentile on the required summer assessment(s)</li> </ul>

Please see reverse side for explanation of satisfactory completion of summer school.

**Elementary School Promotion Policy *(Board Policy 09-1028-PO2)***

<http://www.cps.edu/Pages/Gettingtothenextgrade.aspx>

Office of P-12 Management • October 2009

I, the parent or guardian of \_\_\_\_\_ (print student's name) have received and read the **2009-2010 School/Parent Guide to the Elementary School Promotion Policy *(Board Policy 09-1028-PO2)***. I understand that by signing this document, I agree to support my child in achieving the requirements for promotion and to make every effort to work with the school in attaining this goal.

School \_\_\_\_\_ Grade \_\_\_\_\_ Room Number \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please return signed acknowledgement to your child's school.**

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## Benchmark Grades 3 & 6 (*Board Policy 09-1028-PO2*)

### Promotion Criteria

A student's promotion status is determined by the following measures:

- District-Wide Assessment (DWA) Scores  
The **District-Wide Assessment (DWA)** refers to the norm-referenced component of Illinois Standards Achievement Test (ISAT) (using the highest score from the last two annual assessments). Students with no DWA scores in either reading or math will be considered achievement level 2B.
- Academic Performance  
Report card grades in reading and math shall reflect a student's unit test scores and completion of homework assignments during the school year. The **final report card grade** in each subject is an average of the grades reported at the end of each of the four reporting periods.
- Attendance Record  
For each absence, the teacher must receive a dated and signed note from the student's parent/guardian, otherwise it will be recorded as an unexcused absence. A student may have no more than **9 unexcused absences**. Absences can be excused for the following reasons: student illness, family emergency, observation of a religious holiday, death in the immediate family and circumstances related to a student's health or safety.

### Promotion Criteria for Students with Disabilities

Students with disabilities (including English Language Learners with a disability) receiving special education and related services under an Individualized Education Program (IEP) are expected to meet the same promotion criteria as their non-disabled peers unless the IEP modifies the promotion criteria in whole or in part. For questions regarding promotion criteria for students with disabilities, please call the Office of Specialized Services at (773) 553-1800.

### Promotion Criteria for English Language Learners (ELLs)

English Language Learners (ELLs) will complete their general academic curriculum in their native language and/or English. ELLs in the benchmark grades shall be promoted to the next grade at the end of the academic year if they demonstrate the following: final report card grades of "C" or above in reading **and** math and no more than 9 unexcused absences. **An ELL's ISAT scores shall not be considered for purposes of promotion.**

ELLs who fail to meet the academic performance and attendance criteria noted above will be promoted to the next grade only upon satisfactory completion of summer school. Appropriate summer school placement will be determined by the Chief Education Office. For questions regarding promotion criteria for ELLs, please call the Office of Language and Cultural Education at (773) 553-1930.

### Satisfactory Completion of Summer School

- To satisfactorily complete summer school, a student must receive passing grade(s) on the summer school report card **and** have an attendance record of no more than **3 unexcused absences**.
- Students in achievement level 2B must also score at or above the 24th percentile on the mandatory end of summer assessment in the subject(s) where the students' DWA score is below the 24th percentile in order to satisfactorily complete summer school.

### Retention

A student who does not satisfactorily complete summer school will be retained in his/her current grade if this is a first time retention in the 1-3 or 4-6 grade cycles. If this would be a second retention for a student in a grade cycle and he/she will not be 15 years old on or before September 1, 2010, the student will be promoted to the next grade. All retained students will receive a **Personal Learning Plan**, which is developed by the student's school along with the parent/guardian.

### Parent Promotion Appeal

At the completion of summer school, parents/guardians of retained students will have five (5) days after receiving the promotion determination notice to submit a written request (appeal) for an additional review to the Chief Education Officer or his/her designee.

**For questions regarding the Elementary School Promotion Policy (*Board Policy 09-1028-PO2*), please call your Area Office or the Office of P-12 Management at (773) 553-2150.**

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