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## SLA High School Gradebook Policy

It is our goal that you should always be able to log into your **FACTS Family Portal**<sup>1</sup> and find up-to-date grades and missing assignments<sup>2</sup> for all subjects. Please note the following points as to what you should expect to see in your child's **grades** section of the FACTS Family Portal:

1. At least **one graded assignment per week** for **core academic classes** (Math, English, etc.).
2. At least **one graded assignment every two weeks** for **non-academic/elective classes** (Music, Phys. Ed., etc.).
3. Grades in Family Portal kept **current within a one-week time window** (for example, at the end of the third week of this quarter on September 22, you should see at least two graded assignments for core classes and at least one graded assignment for elective classes).
4. Graded assignments will be entered by teachers into their gradebooks within 24 hours of the submission due date<sup>3</sup>. Teachers will mark any unsubmitted student work as “missing”, which will be viewable in the Family Portal *grades* section (for example, if a project is due in Bible 9/10 on Tuesday, October 24 and a student fails to submit that project, you will see it as “missing” in the Family Portal *grades* section by Wednesday, October 25. Grades for submitted assignments will be viewable within a week of submission).

<sup>1</sup> To access your child's grades in the FACTS Family Portal, click “student” then click “grades”. Having trouble accessing your Family Portal? Contact Jill at [secretary@sandylakeacademy.ca](mailto:secretary@sandylakeacademy.ca)

<sup>2</sup> An assignment is any assigned and graded student work including projects, homework, quizzes, tests, etc.

<sup>3</sup> Due to the unique nature of assessment in the Music department, very limited exceptions will be made for point #4 above