

# Elementary School Grading Policy

- The yearly average will be calculated by averaging the four quarters. Each quarter will count 25% of the final grade.
- Quarter grades will be averaged using Total Points.
- All assignments will be assigned using the following categories:
  - Formal Assessments - all tests, extended reading and writing over time or any other Formal assessments will count two (2) times.
  - Informal Assessments - All other assignments (Informal) will count one (1).
- All assignments must be graded and updated in the PowerTeacher Pro gradebook within five (5) school days of administration, unless approved by the principal.
- Incomplete (“I”) cannot be used as a final grade. Teachers will manually override the final grade, leaving the Grade and Percent fields blank. Teachers will add a comment that the work must be completed before a grade can be given.
  - If a student fails to hand in an assignment, the teacher will enter a zero in the gradebook until the work is completed. Once the assignment has been completed, in accordance with the district makeup policy (<https://boardpolicyonline.com/?b=florence&s=255969>), the teacher will grade and update in the PowerTeacher Pro gradebook within five (5) school days. Students have 5 days to complete missing work. Approval is required if more than 5 days are needed to complete the work.
  - At the end of the quarter, if a student’s final grade is lower than 50, the teacher will do a manual override and enter a 50 (percent) and F (grade).
  - The actual grade for all other assignments will be entered in the gradebook.
- When students enter your class, after a new quarter has started, and have grades from their prior teacher/school/district, the teacher must include those grades with the work that was completed in the former class or at the former school/district. Teachers will use the **Transfer Grade Calculation formula** to incorporate grades from prior school and current school.

## Calculating Transfer Grades Formula

Weeks at previous school	Weeks at your school
1 week 11% (0.11)	8 weeks 89% (0.89)
2 weeks 22% (0.22)	7 weeks 78% (0.78)
3 weeks 33% (0.33)	6 weeks 67% (0.67)
4 weeks 44% (0.44)	5 weeks 56% (0.56)
5 weeks 56% (0.56)	4 weeks 44% (0.44)
6 weeks 67% (0.67)	3 weeks 33% (0.33)
7 weeks 78% (0.78)	2 weeks 22% (0.22)
8 weeks 89% (0.89)	1 week 11% (0.11)

$$\begin{aligned}
 & \text{Previous School Average} \times \text{Percent from the table above} \\
 + & \frac{\text{New School Average} \times \text{Percent from the table above}}{\phantom{\text{Previous School Average} \times \text{Percent from the table above}}} \\
 & = \text{Final Quarter Average}
 \end{aligned}$$

Example:

Previous school average of 89 after 4 weeks

New School average of 74 for the 5 weeks at your school

$$\begin{array}{l}
 89 \times 0.44 = 39.16 \\
 74 \times 0.56 = 41.44
 \end{array}
 \left. \vphantom{\begin{array}{l} 89 \times 0.44 = 39.16 \\ 74 \times 0.56 = 41.44 \end{array}} \right\}
 \begin{array}{l}
 39.16 + 41.44 = 80.6 \\
 \text{Final Quarter Average} = 81
 \end{array}$$