**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.
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