

Reporting Procedures

Report Cards are issued four times each year. In keeping with our philosophy of close parent- teacher- student involvement, all parents are required to meet with the student's teacher to discuss and receive the child's report card. Early dismissal will occur on each of these four days to accomplish this goal. All teachers will accommodate the working needs of parents when it comes to scheduling conference times. They will be available in the morning and in the evenings by a mutually agreed upon time. The school will provide complimentary care on report card days with advance notice by the parents.

Further, Mid-Term Progress Reports are sent home with the children. These should be regarded as indicators of your child's success or difficulty in the core subject areas mid way through the marking period. All teachers will be happy to discuss your concerns at this or any time during the academic year. **N= Need Improvement, S= Satisfactory with additional comments on behavior and participation**

Promotion and Retention

The board recognizes that 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. The board's goal is to set and attain higher standards of excellence for students in attendance, codes of behavior, and in academic achievement.

The Chief Academic Officer/Director shall direct development of pupils through grades K-8. The regulations shall include:

- A. Standards of proficiency related to district goals and objectives and provision for review of mastery
- B. Standards of attendance
- C. Timely efforts to help all pupils achieve acceptable levels of proficiency
- D. Timely notification of parents/guardians when there is a possibility of failure
- E. Procedures for parents/guardians and adult pupils to appeal promotion/retention decisions
- F. Procedures for involving parents/guardians in the design of the remedial program

To that end the board recognizes that students advance through the grades by demonstrating

proficiency of required key skills at each grade level. To help all students attain these skills, their promotion/retention is based on the following criteria in grades K-8:

- Students who demonstrate proficiency at the end of a given grade, as measured by the following criteria, will be promoted to the next grade:
 - o Report card grades of 2, 3,4 in Primary grades, in Elementary grades and Middle 70 or above in grades, in Reading/English/Language Arts Literacy, Mathematics and Science
 - o Attendance.
- In grades K-2, the appropriate district standardized assessment in Reading, Language and Mathematics, and in grades 3-8, the appropriate New Jersey State standardized assessment in both Language Arts Literacy and Mathematics will be used in addition to the above criteria as factors in the determination of a student's eligibility for promotion.

Parents/guardians will be notified whenever exceptions are contemplated in a pupil's normal progression from level to level. The final decision in all cases will rest with school authorities.

Honor Roll Policy

In an effort to acknowledge high academic achievement, the following is the Honor Roll Policy **for students in grades 3 – 8**:

High Honors	A's
Honors	A's and high B's
Good Citizenship	
Leadership Award	

In addition, to be eligible for the Honor Roll the student must have satisfactory (S's) in Social and Work Habits.

The grading system, beginning at grade four is as follows: (do we not have + 80-90 is a very wide range)

A	90+
B	80-89
C	70-79
D	60-69
F	59 and below

The above averages are based upon grades in the following areas: tests, quizzes, projects, reports, homework and class participation.

The following awards are given to students *Kindergarten* through *Second Grade* and are based upon grades and *teacher recommendation*:

Achievement Award

This award is given to students who have shown success in their academics throughout the marking period. They stay focused on their work; they complete their assignments in a timely manner, and are wonderful participants in classroom activities. Overall, they exhibit the behaviors of a studious, conscientious student.

Good Citizenship

This award is given to students who exhibit the behaviors of our school motto. These students have respect for themselves and others are courteous and cooperative, honest, trustworthy, and fair to themselves and others. They also contribute to the community as a student and learner.

Excellence Award

This award is given to students who strive to be the best student they can. They go above and beyond with their academics and are always looking for a challenge. They have great desire to learn and produce work of superior quality.

Leadership Award

This award is given to students who show qualities of a leader. They are role models both academically and behaviorally to the students of all ages. The students in the classroom look up to them and their teachers count on them.

Participation Award

This award is given to students who are consistently active learners during class discussions and group activities. They are enthusiastic about what they are learning and are excited to share their knowledge.

The following awards are given to students in *Grades 3 through 8* and are based upon grades and *teacher recommendation*:

Good Citizenship

This award is given to students who exhibit the behaviors of our school motto. These students have respect for themselves and others are courteous and cooperative, honest, trustworthy, and fair to themselves and others. They also contribute to the community as a student and learner.

Leadership Award

This award is given to students who show qualities of a leader. They are role models both academically and behaviorally to the students of all ages. The students in the classroom look up to them and their teachers count on them.

Honor Roll

In an effort to acknowledge high academic achievement, the following is the Honor Roll Policy **for students in grades 3 – 8**:

High Honors (Principal's Award)	A's
Honors	A's and B's
Good Citizenship	
Leadership Award	

In addition, to be eligible for the Honor Roll the student must have satisfactory (S's) in Social and Work Habits.

All students are honored for perfect attendance, which includes being on time each day.

Recess Study Hall Policy

- **The Academic Intervention Team, will review the progress reports and report cards each marking period to determine if your child has received either a "D" or "F" and/or "N in one or more classes". If so, they will be required to attend Recess Study Hall.**
- **Recess Study Hall: The students must bring work and/or supplemental activities for those courses that they failed to**

pass. A novel currently studied, and notes to study for upcoming tests or quizzes. This will be supervised by instructional support staff and content area teachers. Additional tutoring services are available during after-care.

- Students that are assigned to Recess Study Hall are not eligible to participate in "Dress Down Friday's": This is a privilege they must earn back through their academic focus.
- Students that are no longer academically eligible to participate in after school activities and will be removed immediately.
- A review and monitoring of those students receiving and/or eligible for Title I services and their progress will be noted and updated.
- In order for a student to be released from Recess Study Hall he/she must receive a "C" or higher the Report Card at the end of the Marking Period. If the student does not pass, he/she will remain in recess study hall until a grade of "C" or higher is achieved.