

POLICY

HAMBURG BOARD OF EDUCATION

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5410 PROMOTION AND RETENTION

The following guidelines will serve as procedures for implementing the Hamburg School District policy on Promotion/Retention.

- A. Standards of proficiency related to district goals and objectives.
1. A pupil will be promoted to the next succeeding grade level when he/she demonstrates the proficiencies required for movement into the next grade. Proficiency will be determined by criteria including, but not limited to, report cards, standardized test scores, and teacher observation.
 - a. In Kindergarten, proficiency will be determined by teacher observation and the Hamburg School Kindergarten End-of-the-Year Test.
 - b. In grade one, proficiency will be determined by teacher observation, report cards, and the Hamburg School First Grade End-of-the-Year Test.
 - c. In grades two through eight, proficiency will be determined by teacher observation, report cards, and standardize or State-mandated test.
 2. A written copy of promotion standards will be given to all parent(s) or legal guardian(s) and pupils at the beginning of the school year.
 3. Teachers, parent(s) or legal guardian(s), the Pupil Assistance Committee, the school psychologist, and, where appropriate, the Child Study Team will provide input regarding retention decisions. The Superintendent will make the final decision concerning the promotion or retention of each pupil.
- B. Standards of attendance and provision for review of mastery.
1. Pupils' proficiency will be reviewed for mastery regularly parent(s) or legal guardian(s) of pupils in grades one through eight will be provided with at least eight reports each year regarding a pupil's progress toward meeting promotion standards.
 2. A pupil with less than one hundred sixty days attendance will not be considered for promotion to the next grade without a review by the administration, as per Hamburg Board of Education policy.



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- C. Timely efforts to help all pupils achieve acceptable levels of proficiency.
 - 1. When a pupil's progress may not be sufficient to meet promotion standards, he/she will be referred to the Pupil Assistance Committee or the Child Study Team, which will design and implement a remediation program to help the pupil achieve minimum levels of proficiency.
- D. Timely notification of parent(s) or legal guardian(s) when there is a possibility of failure.
 - 1. The parent(s) or legal guardian(s) will be notified in writing no later than the issuance of the Interim Progress Report for the fourth marking period when the possibility of a pupil's not being promoted is determined.
- E. Procedures for involving parent(s) or legal guardian(s), teachers, and pupils, where appropriate, in the design of the remediation program.
 - 1. Teachers who determine that a pupil's progress may not be sufficient to meet proficiency requirements shall notify the parent(s) or legal guardian(s) of the possibility of retention, and request consultation with them to design a program to help the pupil meet the requirements for promotion.
- F. Procedures for parent(s) or legal guardian(s) to appeal promotion/retention decisions.
 - 1. If, after consultation and involvement in the design of a remediation program for the pupil, parent(s) or legal guardian(s) disagree with a decision to promote or retain a pupil, they may request a conference with the Superintendent. At this conference, they may present their reasoning for their disagreement, and appeal to the Superintendent to change the decision. The final decision will rest with school authorities.

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

Adopted: 13 August 2008



REGULATION—

HAMBURG SCHOOL DISTRICT

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R 5410 PROMOTION 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.

High School (9-12) - A pupil will be promoted to the next grade when he/she has completed, in the current school year, the number of credits required for that grade as indicated in the current High School Pupil Handbook.

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 parents or legal guardians.
4. In grades PreK-8, 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-8 will not be promoted to the next grade level. In grades 9-12 the attendance policy in effect and published in the High School Handbook will be followed.
6. Extenuating circumstances as determined by the Building Principal can waive the 150-day attendance requirements for grades PreK-8. In the high school, an attendance appeal route is available for pupils whose attendance is in excess of the regulations specified in the attendance policy.



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-8 - 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) and adult pupils may appeal a promotion/retention decision to the Superintendent whose decision is final.

Adopted: 13 August 2008

