**Title**: **4440** **Minimum** **Weekly Grade Submission**

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|  | **4440 Minimum** **Weekly Grade Submission**  All full-time teachers are required to submit a minimum of **two graded assignments per week** for each course they teach. These grades must be entered into PowerSchool by the **end of the school day each Friday**.  **Guidelines and Expectations:**   1. **Grade Types:**    * Assignments may include quizzes, tests, homework, projects, class participation, or other appropriate assessments aligned with curriculum goals.    * Grades should reflect a balance of formative and summative assessments over the course of each marking period. 2. **PowerSchool Use:**    * All grades must be entered into PowerSchool, the school’s official gradebook system.    * Teachers are expected to use PowerSchool consistently to provide transparent academic progress for students and families. 3. **Special Area Teachers:**    * Teachers of special area subjects (e.g., Art, Music, Physical Education, Technology, etc.) must submit **at least one grade per week**.    * If a special area class meets **less than once per week**, the teacher must enter **at least one grade for each class taught**. 4. **Monitoring and Compliance:**    * Principals or their designees will monitor grade entry regularly.    * Teachers not meeting this requirement may be subject to a formal reminder or administrative follow-up. |