

PROMOTION AND RETENTION (M)

M

The Board recognizes that the personal, social, physical, and educational growth of children will vary, and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

Promotion or retention of pupils of the Clearview Regional High School District shall be related to achievement of district goals and objectives. Pupils and parent(s) or legal guardian(s) shall be informed of the skills and levels of mastery for each course or grade level. The educational program shall provide for the continuous progress of pupils from one grade to the next. Pupils shall be assigned to the grade level for which they are best prepared academically, socially, and emotionally.

1. When reviewing pupils for promotion, the criteria to be considered shall include:
 - a. The achievement of minimum proficiency levels in basic reading, writing, and mathematics skills;
 - b. Continuous growth and achievement in all program areas commensurate with ability and grade level expectations; and
 - c. Evidence of social and emotional maturity necessary for a successful learning experience.
2. When reviewing pupils for retention, the following steps shall be taken:
 - a. A conference shall be held involving the teacher, Principal, Child Study Team, guidance staff, and staff members who have worked with the pupil. The items to be covered shall include:
 - (1) Anecdotal teacher records which document factual evidence of insufficient progress;
 - (2) Test results;
 - (3) Report card grades;



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- (4) Other evidence of poor academic performance;
 - (5) Attendance records;
 - (6) Discipline referrals, health records, parent(s) or legal guardian(s) contact, records and conferences, and cumulative folders.
- b. A notice shall be mailed to the parent(s) or legal guardian(s) by the Principal by April 15, stating that the child is in danger of failing, and may be required to repeat the grade;
 - c. A plan which identifies a timeline for future parent(s) or legal guardian(s) contacts shall be developed by the teacher and parent(s) or legal guardian(s);
 - d. A meeting involving parent(s) or legal guardian(s), teachers, Principal, guidance staff, and other staff members, shall take place before a decision is rendered. The decision to retain will be made by the Principal. If the Principal recommends retention, a written report documenting the reasons for the decision to retain will be forwarded to the Superintendent of Schools within two working days; and
 - e. A written notice of the decision will be mailed to the parent(s) or legal guardian(s) within two calendar days. If a decision to retain has been made, procedures outlining the appeals process will be sent to the parent(s) or legal guardian(s).

N.J.S.A. 18A:35-4.9

Adopted: 20 November 2008

