

Grading Information

1. Grades are to be upgraded every two weeks.
2. Course/subject description and grading policy for each course/subject are to be entered and revised as needed.
3. Initial concerns about grades are to be addressed to the teacher by appointment, phone, or e-mail. Additional concerns are to be addressed to the school principal by appointment, phone, or e-mail.
4. Missing or incomplete work is to be identified using the system coding system (absent, missing, collected, or exempt).
5. Report cards and progress reports will continue to be provided in paper format using the school's standard delivery practice.

Attendance Information

1. Middle school attendance is entered within 30 minutes of the start of school. High school attendance is entered each period. Excused absences and other adjustments are to be entered daily 30 minutes after the close of school.
2. Attendance concerns are to be addressed with the school attendance administrative assistant.