PARENT CONNECTION USER GUIDELINES
FOR TEACHERS AND PARENTS OF HARPER JUNIOR HIGH SCHOOL

The Harper Junior High School Parent Teacher Organization (PTO) enthusiastically supports the DJUSD in providing secured online student information access to parents. In order to facilitate a smooth transition for parents and teachers to the new Zangle software, a committee of parents and staff has created protocols to assist teachers and parents using the Zangle Gradebook and Parent Connection Assignment modules.

Viewing assignments in Parent Connection is intended to serve as a support for parents to receive information about their students' academic progress. It is not intended to replace communication with teachers via Back To School Night, conferences, telephone and/or email. It is still important to maintain contact with your child(ren)'s teachers and discuss the progress they are making throughout the school year.

While all teachers at Harper Junior High School are currently using the Zangle Gradebook Assignment option, this is a new tool. Teachers will need time to practice with the program and identify the many features offered by the Zangle Gradebook. The district is providing training opportunities and information to support teachers and staff with the use of this software. Additionally, at this time, Parent Connection is available only at Harper and parents should not access their students' information at other DJUSD schools.

PROTOCOL

Teachers

- Teachers are expected to submit grades approximately every 4 - 5 weeks. Although teachers are only required to submit D and F grades (when students are in danger of failing) at the 1st and 3rd progress report times, they are highly encouraged to submit grades for all students in their classes. Teachers are required to submit grades for ALL students at the 2nd progress time or the end of the quarter.

- Teachers are asked to update the Zangle Gradebook at least once each grading period, or a total of 4 times per semester.

- At times, teachers may temporarily close their Gradebook access to parents while they are in the process of posting data. This helps ensure that the information posted is complete and accurate.

- The amount of time needed to grade and post scores will be determined by individual teachers. This will be affected by the length and complexity of each assignment. Teachers will work towards having assignment grades posted on their Zangle Gradebook site within 3 weeks after the assignment due date.

Parents using ParentConnection

- Parents are encouraged to keep the PIN and password confidential.

- Technical difficulties with the Parent Connection site should be referred to the Parent Support Line, HarperZangleHelp@gmail.com. Please do not contact a teacher with questions about how to access the site.

- Students are responsible for managing and submitting completed classroom assignments. The purpose of Parent Connection's Assignment Module is to provide parents with a tool for supporting their child(ren) in their efforts.

- Parents are expected to consult with the student, check the student's planner and review the course syllabus when questions arise about a student's progress. Parents should then encourage the student to talk with the teacher if there are additional questions about a particular grade or assignment **before** contacting the teacher themselves.

- It is important to remember that the purpose of Parent Connection is to serve as a communication tool between teachers and parents. Ultimately, however, it is still the student's responsibility to complete the necessary work and submit it in a timely manner to the teacher.

- Many assignments may require several days or longer to grade and will not be available for immediate posting. Parents should contact the teacher if they have immediate concerns about a student's progress in promptly completing outstanding assignments.

- Parents and students should also be aware that late or missing assignments cannot always be made up for credit.

Thank you for using the ParentConnection system. We hope you find it helpful in assisting your student with his/her academic progress.