

POLICY

SOMERSET COUNTY
BOARD OF EDUCATION

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1. PURPOSE

To establish consistent promotional and non-promotion procedures for students in the elementary and intermediate schools of Somerset County.

2. POSITION

Promotion and non-promotion will be considered yearly in terms of the best placement of each individual student. Generally, promotion is recommended when students have made sufficient progress at the current instructional level and in effect are ready for the activities and rigorous academic challenges of the next grade level; conversely, non-promotion is advocated when students have not achieved at the current instructional level and are not ready for the next grade level. Chronological age, emotional and social maturity, physical growth, scholastic aptitude, previous retention record and attendance habits will be considered in determining promotion or non-promotion.

The program of instruction for a retainee will be reviewed by the promotion/non-promotion committee to insure its appropriateness. Every effort will be made to accommodate the needs of students when retained in the same grade for a second year.

3. CRITERIA FOR NON-PROMOTION

A. Kindergarten (Indicators) –

Kindergarten is a critical school year for preparing students for successful achievement in later grades. Each school will implement a specific program of early identification, enrichment, interventions and support to prepare all students to achieve promotion standards.

In the event that promotion may be considered not to be in a child's best interest, parents will be notified. Promotion decisions for students in kindergarten, including students with disabilities and English Language Learners, will be made by the principal in consultation with the child's teacher and parent.

B. Elementary (Indicators)

- (1) Has a specific reading skills deficiency.
- (2) Has poor skill development in mathematics.
- (3) Has difficulty following directions.
- (4) Has great difficulty completing task.
- (5) Has difficulty working independently.
- (6) Has poorly developed motor skills.
- (7) Seems immature socially and emotionally.
- (8) Is absent excessively without justifiable cause.
- (9) Has test scores that show a disparity between mental maturity and achievement.
- (10) Has failing grades in two or more of the major subjects - Language Arts, Mathematics, Social Studies, or Science.

C. Intermediate (Indicators)

- (1) Has specific reading skills deficiencies.
- (2) Demonstrates very poor skill development on the mathematics objectives for his/her grade level.
- (3) Experiences difficulty working independently.
- (4) Demonstrates poorly developed study skills.
- (5) Demonstrates chronic failure to complete assignments.
- (6) Is absent excessively without justifiable cause.
- (7) Demonstrates social and emotional immaturity.
- (8) Has test scores that show a disparity between mental maturity and achievement.
- (9) Has failing grades in two or more of the major subjects – Language Arts, Mathematics, Social Studies, or Science.

4. PROCEDURE

- A. A promotion/non promotion committee shall be appointed by the principal in each school to review possible retentions on a student-by-student basis. The size of the committee will be dictated by the principal.
- B. A suggested committee is:
 - (1) Principal or Designee
 - (2) Guidance Counselor
 - (3) Classroom Teacher (The grade level team if appropriate)
 - (4) Other Resource Staff
- C. By mid year or as soon as possible thereafter, the school should notify the parents (s)/guardian preferably by letter of any student who does not seem to be maintaining grade requirements.

- D. A conference should be scheduled at a convenient time for parents, the principal, and teachers (s) to discuss the problem. During the conference a specific management plan should be developed which may include expectations of the parent (s)/guardian and child as well as the professional staff. Subsequent contacts need to be maintained with the parent (s)/guardian to discuss student placement.
- (1) The school should do everything possible to have a conference with parents whose child is extremely deficient – 3 failing grades in core subjects. The conference should focus on developing a management plan for improvement.
- (2) If after the Mid-Term of the third marking period border-line students have not shown improvement, the school should do everything possible to have a parent conference to develop a management plan for improvement.
- E. At the end of the school year, the committee shall review all of the data pertaining to each individual student in order that a recommendation for promotion or non-promotion may be made. This data shall be recorded on the appropriate “Committee Recommendation Form” and retained in the student’s file along with the Management Plan. The recommendation will be made with supporting data to support the recommendation.
- F. If parents choose not to participate, the promotion/non-promotion committee will make decisions regarding student placement.

TIME LINE

1. End of 2 nd Marking Period	<ul style="list-style-type: none">➤ A letter to Parents/Guardians indicating the student is in jeopardy of being retained (Students with 2 or more failing grades). The letter will request a parent conference.➤ Guidance Counselor meets with the students in question.➤ Promotion/Non-Promotion Committee will meet with student and the parents who agree to come to the conference.➤ A management plan will be instituted immediately for the students with 3 failing grades.
2. After the 3 rd Mid Year Term reports have been issued but, before the end of the third marking period	<ul style="list-style-type: none">➤ A management plan will be developed for any student who may still be in jeopardy of retention that have not been involved in a formal conference to develop a management plan for improvement.➤ Additional contacts and/or conferences will be utilized as needed.
3. May 15 – end of the school year	<ul style="list-style-type: none">➤ Promotion/Non-Promotion committee meets to assess student progress and determine grade placement for the following year.
4. Within one week of school closing	<ul style="list-style-type: none">➤ Parents are notified either through conference or by telephone if they can not attend a school conference regarding placement.➤ Students are notified in a conference with the Guidance Counselor.