

## R 5410 PROMOTION AND RETENTION

### Criteria for Promotion

The criteria listed below will be considered in any case where promotion to the next grade level is in question. The relative importance of these criteria vary from case to case. After due consideration of these criteria and the involvement of the child's parent(s), teacher(s), and the learning disabilities teacher/consultant (LDT/C), the Principal must make a judgment of what grade placement is deemed to be in the best long-term interests of the child. Criteria to be considered are:

- A. The achievement of levels of proficiency in reading, writing, and mathematics skills considered to be minimum for the grade level. The determination of proficiency level shall include performance on standardized achievement tests related to State-established proficiency levels where available.
- B. Satisfactory progress in meeting goals and objectives in each area of the curriculum as assessed in reports of pupil progress (Report Card).
- C. Social and emotional maturity appropriate to the grade level and necessary for a successful learning experience.

### Principal's Responsibilities

The Principal has the authority and the responsibility to make the decision about promotion or non-promotion, grade placement, and class assignment for all pupils in his/her school. A parent(s) or legal guardian(s) may request the Principal to change a pupil's placement if the pupil is served by an instructional team which contains two or more members of an immediate family. The Principal should make certain that parent(s) or legal guardian(s) understand their right to appeal the Principal's decision to the Superintendent. The Principal shall ensure that staff members understand their responsibilities and are appropriately involved in cases involving possible failure or non-promotion and in remediation planning.

The Principal shall also be responsible for the following:

- A. Notification of pupils and parent(s) or legal guardian(s) regarding the criteria for pupil promotion and the opportunities for remediation.



- B. Notification to the pupil and parent(s) or legal guardian(s) at appropriate intervals during the year regarding the pupil's progress in meeting the criteria for promotion.
- C. Notification and consultation with parent(s) or legal guardian(s) within ten school days when it becomes apparent that the pupil is in danger of retention because of deficiencies in meeting promotional criteria.
- D. Meeting with the parent(s) or legal guardian(s) and appropriate staff members at which time the decision regarding the pupil's promotion/retention shall be determined by the Principal. This meeting shall be scheduled no later than two days after the last day of the school year.

## Preventive and Remedial Programs

Each school shall provide preventive and remedial programs in reading, writing, and mathematics as required by New Jersey Administrative Code. The Principal and the Director of Special Programs share the responsibility for supervising these programs and/or ensuring that the following requirements are met:

- A. **Assessment Procedures** - Each pupil shall be assessed, upon entrance into the school system, and annually thereafter, to identify pupils not meeting State minimum levels of proficiency. Pupils so identified, shall be provided with an individual comprehensive assessment by the LDT/C. The comprehensive assessment shall include an analysis of the pupil's performance in standardized achievement tests, a review of records of academic progress in previous years, and a conference with the child's current teacher(s). In instances of pupil transfers, assessment records shall be forwarded from the previous school or district to the school or district in which the pupil is newly enrolled.
- B. **Pupil Identification Form (PIF)** shall be developed and implemented for pupils performing below State minimum levels of proficiency.

The LDT/C is responsible for initiating, coordinating, and monitoring the development, implementation, and evaluation of the PIF. The LDT/C will work with the classroom teacher(s) and the education specialist. The parent(s) or legal guardian(s) will be notified of the need for an PIF and will receive a copy when it has been developed.

- C. **State Compensatory Education Preventive and Remedial Programs** shall be provided in accordance with the requirements and procedures specified in New Jersey Administrative Code. The Director of Special Programs is responsible for monitoring compliance.

Adopted: 7 December 2009

