

2011-2012 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 AND math <u>at or above</u> the 24th percentile (scores within range)	Final report card grades in reading and math of "C" or above AND No more than 9 unexcused absences	1A	<ul style="list-style-type: none"> • Summer school not required • Summer assessment not required • Promote to the next grade in June
	Final report card grade in reading or math or both below "C" OR More than 9 unexcused absences	1B	<ul style="list-style-type: none"> • Summer school required • Summer assessment not required • Promote to the next grade in August only after satisfactory completion of summer school
DWA scores in reading OR math OR both <u>below</u> the 24th percentile (scores below range)	Final report card grades in reading and math of "C" or above AND No more than 9 unexcused absences	2A	<ul style="list-style-type: none"> • Summer school required • Summer assessment not required • Promote to the next grade in August only after satisfactory completion of summer school
	Final report card grade in reading or math or both below "C" OR More than 9 unexcused absences	2B	<ul style="list-style-type: none"> • Summer school required • Summer assessment required • Promote to the next grade in August only after satisfactory completion of summer school which includes scoring <u>at or above</u> the 24th percentile on the required summer assessment(s)

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

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

Office of Pathways to College and Career • November 2011

I, the parent or guardian of _____ (print student's name) have received and read the **2011-2012 School/Parent Guide to the Elementary School Promotion Policy *(Board Policy 09-1028-PO2)***. **I acknowledge that by signing this document, I understand the promotion criteria which has been explained to me by the school administration and/or staff.** Furthermore, I will 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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Promotion Criteria

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

- *District-Wide Assessment (DWA)*
The **District-Wide Assessment (DWA)**: The district-wide assessment will be either the norm-referenced component of the Illinois Standards Achievement Test (ISAT) (using the highest score from the last two annual assessments) or other norm-referenced assessment administered by the district. This year the other norm-referenced assessment may include but is not limited to the Scantron and the Northwest Evaluation Association (NWEA), depending on which assessment is being administered by the school. Students with no DWA scores in either reading or math will be considered achievement level 2B. If a student's DWA results are incomplete or inaccessible through no fault of the student, the Office of Pathways to College and Career shall make a promotion determination using the best available data consistent with the standards described in the Elementary School Promotion Policy.
- *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 Special Education and Supports 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 DWA score shall not be used 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 student's 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, 2012, 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 Network Office or the Office of Pathways to College and Career at (773) 553-3267.
