

**Regulation**

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ASSIGNMENT OF THE STUDENTS TO PASSAIC PREPARATORY ACADEMY  
AND PASSAIC ACADEMY FOR SCIENCE AND ENGINEERING

All Passaic resident students who wish to enroll in Passaic Preparatory Academy or Passaic Academy for Science and Engineering are required to complete online applications that will assist the district in administration of the placement process. Other nonresident students may apply to either school during the application period and following the procedures as outlined in the Nonresidents Policy (File Code 5118).

The dates for application submission will be published each year and all applications must be submitted within the timeframe indicated. Applications must be submitted online and parents will be able to use district computers to complete the application if necessary. Information sessions will be held at each school and interested parents/guardians and students will be invited to attend any or all of these sessions.

Student assignment will depend strictly on program capacity and the established program requirements for each school. No student attending the Passaic Public Schools shall be denied access to, or benefit from, any educational or vocational program solely on the basis of race, creed, color, national origin, ancestry, age, gender, place of residence within the district, socio-economic status, or disability.

Guidelines for Selecting a School:

- a. Applications will be accepted for openings in all grades except 12th grade during the open application period.
- b. A student may apply to all of the programs concurrently. An application will only be considered for those programs for which the application is complete.

Application Process:

- a. An application will be considered when the application form has been submitted online.
- b. The Superintendent and his/her designee will identify a committee through which all applications will be reviewed.
- c. All applicants and their families will be notified as to the status of their acceptance, wait list, or non-acceptance.
- d. Notification of acceptance will be sent no later than June 1st to all students who submitted completed applications as described above and did so within the stated timeframe.
- e. Parents/Guardians of students accepted into the Passaic Preparatory Academy, and the Passaic Academy for Science and Engineering must accept placement within 14 calendar days.
- f. Students placed on the wait list, or not accepted, must reapply for the next school year.

Passaic Preparatory Academy/Passaic Academy of Science and Engineering Grades 6-8:

- a. Students that apply and are accepted into the schools, and are currently enrolled at Passaic Preparatory Academy and Passaic Academy of Science and Engineering in grades 6 and 7, with a final average of less than 2.0/C/73% in Social Studies, Science, Math, and ELA will be required to attend summer programming prior to enrollment in the following school year. The formula for this calculation is as follows: The sum of the semester one grades in Social Studies, Science, Math, and ELA, divided by four. Subjects are weighted based on the 9-12 grade scale.
- b. Students who wish to transfer between schools at any point must complete the application process for the grade they wish to enter.
- c. Applicants must agree to participate in an academically rigorous course sequence that may include a significant number of honors-level and Advanced Placement courses and must participate in a full day schedule every school year (i.e., In a 9-period day, students must participate in 8 periods of instruction; in a 10-period day, students must participate in 9 periods of instruction).
- d. Students enrolled in grade 8 at Passaic Preparatory Academy or Passaic Academy for Science and Engineering who have a final average of 3.0/B/83% or higher in Social Studies, Science, Math, and ELA at the end of semester one, and are successfully promoted, will be automatically enrolled in grade 9 at the school they are currently enrolled in. The formula for this calculation is as follows: The sum of the semester one grades in Social Studies, Science, Math, and ELA, divided by four. Subjects are weighted based on the 9-12 grade scale. Students who are automatically enrolled into grade 9 at Passaic Preparatory Academy and Passaic Academy for Science and Engineering must continue to put forth consistent effort with quality outcomes or risk being removed from the school.
- e. Students in grade 8 that have a final average of less than 3.0/B/83% in Social Studies, Science, Math, and ELA must reapply to their school of choice for grade 9. The formula for this calculation is as follows: The sum of the semester one grades in Social Studies, Science, Math, and ELA, divided by four. Subjects are weighted based on the 9-12 grade scale.
- f. Passaic Public Schools grade 8 students that do not attend the Passaic Preparatory Academy of the Passaic Academy for Science and Engineering Middle Schools, who represent the top 10% of students in their school based on the Board approved Acceptance Criteria for each academy, will be automatically enrolled in grade 9 at the academy of their choice. Parents/Guardians may opt out of this provision, resulting in the student attending Passaic High School.
- g. Students entering grades 2-10 who reside in the City of Passaic and currently attend a publicly funded State approved Charter or County School, may apply to one or all of the Passaic Public Schools application schools and will be granted automatic acceptance based upon the following:
  1. A 3.5 GPA based on the average of their ELA, Math, Science, and Social Studies grades, using a 4.0 scale. Letter grades will be converted using the following scale contained in Passaic Public School Policy 6147.1.

Grades 9-12 Grade Chart

Letter Grade	Grade Average	Standard GPA Point	Honors GPA Points	Advanced Placement/Dual Enrollment GPA Points
A+	97-100	4.33	4.67	5.00
A	93-96	4.00	4.33	4.67
A-	90-92	3.67	4.00	4.33
B+	87-89	3.33	3.67	4.00
B	83-86	3.00	3.33	3.67
B-	80-82	2.67	3.00	3.33
C+	77-79	2.33	2.67	3.00
C	73-76	2.00	2.33	2.67
C-	70-72	1.67	2.00	2.33

2. Students applying to grades 9-12 must have achieved credit hours commensurate with the following scale contain in Passaic Public School Policy 6146:

Grade	Classification	Credits Completed	
		130 Credit Requirement	150 Credit Requirement
10	Sophomore	32.5	37.5
11	Junior	65	75
12	Senior	97.5	112.5

3. In grade levels where students do not receive letter or number grades, student report cards will be evaluated by the acceptance committees for each Passaic Public School application school. Students must demonstrate achieving the highest level possible in three of the four subjects, ELA, Math, Science, and Social Studies. For example, if the school performance indicators are Excellent, Satisfactory, and Needs Improvement, a student applicant would need to have achieved Excellent in three classes, and no lower than Satisfactory in the fourth class. No student will be automatically accepted if they have earned the lowest performance level in any of the four subjects listed above.
4. Any student who resides in the City of Passaic and currently attends a publicly funded Sated approved charter or County school who does not meet the criteria described in section g. 1-3 above, may apply to one or all of the Passaic Public Schools application schools through the regular application process as per Passaic Public School Regulation 6150BR.

Passaic Preparatory Academy/Passaic Academy for Science and Engineering Grades 9-12:

- a. Students who wish to enroll in Passaic Preparatory Academy and Passaic Academy for Science and Engineering must agree to maintain at least a grade point average (GPA) of 2.0/C/73% or higher. If the GPA falls below 2.0/C/73%, students will be required to attend mandatory academic support programs that may occur after school, on Saturdays, and/or during summer.
- b. Students that apply and are accepted into the program with a GPA lower than 2.0/C/73% will be required to attend summer programming prior to enrollment in the following school year.
- c. Students who wish to transfer between schools at any point must complete the application process for the grade they wish to enter.

- d. Applicants must agree to participate in an academically rigorous course sequence that may include a significant number of Honors, Advanced Placement, and Dual Enrollment college credit courses and must participate in a full day schedule every school year (i.e., In a 9- period day, students must participate in 8 periods of instruction; in a 10-period day, students must participate in 9 periods of instruction).

Application Component Formula Grades 6-11:

- a. Applications to the Passaic Preparatory Academy will be calculated in the following way:
  - 25% Math Assessment
  - 50% English Language Arts (ELA) Assessment (or comparable literacy assessment in a native language)
  - 15% GPA
  - 10% Creativity
- b. Applications to the Passaic Academy for Science and Engineering will be calculated in the following way:
  - 25% Math Assessment
  - 25% Science Assessment
  - 25% English Language Arts Assessment (ELA) (or comparable literacy assessment in a native language)
  - 15% GPA
  - 10% Creativity
- c. After the applications are calculated as described above, the scores will be ranked from highest to lowest. Acceptance and wait lists will be determined based on rank order and available spaces at each of the schools.
- d. A student may apply to, and be accepted into more than one application school, however, the parent/guardian may only accept one placement for their child.
- e. A student will not be enrolled into the school until the parent/guardian has returned the signed acceptance letter.
- f. All timelines provided through acceptance communications will be strictly adhered to; failure to return documents by the designated time will result in a forfeiture of both the position on the ranking list and subsequent enrollment in the school.

- g. Passaic Public Schools students that do not have NJ State standardized test scores and/or other application criteria because they recently entered the district from a state or country that did not provide them with these assessments, will have their application evaluated independently from the ranked applicant list by a school-based committee. If, after reviewing all available information, the school-based committee determines that the applicant should be granted admission to the school, the student will be admitted and expected to maintain all expectations as set forth in the Family and Student Contract.

First Reading: January 29, 2018  
Second Reading: February 26, 2018  
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Amended: January 24, 2022  
Amended: November 21, 2022  
Amended: December 18, 2023  
Amended: November 25, 2024

**Legal References:** N.J.S.A. 18A:33-1 District to furnish suitable facilities;  
adoption of course of study

Cross References: 5145.4 Equal Educational Opportunity  
6000/6010 Goals and Objectives  
6130 Organizational Plan  
6142.2 English as a Second Language  
6151 Class Size  
6171.2 Gifted and Talented  
6171.4 Special Education