

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

| | |
|--|--------------------------------|
| Procedure Name Third Grade Guarantee | |
| Procedure No. 2623-00-01 | Eff. Date: |
| Implements Board Policy(ies) <u>2623</u> | Last Reviewed: <u>12/17/14</u> |

1. Background

Describe relevant background to the implementation of the policy.
Ohio’s Third Grade Reading Guarantee is state law put in place to identify students from Kindergarten through grade 3 who are behind in reading using specific assessments approved by ODE. All elementary schools in Ohio are required to provide quality reading instruction and intensive interventions designed to help identified students develop on-track reading skills by the end of grade three. There are set ODE scores for promotion to grade 4. Unless a promotable score or exemption is obtained a student is retained under the law.

2. Responsibilities

| | |
|-----------------------------------|-------------|
| Title: | |
| Address: | |
| Phone: | Cell phone: |
| <i>Describe responsibilities:</i> | |

3. Action Steps

- Describe the action steps relevant to the implementation of the policy.*
- Communicate testing dates and required state scores for approved assessments to principals and teaching staff
 - Implement testing in accordance with ODE guidelines under TGRG
 - Provide Reading Improvement and Monitoring (RIMP) templates and information from the ODE TGRG Guidance Document and implement during provided timelines specified in TGRG law
 - Teachers begin intensive, specific reading interventions for all students identified as reading below-level using scientifically based explicit

instruction and bi-weekly progress monitoring

- Inform parents of retention under TGRG law .
- Send out a weekly Cognos report via email to Reading Specialists and Principals to determine current compliance with the collection of data and information required as part of Third Grade Reading Guarantee to address errors for resolution.
- Flag all students who have not met a promotable score and are not exempt from retention as retained under TGRG in Powerschool by end of May until a score for promotion is attained in summer of fall.
- Provide promotion to students by August 1 that met a summer promotable score
- Provide midyear promotion to students who met promotable score in fall

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

5. Related Documents / Forms

| Document Title | Description | Last Reviewed |
|----------------|-------------|---------------|
| | | |

6. Additional Information

Describe any additional information relevant to the implementation of the policy.