

Bernards Township Public Schools
Office of Curriculum and Instruction
102 Peachtree Rd.
Basking Ridge, New Jersey 07920

October 10, 2007

Dear Parent/Guardian:

At this point we hope that you have obtained the requisite information to log into Home Access Center (HAC) and begun to explore the information available to you. The purpose of this letter is to provide you with some guidelines for the use of this tool.

- 1) HAC is designed to be utilized by both you *and* your child(ren). We encourage you to share your login and password with your child(ren) to help them take responsibility for their own learning, which is essential for student success.
- 2) The initial home page to which you arrive when you enter HAC is only the beginning of the available information. Please be sure to access additional information by clicking on the tabs, such as *classwork*, listed across the top of the homepage. Don't be afraid to explore, you won't break anything!
- 3) By Board of Education policy teachers are to return assignments to students within a reasonable amount of time. Reasonable varies depending on the nature of the assignment. For example, a research assignment may take a significantly greater amount of time to assess and return than a short objective assessment.
- 4) Teachers will be updating their grades on HAC at least twice a month on the first and third Fridays. Keep in mind that teachers will operate independently within these guidelines, some teachers may make updates more frequently; please be patient. Understand that there will not be a direct correlation between the day a student receives a graded assignment and the day the grade appears on HAC. Consequently, a grade that a student receives from a teacher on Monday October 8th may not be viewable in HAC until Friday October 19th.

In closing, we ask you to consider that the grade information being disseminated to you through HAC represents an enormous change in our school community; we want the change to have a positive result. To that end, please understand that we don't want the insight into a teacher's grade book to result in overreactions, misunderstandings, or misinterpretations. In the same way that teachers are learning to use this system, parents need to learn how to respond to the information provided. Furthermore, while the numerical data provided by HAC is useful and powerful, it should not supplant the communication link between families and educators; numbers only tell part of the story. When interpreting the information you see on HAC, if something seems amiss, please communicate with your child and then the teacher. We hope that this new tool will ultimately be of great benefit to educators and families alike.

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