

**ADMINISTRATIVE REGULATION: ACCELERATION/PROMOTION/RETENTION**

The following regulations and procedures are for the purpose of implementing the intent of Policy 5122 – Acceleration/Promotion/Retention.

I. Notification Process

- A. **Warning Notice:** A notice from the building principal shall be mailed by certified mail, return receipt requested, and by regular mail to the parent(s)/guardian(s) having custody of the student, no later than one week after commencement of the last marking period of the school year. Said notice shall state the course(s), teacher(s) and reason(s) for which the student may be in danger of non-promotion. Said notice shall outline in detail what work, if any, needs to be completed or made-up and when the teacher(s) are available to the student for additional support. Any students being considered for non-promotion shall during that school year:
1. Have been reviewed by the Intervention and Referral Services Team or a committee with similar functions from which there were interventions developed, attempted, monitored, assessed and, if necessary, modified. If success is not progressing at a satisfactory level, the team shall be reconvened to review the student's program and additional options explored for possible implementation. The student's parent(s)/guardian(s) shall have been invited to all such meetings of this nature and every reasonable effort shall have been made to schedule said meetings at a time when at least one of the parents or guardians can attend and participate;
  2. Have been reviewed by the Child Study Team for possible evaluation for any potential learning disabilities;
  3. Have undergone a physical examination by the school medical examiner at no charge to the parents/guardians or by their family physician at the family's expense; and a full battery of health screenings and tests permitted to be performed by the school nurse;
  4. Have had his/her progress discussed with a parent/guardian, other than during the regular annual parent conference periods, prior to the commencement of the last marking period.
- B. **Determination of non-promotion notice:** A notice from the building principal shall be mailed by certified mail, return receipt requested, and by regular mail to the parent(s)/guardian(s) having custody of the student, no later than fifteen (15) school days prior to the last student attendance day of the school year. Said notice shall state that the

student is being recommended for non-promotion and will be ineligible to participation in any promotion program or promotion-related activities. Said notice shall state the course(s), teacher(s) and reason(s) for which the student has been determined to be ineligible for promotion. Said notice shall outline in detail what work, if any, needs to be completed or made-up and when the teacher(s) are available to the student for additional support. Said notice shall advise that during the period of time through the last student attendance day, the student may attempt to complete any necessary requirements to earn promotion. Said notice shall also outline the summer alternatives for becoming eligible for completing the minimum standards for promotion. Said notice only shall be sent after having been discussed by the building principal with the CSA.

Only under the most unique and extenuating circumstances will an assessment of any student's performance less than 15 days prior to the last day for student attendance be considered for a recommendation for non-promotion. The building principal forthwith shall send the "determination of non-promotion notice" following the procedures previously outlined in this section. Said notice shall be sent after having been discussed by the building principal with the CSA.

## II. Alternative methods for meeting requirements

A. Summer programs: Any student who does not meet the minimum requirements set for in Policy 5122, may be promoted to the next grade level upon completion of any of the following at the expense of the student's family unless there is a demonstrated financial hardship under which the District may pay a portion or all of the costs.

1. Attending an approved out-of-district summer school program and attaining a passing grade in any number of previously non-passed courses to bring the student to the District's minimum standard.

2. Receiving at least 20 hours of tutoring in any of the courses to be made up in order to meet the District's minimum standard. Such tutoring shall be by a teacher certified in the State of New Jersey and approved by the District. Prior to the release of teachers for the summer recess, the make-up work shall be developed by district teachers selected by the building principal. The principal shall review the make-up work and modify if deemed appropriate. The completion of the work shall be checked after August 15, but prior to September. If the nature of the tutoring was other than make-up work, an examination, approved by the building principal, shall be administered following completion of the 20 hours of instruction. Attainment of a grade of at least 70% shall indicate the successful completion of the course. Should a student not attain an examination grade of 70% or higher, tutoring shall continue during the summer for an additional 10 hours for those sections of the examination not successfully completed. Re-instruction and re-testing of those sections shall continue during this period until such time as the student's initial

examination grade is brought to the level of at least 70%. The tutoring shall take place in such time and manner so that all tutoring and testing can be completed on or before August 15 and a determination made prior to September as to the promotion of the student.

- B. **Work Review:** The building principal shall review either the results of the summer school program or certification of the tutor and the applicable make-up work or examination and advise the CSA as to whether or not the student should be promoted.
1. The parent(s)/guardian(s) shall be advised of the decision in the same manner as other notifications;
  2. If the student is promoted, the principal shall arrange, forthwith, the necessary paper work and transfer passage of records;
  3. If the student is not promoted, the building principal shall assure the development of a schedule for the student to retake whatever courses are necessary to meet the district's minimum standards. If the student earns at least an average grade by the end of the first marking period in any make-up course work, the student may be considered for advancement to the grade for which the student was denied promotion.
- C. **Special consideration:** If at the end of any summer program the student still does not attain the standards outlined, the student may be promoted to the next grade on the recommendation of the building principal to the CSA if it is deemed that the retention is considered detrimental to the total well-being of the student.

III. Transferring of records, issuance of report card, and any other entitlements

- A. **Transferring records:** No student records of a non-promoted student shall be transferred to the next grade level until district standards are met. If another school in the district would have been the receiving school, the principal of that school shall be advised by the last day of student attendance of any students not being promoted so that the receiving school can undertake whatever planning it might need to consider in the event the student is ultimately promoted.
- B. **Issuance of report card:** A photocopy of the student's last marking period report card shall be issued to the parent(s)/guardian(s) at the same time as the issuance of other report cards. On or before August 31, the final report card shall be completed under the direction of the building principal indicating whether or not the work has been satisfactorily completed and whether or not the student has met the requirements for promotion.
- C. **Issuance of awards, certificates:** If the determination to promote the student has been made, any awards, certificates or other documents issued to other promoted students shall be furnished to the student.

IV. Documentation of student progress

- A. **Teacher responsibility:** The teacher of any course in which success is not being attained shall be responsible for maintaining the following data and records to substantiate any recommendation for retention.
1. Marking register clearly delineating a description of all assignments and grades received.
  2. Record of all conferences, in person and via telephone, with the parent(s)/guardian(s) including the dates and topics covered and documentation of same in the student's cumulative folder.
  3. Report card grades
  4. Mid-marking period reports
  5. Copies of all correspondence between teacher and parent(s)/guardians
  6. A sufficient number of work samples (originals or copies) that will justify such a recommendation.
  7. Record of behavioral concerns
  8. Copy of standards utilized by the teacher in determining student's grades and averages; make-up procedures for classwork, homework, quizzes, tests, and other related procedures. The teacher shall have a record of advising both student and parent(s)/guardian(s) of same.
  9. Procedures for student to obtain extra help from the teacher and a schedule as to teacher availability for student help and for parent/guardian conferencing.
- B. **Office responsibility:** The building administrator shall cause to be maintained in the appropriate offices(s):
1. Attendance records
  2. Health records
  3. Student behavior records
  4. Record of administrative conferences
  5. Record of administrative correspondence
  6. Record of annual notice to students and parent/guardians of policy 6146 – Promotion Requirements
  7. Any Intervention and Referral Services Team or similar committee records
  8. Record of specialized instruction
  9. Record of Child Study Team involvement and any of its recommendations

V. Appeal Process

In the event that any parent/guardian disagrees with any decision rendered under these regulations and procedures that affects any of their children, the parent/guardian may appeal in writing to the appropriate program administrator. The program administrator shall render to the parent/guardian a decision in writing within 30 calendar days of receipt of the appeal.

If the matter is not resolved to the satisfaction of the parent/guardian, the parent/guardian may, within 10 school days of receipt of the decision, appeal in writing the matter to the CSA. If there is such an appeal, the CSA shall render to the parent/guardian a decision in writing within 30 calendar days of receipt of the appeal. The CSA shall be the final level of resolution in the appeal process with the CSA's decision being final. During the appeal process, the decision being appealed shall remain in effect.

#### **VI. Child Study Team Guidelines for Accelerating a Student**

1. Recommendation from classroom teacher – teacher thinks child in inappropriately placed due to high academic skills, picking up of concepts quickly, social and emotional maturity.
2. Two observations from LDT-C at difference points in time – observe academic skills, concept learning, social and emotional behavior.
3. Observation by school psychologist to observe socio-emotional behavior as to maturity level.
4. Testing – Administering District standardized test (a different level than previously administered) to child individually. Child should score at least two grade levels above current grade level in reading and math – both reading decoding and comprehension; and math calculations, concepts and applications. Share findings with Child Study Team (CST).
5. Parental Input – as to child's academic and social skills. Make sure parents think child is mature enough to handle move and are amenable to move.
6. Conference with grade level teachers where child should be chronologically and CST as to social and emotional maturity of Child. Child should be above age level in terms of socio-emotional maturity. Share academic findings with CST.
7. CST should recommend appropriateness of any advanced grade placement or advanced subject placement(s) to principal who will confer with the CSA to make a final decision. Potential recipient teacher(s) to be included in evaluative process.
8. Follow-up after about one month in new grade to child with child's new teacher(s) to determine if advanced placement is appropriate and should continue. Appropriateness to include a review of how well the child has fit in academically, socially and emotionally with his/her new grade.

**Reviewed and readopted; February 13, 2012**

**Adopted: June 26, 2000**