

Orlando Junior Academy
POLICIES

Renweb Usage

January 2009

Renweb, as a Student Information System, is an administration and foremost, a teacher tool. Its flexibility allows it to be configured in different ways. Therefore its usage will vary from class to class and from teacher to teacher as each person tailors their use of Renweb to fit their needs.

Minimum Classroom Teacher usage of Renweb includes:

- Track attendance
- Post assignments (grade 3-8)
- Post student grades (Grades 1-8). Grades will be posted within 10 schooldays after the assignment is due, except for writing assignments and projects that require more time for grading.

Parents and students will be supplied with other specifics, as necessary, for their child's particular grade at the beginning of the school year or as notified during the school year.

Administrative use of Renweb includes accounting and monitoring implementation and usage.

Communication of Poor Grades

January 2009

The teacher notifies the student and parents of the student's progress by posting the grades on Renweb. Parents may choose one of two ways to monitor their student's grades.

- They may go into Renweb, enter their code and check the grades.
- The Renweb system has capabilities that allow parents to choose notification of grades on a daily, weekly, or a zero grade basis. Parents will receive notification of their student's grades, through Renweb's Email program, allowing them to monitor for poor or failing grades. (Directions to set this program up follow.)

The teacher will contact parents as soon as he/she is aware that a student's cumulative grade in any class becomes a D or F.

Pre-Kindergarten and Kindergarten teachers do not use Renweb for grades.