

**Township of Union Public Schools**  
 Criteria for Honors/AP Program Placement  
**ELA, WORLD LANG., SOCIAL STUDIES (MS & HS)**  
**& MATHEMATICS GR 10-12**

Total Possible Points: 20  
 Updated July 2019

	4 points	3 points	2 points	1 point	0 points
<b>NJSLA Score*</b> most recent administration	790 or higher	750-789	725-749	700-724	699 or below
<b>Department Placement OR Exam**</b>	90 – 100	80 – 89	70-79	65 – 69	0 - 64
<b>Current Department Course Average (MP 1 &amp; 2)</b>	93 – 100	83 – 92	73-82	65 – 72	0 - 64
<b>Teacher Recommendation***</b> Skills considered include: sustaining a grade-level task; critical thinking; cooperative work; communication; ability to initiate tasks, questioning, or asking for assistance; internalizing behaviors that interfere with instruction; problem solving	<b>Exceeds Expectations</b> Student consistently exceeds grade-level expectation of the outlined skills.	<b>Meets Expectations</b> Student regularly meets grade-level expectations of the outlined skills.	<b>Approaches Expectations</b> Student inconsistently demonstrates mastery or is otherwise approaching mastery of grade-level expectations of the outlined skills.	<b>Partially Meets Expectations</b> Student demonstrates partial mastery of grade-level expectations, rarely engaging in the outlined skills.	<b>Does Not Yet Meet Expectations</b> Student does not demonstrate mastery of grade-level expectations, never engaging in the outlined skills.
<b>Previous Department Course Final Grade****</b>	A- and above	B to B+	B- to C	C-	Below C-
<b>Current Department Course Midterm</b>	A- and above	B to B+	B- to C	C-	Below C-

Requirements for Admittance	Number of Points Earned
CP/Regular to Honors	16 to 20 points
Honors to Honors (reapplication)	14 to 20 points
Honors to AP	16 to 20 points
AP to AP (reapplication)	14 to 20 points

\*NJSLA-ELA will be considered in ELA, WL, and SS courses; NJSLA-MATH will be considered in Math and Sci courses.  
 \*\*A standards-based skill assessment will be given to students to take the place of the NJSLA score ONLY if an NJSLA score is unavailable.  
 \*\*\* Please see the note re: teacher recommendations in the Honors/AP Procedures under the Appeal Process. Teacher recs will be posted in Genesis for viewing.  
 \*\*\*\*In a first level WL course, where no previous grade is available, a student's previous year ELA grade will be used.

## Township of Union Public Schools

Criteria for Honors/AP Program Placement

### SCIENCE (MS & HS)

Total Possible Points: 24

Updated July 2019

	4 points	3 points	2 points	1 point	0 points
<b>NJSLA Score*</b> most recent administration <b>OR</b> <b>Department Placement Exam**</b>	790 or higher  90 – 100	750-789  80 – 89	725-749  70-79	700-724  65 – 69	699 or below  0 - 64
<b>Current MATH Course Average (MP 1 &amp; 2)</b>	93 – 100	83 – 92	73-82	65 – 72	0 - 64
<b>Current SCIENCE Course Average (MP 1 &amp; 2)</b>	93 – 100	83 – 92	73-82	65 – 72	0 - 64
<b>Teacher Recommendation***</b> Skills considered include: sustaining a grade-level task; critical thinking; cooperative work; communication; ability to initiate tasks, questioning, or asking for assistance; internalizing behaviors that interfere with instruction; problem solving	<b>Exceeds Expectations</b> Student consistently exceeds grade-level expectation of the outlined skills.	<b>Meets Expectations</b> Student regularly meets grade-level expectations of the outlined skills.	<b>Approaches Expectations</b> Student inconsistently demonstrates mastery or is otherwise approaching mastery of grade-level expectations of the outlined skills.	<b>Partially Meets Expectations</b> Student demonstrates partial mastery of grade-level expectations, rarely engaging in the outlined skills.	<b>Does Not Yet Meet Expectations</b> Student does not demonstrate mastery of grade-level expectations, never engaging in the outlined skills.
<b>Previous SCIENCE Course Final Grade</b>	A- and above	B to B+	B- to C	C-	Below C-
<b>Current SCIENCE Course Midterm</b>	A- and above	B to B+	B- to C	C-	Below C-

Requirements for Admittance	Number of Points Earned
CP/Regular to Honors	20 to 24 points
Honors to Honors (reapplication)	18 to 24 points
Honors to AP	20 to 24 points
AP to AP (reapplication)	18 to 24 points

\*NJSLA-ELA will be considered in ELA, WL, and SS courses; NJSLA-MATH will be considered in Math and SCI courses.

\*\*A standards-based skill assessment will be given to students to take the place of the NJSLA score ONLY if an NJSLA score is unavailable.

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## Township of Union Public Schools

Criteria for Honors/AP Program Placement

### MATH ENTERING GRADE 6

Total Possible Points: 20

Updated July 2019

	4 points	3 points	2 points	1 point	0 points
<b>4<sup>th</sup> Grade NJSLA-MATH Score</b> most recent administration OR <b>Department Placement Exam*</b>	790 or higher	750-789	725-749	700-724	699 or below
	90 – 100	80 – 89	70-79	65 – 69	0 - 64
<b>5<sup>th</sup> Grade Math Course Average (MP 1 &amp; 2)</b>	90 – 100	83 – 89	73-82	65 – 72	0 - 64
<b>Teacher Recommendation**</b> Skills considered include: sustaining a grade-level task; critical thinking; cooperative work; communication; ability to initiate tasks, questioning, or asking for assistance; internalizing behaviors that interfere with instruction; problem solving	<b>Exceeds Expectations</b> Student consistently exceeds grade-level expectation of the outlined skills.	<b>Meets Expectations</b> Student regularly meets grade-level expectations of the outlined skills.	<b>Approaches Expectations</b> Student inconsistently demonstrates mastery or is otherwise approaching mastery of grade-level expectations of the outlined skills.	<b>Partially Meets Expectations</b> Student demonstrates partial mastery of grade-level expectations, rarely engaging in the outlined skills.	<b>Does Not Yet Meet Expectations</b> Student does not demonstrate mastery of grade-level expectations, never engaging in the outlined skills.
<b>4<sup>th</sup> Grade Math Final Grade</b>	A- and above	B to B+	B- to C	C-	Below C-
<b>5<sup>th</sup> Grade Math MP2 Benchmark / Midterm</b>	A- and above	B to B+	B- to C	C-	Below C-

\*A standards-based skill assessment will be given to students to take the place of the NJSLA score ONLY if an NJSLA score is unavailable.

\*\* Please see the note re: teacher recommendations in the Honors/AP Procedures under the Appeal Process. Teacher recs will be posted in Genesis for viewing.

Current Course	Number of Points Earned	Placement
Math 5	16 to 20 points	Accelerated Math 6
Math 5	15 or fewer	Math 6

## Township of Union Public Schools

Criteria for Honors/AP Program Placement

### MATH ENTERING GRADE 7

Total Possible Points: 20

Updated July 2019

	4 points	3 points	2 points	1 point	0 points
5 <sup>th</sup> Grade NJSLA-MATH Score most recent administration OR Department Placement Exam*	790 or higher	750-789	725-749	700-724	699 or below
	90 – 100	80 – 89	70-79	65 – 69	0 - 64
6 <sup>th</sup> Grade Math Course Average (MP 1 & 2)	93 – 100	83 – 92	73-82	65 – 72	0 - 64
Teacher Recommendation** Skills considered include: sustaining a grade-level task; critical thinking; cooperative work; communication; ability to initiate tasks, questioning, or asking for assistance; internalizing behaviors that interfere with instruction; problem solving	<b>Exceeds Expectations</b> Student consistently exceeds grade-level expectation of the outlined skills.	<b>Meets Expectations</b> Student regularly meets grade-level expectations of the outlined skills.	<b>Approaches Expectations</b> Student inconsistently demonstrates mastery or is otherwise approaching mastery of grade-level expectations of the outlined skills.	<b>Partially Meets Expectations</b> Student demonstrates partial mastery of grade-level expectations, rarely engaging in the outlined skills.	<b>Does Not Yet Meet Expectations</b> Student does not demonstrate mastery of grade-level expectations, never engaging in the outlined skills.
5 <sup>th</sup> Grade Math Final Grade	A- and above	B to B+	B- to C	C-	Below C-
6 <sup>th</sup> Grade Math Midterm	A- and above	B to B+	B- to C	C-	Below C-

Current Course	Number of Points Earned	Placement
Accelerated Math 6	16 to 20 points	Pre-Algebra 7
Accelerated Math 6	13-15 points	Accelerated Math 7
Accelerated Math 6	12 or fewer points	Math 7
Math 6	17-20 Points	Accelerated Math 7
Math 6	16 or fewer	Math 7

\*A standards-based skill assessment will be given to students to take the place of the NJSLA score ONLY if an NJSLA score is unavailable.  
 \*\* Please see the note re: teacher recommendations in the Honors/AP Procedures under the Appeal Process. Teacher recs will be posted in Genesis for viewing.

# Township of Union Public Schools

Criteria for Honors/AP Program Placement

## MATH ENTERING GRADE 8

Total Possible Points: 20

Updated July 2019

	4 points	3 points	2 points	1 point	0 points
<b>6<sup>th</sup> Grade NJSLA-MATH Score</b> most recent administration <b>OR</b> <b>Department Placement Exam*</b>	790 or higher  90 – 100	750-789  80 – 89	725-749  70-79	700-724  65 – 69	699 or below  0 - 64
<b>7<sup>th</sup> Grade Math Course Average (MP 1 &amp; 2)</b>	93 – 100	83 – 92	73-82	65 – 72	0 - 64
<b>Teacher Recommendation**</b> Skills considered include: sustaining a grade-level task; critical thinking; cooperative work; communication; ability to initiate tasks, questioning, or asking for assistance; internalizing behaviors that interfere with instruction; problem solving	<b>Exceeds Expectations</b> Student consistently exceeds grade-level expectation of the outlined skills.	<b>Meets Expectations</b> Student regularly meets grade-level expectations of the outlined skills.	<b>Approaches Expectations</b> Student inconsistently demonstrates mastery or is otherwise approaching mastery of grade-level expectations of the outlined skills.	<b>Partially Meets Expectations</b> Student demonstrates partial mastery of grade-level expectations, rarely engaging in the outlined skills.	<b>Does Not Yet Meet Expectations</b> Student does not demonstrate mastery of grade-level expectations, never engaging in the outlined skills.
<b>6<sup>th</sup> Grade Math Final Grade</b>	A- and above	B to B+	B- to C	C-	Below C-
<b>7<sup>th</sup> Grade Math Midterm</b>	A- and above	B to B+	B- to C	C-	Below C-

Current Course	Number of Points Earned	Placement
Pre-Algebra 7	15 to 20 points	Honors Algebra 8
Pre-Algebra 7	14 or fewer	Algebra I
Accelerated Math 7	18-20 Points	Honors Algebra 8
Accelerated Math 7	13-17 Points	Algebra I
Accelerated Math 7	12 or fewer	Pre-Algebra 8
Math 7	All students who complete Math 7 will be enrolled in Pre-Algebra 8.	

\*A standards-based skill assessment will be given to students to take the place of the NJSLA score ONLY if an NJSLA score is unavailable.

\*\* Please see the note re: teacher recommendations in the Honors/AP Procedures under the Appeal Process. Teacher recs will be posted in Genesis for viewing.

## Township of Union Public Schools

Criteria for Honors/AP Program Placement

### MATH ENTERING GRADE 9

Total Possible Points: 20

Updated July 2019

	4 points	3 points	2 points	1 point	0 points
7 <sup>th</sup> Grade NJSLA-MATH Score most recent administration OR Department Placement Exam*	790 or higher	750-789	725-749	700-724	699 or below
	90 – 100	80 – 89	70-79	65 – 69	0 - 64
8 <sup>th</sup> Grade Math Course Average (MP 1 & 2)	93 – 100	83 – 92	73-82	65 – 72	0 - 64
Teacher Recommendation** Skills considered include: sustaining a grade-level task; critical thinking; cooperative work; communication; ability to initiate tasks, questioning, or asking for assistance; internalizing behaviors that interfere with instruction; problem solving	<b>Exceeds Expectations</b> Student consistently exceeds grade-level expectation of the outlined skills.	<b>Meets Expectations</b> Student regularly meets grade-level expectations of the outlined skills.	<b>Approaches Expectations</b> Student inconsistently demonstrates mastery or is otherwise approaching mastery of grade-level expectations of the outlined skills.	<b>Partially Meets Expectations</b> Student demonstrates partial mastery of grade-level expectations, rarely engaging in the outlined skills.	<b>Does Not Yet Meet Expectations</b> Student does not demonstrate mastery of grade-level expectations, never engaging in the outlined skills.
7 <sup>th</sup> Grade Math Final Grade	A- and above	B to B+	B- to C	C-	Below C-
8 <sup>th</sup> Grade Math Midterm	A- and above	B to B+	B- to C	C-	Below C-

Current Course	Number of Points Earned	Placement
Honors Algebra 8	15 to 20 points	Honors Geometry
Honors Algebra 8	14 or fewer	Geometry
Algebra I	16 to 20 points	Honors Geometry
Algebra I	15 or fewer	Geometry
Pre-Algebra 8	All students who complete Pre-Algebra 8	
	will be enrolled in Algebra I	

\*A standards-based skill assessment will be given to students to take the place of the NJSLA score ONLY if an NJSLA score is unavailable.

\*\* Please see the note re: teacher recommendations in the Honors/AP Procedures under the Appeal Process. Teacher recs will be posted in Genesis for viewing.

**Township of Union Public Schools**  
**Honors/AP Procedures**

Updated July 2019

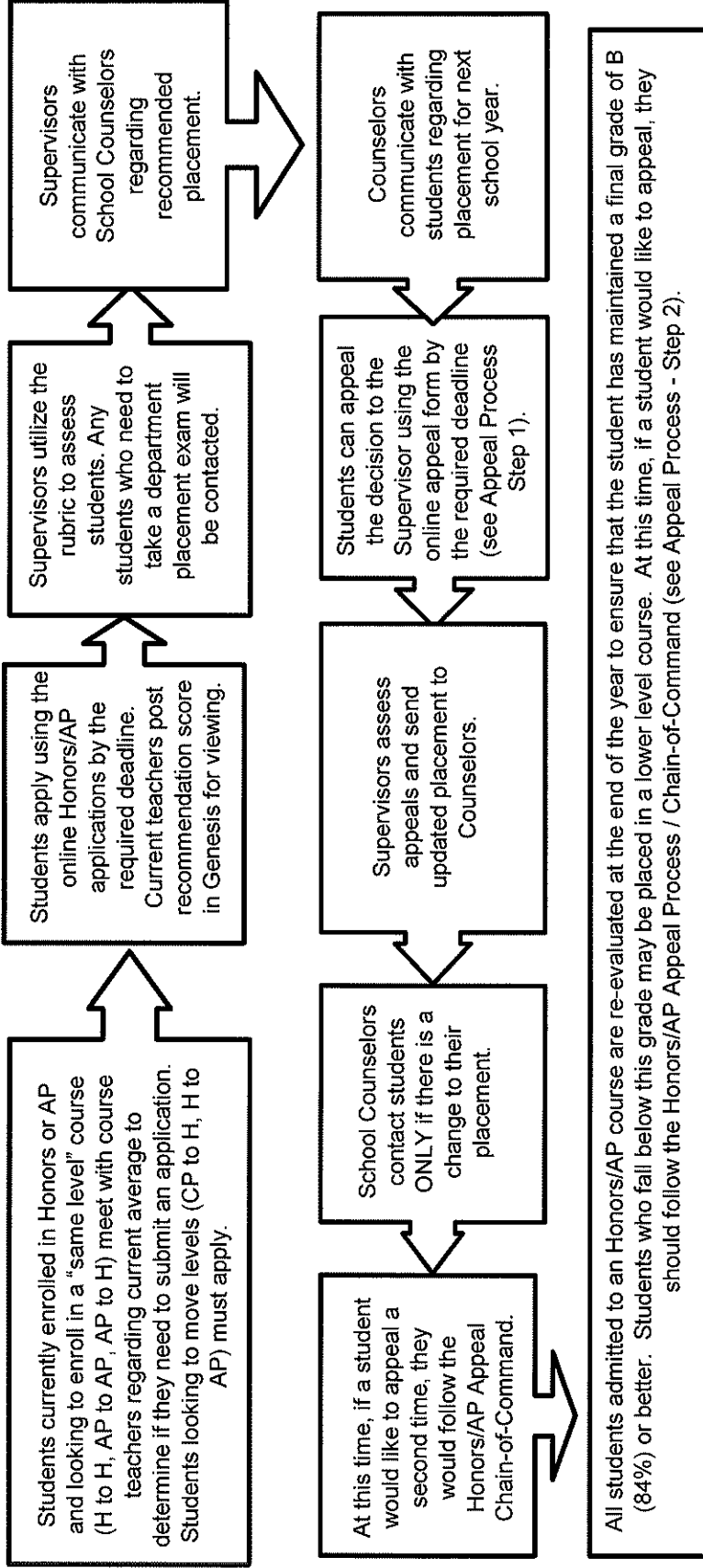
**PART I: APPLICATIONS**

Student	Application Needed?	NOTES
Current CP students who would like to enter an Honors level course	YES	LOW CHART A - Please discuss with your counselor the requirements and/or prerequisites for the desired course prior to applying.
Current Honors students who are maintaining a "B" average (84% or higher) in the course at the conclusion of MP2 and would like to enter another Honors level course <i>*Students applying for a SCI course must maintain a "B" average in both SCI and Math courses</i>	<b>NO</b>	LOW CHART B - Please discuss with your counselor the requirements and/or prerequisites for the desired course.
Current Honors students who are maintaining a "B-" average or lower (83% or lower) in the course and would like to enter another Honors level course	YES	LOW CHART A - Please discuss with your counselor the requirements and/or prerequisites for the desired course prior to applying.
Current Honors students who would like to enter an Advanced Placement course	YES	LOW CHART A - Please discuss with your counselor the requirements and/or prerequisites for the desired course prior to applying.
Current Advanced Placement students who are maintaining a "B" average (84% or higher) in the course at the conclusion of MP2 and would like to enter another Advanced Placement OR Honors course <i>*Students applying for a SCI course must maintain a "B" average in both SCI and Math courses</i>	<b>NO</b>	LOW CHART B - Please discuss with your counselor the requirements and/or prerequisites for the desired course.
Current Advanced Placement students who are maintaining a "B-" average or lower (83% or lower) in the course and would like to enter another Advanced Placement OR Honors level course	YES	LOW CHART A - Please discuss with your counselor the requirements and/or prerequisites for the desired course prior to applying.

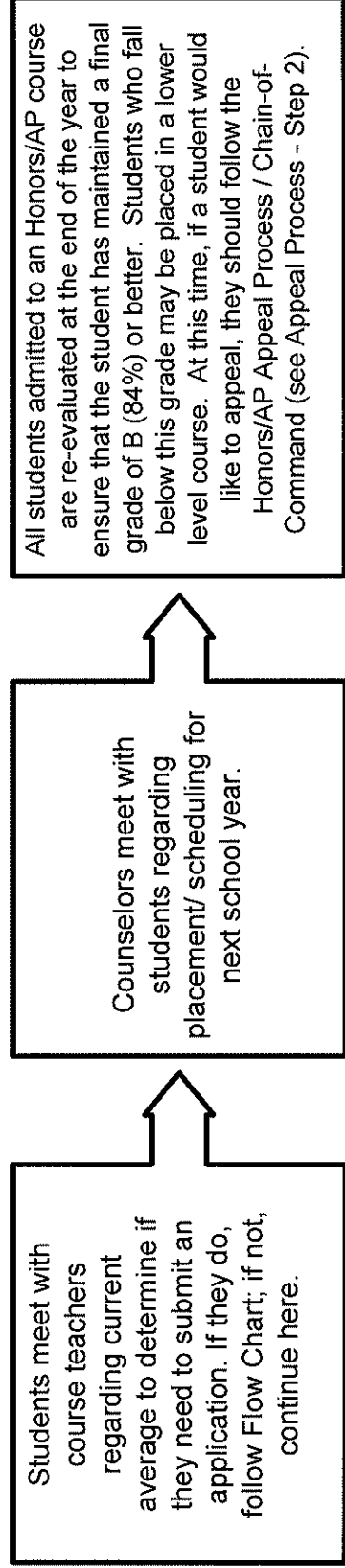
If you are enrolled in an Honors or AP course and would like to determine your course average FOR INFORMATION PURPOSES ONLY, please [click here for a worksheet](#). This worksheet is for information purposes only. Do not depend on these results to make decisions regarding applications.

For accurate and official determination, please consult with your teacher and/or school counselor.

• **FLOW CHART A – STUDENTS WHO MUST SUBMIT AN APPLICATION**



• **FLOW CHART B – STUDENTS WHO DO NOT NEED TO SUBMIT AN APPLICATION**





- All students applying for consideration for an Honors or Advanced Placement course with the Township of Union Schools will be evaluated using the appropriate course- and grade-specific rubric.
- Teacher recommendation scores for student applicants will be entered by the current course teacher and will be viewable in Genesis.
- All Honors/AP applications will be completed online using a Google Form and links will be provided on the **Middle and High School websites**. Students must utilize their **district email address** when completing the form in order to allow for communication regarding their application, if necessary, **INCLUDING** to schedule a department placement exam if necessary. Applications will be available online for a period of 14 consecutive days and will close at 11:59PM on the 14<sup>th</sup> day.
- Due dates for all Honors/AP applications will be communicated (1) on the application, (2) on the Middle and High School websites, (3) at the annual Honors/AP High School meeting.
- If a student fails to take a scheduled department placement exam, the student will receive a “0” for that criterion on the rubric.

• **FINAL GRADE REQUIREMENTS**

All students who are admitted to an Honors or Advanced Placement course will be reviewed again at the conclusion of the course to ensure that students have maintained the required average for placement. Students who do not maintain the required average will be recommended for revised placement based on the following:

Current Course	Next Course	Final Grade	Revised Placement
College Prep	Honors	B- or below	College Prep
Honors	Honors	B- or below	College Prep
Honors	Advanced Placement	B- to C-	Honors
Honors	Advanced Placement	D or F	College Prep
Advanced Placement	Advanced Placement	B- to C-	Honors
Advanced Placement	Advanced Placement	D or F	College Prep
Advanced Placement	Honors	B- or below	College Prep

- If you fail to submit an application by the deadline, please see your school counselor.
- If at any time you have a question, please see your school counselor.

## **PART II: APPEALS**

- All Honors/AP appeals will be completed online using a Google Form and links will be provided on the **Middle and High School websites**. Students must utilize their **district email address** when completing the form in order to allow for communication regarding their appeal, if necessary. Appeals will be available online for a period of 7 consecutive days and will close at 11:59PM on the 7<sup>th</sup> day.
- Due dates for all Honors/AP appeals will be communicated (1) on the application, (2) on the Middle and High School websites, (3) at the annual Honors/AP High School meeting.
- Any concerns regarding placement should be addressed after the decision regarding an appeal has been made.
- If you fail to submit an appeal by the deadline, please see your school counselor.
- If at any time you have a question, please see your school counselor.

## HONORS/AP APPEAL PROCESS and CHAIN-OF-COMMAND

### **Step 1: Following the recommended placement based on an initial application:**

- If you are unhappy with your initial placement or feel an error was made in the calculation of your rubric score, file an appeal form during the appeal window.
- If you were not admitted and are unhappy with the teacher recommendation score posted in Genesis by your current course teacher, you may upload an additional letter of recommendation from a previous teacher in the same subject area through the appeal form. This letter of recommendation will be considered in your appeal. Some subjects may also provide space for students to upload an OPTIONAL sample of work that demonstrates that they exceed grade-level expectations in the subject.

### **Step 2: Following the recommended placement based on a submitted appeal:**

- If you are unhappy with your recommended placement following the decision of the appeal, please contact the department supervisor to make an appointment to review the rubric and appeal form.

### **Step 3: Following the recommended placement based on a meeting with a supervisor:**

- If you are unhappy with your recommended placement following the meeting with a supervisor, please contact the building principal's secretary to make an appointment with the building principal and department supervisor to review the rubric and appeal form.

### **Step 4: Following the recommended placement based on a meeting with the principal and supervisor:**

- If you are unhappy with your recommended placement following the meeting with a supervisor and building principal, please contact the secretary of the Assistant Superintendent to request a meeting.

### **PLEASE NOTE:**

- The appeal process and chain-of-command must be followed in order. If a step is skipped, you will be referred to the appropriate parties in the previous steps in order to maintain the integrity of the appeal process.
- Please allow for the Honors/AP application and appeal process to take place, allowing for recommendations in placement / results of appeals to be provided prior to initiating a meeting.

## TEACHER RECOMMENDATION GUIDE HONORS/AP TEACHER RECOMMENDATIONS

The Honors/AP Rubric asks you to make a recommendation for student placement based on the below rubric. Please use this form to further clarify the expectations. Please note that your recommendation should be based on the information below and NOT on likelihood to succeed and/or academic progress.

RUBRIC	Teacher Recommendation** Skills considered include: sustaining a grade-level task; critical thinking; cooperative work; communication; ability to initiate tasks, questioning, or asking for assistance; internalizing behaviors that interfere with instruction; problem solving	4 POINTS <b>Exceeds Expectations</b> Student consistently exceeds grade-level expectation of the outlined skills.	3 POINTS <b>Meets Expectations</b> Student regularly meets grade-level expectations of the outlined skills.	2 POINTS <b>Approaches Expectations</b> Student inconsistently demonstrates mastery or is otherwise approaching mastery of grade-level expectations of the outlined skills.	1 POINT <b>Partially Meets Expectations</b> Student demonstrates partial mastery of grade-level expectations, rarely engaging in the outlined skills.	0 POINTS <b>Does Not Yet Meet Expectations</b> Student does not demonstrate mastery of grade-level expectations, never engaging in the outlined skills.
FURTHER CLARIFICATION	Consider the following skills: <ul style="list-style-type: none"> <li>● Able to work independently without continued redirection/refocusing</li> <li>● Able to complete grade-level work</li> <li>● Is able to think critically and use alternative thinking patterns to problem solve or analyze</li> <li>● Is able to work effectively in a group</li> <li>● Is able to clearly and appropriately communicate in both writing and orally with teachers and peers</li> <li>● Is self-motivated and observes deadlines</li> <li>● Participates willingly in discussions</li> <li>● Is able to ask for assistance when needed</li> <li>● Minimizes behaviors that can result in interference with classroom practices</li> </ul>	<b>KEY WORDS</b> <b>consistently exceeds</b>  The student practices the mentioned skills every day and/or at every opportunity; always is able to perform the skills in a way that is mature or advanced for the grade level.	<b>KEY WORDS</b> <b>regularly meets</b>  The student practices the mentioned skills most days (apx. 3 days per week) and/or at some opportunities; usually is able to perform the skills in a way that is appropriate and expected for the grade level.	<b>KEY WORDS</b> <b>inconsistently approaching</b>  The student is able to perform the skills in a way that is still developing and/or not aligned the grade-level expectations; engages on a few days per month and/or only when prompted.	<b>KEY WORDS</b> <b>partial rarely</b>  The student practices the mentioned skills on less than a few days a month and/or rarely; is able to perform the skills in a way that is very under-developed and/or aligned expectations far below the grade-level.	<b>KEY WORDS</b> <b>does not never</b>  The student never practices the mentioned skills; is unable to perform the noted skills.