

# HOPATCONG BOARD OF EDUCATION

## The Chalkboard

Mr. Paul J. Saxton, Superintendent of Schools

Regular Meeting  
July 23, 2018  
7:00 P.M.

The Hopatcong Borough Schools Board of Education at its public meeting on July 23, 2018 approved the resolutions as follows:

I. **Acknowledgements/Correspondence**

- Congratulations to the following students who are being recognized for earning perfect attendance for the 2017/2018 school year:

**Hopatcong High School**

***Grade 12***

Kevin Giordano

***Grade 11***

Anthony Breiner

Kayla O'Brien

***Grade 10***

Bradley Jarrett

Marisa Mejia

Sharif Ramsey

Amanda Sutton

Teresa Turnage

Roger White

Alexandra Wied

Faith Wood

***Grade 9***

Emma Cameron

Dawid Madej

Madison Maniquis

**Hopatcong Middle School**

***Grade 7***

Julianne Fernandes

Angel Feliciano

**Durban Avenue School**

***Grade 5***

Daniel Dykstra

Megan Hinczynski

Daniel Houle

Danielle Martin-Conyers

Adrianna Pisano

***Grade 4***

Katie Colgan

Joseph Costa

Lucas Koenig

Aydan Salayko

Kieffer Shriner

**Tulsa Trail School*****Grade 3***

Annalise Dillenkofer  
Olivia Dillenkofer  
Timea Szabo  
Dylan Little  
Vincent Sudak

***Grade 2***

Bradley Bogdan  
Foday Fofanah  
Mackenzie Roff  
Esperanza Segura  
Sofia Leybov  
Maliyah Terantino

**Hudson Maxim School*****Grade 1***

Ava Cunningham  
Grace Jurgaitis  
Yadhira Martinez  
Kylee Ruiz

***Kindergarten***

Fae La  
Kayla O'Brien  
Riley Stewart

**II. Finance**

- The Board approved to rescind the five year contract with Maschio's Food Service, Inc. set to terminate on June 30, 2019.
- The Board approved the correction to the Food Service Management fee for Maschio's Food Services, Inc, which had been approved at \$25,500 on June 25, 2018 but should have been \$26,250 commencing on September 1, 2018 and ending on June 30, 2019. Maschio's guarantees a no cost or breakeven food service operation, including the management fee.
- BE IT RESOLVED, that the Board approved the following resolution authorizing Contracts with Approved State Contract Vendors for Boards of Education pursuant to N.J.S.A. 18A:18A-10a effective July 1, 2018 through June 30, 2019 School Year as follows:  
WHEREAS, the Hopatcong Board of Education, pursuant to N.J.S.A. 18A:18A-10a and N.J.A.C. 5:34-7.29 (c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Hopatcong Board of Education, has the need on a timely basis to purchase goods or services utilizing State contracts; and

WHEREAS, the Hopatcong Board of Education, intends to enter into contracts with the Referenced State Contract vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts; now, therefore, be it

RESOLVED, that the Hopatcong Board of Education School Business Administrator shall certify to the availability of sufficient funds prior to the expenditure of funds for such goods or services; and be it further

RESOLVED, that the duration of the contracts between the Hopatcong Board of Education and the Referenced State Contract Vendor shall be effective July 1, 2018 through June 30, 2019 (school year).

- The Board approved the request for permission to apply for and accept the ESEA 2019 entitlement grant from the NJDOE in the following amounts:

Title I - \$215,725 (Basic Skills)

Title II A - \$ 39,668 (Class Size Reduction)

Title III - \$ 3,635 \* (Bilingual Education)

Title IVA - \$ 12,964 (Using Technology to Support Learning)

\*(Refused as we do not meet the statutory minimum of \$10,000 to accept funds)

- The Board approved the 2018/2019 Transportation Contract with Byram Bus with a CPI increase of 1.51% increase and a list of all routes.

### III. Personnel

- The Board approved the employment of Gina Vincente as a Learning Disability Teacher Consultant in the Hopatcong Borough School District, at an annual salary of \$63,033 based upon the Salary Guide Level MA/Step 5, effective September 1, 2018. This salary is based upon the 2017-2018 HEA Salary Guide and may change based upon the outcome of negotiations.
- The Board approved the employment of Shelton Bryant as a Custodian in the Hopatcong Borough School District, at an annual salary of \$48,631 based upon the Custodial Salary Guide, effective August 7, 2018.
- The Board approved the employment of Christine Amella as a part time Custodian in the Hopatcong Borough School District, at an annual salary of \$24,960, effective July 1, 2018.
- The Board accepted the resignation, with regret, of Maureen Gallone from her position as Mathematics Teacher at Hopatcong Middle School, effective September 4, 2018.
- The Board accepted the resignation, with regret, of Angie Meyer-Pflug from her position as School Nurse at Tulsa Trail School, effective September 4, 2018.



- The Board accepted the resignation, with regret, of Elena Melekos, from her position as Secretary to the Director of Guidance, effective September 1, 2018.
- The Board accepted the resignation of Michael Moschella, from his position as Paraprofessional in the Hopatcong Borough School District, at an annual salary of \$12,285, effective June 30, 2018.
- The Board accepted the resignation of Maryellen Jurewicz, from her position as Paraprofessional in the Hopatcong Borough School District, at an annual salary of \$11,583, effective June 30, 2018.
- The Board accepted the resignation of Scott Smith, from his position as Custodian in the Hopatcong Borough School District, at an annual salary of \$39,937, effective July 12, 2018.
- As approved by the Superintendent, The Board accepted of the resignation of Kenneth Doolittle from his position of Elementary Teacher in the Hopatcong Borough School District, effective July 18, 2018.
- The Board approved the change to the request of Jill Mortenson for a Maternity Leave of Absence from her position as a Physical Education Teacher of 40 Sick Days during the period of September 4, 2018 to October 29, 2018, followed by New Jersey Family Leave of Absence/Federal Leave of Absence for the period of October 30, 2018 to February 1, 2019.
- The Board approved the request of Ashley Miller for a Maternity Leave of Absence from her position as a Special Education Teacher of 12 Sick Days during the period of November 13, 2018 to November 30, 2018, followed by New Jersey Family Leave of Absence/Federal Leave of Absence for the period of December 3, 2018 to March 15, 2019.
- The Board approved the following Facilitators for the 2018-2019 school year, to be paid at the facilitator stipend as outlined in the 2014-2018 HEA Teacher Contract and may change based upon the outcome of negotiations.

Name	Nature of Action	Position	Stipend	Date Effective	Date Term
Christine Kalemba	Appoint	Career Internship Facilitator	\$6,064	9/1/2018	6/30/2019
Kathleen LaRosa	Appoint	Structured Learning Experience Facilitator	\$6,064	9/1/2018	6/30/2019

- The Board approved the Fall 2018-2019 Athletic Coaches for the Hopatcong High School:

Name	Nature of Action	Position	Class	Level	Salary	Date Effective	Date Terminated
Craig Vallaro	Adjust	Asst. Boys Soccer	A	3	\$4,388.00	7/1/18	6/30/19

		Coach					
James Marino	Adjust	Asst. Football Coach	A	4	\$5,034.00	7/1/18	6/30/19

- The Board approved the following Education students to conduct a field experience in the Hopatcong School District during the 2017-2018 school year:

Student Name	School Year	University	Experience	School	Cooperating Staff Member
Jacqueline Henderson	2018-2019	Rowan University	Practicum	Middle School	Ms. Beere
Christopher Cantisano	2018-2018	William Paterson University	Student Teaching	Middle School	Mr. Campagna
Michael Kovach	2018-2019	Roxbury High School	Classroom Observations	Tulsa Trail	
Eika Vaughn	2018-2019	Mercy College	Fieldwork	District Wide	Ms. Hutchinson

- The Board approved substitute teachers, paraprofessionals, custodians and van drivers. (Attachment 1)

#### IV. Students & Services

- The Board approved field trip requests, as required by the New Jersey Department of Education. (Attachment 2)

#### V. Travel

- The Board approved travel costs as related in this resolution, which are educationally necessary and fiscally prudent and are related to and within the scope of the employee's current responsibilities and promotes the delivery of instruction or furthers the efficient operation of the school district. The reimbursements listed in this resolution are in compliance with the state travel reimbursement guidelines as established by the Department of the Treasury and Board of Education policy in accordance with N.J.A.C. 6A:23B-1.1. seq. (Attachment 3)

#### VI. Policies & Regulations

- The Board approved the modifications and additions to the policies and regulations of the Hopatcong Board of Education in accordance with statutory and regulatory changes for approval, as revised, for **FIRST READING:**

Policy #  
NONE

Title

Regulation #

Title

R 2624	Grading System (New)
R 5420	Reporting Pupil Progress (Mandatory, Revised)

- The Board approved the modifications and additions to the policies and regulations of the Hopatcong Board of Education in accordance with statutory and regulatory changes for approval, as revised, for **SECOND READING:**

<b><u>Policy #</u></b>	<b><u>Title</u></b>
P 5111	Eligibility of Resident/Nonresident Pupils (Mandatory, Revised)
P 5533	Student Smoking (Mandatory, Revised)
<b><u>Regulation #</u></b>	<b><u>Title</u></b>
NONE	

(Attachment 4)

## VII. Resolutions

- The Board approved Project Graduation for the 2018/2019 school year, as an official board-affiliated organization, through which it will be covered under the district's liability insurance policies.
- The Board approved the request by the Hopatcong High School for an extension of our current Co-op Program for Ice Hockey and Bowling with Mount Olive High School through the 2018-2019 School Year. Mount Olive will serve as the lead program for Ice Hockey while Hopatcong would be the lead program in Bowling. All appropriate paperwork will be submitted to NJSIAA after BOE approval on both the Mount Olive and Hopatcong school district's board agendas.
- WHEREAS, the Hopatcong Borough Schools, as deemed necessary, sends students to out of district private schools for students with disabilities ("PSSD"); and

WHEREAS, Youth Consultation Service, Inc. ("YCS") operates PSSDs at various locations in New Jersey: and

WHEREAS, District students placed at YCS PSSDs receive meals meeting the nutritional requirements of the Child Nutrition Program that is administered by the New Jersey Department of Agriculture; and

WHEREAS, the KYCS meals provided are discounted and/or free to the District students attending YCS PSSDs ; and

WHEREAS, the District does not require YCS to charge District students for the meals being provided.

NOW, THEREFORE , BE IT RESOLVED, the Hopatcong Board of Education resolves that it does not require YCS PSSDs to charge students for reduced and/or paid meals.



Attachment 1

# LIST OF APPROVED SUBSTITUTES

DISTRICT: Hopatcong

COUNTY: Sussex

Date adopted by Local Board of Education Subject to Criminal Background Check July 23, 2018

NAME	INSTITUTIONS ATTENDED	DATES OF ATTENDANCE	DEGREE RECEIVED	MAJOR	CERTIFICATE(S)
SUBSTITUTE PARAPROFESSIONALS	SUBSTITUTE CUSTODIANS/ MECHANIC Kirk Mueller Marjorie Varele Eve Hind Dominic Solimando	SUBSTITUTE VAN/BUS DRIVERS	SUBSTITUTE School Nurse	SUBSTITUTE DAY PLUS	HOME INSTRUCTION



## Attachment 2

July 2018  
FIELD TRIPS

Submitted by	Activity Title	Date	Cost per student
Fajerman, Eric	Wrestling - championship - Atlantic City	03/02/2017 - 03/05/2017	\$0.00
Wilson, Julie	Summer Bowling - Circle Bowl RT. 46 Ledgewood	7/11/2018	\$12.00
Wilson, Julie	Summer bowling - Circle Bowl RT. 46 Ledgewood	7/25/2018	\$12.00
Martinez, Steph...	Camp Innovate Astronomy Trip to the High School Observatory	7/13/2018	\$0.00
Martinez, Steph...	Camp Innovate Field Trip to Wild West City - Byram	7/26/2018	\$0.00
Martinez, Steph...	Camp Innovate Field Trip to Floating Classroom - Lake Hopatcong	7/30/2018	\$0.00
Martinez, Steph...	Camp Innovate Field Trip to Field Station - 365 Broad Street, Bloomfield, NJ 07003	8/7/2018	\$0.00
Martinez, Steph...	Camp Innovate Hike with Cliff Lundin - Hopatcong	8/1/2018	\$0.00
Juskus, Michael	Group 1 Track Championships - Franklin High School	06/01/2018 - 06/02/2018	\$0.00

July 2018  
Conference Requests  
Submitted by

Submitted by	Activity Title	Date	Cost
Binotto, Emil	NJPSA / FEA Fall Conference	10/18/2018 - 10/19/2018	\$292.00
Longo, Shawna	Art Educators of New Jersey	9/30/2018	\$49.60
Montefusco, Sta...	Student Observation at Northern Hills Academy	6/14/2018	\$9.42
Canizaro, Joanne	51st Annual Conference on Reading and Writing	10/26/2018 - 03/22/2019	\$807.50
DiBrienza-Cikov...	Ending the Silence Workshop	10/24/2018	\$39.30
Hersh, Dawn	IEP Meeting and School Meeting and Observation	6/21/2018	\$17.05
Kennedy, Melissa	National Alliance on Mental Illness: Ending the Silence	10/24/2018	\$17.98
Kennedy, Melissa	Center for Prevention and Counseling	10/02/2018 - 06/04/2019	\$16.12
Kennedy, Melissa	Middle School Summit	10/19/2018	\$6.83
Montefusco, Sta...	NAMI Ending the Silence	10/24/2018	\$10.16
Anthes, Leticia	Ending the Silence	10/24/2018	\$9.74
Pallotta, Susan	Ending the Silence	10/24/2018	\$9.61
Rodick, Kelly	Handwriting Reimagined	5/24/2018	\$0.00
DiBrienza-Cikov...	IEP Meeting	3/29/2018	\$10.11
DiBrienza-Cikov...	OOD student Observation	5/14/2018	\$1.36
DiBrienza-Cikov...	Student/Parent Tour of Northern Hills Academy	2/14/2018	\$10.10
Canizaro, Joanne	Personalizing Learning: Empowering Students to Use Data to Drive Their Own Learning	7/12/2018	\$0.00
Canizaro, Joanne	Improve Student Reading with the DRA+2	7/26/2018	\$0.00
Canizaro, Joanne	Boost Writing and ELA Scores for All Learners	7/17/2018	\$0.00
Kester, Kristine	Working with Emerging Bilinguals: Foundational Skills	10/8/2018	\$98.56
Bisignani, Jenn...	Curriculum Project with Conquer Mathematics	7/11/2018	\$19.82
Binotto, Emil	Princeton Summer Institute	07/16/2018 - 07/18/2018	\$300.00
Edgerton, Olga	Educational Leaders as scholars 2018 - Princeton	07/15/2018 - 07/17/2018	\$84.00
Geary, Matthew	Northern Regional Facilities Training	8/14/2018	\$0.00
Miller, Tammy	Student Visit/Intake of Out of District School - Student EC	7/11/2018	\$13.95
Miller, Tammy	Student Visit/Intake - Student EC at Northern Hills Academy	7/11/2018	\$6.20

Mullane, Joanne	NJPSA / FEA Fall Conference	10/18/2018 - 10/19/2018	\$341.47
Anthes, Leticia	Intake at OOD school	9/13/2017	\$10.42
Anthes, Leticia	Meeting at CTC with CL's parents	10/12/2017	\$8.99
Anthes, Leticia	IEP Meeting at Northern Hills Academy	10/19/2017	\$10.42
	Curriculum Project with Conquer		
Adams, Marissa	Mathematics	7/11/2018	\$16.74
	Progress Monitoring for Orton		
Christiano, Sta...	Gillingham Instruction	7/10/2018	\$101.04
	Neuropsychological Evaluation:		
	Diagnosis and Treatment of Dyslexia		
Christiano, Sta...	and Related Learning Disabilities	7/24/2018	\$101.04
	The Neuropsychology of Processing		
Christiano, Sta...	Speed	7/31/2018	\$86.04
Juskus, Michael	Group 1 Track Championships	06/01/2018 - 06/02/2018	\$88.04
Dinnocenzo, Mary	Visit to Northern Hills	9/15/2017	\$8.60
	Observation/Testing Preschool		
Dinnocenzo, Mary	Student	10/6/2017	\$0.62

Total \$2,602.83

**REGULATION GUIDE****STRAUSS ESMAY ASSOCIATES**

PROGRAM

R 2624 GRADING SYSTEM

**R 2624 GRADING SYSTEM****A. Purpose of Grading**

1. The purpose of grading is to assist students in the process of learning; all grading systems will be subject to continual review and revision to that end.
2. Grades acknowledge a student's demonstrated proficiency in the New Jersey Student Learning Standards and locally established learning goals and objectives:
  - a. Active participation in and attention to daily lessons,
  - b. Frequent contribution to discussions,
  - c. Prompt, thorough, accurate, and neat preparation of assignments,
  - d. Thorough preparation and performance on tests and assessments,
  - e. Display of an eagerness to learn and an inquisitive approach to lessons,
  - f. Attention to the need for proper materials,
  - g. Cooperation with the teacher's efforts, and
  - h. Willingness to work to the best of his/her ability and to do more than the minimum expected.

**B. Preparation for Grading**

1. Each student must be informed of the behavior and achievements expected of him/her at the outset of each course of study or unit of study.
2. Each student must be kept informed of his/her progress during the course of a unit of study. Students who so request are entitled to see the grades resulting from their performance during the grading period.
3. Each method of grading shall be appropriate to the course of study and the maturity and abilities of the students.
4. Students should be encouraged to evaluate their own achievements.
5. The process of review and revision will involve teaching staff members, parent(s) or legal guardian(s), and, as appropriate, students.



**C. Grading Periods**

1. Grades will be awarded at the end of four marking periods (grades 6-12) or at the end of three trimesters (grades K-5) in each school year.
2. Students will be given a final grade in each subject at the end of the school year.
3. Grades will be recorded on report cards for parents' notification in accordance with Policy No. 5420 and Regulation No. 5420.

**D. Basis for Grading (6-12)**

The teacher responsible for assigning a grade should take into consideration the student's:

1. Completion of written assignments prepared in the classroom or elsewhere;
2. Oral contributions in class, including discussion responses, observations, panel participation, presentations, initiation of topics;
3. Performance on oral and written tests and quizzes;
4. Research into standard references and other background materials;
5. Oral and written reports on materials read by the student;
6. Laboratory work;
7. Term papers;
8. Special oral or written reports;
9. Other evidences of the student's constructive efforts and achievements in learning; and
10. For the final grade, the student's attendance record, in accordance with Policy Nos. 5200, 5410, and 5460.

**E. Meaning of Grades****1. Primary Grades K-5**

Indicators of student progress are identified as such:

E – Exceeds Standards: Student consistently grasps, applies, and extends key concepts, processes, and skills. Works beyond standards.

M – Meets Standards: Student grasps and applies key concepts, processes, and skills. Meets standards.

P – Progressing towards Standards: Student is beginning to grasp and apply key concepts, processes, and skills. Progressing toward standards.

I – Intensive Support Needed: Student is not grasping key concepts, processes, and essential skills. Area of concern.

Demonstrates Effort

C – Consistently: Student consistently puts forth effort.

O – Occasionally: Student occasionally puts forth effort

S – Seldom: Student seldom puts forth effort

**2. Secondary Grades 6 - 12**

The following grades and indicators will be used in each academic subject:

- a. A grade of A indicates excellent / superior performance. It may be given to a student whose work achieves a quality and quantity that consistently excels; and who demonstrates a high degree of initiative, application, and purpose.
- b. A grade of B indicates above average performance. It should be given to a student whose work frequently excels; and who generally demonstrates strength in the subject.

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## STRAUSS ESMAY ASSOCIATES

PROGRAM

R 2624 GRADING SYSTEM

- c. A grade of C indicates average performance. It should be given to a student whose achievement in most areas of the subject are average; whose work is acceptable; and who demonstrates a satisfactory degree of proficiency.
- d. A grade of D indicates below average performance. It should be given to a student whose achievement in the subject is barely passing; whose work is the minimum acceptable for credit; and who demonstrates only weak proficiencies in the subject.
- e. A grade of F indicates failing performance and that no credit can be given for the subject. It should be given to a student who has not met the minimum requirements of the course; or who has demonstrated an inability or unwillingness to master the basic elements of the course.
- f. Letter grades may be modified by plus or minus signs.
- g. Computing Grades:

Symbol	Range	Student Performance
A+	98-100	Excellent Performance Earned
A	94-97	Excellent Performance Earned
A-	90-93	Excellent Performance Earned
B+	87-89	Above Average Performance Earned
B	83-86	Above Average Performance Earned
B-	80-82	Above Average Performance Earned
C+	77-79	Average Performance Earned
C	73-76	Average Performance Earned
C-	70-72	Average Performance Earned
D+	68-69	Below Average Performance Earned
D	66-67	Below Average Performance Earned
D-	65	Below Average Performance Earned
F	0-64	Failure

Teachers using alpha grades will utilize the following numeric conversions when calculating marking period grades:

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R 2624 GRADING SYSTEM

### Numeric Conversion:

A+	99
A	95
A-	91
B+	88
B	85
B-	81
C+	78
C	75
C-	71
D+	69
D	67
D-	65
F	NA

Final course grades will be determined by averaging weighted numerical values of each marking period grade and the final, semester, or quarterly exam grades, per the student handbook.

The numeric range of the alpha grade (F) will be worth a minimum of 50 to a maximum of 64 for sixth graders and ninth graders only and only for the first marking period. For the second, third, and fourth marking periods, sixth and ninth graders will receive the actual numeric grade they earn. All other students will receive the actual numeric grade they earn for all four marking periods.

It is understood and expected that all teachers should utilize their professional judgment and expertise when formulating final grades for students, and this professional judgment will be the determining overall factor utilized when grades are assigned to students.

### 3. Individual Differences

The district provides curriculum / program guides designed to meet various levels of student abilities. A curriculum / program guide provides the basis for grading performance.

a. Each student should work with the curriculum/program guide appropriate to the level at which she/he is functioning.



b. Each student and each student's parent/guardian must be informed of the student's level of performance in accordance with established district procedures.

c. Each student's possible marks include the full range of A through F depending upon the quality and quantity of work completed within her/his individual program.

**F. Appeal**

1. Each teacher is responsible for the determination of the grade a student receives for participation in the teacher's course of study.
2. Each teacher may be required to furnish reasons, supported by evidence, to substantiate any grade earned.
3. If a grade is challenged by a student, or a parent(s), or legal guardian(s), the teacher will convene a conference and will explain the grading system and the reasons for the final grade.
4. If the parent(s) or legal guardian(s) or student is not satisfied by the teacher's explanations, he/she may appeal the grade to the Principal, who will consult with the teacher and the student in an attempt to resolve the dispute. The Principal will give every reasonable deference to the teacher's professional judgment.
5. If the Principal determines that the grade should be changed, he/she will alter the grade on all records and indicate by whose authority the grade has been changed.
6. No reprisals will be taken in any form against a teacher who remains determined in his/her belief that the grade originally given is fair and correct.
7. The Superintendent may hear an appeal from the Principal's determination. Only in the most extraordinary circumstances will the Superintendent alter a grade determined at the school building level.

Issued: July 2018

# District Regulation

## 5420 - REPORTING STUDENT PROGRESS (M)

Section: Students

Date Created: October, 1994

Date Edited: November, 2013

### M

#### A. Purpose

The purpose of reporting the educational progress of pupils is to

1. Inform parents of the progress children have made in school;
2. Apprise pupils of their progress in school;
3. Prompt teachers to make periodic, formal assessments of each pupil's progress;
4. Provide a cumulative record of a pupil's progress through the educational system; and
5. Enable each pupil to gain a positive sense of his or her intellectual, social, emotional, and physical abilities and growth toward effective citizenship.

#### B. Frequency

1. Performance Reports will be issued at the following intervals:

Grade Levels	Frequency
K - 5	Three times a year
6 - 12	Four times a year; Online grade access is available in real time via the parent portal.

2. The schedule of dates on which report cards will be issued or marking period end dates will be published in the parent and student handbooks distributed by each school and posted on the website so that parents can anticipate the receipt of a report card.
3. Parents and students will be notified in writing of the possibility of a failing grade at least at the midpoint of the marking period.
4. Parents and pupils will be notified in writing via mail or electronic format of the possibility of a pupil's retention at grade level in accordance with Policy No. 5410.

5. Notices given pursuant to B2 and B3 will be sent home with the pupil in grades K-5; and will be sent via email and /or through the parent portal in grades 6-12.
6. Nothing in this regulation should discourage teachers from implementing various forms of communication, as frequently as the circumstances dictate, to keep parents informed of the educational progress of their children.

C. Performance Reporting Format

1. The form of report cards will be periodically reviewed by the Superintendent, Director(s) of Curriculum, and Principals in order to ensure that report cards effectively and accurately report student progress.
2. Grades will be determined in accordance with Regulation No. 2624.
3. At the elementary level, report cards will report individual academic, personal, and social growth as well as work and study habits.
4. At the secondary level, report cards will record pupil achievement in academic subjects.
5. Report cards/online grades at all levels will record the pupil's absences and tardiness.
6. Report card forms/online grades will include space for the classroom or homeroom teacher's personal comments on the pupil's personal growth and development.
7. A parent's comment card will be provided for all grades, K-5.

D. Distribution and Return

1. Middle School and High School parents will access their child's grades through the online portal. Parents without computer access may notify the guidance office to receive a mailed copy.
2. Report cards/comment cards for students in grades K-5 must be signed by the student's parent and returned within five school days of the date on which they were issued. Teachers will maintain a check list to determine which report cards, if any, have not been returned within the allotted time. If a report card is overdue, the school office will call the parent.

E. Parent Teacher Conferences

Parent-teacher conferences will be conducted in accordance with Policy No. 9280.

F. Grading Criteria/Reporting Pupil Progress

K-5: Parents will receive written reports/online grades of student progress three times a year. The scheduled reporting times are December, March, June.

6-12: Parents will receive written reports/online grades of student progress four times a year. The scheduled reporting times are November, January, April, June.

Parent-teacher conferences may be requested at any time by parent or teacher.

Edited: July 2018