



Information Technology High School

21-16 44th Road

Long Island City, NY 11101

Phone: 718-937-4270 Fax: 718-937-5236

Joseph E. Reed, Principal

GRADING POLICY FOR 2017-2018

ITHS grading policy is based upon Chancellor's Regulations.

It is the responsibility of the principal to assure that grading criteria are established for each subject area. The individual teacher is responsible for evaluating each student's academic achievement based on the established grading criteria and issuing a grade reflective of that assessment.

Grades are an evaluative instrument and not a disciplinary device.

1. Grading criteria shall include a number of factors, such as test performance, quizzes, homework assignments, participation, and preparation.
2. At the beginning of each term, every teacher shall explain to students orally and in writing the grading criteria that will be used for evaluating their academic performance.
3. A copy of the grading criteria shall be maintained on file in the principal's office or other designated area.
4. The grading policy are accessible on the school's website.
5. Regular school attendance is essential to academic success. No student's grade may be reduced automatically or increased solely on the basis of attendance. Attendance may be a factor in the grading process only to the extent that attendance directly related to specific classroom performance and required participation.
6. Absences due to illness verified by a medical note, and or parental note, hospitalization, death in the family, religious absences, required court or immigration appearances, attendance at health clinics, approved college visits, approved cooperative work programs, school trips and similar situations are considered to be explained absences and the student should be given a specified amount of time in which to make up exams, projects, class work, etc.
7. Students with absences must be given the opportunity to make up any missed test or assignments.
8. Students have the right to appeal to their Guidance Counselor if they believe that absences were inaccurately computed, or were due to extenuating circumstances.
9. Students also have a right to appeal their grades to the Principal and then to the appropriate Superintendent or designee. Appeals from a decision of a Superintendent may be made to the Office of Student Advocacy and then to the Chancellor.

10. All faculty members must maintain written records containing the grades of exams, quizzes, homework assignments, participation, etc. which went into the development of the grade given at the end of the cycle. Documentation, which forms the basis for grades will be kept on file for a minimum of one year and must be available to supervisory personnel.

11. Subject class attendance are taken daily by periods and are recorded on official bubble sheets as well as in Jupitergrades.

Academic School Grading Policy

Summative Assessments 60 percent	Formative – Check for Understanding 20 percent	Formative – Classroom Environment 20 percent
• Standard based Assessments	• Short standard based Informal Quizzes	• Classwork
• Large projects	• Small projects	• Class Activities
• Final Essay	• Draft Re-writes, Re-do Assignments	• Group work
• Lab Reports	• Homework	
• Mastery Assignments	• Performance presentations	
• Performance presentations		
• Demonstrations of Proficiency		
• Portfolios		
• State Exams - Regents		

Report Cards

1. There are three marking periods per semester and six per year. Report cards are issued at the end of each marking period. Credits for each course is awarded at the end of each semester.
2. Grades are cumulative and show students' progress throughout the year.
3. All CTE and AP courses are weighted 1.05.
4. Students have up to two weeks after the end of each semester to complete missed or late work.

Regents Exams

1. All students enrolled in a Regents class must take the Regents examination at the end of the course. Success on Regents examinations is essential. Credit on Regents exams is required for a diploma.
2. Regents score are not included in the calculation of final grades.
3. If a student passes the Regents but failed one or more courses in a particular subject area, the student must retake the failed courses.

How grades are recorded

1. Jupitergrades – This is a web based grade book that is used by teachers to record students' grades. Students are encouraged to login to Jupitergrades on a regular basis to check on their grades for the various courses in which they are enrolled. Parents are also encouraged to sign in from time to time to monitor the progress of their child.

2. Marking periods and final grades at ITHS are submitted electronically using STARS Classroom, a Web-based system that allows teachers to directly enter course grades. The academic calendar at ITHS consists of a fall and a spring semester. Within each term there are three marking periods. At the beginning of each semester, the program office will provide the dates in when grades are due for each of the three marking periods.

Grade Comments.

All grades are accompanied by at least one comment. Please note the following.

1. A grade of 65 indicates that a student is passing the course.
2. A grade of 55 indicates the student is failing. Please note that a student can earn a passing grade if the student has poor attendance, but is still passing the class due to submitting assignments and passing tests and quizzes.
3. A grade of 'NS' is given to a student who fails to attend a course and does not participate in any of the work from which a grade can be derived. 'NS' has a pass/fail equivalent of fail and a default numeric equivalent of 45. This mark should be used in egregious situations, when students have been given reasonable chances to make up missed work and their absences are so chronic that only a failing mark is appropriate.
4. A grade of NL is given to students who are placed in a course after it has started may have missed assignments or assessments needed to generate a complete course grade for a given marking period. 'NL' does not have a pass/fail or numeric equivalent. Students who receive a mark of 'NL' must successfully complete remaining course requirements by the end of the term following the termination of the course in order to receive a final grade and credit, as applicable.
5. Incompletes -Teachers may award a grade of incomplete ('NX') if a student has a documented, extreme extenuating circumstance that prevents him/her from completing the course in its established timeframe (e.g., surgery, death in the family). A student who receives an incomplete must successfully complete remaining course requirements by the end of the term following the termination of the course in order to receive a final grade and credit, as applicable. 'NX' does not have a pass/fail or a numeric equivalent.

Change of student grades.

Once all grades are finalized, any grade change must be done via the transcript update process. The person requesting the change must fill out the form and attached the required documents. The principal must sign off on any grade change.