

R 5410 PROMOTION, ACCELERATION AND RETENTION

The following rules are promulgated in accordance with the policy of the Board of Education dealing with the promotion and retention of pupils.

A. Standards for Pupil Promotion

Elementary and Intermediate Grades (PreK-8) - A pupil will be promoted to the next succeeding grade level when he/she demonstrates the proficiencies required for movement into the next grade.

B. Procedures for Pupil Promotion

1. A written copy of promotion standards will be given to all parent(s) or legal guardian(s) and pupils at the beginning of each year.
2. Parent(s) or legal guardian(s) and pupils will be provided a minimum of four reports each year as to a pupil's progress towards meeting promotion standards.
3. Teachers who determine that a pupil's progress may not be sufficient to meet promotion standards shall notify the parent(s) or legal guardian(s) of the pupil and offer consultation with the parent(s) or legal guardian(s).
4. In grades PreK-6, the parent(s) or legal guardian(s) and where appropriate the pupil will be notified no later than three weeks prior to the end of the year when the possibility of a pupil not being promoted is determined.
5. A pupil with fewer than 150 days attendance in grades PreK-6 will not be promoted to the next grade level.
6. Extenuating circumstances as determined by the Building Principal can waive the 150-day attendance requirements for grades PreK-8.
7. Classroom teachers shall provide input to the Principal who makes the final decision concerning the promotion or retention of each pupil.

C. Procedure for Retention or Social Promotion

1. Grades PreK-6 - Classroom teachers must initiate the process by providing to the Building Principal complete forms in accordance with the specified timelines.

2. The Principal will review each case and in consultation with the teacher render a final decision.
3. Parent(s) or legal guardian(s) may appeal a promotion/retention decision to the Superintendent whose decision is final.

D. Procedure for Grade Level Acceleration

1. Parents, teachers, or administration may initiate a grade level acceleration application for a student.
2. All requests for grade level acceleration must be made in writing to the building principal.
3. Criteria for Grade Level Acceleration:
 - a. NJASK Testing (if applicable) – A student considered for grade level acceleration must score at or above 275 on both the Language Arts and Mathematics sections of the NJASK. A student must also score in the 95th percentile on the SAGE-2 (Screening Assessment for Gifted Elementary and Middle School Students) Reasoning sub-test.
 - b. If NJASK Scores are not available the student will be administered the complete SAGE-2 test battery and must score in the 95th percentile in all sub-tests (sub-test 1 Mathematics/Science, sub-test 2 Language Arts/Social Studies, and sub-test 3 Reasoning).
 - c. A student must be enrolled in the district's Gifted and Talented Program.
 - d. A student must demonstrate strong academic and developmental progress as indicated on their school report cards.
 - e. A student must demonstrate a clear need for grade level acceleration based on the following observations / reports.
 - f. Process forms to be completed:

- i. Classroom teacher (team) must complete the Request for Grade Level Acceleration Form. This form documents student's strengths and academic differentiation that has been utilized by the classroom teacher. Samples of student work should be attached to this form.
 - ii. Parent(s) / Guardian(s) must complete the Parent Request for Grade Level Acceleration Form. This form formulates the parent/guardian's rational for Grade Level Acceleration.
 - iii. School Guidance Counselor must complete a review of developmental and interpersonal factors for Grade Level Acceleration for the student. This form may be filled out in conjunction with classroom teacher(s), parents or other school staff members that have personal knowledge of the student.
- g. A review team will evaluate a student's files and application to determine if the student is an appropriate candidate for grade level acceleration. The review team shall consist of the building principal, gifted & talented coordinator, school guidance counselor, classroom teacher (or team) and the student's parent(s) / guardian(s).
- i. Initial meeting – discuss process of grade level acceleration, reasons for acceleration referral and information to be collected regarding the student.
 - ii. Completion of supporting documentation and testing (if needed).
 - iii. Second meeting – review supporting documentation and testing information. Reach a conscious regarding grade level acceleration.
 - iv. Committee recommendation made to Superintendent for review and approval.
 - v. If grade level acceleration is recommended and approved: a date for acceleration will be scheduled; A change in placement should take place at a logical break within the school calendar; Student

progress will be monitored by school administration, parents/guardians, classroom teacher(s), and the guidance counselor to ensure the student is successfully progressing at the accelerated grade level.

- a) If the student experiences difficulty at the accelerated grade level, the team will meet to review the student's case and make appropriate changes to the student's program.
- vi. If grade level acceleration is not recommended and / or approved the student should be referred and considered for subject area acceleration.
- vii. Recommendations from the Grade Level Acceleration Committee may be appealed to the Superintendent of Schools. The decision of the Superintendent may be appealed to the Board of Education.

E. Procedure for Subject Area Acceleration

1. Parents, teachers, or administration may initiate a subject area acceleration application for a student.
2. All requests for subject area acceleration must be made in writing to the building principal.
3. Criteria for Subject Area Acceleration:
 - a. NJASK Testing (if applicable) – A student considered subject area acceleration must score at or above 275 on the Language Arts, Mathematics, or Science sections of the NJASK (area to be considered for acceleration).
 - b. If a child is being considered for Subject Area Acceleration in a subject that the NJASK does not specifically test or if NJASK results are not available a student must score in the 95th percentile on a locally

administered Terra Nova test in the subject they wish to be considered for acceleration.

- c. A student must also score in the 90th percentile on the SAGE-2 (Screening Assessment for Gifted Elementary and Middle School Students) Reasoning sub-test.
- d. The student must be enrolled in the district's Gifted and Talented Program or Focused Enrichment Program (in the subject they wish to be accelerated).
- e. A student must demonstrate strong academic and developmental progress as indicated on their school report cards.
- f. A student must demonstrate a clear need for subject area acceleration based on the following observations / reports.
- g. Process forms to be completed:
 - i. Classroom teacher (team) must complete: Request for Subject Area Acceleration Form. This form documents student's strengths and academic differentiation that has been utilized by the classroom teacher. Including samples of student work in the area being considered for acceleration.
 - ii. Parent(s) / Guardian(s) must complete: Parent Request for Subject Area Acceleration Form. This form formulates the parent/guardian's rationale for Subject Area Acceleration.
- h. A review team will evaluate a student's files and application to determine if the student is an appropriate candidate for subject area acceleration. The review team shall consist of the building principal, gifted & talented coordinator, school guidance counselor, classroom teacher (or team) and the student's parent(s) / guardian(s).

- i. Initial meeting – discuss process for subject area acceleration, reasons for acceleration referral and information to be collected regarding the student.
 - ii. Completion of supporting documentation and testing (if needed).
 - iii. Second meeting – review supporting documentation and testing information. Reach a consensus regarding subject area acceleration.
 - iv. Committee recommendation made to Superintendent for review and approval.
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- i. If the student meets the above listed criteria, the student will be recommended to the Superintendent of Schools for Subject Area Acceleration. Subject Area Acceleration will take place according to the procedures previously described.
 - j. If the student does not meet the above listed criteria, the committee will not recommend grade level acceleration to the Superintendent of Schools. Classroom modifications may be recommended by the committee as deemed appropriate based on the student's needs.