



**BOOK: Employee Handbook Administrative Guideline**

**PART: II – Professional Exempt Salary Teachers**

**SECTION: 2.05**

**TITLE: High School/Middle School Grading Expectations**

Keeping students and families updated regarding class assignments & grades is an important component of a teacher's responsibilities.

Colby School District teachers are expected to have class assignments entered into their online gradebooks, for students/families to view, within one week of the teacher receiving an assignment. Exceptions to this expectation can be made by building administrators when an assignment is a larger writing assignment or project, or a larger exam.

Colby School District administrators should expect that teachers under their supervision will keep their gradebooks up to date, and will communicate with specific teachers if they learn that those teachers are not meeting this expectation.

If a building administrator repeatedly communicates with a teacher that there are concerns about them not having their grades updated in a timely fashion, and the teacher continues to not meet this expectation, the District Administrator should be contacted by the building administrator.

*BOE REVIEWED JANUARY 15, 2024*