

# *Fort Bragg High School*

## *Grading Procedures*

The teaching staff at Fort Bragg High School is committed to providing the best educational opportunities to the young people of our community. We strive to have all students reach success in each class and work closely with parents and students to communicate student progress. The following grading procedures are designed to help keep parents and students informed of student progress in all classes.

- At the start of the school year, teachers will provide students a written explanation of their class' grading policy and grade scale.
- Teachers will provide parents and students access to view student grades via an on-line grading program.
- Within the first two weeks of school, the high school administration office will mail a letter home to parents with their student's verification code and student identification number so that they may create an account to view student information (attendance and grades) using the school's on-line student information system, ABI (AERIES Browser Interface).
- For each semester, parents will receive two progress reports by mail one week after the close of each grading period. Semester grades will be mailed home one week after the close of the semester with the student's final grades and current credit totals.
- All student progress reports reflect the student's grade for the given grading period. Work submitted after the close of the grading period will be reflected on the student's next progress report.
- Once grades are submitted, they may only be modified with the written consent of the administration.
- Teachers may submit a "Grade Change Request" form within five days of the grading deadline if a grading error was found. The site administration will determine whether the Grade Change Request will be approved or denied.
- Teachers may submit an "Incomplete 'I' Grade Request" under the following conditions:
  - a. The student is sick or has "excused" absences during the last week of the grading period and requires additional time to complete class work.
  - b. The student is on a short-term independent study contract during the last week of the grading period and the teacher does not have sufficient work to evaluate the student fairly.
  - c. The student recently transferred to Fort Bragg High School from another school and more time is required to ascertain records to provide an appropriate grade for the course.
  - d. The teacher or student has extenuating circumstances to warrant the request.  
(In all the above situations, the site administration will determine whether the Incomplete Grade Request will be approved or denied.)
- At the end of the Spring Semester, teachers will submit a copy of their gradebook to the counseling office only if they are **NOT** using AERIES gradebook. Teachers using AERIES gradebook will not need to submit a copy of their gradebook since those grades may be accessed through ABI. This information will be used only if a parent challenges a student's grade after the teaching staff is dismissed for the summer.
- Parents and students are encouraged to check student grades regularly. Parents and students may check student grades by using an ABI account, by emailing the teacher and requesting a grade update, or by using the grade check forms provided by the counseling office.

Students and parents have many avenues they may pursue to stay abreast of student progress. Should questions arise regarding these procedures, please contact the Fort Bragg High School administration or counseling office.