

The Raton Public School District is excited to introduce our Campus Portal-*Parent's Aide*. This tool can increase communication between parents and teachers regarding student attendance and academic progress. We are excited about the potential of this new technology and also realize that with it comes a paradigm shift.

The teachers at Raton Middle School and Raton High school have been training and preparing for several weeks and have demonstrated a high level of professionalism in response to this initiative.

It is also important for parents to understand key factors involved in an online grade and attendance program. Until the implementation of the campus portal, parents received grade information only upon request or at scheduled times – progress reports, end of each quarter, end of the semester. With *Parent's Aide*, it will now be possible to check grade information at any point during the school year. With that in mind, parents need to know and understand the following:

1. Each teacher has his/her own grading system. Some teachers work on a "straight points system", while others weight the scores according to assignment categories-tests, quizzes, etc. Some teachers give grades for class participation, while others do not accept late work. Teachers inform students at the beginning of the course of expectations and grading systems.

It is very important for parents to discuss grading policies with their children and to attend Jumpstarts and Back to School Nights (teachers share this type of information at those events).

2. Grades can change dramatically in the first few weeks of each 6 week period. In the beginning of each 6 week period, you may see wild shifts in the class average of your child. This is simply because when there are only one or two assignments in the grade book, a low or high score can make a dramatic change in the overall grade.

3. Teachers need time to grade projects, assignments, and tests. Each day, teachers are expected to have new material and lesson plans ready for class. Many teachers are also involved in extracurricular activities that take time to plan and attend. With that in mind, teachers do need time to get the assignments graded. For example, a teacher will not be able to post grades for an essay assignment the next day when he/she has 27 students in a class. We have asked our teachers to have all major test and project grades entered into the online grading program within a reasonable time of the due date and minor assignments and projects within a week of their due date. Please be patient as we all adjust to the guidelines and timelines.

Corresponding with Teachers

One concern that teachers have as we move to online access to grades is the potential for angry email or calls from parents who have visited online grading and are upset by grades or other information. When a student's grade is of concern to a parent, we ask that you follow these steps:

1. Talk with your child first. Ask about the grade situation.
2. Check to see if the teacher has developed a class page on the school website and posted the grading system.

3. Check to see if there is an assignment description. This may help you in understanding what was involved or expected for a particular assignment.
4. Check the date of the assignment. An assignment handed in late may receive deductions from its score, or not be accepted by some teachers. Also, as stated previously, early in the quarter, overall grades can fluctuate dramatically because of the lack of assignments in the grade book.
5. In trying to clarify a class average, see if there are any missing or late assignments that could be affecting the overall grade average.
6. At anytime, you can email a teacher for clarification about grades, but please look at steps 1-5 prior to contact. If steps 1-5 do not clarify the situation, please do email the teacher (email addresses are listed on the school website).

We appreciate your patience and support as we work *together* to resolve technical and systematic concerns. Remember, *we are all new to this process, parents and teachers alike*. Mistakes will be made, but they will be corrected.

Obtaining a Username/Password

1. Complete the parent request form

*NEW--Please include a six character username that includes two numerical characters and a six character password that includes two numerical characters.
2. Return it to the Principal's Office.
3. *If there is a dual custody situation, each parent will need to complete a request form.

Accessing your Student's Record

1. Make sure that you have an Internet connection.
2. Go to www.ratonschools.org.
3. On the District's homepage, you will see an area with a link to *Campus Portal-Parent's Aide*; that link will take you to the place where you will put in your username and password.

Please keep your username and password confidential so that only you can access the information.

If you are unable to login, please double check your username and password; if you still are experiencing problems, please email
Marisa Aguirre at
maguirre@ratonschools.org

Parent's Aide Access Request

The Parent Aide Campus Portal program is strictly voluntary and there is no requirement to participate. This is a convenience, not a right for those parents and guardians who choose to participate. **Inappropriate use will result in the loss of access.**

I am the parent/guardian of the below named student and request a username and password to access *Parent's Aide*.

I understand that it is my sole responsibility to protect the security of my username and password. The Raton Public School District accepts no responsibility in the event that this information is shared, given, stolen or in any other way becomes the possession of a person other than the parent or guardian.

I understand that this information is confidential and cannot be shared with others in order to protect student information.

I have read the above information regarding *Parent's Aide* and agree to the terms.

Parent Signature

Printed Name

Please design a username and password; they must be different and must each be six characters with at least two of those characters numerical.

(Example of username—mjba22, example of password, tree99.)

Username: _____

Password: _____

Date

Return this form to the
Principal's Office; allow one week
for activation.

Student Name(s): _____

Grade: ___6 ___7 ___8
 ___9 ___10 ___11 ___12