JAMAICA GATEWAY TO THE SCIENCES

 *A Legacy of Excellence, One Dream at a Time*

167-01 Gothic Drive, NY 11432 phone: 718-480-2689 fax: 718-480-2697

 --------------------------------------------------------------------------------------------------------

 *C. Birchwood-Taylor, Principal S. Mc Laughlin, Assistant Principal L. Caesar, Assistant Principal*

**Grading Policy for Jamaica Gateway to the Sciences**

**School Year 2018-19**

General Grading Policy

Jamaica Gateway to Sciences (28Q350) has a written grading policy for students, families, and school staff that outlines how students earn grades, how courses are graded, the scale of marks awarded, and when and how often students receive grades. The grading policy has been established at the school and department level and has been tailored to reflect our school’s mission of a “legacy of excellence, one dream at a time”.

The grading policy guideline for all classes at JGS adheres to the following distribution **80% mastery; 20% effort**. Mastery may include **tests and quizzes, projects, homework (if graded), performance (if graded**). Effort may include **homework, class participation, and improvement**. Each teacher would provide a more detailed and specific policy appropriate to the course standards he/she teaches and to be included in the course syllabus provided for students.

Grading policies for English Language Arts (ELA) classes and for Mathematics classes are as follows:

**ELA**

Grades will be awarded on a cumulative basis (the second marking period including the first, and the third marking period including the second). Marking period averages will be calculated in the following manner: Tests, mini-tests, projects and writing assignments- 60%

 Homework - 20% Class work, written and oral participation, and quizzes – 20%

Excessive absence impedes participation.

Evidence of student mastery of content will be based on passing all major assessments, as well as the final examination. Each marking period will include at least two major assessments. In order to acquire make-up credit, restricted assignments (tests, in-class assessments) must be completed in the presence of an ELA teacher during tutoring or teacher office hours before the assignment is returned to all other students and at least one week prior to the end of the marking period.

All assignments must be completed in a timely fashion; students must turn in any make-up assignments or re-writes at least one week prior to the end of the marking period. Late work will lose ten points per day that it is late. Work handed in a week or more after it is due will be graded on a Pass (65)/Fail (55) basis. Make up examinations will be given to students who present a valid absence note. Parents and guardians may access student grade records at any time through using Skedula (Pupilpath).

The JGS English Department has a no-tolerance policy for plagiarism. If plagiarism is discovered, the assignment will receive a failing grade. If there is a subsequent offense, a parent or guardian will be contacted. Any other instances of plagiarism may lead to failure in the class. Plagiarism may lead to disciplinary action.

**MATHEMATICS**

|  |
| --- |
| Each student’s grade will be determined by exams, quizzes, homework, projects and class participation. Math binders may be collected to be counted as a quiz grade. Exams                    30%Quizzes                    20%Projects                    15%Class Participation 15%Homework             20%All assignments are to be handed in on due date, during the scheduled class time. Late assignments, homework, etc. will be accepted with a penalty given for the assignment.Late homework will receive half credit, and will be accepted for one week past its due date.Any other late assignments will lose points based on the number of days they are late. After one week, they will be graded on a pass/fail basis (65/55) only.If student is absent for an assessment, the student must take it upon return to school if absence is supported with a valid note.  |

At Jamaica Gateway to the Sciences (28Q350), when students miss class time, they receive opportunities to make up the classwork, assignments, assessments, and other learning experiences, and those make-up opportunities are factored into their final grade.

**Reporting**

This school year consists of two terms, Fall 2018 and Spring 2019, each with three marking periods that end on the following dates: October 19th; November 30th ; January 18th; March 15th; May 3rd; and June 17th. Report cards are issued at the end of each marking period. Grades for each term are cumulative with the final term’s grade, being a weighted average of the grades of each marking period. Each teacher will determine the specific weight of the Marking Period in each term. Students may submit late or make-up work at the discretion of the teacher **before** the end of the marking period. Consequences for late submission will also be decided by the teacher. The final term’s grade will be recorded on a student’s transcript.

Alpha grades of E (Excellent); S (Satisfactory); N (Needs improvement); U (Unsatisfactory) are assigned in the first marking period of the Fall Term. All other marking period grades are numeric. Numeric grades range from 65-90 in increments of five; thereafter in increments of one (91, 92, etc.); except for 88 which may be assigned. A grade of 65 is considered a passing score; 55 is a failing grade for students who attend class; and 45 is the grade assigned to students who are no shows.

In addition to grades, personalized feedback to students will be provided through comments on the report card, conferences with students, and progress reports.

Teachers continuously post students grades on Skedula, an online interface with student and parent access for teachers to post grades. There are also opportunities such as Parent-Teacher’s Conference in the Fall and in the Spring for families to discuss student progress in person with faculty. Requests may also be made by staff or by parents/guardians to meet to discuss a student’s progress.

**Other special grades:**

A student may receive a grade of:

**NX**-student has an extreme and documented reason for missing school or school work and must make up all assignments within one term to earn credit or grade will turn into a failing grade.

 **NL**-new admit to the class-no grade equivalent; or

 **NS**-no show (equivalent to a grade of 45).

The following courses award a grade of pass (P) or fail (F): science labs in Regents-bound classes.

A student’s GPA is automatically calculated in STARS based on the grades they receive in the course. **Note that: PHYSICAL EDUCATION IS NOT INCLUDED IN THE DETERMINATION OF THE GPA.**

**Regents Examination Weighting:** Jamaica Gateway to the Sciences (28Q350) does not weigh Regents Exam scores into the final grades for courses taken.

**Honors** classes and **AP** classes have grade factors of 1.05 and 1.10 respectively compared to regular courses that have a grade factor of 1.00.

**Class Ranking:** Class ranking is calculated only at the senior level. Senior ranking is completed at the beginning of the senior year to facilitate college applications and again at the end of the first term in the same school year, to determine the valedictorian and the salutatorian.

A student’s class rank is calculated in STARS based on the overall GPA from the permanent record. Note that: Students new to **NYCDOE SYSTEM WILL BE CONSIDERED FOR RANKING ONLY IF THEY ENTER THE SCHOOL SYSTEM BY THE BEGINNING OF THE 11th GRADE.**

**Grade Changes:** After grades are finalized, a student may be given an opportunity to complete outstanding coursework only in the case of documented extenuating circumstances (e.g. depth of a close family member; medical condition). The updated grade will be determined in accordance with the grading policy for the specific department within the mandated 20 day window into STARS, the web-based system for recording students' programs and academic progress.

Once grades are on students’ transcripts, students usually have 3 options for making up failed course credits. Students may:

* Retake the course in another term or in the summer
* Participate in Credit Recovery, if qualified
* For eligible students who received an incomplete, must complete course requirements by end of the next semester (See Guidance Counselors for more details).

**The past practice of using an annualized approach to award credit for a failed course in the first semester is no longer used at our school. The school has switched to a term model where the final grade for each term would be placed on a student’s transcript.**

Transcripts are reviewed at the end of each school year in January, in June and again in August after summer school; and updates are applied as needed.

**Measures Used for Promotion**

Per the NYCDOE Academic Policy and the New York State Education Department, at Jamaica Gateway to the Sciences, in order to graduate, students must earn 44 credits, distributed across specific academic subjects and aligned to specific NYSED learning standards. All high schools must provide students with the opportunity to take credit-bearing courses in grades 9–12 to satisfy the requirements for a high school diploma. By passing the course successfully, students demonstrate mastery of the content and skills, as set forth in a New York State-developed or locally-developed syllabus aligned to NYSED learning standards.

Link to NYCDOE Academic Policy: <http://schools.nyc.gov/NR/rdonlyres/27BF8558-B895-407A-8F3F-78B1B69F030A/0/AcpolicyHighSchoolAcademicPolicyReferenceGuide.pdf>.

Students are promoted based on the NYCDOE guidelines regarding credit accumulation as they progress through high school: Minimum 8 credits for promotion to the 10th grade; 20 credits for promotion (including 4 credits in English and 4 credits in social studies) to the 11th grade; and 30 credits for promotion to the 12th grade.

**Grading Policy Review and Record Keeping**

This grading policy will be provided in print to families and posted on the school’s website at the beginning of each year. The school will use the NYCDOE translation and interpretation unit to provide translated versions of the grading policy as needed.

This policy, along with each teacher’s specific policy, will be reviewed and updated by department groups as needed before the beginning of classes each school year at staff development sessions.

**Teachers will submit grading policies and syllabi at the beginning of each school year. Teachers will submit grade books at the end of each school term/year after the final course grades have been submitted. These documents will be retained on file by the school.**

**Grading Policy Communication**

The Jamaica Gateway to the Sciences (28Q350) grading policy is made public to our school community to reflect the languages of our school demographic, via our website at the beginning of each school year.