

Grading Policy 2023-2024

A. Communicating the Grading Policy to Students and Families.

- At the beginning of each school year, teachers will distribute and discuss the school's grading policy with students.
- The grading policy will be included in all the class contracts distributed at the beginning of the year by teachers.
- Course syllabi will be posted on the school's website to make it accessible to all the families
- Students and families are responsible for reviewing the grading policy and communicating with the teacher first if there are any inconsistencies.
- All assignments in the gradebook must be aligned to the grading policy.

B. Maintaining Accurate Grading Records and Updating the Gradebook

- **Teachers will update the gradebook on a weekly basis**
- Students should be able to monitor their academic progress throughout the marking period.
- It is the student's and parent/guardian's responsibility to follow up with the teacher in case of any discrepancies relating to grades
- Inputting data for the majority of students' grades at the end of the marking period will not be allowed
- Teachers will communicate academic progress to families regularly throughout the year.
- At least three assignments (not including tests) must be entered in Jupiter weekly (one must be homework, the other two can be classwork)-9/29
- There are 10 full weeks of instruction in the first marking period – At least 14 homework must be entered, and 13 classwork assignments-9/29
- For the second marking period, there are approximately nine weeks of instruction (excluding holidays)- At least 13 homework assignments and 12 classwork must be entered in Jupiter-9/29

C. Grading Policy by Department

The [Grading Policy 2023-2024](#) will be used the entire 2023-2024 school year

D. Grades for Elective Courses

All electives and Advanced Placement courses adhere to the grading policy as per their respective departments. For example, an AP Biology course adheres to the same policy as the Science Department.

E. Grades for College courses

All College Now courses must follow the grading policy from CUNY/York College. This includes in-school dual enrollment courses.

- Final grades for these courses will also be in alignment with CUNY policy.
- The school will adhere to York College's grading policy for the college courses to determine the student's college grade, but will follow our grading policy to determine the high school grade each marking period.
- After the college final is given, students will continue with the course and complete the high school assignments. Please note: College finals are expected to be given in December for fall courses and May for Spring courses. Students enrolled in College courses are expected to take a college final. This is separate from the high school final for the course.

- All final grades and NYS Regents examination scores appear on the transcript. **All Regents scores are reflected on the students' transcript. However, if a student retakes a Regents exam, only the higher grade will appear on the transcript.**
- Some college courses such as Spanish and Political Science have dual enrollment.
- All final grades and NYS Regents examination scores appear on the transcript. The school sends the official transcript to higher education institutions. The final grade cannot be edited even if the student takes the class again (if he/she failed previously) and passes it.

F. Marking Periods

The academic year is divided into two semesters, fall semester (Term 1: September – January) and spring semester (Term 2: February – June). The school divides each semester into two marking periods and one final exam as follows:

- Marking period 1: 45%
- Marking period 2: 45%
- Final exam: 10%
- The final grade for each semester will be the *weighted average* of the two marking periods and the final exam grade. For example, if a student receives the following grades for the semester:

Marking Period 1 (45%): 88

Marking Period 2 (45%): 92

Final exam (10%): 90

The final grade for the student will be:

$$(0.45 * 88) + (0.45 * 92) + (0.1 * 90) = 39.6 + 41.4 + 9 = 90$$

G. Types of Grades

Pass/ Fail

- Students receive a P (pass) or F (fail) for all laboratory classes in science.
- Labs do not bear any credits. However, students must meet the state required minimum of 1200 minutes of in-school hands-on labs to be eligible to take the corresponding Regents exam. Students are expected to successfully complete *at least* 300 minutes of lab each marking period.

NL

- Newly admitted students into a class will receive a NL for the marking period due to the limited amount a teacher may have to assess mastery of the standards.
- 'NL' does not have a pass/fail or numeric equivalent.
- Students who receive a grade of 'NL' must successfully complete the remaining course requirements by the end of the term following the termination of the course.

NS

- "No Shows" are students who have not reported to class for even one day in the term. Therefore, teachers may assign classwork and assessment to determine a grade.
- These students will receive a NS and a grade of 45.

NX

- The school awards incomplete grades based on the requirements as per Academic Policy <https://infohub.nyced.org/in-our-schools/policies/academic-policy-guides>.
- These requirements may change every year. However, teachers must provide documentation to justify the grade.

H. Grade Changes

- The school processes grade changes on a limited basis whenever there is a mechanical and/or teacher error within ten (10) days after the end of the marking period.
- Students must be proactive and advocate if they feel that there is a mistake
- They must speak with the teacher in case of any error on their report card. If they are unable to resolve the issue, they must follow-up with their counselor.

I. Report Card Grades

- Grades are on a 1-point scale from 65-100. The lowest grade is 55, which is equivalent to an F or failing grade.
- There are no grades of 50 or 60.
- There are no grades between 55 and 65 or lower than 55. Some courses, with permission from the administration can be given a P or F grade.

J. Grade Disputes

- In case of a grade dispute of any type (i.e. assessment, marking period grade, final grade), the student must speak with the teacher first.
- If the student is not satisfied with the outcome of the meeting, he/she should follow up with the guidance counselor. If the issue is not resolved, the student and/or parent must schedule a conference with Dr. Prince.
- The student must provide all the required documentation to the teacher to justify the change of grade. An administrator will get involved if needed

K. Summative Assessments To be Entered in Jupiter

- Teachers should administer at **least THREE (3) summative assessments** but no more than four, each marking period. If the teacher needs to administer an additional assessment (traditional or alternate), the teacher will get the approval of their supervisor
- Teachers should provide students with the grade of an assessment within a week (for traditional in-class) and no more than two weeks for projects
- For in-class tests, teachers are expected to review for at least **one class period**
- Before administering a second assessment, the student must know their grade on the first assessment.
- If a teacher wants to administer more than four assessments, they must obtain approval from their supervisor.
- The format of these assessments is up to the discretion of the teacher. However, the assessments must be aligned to the AP, Regents and/or College standards. The teacher should review their classroom data to determine if additional assessments are needed.
- At least **one assessment** administered each marking period must be an alternative assessment.
- Assessments must be administered in a timely manner and not at the end of the marking period.
- Teachers may administer all alternative assessments if they wish.

- Students should not be allowed to make up an assessment unless the student was absent due to extenuating circumstances.
- **Non-AP and non-Regents elective classes must administer a take home test, project or any other type of assessment.**
- These assessments may consist of but not limited to classroom tests, quizzes, projects, digital tests, quizzes.

L. Homework Policy

- Teachers will assign at least **one homework assignment per week**.
- Late homework will not be accepted. In the case of extenuating circumstances (family issue, illness, hospitalization, etc.), teachers will make an exception to the late homework policy.
- Teachers will make this exception on an individual basis after a conference with the guidance counselor, student and parent/guardian (if necessary).
- Accommodations for homework, tests, etc. will be provided for students with 504s. Counselors will follow up with families.
- For homework that is assigned in advance (with at least two day-notice) and which must be submitted online, the student should be required to submit even if they are absent unless there have been extenuating circumstances.
- Teachers will assign homework at the beginning of or during the class for homework. Students should not have to go home without knowing what the homework assignment is for the next day.
- Teachers may also assign homework that is due later in Google Classroom or other forums.
- Teachers should not assign homework over the weekend unless it is due a few days after. For example, a teacher should not assign homework on Friday after class and have the due date on Monday.
- Students should receive timely feedback on homework.
- The grade should be posted a few days after the homework is submitted, not at the end of the marking period.
- The deadline for the submission of any electronic homework is **8:00am** the day that is due. Paper homework should be submitted in class

M. Classwork and Participation

- **A minimum of one class-work grade should be entered weekly in Jupiter.**
- Teachers will review the criteria for classwork and participation at the beginning of the year.
- Classwork and participation grades should be based on students' progress towards meeting the required standards for the course. They will review the expectations throughout the semester as needed. Students should be actively engaged in the class activities throughout the class period.
- The grade should reflect students' progress in meeting the standards.
- Behavior and attendance cannot be used to assign students a classwork and participation grade.
- **A minimum of three grades (not assessment grades) must be entered in Jupiter weekly. One must be homework grade (9/29)**

N. Final Exams

- Students must take the final exam for each course at the end of each semester.
- All marking periods and the school-wide final exam category are not cumulative. They are stand-alone and independent from each other.

- Students will receive a numerical grade for each of them. The final grade for each semester will be the *weighted average* of the two marking periods and the final exam grade. For example, if a student receives the following grades for the semester:

Marking Period 1 (45%): 88

Marking Period 2 (45%): 92

Final exam (10%): 90

- The final grade for the student will be: $(0.45 * 88) + (0.45 * 92) + (0.1 * 90) = 39.6 + 41.4 + 9 = 90$
- The final exams schedule will be available a few weeks before the end of each semester. The schedule will be based on the needs of school and created in consultation with the Accreditation Committee. Final exams for the Fall Semester will be administered in January and Final exams for the Spring semester will be administered in June

O. Make-up Assignment Policy

- When a student returns to school with an excused absence, it is his/her responsibility to contact the teacher to obtain any missing work.
- Students who are absent due to extended vacation may not be allowed to make up work or may be penalized for the late submission of the work.
- Teachers will give the student a deadline to complete the assignment. If the student does not complete the assignment on time, they may receive a grade of zero. The guidance counselor will schedule a conference for students in need of additional support due to personal issues (illness, family concerns, etc.), with the parent, student, teacher, Principal and/or the AP to discuss the problem and outline next steps.
- Teachers will not allow students to make-up work who have shown little/ limited effort in class as evidenced by their class participation, homework assignments, and classwork and/or classroom behavior.

P. Make-Up of Exams

- Students must provide a medical note if they miss an exam.
- Students who are sick or have experienced other extenuating circumstances and do not have a medical note or other documentation will be required to schedule a meeting with the parent/guardian and teacher to discuss the extenuating circumstances that prevented the student from taking the exam.
- The student must make arrangements to take the make-up exam immediately upon his/her return to school.
- The student must take the exam within two school days unless the teacher is unavailable.
- In order to maintain the integrity of the exam, the student must take the exam during their lunch.
- In some cases, teachers may administer a different version of the exam. The version will cover the same skills and competencies as the original exam.
- The teacher will make arrangements for the students to make up the missed exam during lunch, before and/or after school.
- Students who do not take the make-up exam will earn a zero for the exam.

Q. Testing Schedule

- The new testing schedule for the 2023-2024 school year will follow ODD and EVEN days. This means that some subjects will be allowed to test on an ODD date in the month and others on EVEN. However, since this is a new schedule, we first need to implement it for a few months to gather enough data to make revisions.

ODD Days:

- **Mathematics**
- **English Language Arts (ELA)**
- **Pre-AP Chemistry**
- **AP Chemistry**
- **AP Environmental Science**
- **AP Psychology**

EVEN Days:

- **Core Social Studies (US History, Pre-AP World, Political Science and World History)**
- **World Languages (LOTE)**
- **Pre-AP Biology**
- **Regents Physics**
- **AP Biology**
- **AP Physics C**
- The purpose of the schedule is to give teachers flexibility in administering assessments. However, teachers must plan accordingly and ensure that students have at least a two school day notice.
- Teachers must adhere to the testing schedule. Given the flexibility of the testing schedule, teachers must plan accordingly and will not be allowed to administer an exam on a non-assigned testing day or on a Friday.
- Only in the case that there are disruptions to the schedule due to school events or other unforeseen circumstances, teachers may ask their supervisor for an exception

R.Extra Credit

Teachers will not give students extra credit.

As of 9/29/23