



## Florence One Schools Elementary School Grading Policy 2022-2023

- 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
    - There must be a minimum of 2 formal assessments assigned in reading and math classes each quarter.
    - Formal assessments will count two (2) times.
  - Informal Assessments - All other assignments (Informal) will count one time (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.
  - 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.
  - There should not be any blanks in the gradebook for assignment grades.
  - 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* (see next page) to incorporate grades from prior school and current school.