



Book	Administrative Guideline Manual
Section	5000 Students
Title	THIRD GRADE READING GUARANTEE MID-YEAR PROMOTION
Code	ag5410
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#### 5410 - **THIRD GRADE READING GUARANTEE MID-YEAR PROMOTION**

Columbus City Schools, in accordance with ORC 3313.608 (B) (3) (b) and pursuant to Board Policy 5410, shall "Establish a policy for the mid-year promotion of a student retained under division (A) of this section who demonstrates that the student is reading at or above grade level".

##### **Beginning of School Year:**

If a third-grade student does not meet the score specified for promotion by ODEW, the parent may satisfy that requirement by having a parent exemption form signed to promote the child to the fourth grade regardless of their child's Ohio State Test for Grade 3 English Language Arts score. To promote a student through this process, the following steps must occur:

- A. The parent must complete the Parent Exemption Request form to finalize this process by the specified time frame.  
The school will assist the parent with how to access this document;
- B. The school shall submit an electronic grade change form; and
- C. Once the promotion is approved, the secretary will end date the third-grade courses and enter the new fourth-grade courses with a start date of the following day.

Students promoted to fourth grade through this exemption must continue to receive intensive reading instruction and be placed on a Reading Improvement Monitoring Plan until the student demonstrates that they are reading at a proficient level (700) as indicated by their Ohio State Test English Language Art Tests.

##### **Second Semester:**

A student who has been retained in the third grade, per ORC 3313.608 (A) (2), shall be promoted to the fourth grade on or before the first school day of the second semester of the school year provided the student has met all of the following requirements:

- A. Achieved a score of at least 524 on the i-Ready Reading Assessment by the end of the first semester;
- B. Received a recommendation of promotion by their current third-grade teacher and school administrator; and
- C. Received the permission of their parent or guardian for promotion to the fourth grade mid-school year with the understanding that the promotion shall include the student's participation in all fourth-grade state-mandated assessments and any other district-approved assessments.

Once these requirements have been met, the following steps will be taken:

- A. The school shall submit an electronic grade change form;
- B. Once the promotion is approved, the secretary will end date the third-grade courses and enter the new fourth-grade courses on or before the first day of second semester; and

C. The student will receive additional support in mathematics – if not proficient.