

## **REPORTING STUDENT PROGRESS**

To ensure that parents and students are fully aware of the student's educational growth, progress reports are mailed mid-way through each marking period to students who have shown significant progress or earned a below "C" grade. The student and teacher issuing it shall draw up a contract detailing what the student must do to improve their grade.

Report cards are distributed four times a year to students in grades 1 through 8. Report cards for kindergarteners are given twice, at mid-year and at the end of the school year. Parents are asked to sign the report card envelope and return it to the homeroom teacher for all but the last marking period.

Each teacher has established criteria for grading which will be shared with students and parents.

### **Grading System:**

A = 92-100 B = 83-91 C = 75-82 D = 70-74 F = 69 or below

High Honor Roll = All A's Honor Roll = A's & B's  
(To be on the Honor Roll, the student may not have any "U"s.)

Students are recognized on Honor Rolls through participation in the ABBIT Society (all A's and B's Because I Try).

## **PARENT TEACHER CONFERENCES**

Parents and the school need to work together to establish effective two-way communications. Parents are encouraged to initiate contact directly with the teacher when a concern arises. Parental visits to classrooms may be arranged through the teacher. Two school-wide Parent/Teacher Conferences are scheduled annually (fall and spring).

## **PUPIL RECORDS**

Pupil permanent records are maintained according to the N.J. Code. Non-classified student records are housed in the Main Office while those of classified students are housed in the Child Study Team Office.

Parents, guardians, and adult pupils are guaranteed access to pupil records within 10 days of the written request to the Chief School Administrator (CSA) or designee, and prior to any review or hearing related to the pupil conducted in accordance with the State Board of

Education. Copies of pupil records are also available for request for a reasonable fee. The CSA or designee shall be present during any record review to provide interpretation and to prevent alteration, damage or loss to the record. The district will make every effort to provide the record information in the dominant language of the parent/adult pupil.

Only authorized organizations, agencies, or persons shall have access to pupil records. Should the parental rights of one parent/guardian be terminated by a court order, it is the responsibility of the person/agency having legal custody to notify the district. Written parent permission is required in some instances to allow non-school staff to review a student file and documentation of such a review is required. Parents and adult pupils have rights to challenge the content in a pupil's record and, if necessary, file an appeal. Federal, state, and local laws and policies pertaining to pupil records and parents rights can be obtained upon request to the Chief School Administrator.

## **ASSEMBLIES AND FIELD TRIPS**

A variety of guest speakers visit classes at the invitation of their teacher. Assembly programs are offered to our students through the generosity of our PTA and the Kingwood Township Education Foundation. Kindergarten students may attend an assembly program with their parents if they wish, if it is not offered during their particular session.

Each grade level takes at least one field trip per year. Information/cost is sent home by the teacher. Field trips are considered to be a part of the educational program. If a student does not participate in a field trip, an educational program will be available at school that day. Overnight-trips are considered a privilege, and are subject to the school's disciplinary code. Students who have 20 or more disciplinary points are ineligible to participate in the seventh and eighth grade overnight trips.

## **CURRICULUM**

In addition to the core subjects of mathematics, language arts literacy, science, and social studies, we offer the following special subjects to all students:

Physical Education	General Music	Spanish
Computer Literacy	School-Wide Enrichment	Health
Art	Library-Media Science	