

Regulation

REPORTING TO PARENTS/GUARDIANS

The issuance of grades to students in this school district serves to promote a process of continuous evaluation of student performance to inform the student, the parents/guardians and the teachers of the student's progress and to provide a basis for bringing about change in student performance if change is necessary to enable student achievement of the New Jersey Student Learning Standards.

Recognizing that students will respond more positively to the opportunity for success than to the threat of failure, it shall be the philosophy of this grading system to make achievement both recognizable and possible for all students in accordance with the goals and objectives of the school district.

Frequency of Reporting

It shall be the practice in this school district to provide written reporting grades:

- A. Trimester for the elementary school;
- B. Quarterly for the middle school;
- C. Posted on the parent portal in the digital grading system and available in a printed format upon request for the high school.

The dates for distribution shall be established annually by the superintendent.

Student Progress

It shall be the responsibility of the principal to require teachers to report the on-going progress of students to parents/guardians. This should be done through web-based grading programs, phone calls, and or e-mails.

These may be utilized both to compliment a student's progress as well as notifying a parent/guardian when work is unsatisfactory or below that expected of the student. No teacher may issue a failing or unsatisfactory grade to a student on the report card at the end of a marking period without having sent an interim progress notice home during the course of that marking period. Parents or legal guardians and students will be notified in writing of the possibility of a failing grade at least four (4) weeks prior to the end of a marking period.

Report Cards

All report cards and grade tracking systems shall include the following:

- A. Grades and a summary of the student's absence and tardiness during the course of the marking period;
- B. Space for written comment by the teacher including individual academic, personal, and social growth as well as work and study habits;
- C. Space for written comment or reaction by the parent/guardian;

The form of report cards and the high school digital grade tracking system will be periodically reviewed in order to ensure the effective and accurate report of student progress.

REPORTING STUDENT PROGRESS (regulation continued)Parent/Guardian/Teacher Conferences

The board of education authorizes the superintendent to alter the district school calendar and schedules as appropriate to accommodate parent/teacher conferences. Parent-teacher conferences shall be non-adversarial meetings in which all persons present are united in a common interest in the educational well-being of the student. A parent/guardian may invite additional persons to the conference who share that interest and can provide relevant information and insight.

The five basic purposes of the conferences shall be for the teacher to convey:

- A. An assessment of student's ability;
- B. Present a report of the student's progress;
- C. Interpret the relationship of achievement and ability as well as any available test data;
- D. Make suggestions concerning parent/guardian contributions for improvement of the student's progress;
- E. Encourage discussion of specific problems the child may be experiencing.

Parents/guardians and teachers may schedule conferences at other times when the need arises. They shall not be limited just to fall conferences.

Grade Adjustment

Because of the importance of maintaining the integrity of grade recordkeeping, once a grade is given by a teacher on a report card it shall not be changed except with the approval of the principal. The principal shall make the change and initial such change. Grade changes should occur only under extreme situations such as an incorrect summary of the grade or incorrect copying. The grade on the report card shall represent what the student has earned and not what the teacher has given.

Student Altering of Report Grades

Any student who alters his/her report card grades from that given by the teacher shall be subject to disciplinary action as determined appropriate by the principal.

Lost or Duplicated Report Cards

Lost or duplicated report cards shall be replaced by the principal and marked "duplicate" in bold letters on the report card. If the loss of a report card is due to negligence on the part of a student or parent/guardian, a minimum charge for replacement may be assessed by the principal.

Principal Review of Report Cards

It shall be the responsibility of the principal to review all report cards each marking period prior to issue. The purpose of this review is to assure a continuity of the district's reporting system and that a clear and legible report card is issued to the home. This review will also provide the principal with information regarding the progress of students in his/her building.

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REPORTING STUDENT PROGRESS (regulation continued)