



PARENT HANDBOOK

2018-19 SY

Office Hours: 7:15 a.m.-3:00 p.m.

School Hours: 8:05 a.m.-2:15 p.m

(all references to CMIT is relegated to this location and is referring to CMIT South Elementary)

MISSION

In partnership with students, parents and the community, CMIT Elementary School will attain educational excellence by providing a rigorous and technology-integrated education for elementary school students with an emphasis on mathematics, science, and information technologies.

VISION

The vision of CMIT Elementary School is to provide multiple opportunities for Prince George's County elementary school students by developing an early interest in science, technology, engineering, and mathematics (STEM). CMIT Elementary School will create expanded learning opportunities, hands-on activities, and course design which are focused on STEM curriculum that connects real world experiences for Prince George's County students.

Motto: Earning Our Stripes



The students will begin their school day with a morning meeting. The primary goal of morning meetings is to build relationships and provide the students with a safe environment, a positive culture, and set the stage for an engaging school day.

Attendance

CMIT follows the policies and procedures of PGCPS as it relates to student attendance. Students are allowed to make up work only if the absence is excused. Excused absences include:

- Death in family
- Illness of student
- Observance of a recognized religious holiday
- Hazardous weather conditions/court summons

Students are expected to adhere to the due dates communicated by their teachers. The school is **not** required to provide make-up work for unlawful absences.

The School Day

During the school day, the students will take the following core courses:

- Reading/Language Arts/Writing
- Mathematics
- Science
- Social Studies

In addition to the core curriculum, the students will have creative arts courses that include:

- Physical Education
- Music
- Art
- Technology
- Lego/Robotics

Teacher will also be able to sign-up to have students explore our Makers Lab. This is an inventive laboratory that will serve a variety of purposes. It is a creative space where students will explore, inspire, and learn through inquiry.

Before Care Enrichment Program

6:30 a.m. - 7:35 a.m.

(Watkins insert the information about the program and policies and procedures)

Breakfast is from 7:35 a.m.-8:00 a.m.

- *If students who want breakfast arrive closer to 8:00 a.m., they will have a grab and go breakfast so they do not miss out on the Morning Meeting or any instructional time.*

The instructional school day begins promptly at 8:05 a.m.

Students are expected to have put away their belongings and follow the morning routine outlined by their teacher.

Students will be considered **tardy at 8:06 a.m.** and it will be duly noted in SchoolMax. Being tardy put students at a disadvantage and can easily impact the rest of their school day.

Arrival/Dismissal Procedures

Parents who are picking up their children are required to follow the outlined traffic pattern. We will have plenty of staff members outside to help the younger students in and out of the vehicle. If at all possible, please place your child on the right side of the rear car seat. This will make transitioning them easier and will not disrupt the flow of traffic.
(see graphic below)



Arrival: The Carline

Cars will enter the parking lot (front of the school) and turn to the right. Proceed around the school building. When cars get closer to the cafeteria area, the car doors will open and students will walk briskly into the cafeteria. If you son/daughter attends before care, you will follow the same outlined procedure. All students who ride independently owned buses/vans, will also follow the same traffic flow. However, the buses or vans will have a designated spot/section on the left side of the back of the school building. A staff member will let the students know when they are able to depart the buses/vans to ensure safety. We will encourage the buses/vans to arrive early so when students depart the buses they will not interfere with the traffic flow. Student safety is important to us.

Dismissal: The Carline **2:15-2:35 pm (estimated time)**



This application is an aid for the dismissal process. Once you arrive on at school, you will use the application to “announce” yourself. Your child’s name will show in a cue on our computer screens. Staff members will be in the hallway to ensure the students get to the cafeteria and they will be dismissed from there. For more information about the program, access the following website:

<https://www.pikmykid.com/>

PikMyKid will furnish the school with instructions and letters introducing the application.

We will use this application for dismissal. We are asking those parents who also have students at CMIT MS/HS, to arrive during the latter half of dismissal. This way, your wait time at both schools will be seamless. For example, dismissal will begin promptly at 2:15 p.m. at the elementary school and dismissal begins at 2:49 p.m. at the middle/high school. We are encouraging you to arrive around 2:25 p.m. and come through our carline, pick-up your child, and then proceed to the middle/high school carline. This way, you limit your layover time. (This is subject to change based upon the observation of traffic over the first two weeks of school.)

All other families, should arrive at the beginning of the dismissal time.

PikMyKid will ask for two names and telephone numbers of parents who will be responsible for picking up your child from school.

Early Dismissal Policy

Due to the nature of our dismissal process, students will not be granted an early dismissal thirty (30) minutes before the process begins. This means, you will not be able to pick your child up after 1:30 pm. Please plan any early dismissals prior to that time or you will have to follow the regular dismissal procedures by going through the carline. This policy is also true for any changes in the person picking up your child. Those changes must be done prior to 1:30 pm. Any adult that retrieves your child, must have written permission by the custodial parent as an authorized person to retrieve and transport your child from school. The written permission is kept in the main office. The person will be asked for their identification card if they have never picked up the child from school before.

After School Enrichment

3:00 p.m.-6:00 p.m.

(Watkis insert the information about the program and policies and procedures)

The Uniform Policy

The purpose of a uniform policy is to contribute positively to the learning environment through by maintaining a focus on academics, fostering a spirit of modesty and respect for ourselves and others and creating a public symbol of excellence in our school community.

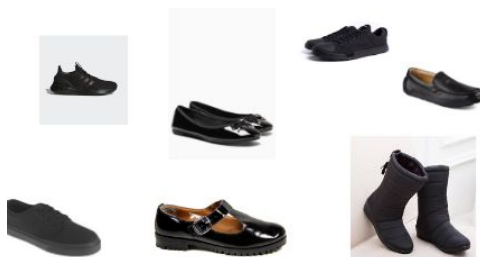
All students must wear clean clothing that fits well and is the appropriate size. Students are to maintain a neat, clean, modest and well-kept appearance at all times. We expect parents and students to stand by and adhere to the uniform purpose and policy. CMIT Administration reserves the right to determine the appropriateness of a student's uniform and appearance.

The following are some expected guidelines to be followed:

- Student's hair should be well trimmed and should be a "natural" hair color. Student's should not dye their hair any bright or exotic colors.
- Jewelry wearing should be kept to a minimum. As a guideline, students should wear nothing more than a wristwatch, a necklace, and earrings that are no bigger than the size of a dime. Necklaces should remain tucked inside of the student's shirt.
- Uniforms should be clean and free of major stains. Parents should also ensure that student's uniforms are not "overly worn."
- No hats, bandanas, or non--religious head coverings are permitted.
- An embroidered (with the logo) white oxford shirt is required for special events. Students in grades K-2, can wear their uniform embroidered uniform polo shirt.
- Students who get cold during the school day are only allowed to wear the cardigan sweater, fleece jacket or sweatshirt--all of which **must** have the school's logo.
- For physical education, students should wear the uniform tee shirt with logo and black or navy athletic bottoms (i.e sweatpants, basketball type shorts--based upon the season)
- No joggers (khakis/navy blue bottoms)
- Skirts must knee length
- Headbands up to 2 inches (no major distractions)



Polo Shirts



ALL Black Shoes



Khaki/Navy Blue Bottoms

Supplier: Risse Brothers (two-year contract)

Website: <https://www.rissebrothers.com/>

Brick and Mortar Store Address:

9700 Martin Luther King Jr. Hwy Suite B Lanham, MD 20706

Phone: 301.220.1985

Must be Purchased from Risse Brothers:

Tops

1+ Short-sleeved Polo Shirts (everyday uniform shirt)

1 White Oxford (dress-up days/ field trips)

1 Tie (dress up days/field trips)

1 T-shirt (for gym class)

1 Fleece or Wind Breaker (optional: if your student desires extra layer to be worn inside the classroom-- non-uniform jackets and sweaters will not be allowed inside the classroom)

Can be purchased from any retailer:

Bottoms

1+ navy or khaki pant

1+ navy or khaki shorts/skorts

Shoes

As of June 23rd, 2018 per the Principal's instruction shoes must be all Black.

We appreciate your patience as previous versions of our uniform policy stated that shoes could feature color or designs. It has been clarified by CMIT South ES leadership that all uniform shoes must be all black

Socks

White or black, any style

Accessories

limited hair accessories are permitted

Home/School Communication

Email is the best way to reach CMIT staff. Please allow 48 hours for response to all communications. If you do not get a response after 48 hours, you may reach out again to staff and include the assistant principal. Any matters unresolved after involving the assistant principal can be brought to the principal's attention.

The **newsletter** is **major form** of communication to our parents. Please make time to read it every weekend. If all submissions are on time, it will be posted on the website every Friday evening and sent to your email once it is completed.

SchoolMax is the student information system that houses attendance, grades, etc. It is the responsibility of the parent to review SchoolMax on a regular basis to check their child's grades. If you are new to PGCPs, you will need to register through the family portal. If you need assistance, please contact the front office staff.

ClassDojo is another medium in which the teachers will communicate with the parents. You can see all of your child's feedback from teachers, hear important announcements and updates.

BlackBoard Connect

<https://www.pgcps.org/bbapp/>

Parents can sign up for the latest alerts across PGCPs. Blackboard accesses the information in SchoolMax and notifications can be sent to you.

What do I need to login?

Use your Family Portal account (username and password - also known as Single Sign On) information to log into the app.

If you have forgotten your password, use tinyurl.com/familyportalreset to reset your password.

Parents who do not have a Family Portal account can register at tinyurl.com/familyportalregistration. If you need further assistance, please contact your child's school.

Download the Bb App for your phone

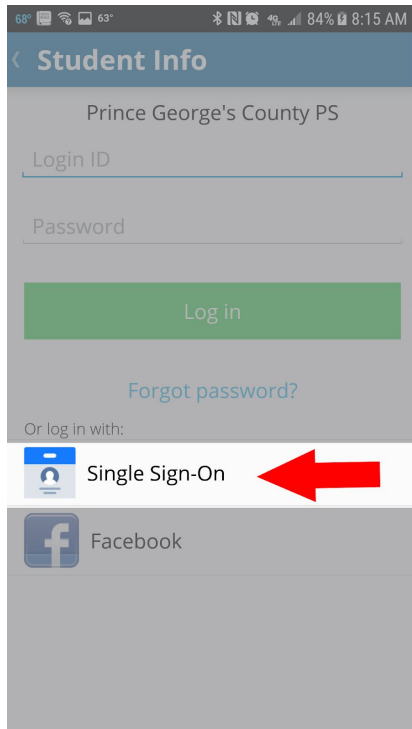
- [Download from the Google Play Store](#)
- [Download from the Apple App Store](#)

Logging into the Bb App

1. Open the app and search for Prince George's County County PS (Upper Marlboro, MD)
2. Select your schools and click FINISH
3. Swipe left to tap on the Student Info icon

4. Click on Single Sign-On to login with your Family Portal username and password (see image below):

5.



68° 63° 84% 8:15 AM

< Student Info

Prince George's County PS

Login ID

Password

Log in

Forgot password?

Or log in with:

Single Sign-On

Facebook

6.

Transportation

Students attending CMIT are not eligible for Prince George's County Public Schools transportation services. Parents are responsible for ensuring that their child(ren) arrive to school on time daily and is/are picked up from school immediately following dismissal.

Parental Involvement/Engagement

The **Chesapeake Math & IT Academy** staff takes our charge of providing students with an excellent education very seriously. Thus, we pledge to do our best to ensure that students achieve at the highest level possible. However, research has proven that parental involvement and interest in a child's education is the strongest predictor of students achievement. Parents can support their child's learning by:

- Ensuring that their child comes to school on time, everyday and is prepared with all of the necessary supplies
- By designating a "concrete" window of time daily, as well as a specific quiet place at home for their child to study and complete their homework.
- Reviewing and proofreading ALL assignments that are sent home or that are completed as homework.
- Ensuring that students read and/or are read to on a regular basis
- Normalizing an appropriate bedtime so students are able to be alert and engaged during the school day.
- Showing your children that education matters by rewarding and celebrating their success when excellence is achieved and encouraging them when they experience failures or growth areas are observed.
- Taking advantage of any after school study sessions/club offerings
- Enriching your child's education by taking them on educational trips (i.e. zoo, college tours, museums, camping, etc.)
- Volunteering and active participants with the PTO
- Participate in fundraisers so that the monies earned can go back to the school

Parents choose **Chesapeake Math & IT Academy** knowing that:

- There are high expectations in all classes and on all assignments.
- Students will earn credit for assignments turn in on time.
- Students will complete a project every quarter.
- Students will abide by the uniform policy.
- Misbehavior is not tolerated at CMIT.
- As a parent, you will volunteer to help CMIT.
- They will provide transportation for my child to and from school.

Visitors

All parents and visitors entering **Chesapeake Math & IT Academy** are required to sign in using the RAPTOR system. After which, the parent or visitor will be given a pass to wear. The visitor's pass must be worn at all times and remain clearly visible for the duration of the visit. The principal or designee reserves the right to restrict visiting privileges for anyone who violates any school policies and/or causes a disruption to the school environment. The school principal or designee also reserves the right to restrict visitation rights during certain events and/or during testing.

Classroom Visits

All classroom visits must be pre-arranged by emailing secretary@cmitsouthes.org and the relevant teacher 24-48 hours prior to the visit and are limited to 20 minutes. Please understand the frequent classroom visits that are excessively long can be distracting, compromise the instructional program, and may pose violations of the Family Educational Rights and Privacy Act (FERPA).

Once the visit has been approved, the teacher will provide the parent with Classroom Visitation Slip, which needs to be given to the hosting teacher upon arrival to the classroom. The teacher will let the office staff know that the parent has been approved to visit. Teachers may not allow parents without the slip. During the visits, parents are asked not to interact with any student or teacher. The visit is limited to 20 minutes and the parents are asked to turn off their personal electronic devices and keep phones out of sight.

When you arrive for the 20 minute classroom visitation, please present the completed form along with your government issued identification (i.e., driver's license) to the front office staff. The front office will provide you with a badge. You are to only go to the classroom that was pre-arranged, return to the office, and remove your badge (sticker). No parent will be allowed to visit the classrooms during mandated testing. This same policy applies to having lunch with your child. It should be pre-arranged with the teacher.

Fingerprinting/Background Check/SafeSchools Training

Fingerprinting Office Information: 14201 School Lane, Room 131,

Upper Marlboro, MD 20772 Tel: 301-952-6775

In-school volunteers for a day are required to undergo the background check. For all other volunteering opportunities, including field trips, chaperones must complete a full fingerprint background check and CPS clearance.

Costs of these services are:

- Fingerprinting - \$61 is a one-time and life-long permission to volunteer.
- CPS Clearance: \$9 included in the fingerprinting cost.

Individuals interested in volunteering in PGCPs are also required to complete SafeSchools online training program. The assigned course(s) must be completed prior to volunteering in PGCPs. Additional information can be found at

<https://www.pgcps.org/required-training/>

TEXTBOOKS, EQUIPMENT, AND SUPPLIES

Students/Parents bear complete responsibility for all materials assigned to them. When materials provided by CMIT (i.e. textbooks) are lost or damaged, the parent/guardian will be required to pay restitution to CMIT. If restitution is not made/ "left outstanding", CMIT reserves the right to suspend the student from all extracurricular activities (i.e. field trips, parties, etc.). CMIT will also create a student obligations file via our CLFPortal and in SchoolMax that will follow your child as they matriculate from grade to grade until the financial obligation is satisfied. While in Prince George's County Public Schools, your child will not graduate without having pay the restitution.

Students are expected to provide all basic supplies such as paper, pencils, crayons, rulers, scissors marker, etc. (for a full listing of exact supplies please see the school supply list see the website/newsletter). Please help your child by ensuring that he or she has everything they need for school packed and well

organized in one's book bag each and every day. Parents should also label everything with student's name.

TECHNOLOGY USE /ACCEPTABLE USE POLICY

In an effort to enhance the educational program, students will have access to various forms of technology and multimedia. The use of technology is for the sole purpose of improving educational outcomes and therefore students are expected to:

- Use telecommunication services for curriculum--related purposes
- Monitor time online in consideration of others
- Use appropriate language
- Adhere to copyright laws
- Practice responsible, ethical, and legal behavior

Only visit those websites that have been teacher approved. If a student is unsure if a website is permissible, he or she should ask for the teacher's approval before browsing the "website in question".

Chesapeake Math & IT Academy is not responsible for any computer related issue that is a result of students visiting restricted websites. Any debt associated with the misuse of student technology (i.e. cost to clean a virus) will be the complete responsibility of the child's parent/guardian.

Prince George's County Public Schools Acceptable Use Guidelines

Introduction

One of the educational objectives for Prince George's County Public Schools is to guarantee that every student can use technology and the Internet to prepare for responsible citizenship and productive employment both today and into the 21st Century. To successfully prepare for the future and affect great change, certain key tools are essential. The Internet is one of the key tools that will provide students the opportunity to monitor their own learning, plan effectively, demonstrate open-mindedness, and push the limits of their own abilities. It is an absolute necessity for students to acquire and use sophisticated technological skills and to

develop keen intellectual habits.

Expectations

The Wide Area Network is designed to bring information and resources to all students. However, all students are expected to follow the accepted and established guidelines listed in this document. Any student who is a user of the Wide Area Network is expected to use this resource for educational purposes only. Any use of the PGCPs Wide Area Network and the Internet should always reflect academic honesty, high ethical standards and moral responsibility.

Do's (Acceptable Uses)

Acceptable use of technology and all related resources requires users to:

- Protect private information such as addresses, phone numbers, or passwords.
- Use appropriate language. This applies to public messages, private messages, and material posted on web pages.
- Respect all copyright laws.
- Respect network limitations when sending or receiving information.
- Use the computers for their intended educational purposes only.
- Understand that use of the computer or the network for illegal activities is strictly prohibited.

Don't (Unacceptable Use)

Examples of Unacceptable Use of technology and all related resources include, but are not limited to:

- Damaging computers, computer systems, or computer networks.
- Trespassing in another's files, folders, or work.
- Using the network for commercial purposes.
- Accessing inappropriate Internet Web sites.
- Annoyance or harassment of others.
- Intentionally wasting limited resources.
- Purporting to represent, in any way whatsoever, PGCPs
- Using the network for any illegal activity, including violation of copyright or other licenses or contracts.
- Accessing "chat lines" which are not a part of a class activity directly under the supervision of a teacher or which are educationally inappropriate.
- Degrading or disrupting equipment or system performance.
- Gaining intentional access to obscene or inappropriate files.
- Using abusive or otherwise objectionable language in either public or private

messages.

- Harassing, insulting or attacking others.
- Posting anonymous messages.
- Causing undue congestion of the network through lengthy downloads of files, or by engaging in idle activities.
- Vandalizing the data of another user.
- Gaining unauthorized access to resources or files.
- Identifying one's self with another person's name.
- Using an account or password of another user without authorization.
- Theft of data, equipment, or intellectual property.

Process of Reporting Inappropriate Use

If a user believes that there has been a violation of these guidelines, the user is to contact a teacher, school administrator or supervisor immediately. A good rule of thumb would be – “When in doubt, ask.”

Consequences

If it has been determined that a user has improperly used the equipment or its resources in any manner, the user can expect disciplinary actions which may include, but are not limited to:

- Access to such equipment will be immediately suspended.
- Disciplinary action by school administration as outlined in the Student Code of Conduct.

Cell Phones

Personal cell Phones and other electronic devices are not to be used during the school day. If parents believe it is necessary for a student to have a cell phone, it must be “powered off and away” from the time the student enters the building to the time he/ she leaves the building.

Field Trips/Extracurricular Activities

Field trips are a great means for extending learning and exposing students to various institutions, cultures, career opportunities, etc. Furthermore, field trips are also a great way for us to showcase the exceptionality of the students of CMIT.

Thus, uniform policies remain in effect during all field trips unless otherwise noted. Only students who attend CMIT and their parent(s)/guardian(s) are permitted to attend and participate in these activities. Students and parents should also bear in mind that when attending or participating in school sponsored events that all school rules and policies still apply. (A full-background check and SafeSchools Training modules are necessary in order to attend a field trip.)

Safe Schools Training is **required** for any parent volunteer--(4 modules):
<https://www.pgcps.org/required-training>

Please print the certificates and submit to main office.

Birthday Celebrations

Due to the rise in allergies and health concerns, parents will not be allowed to bring in cupcakes for their child's birthday. In lieu of an edible item, you may consider non-food items or tokens. These items will be dispersed toward the end of the last class period of the day. Please coordinate directly with your child's teacher.

Discipline

CMIT is guided by the Students Rights and Responsibilities (check newsletter) for all discipline related matters. Students are expected to comply with reasonable request from CMIT staff. Egregious infractions such as disrespect toward adults or disruption to the learning or school environment will attract serious consequences.

Addressing Concerns

If you have a concern with a teacher regarding your child, please contact the teacher first. **Please use the following framework to guide your conversation:**

- Share concern(s). (Limit to no more than three.)
- Have the teacher repeat those concerns so there is no miscommunication.
- Let the teacher share or address your concerns. (Limit to no more than three.)
- Parent repeat what was shared so there is no miscommunication.
- Brainstorm some possible solutions that you both can agree on.
- Decide on a solution for the good of all.
- Set a timeline to check back to see if everything is working as planned. (i.e., two weeks)

Always remember that decisions are based upon, what child, what time in a child's life,

and what is in the best interest of the child. This is true justice.

MEDICATION/INHALERS

Please note that PGCPS furnishes schools with a nurse based upon priority. If a nurse is not assigned to our school, where you see the word “nurse” can be substituted with a member of our staff will administer medicines, write incident reports, and etc.

Parents are strongly encouraged to make every effort to arrange for medicine to be taken outside of the school day. However, there are occasions when it is determined by a physician or dentist that a child must receive prescribed medication during the school day, either on a regular basis or in the event of an emergency. In cases where there is a need for the school nurse to dispense medications due to the noted circumstances, the physician must give explicit written approval and specific directions regarding the administration of these medications. The appropriate form was uploaded in the newsletter.. These forms are to be used for prescription and over the counter medications. Students are not allowed to carry medications on them.

All medications must be picked up and dropped off by the parents and should be given directly to the school nurse along with the proper forms for use as noted above. All medications must be picked up by the parent/guardian two days before school ends for the year. Otherwise, these medications will be disposed.

IMMUNIZATIONS

Students who are not in compliance with their immunizations, unless exempt for religious or medical reasons, will not be permitted to attend school. In these instances, students will be given 20 calendar days to become compliant with their immunizations, after which point they will be excluded until compliance is reached. For more, information regarding immunizations parents should access Health Services on the PGCPS website at www.pgcps.org or contact the school nurse.

INJURY

The procedures listed below will be followed in matters involving an injured student:

- Teachers will send the student to the nurse’s office if the injury is minor.
- Teachers will notify the nurse’s office if a student is unable to be moved.

- Trained personnel, when necessary, will administer basic first aid.
- The parent/guardian will be contacted and provided a detailed description of the injury and incident.
- Emergency medical services will be contacted in cases of critical injuries that fall beyond the scope of what a school nurse can or is permitted to handle.
- An accident report detailing that incident and injury will be completed and filed for every student injury.

FIRE DRILLS

In an effort to ensure the safe evacuation of the school building/premises in the event of an emergency, there will be a series of fire drills and emergency lockdowns.

During fire drills it is required that students:

- Move quickly from the building as directed by the teacher
- Leave all books and other items at my desk
- Do not talk, push, or crowd doorways
- Move quickly to the designated area at least 50 feet away from the building in the grass area.
- Stay clear of all fire fighting equipment
- Stand quietly to hear directions and roll call by the teacher
- Return to my classroom quietly at the end of the fire drills

ACADEMIC HONESTY/INTEGRITY

Academic honesty is an essential part of any school community. CMIT prides itself on integrity, and we must protect the integrity of the student's learning experience. As a result, it is expected that students will produce their own work. Academic dishonesty in the form of plagiarism or cheating will not be tolerated. If students violate the code of academic honesty, they will, at minimum, lose credit for that assignment. A second offense will constitute an office referral and more severe consequences. Unless otherwise noted by the teacher, academic dishonesty will include:

- Using notes when not permitted to
- Copying work that was to be done independently
- Submitting someone's else's work for a grade; this includes homework, classwork, projects, and compositions
- Plagiarizing one's work; this includes internet sources
- Changing a grade or answer after the work has been graded

- Stealing a quiz, test, or answer key
- Allowing someone else to copy your work (i.e. test, composition, homework, etc) or copying someone else's work.
- Using a cell phone or any communication device during an assessment
- Taking or using photographic images of a test will be considered academic dishonesty

GRADING

The grades eligible for use on assignments, assessments, and report cards are A, B, C, D, E, I, P, F, PR, IP, EM, ND with no plus or minus signs. Reading level grades are ABL, OGL, and BL. Interpretation of grades is as follows:

Kindergarten and Grade 1

PR = Proficient – child can demonstrate indicator independently 90 – 100%

IP = In Process – child can reliably demonstrate indicator 80 – 89%

EM = Emerging – child demonstrates indicator with assistance 70 – 79%

ND = Needs Development - child does not demonstrate indicator 50 – 69%

Grades 2 – 5

A = Excellent progress at the level of instruction indicated 90 – 100%

B = Above Average progress at the level of instruction indicated 80 – 89%

C = Average progress at the level of instruction indicated 70 – 79%

D = Below Average progress at the level of instruction indicated 60 – 69%

E = Unsatisfactory progress (failure) at the level of instruction indicated below 60%

I = Incomplete. The “I” grade may be used for elementary students who have been lawfully absent from school and have not had an opportunity to make up missed work in a timely manner.

P = Pass (credit bearing).

F = Fail (not credit bearing).

Factors used to determine K – 5 student grades include the following:

- a. Class Work
- b. Homework
- c. Assessments

Reading Level

ABL = Above Grade Level

OGL = On Grade Level

BL = Below Grade Level

Below Grade Level (BGL), On Grade Level (OGL), and Above Grade Level (AGL) designations on report cards should be determined by weighing multiple forms of assessments; formative and summative.

No one assessment is a complete picture of a student's current reading attainment. Factors to consider are available from the PGCPs Elementary Reading/English Language Arts Office.

1) The minimum number of grades in any category (class work, homework or assessments) per subject per week is listed below.

Meeting Frequency (number of sessions per week)	Minimum number of grades to be recorded per week
5 days	3
4 days	2
3 days	2
2 days	1
1 day	1

2) Grades must be recorded in each category quarterly (class work, homework, and assessments).

d. Minimum number of grades per week exemptions: Due to limited time with students and the nature of the work assigned, the following subject areas are exempt from the minimum number of grades per week - Prekindergarten, Kindergarten, Elementary Physical Education, Elementary Arts (Music, Band, Orchestra, Art, Dance, Drama, Media Arts) and Elementary ESOL classes.

GRADE POINT AVERAGE (GPA) (GRADES 2 – 5)

The following numerical equivalents will be used in computing the GPA from report card letter grades in order to calculate honor roll:

$$A = 4.00 \ B = 3.00 \ C = 2.00 \ D = 1.00 \ E = 0.00$$

HONOR ROLL (GRADES 2 – 5)

The purpose of the honor roll program is to recognize and honor elementary students who have attained outstanding academic success. The district-wide Honor Roll is designed to provide positive reinforcement that inspires all students to strive even harder and perform at their highest

level in all subjects. All schools will implement this honor roll system that recognizes students for high academic achievement at the end of each marking period during the school year. Schools are required to recognize students for performance at two levels:

- **Principal's Honor Roll**
- **Honor Roll**

Students in Grades 2-5 who qualify for each level of honor roll will be identified by the Department of Student Applications based on grades entered on student report cards in elementary schools. The following criteria will be used to identify students at each level:

- a. Principal's Honor Roll: Students with at least a 4.0 GPA.**
- b. Honor Roll: Students with at least a 3.0 GPA or higher**