



Aviation High School

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Steven R. Jackson, Principal



SCHOOL-WIDE GRADING POLICY

The following is the school-wide grading policy for Aviation High School. This policy can be found on the school’s website, www.aviationhs.net, and is available at the school upon request. All departments maintain their own department grading policies that comply with the school-wide grading policy below.

I. School-Wide Grading Distribution

- a. **Aviation Maintenance Federal Aviation Administration Coursework** – All students participate in Federal Aviation Administration (FAA) aviation maintenance courses. These courses are regulated by the FAA and all courses are required for the acquisition of an Airframe or Powerplant license.
 - i. For licensing acquisition, the minimum passing grade for all FAA aviation maintenance courses is:
 - 1. Overall Coursework: **70%**
 - 2. Final Exams: **70%**
 - ii. A student may earn New York State graduation credit with a course grade of 65%. Final grades of 65% **will not** be considered passing for FAA licensing purposes.

Aviation Maintenance Federal Aviation Administration Coursework Grade Distribution	
Category	Percent
Lab Projects	50%
Final Exam	25%
Quiz(zes), Homework & Notebook	25%

- b. **English, Math, Science, Social Studies, Health and the Arts Coursework:** All courses in the areas listed above will be graded according to the chart below. See the department grading policy for specific details on grading within these parameters.

English, Math, Science, Social Studies, Foreign Language, Health and the Arts Coursework Grade Distribution	
Category	Percent
Exams, Quizzes & Projects	60% – 70%
Homework	10% – 20%
Classwork	10% – 20%

- c. **Physical Education Coursework:** All students must take a physical education course in every term from ninth grade through twelfth grade. Students will be graded according to the following breakdown.

Physical Education Coursework Grade Distribution	
Category	Percent
Classwork	60%
Skills Assessment	30%
Personal Fitness Assignments/Cognitive Assessment of Skills	10%

II. How Students are Graded in Each Course

- a. All students will be graded according to the following areas:
 - i. Exams, Quizzes & Projects
 - ii. Homework
 - iii. Classwork
- b. See each department grading policy for specific scale and rubric guidelines.
 - i. For final grades that are awarded towards completion of Federal Aviation Administration (FAA) Airframe or Powerplant licensing see the FAA grading policy guidelines.
 - ii. For students who complete a course of study culminating in a Regents exam, for the 2022-2023 school year the Regents exam may not be factored into a student's final course grade.
- c. Final grades are calculated by each teacher according to department grading policies.
 - i. Final grades are shown on reports cards as the sixth marking period **and** final grade. A separate sixth marking period grade is not shown on the student's report card.
- d. All students who fail a course will receive at least two DOE approved course comment codes on each report card.

III. Make-Up and Late Work

- a. Absence due to illness verified by a medical note, and/or parental note, hospitalization, death in the family, religious observances, required court or immigration appearances, attendance at health clinics, approved college visits, schools trips, and similar situations are considered to be excused absences and the student should be given three days in which to make up exams, projects and/or classwork. Students with excused absences must be given the opportunity to make up any missed test or assignments.
- b. For unexcused absences, students may make-up late or missing work according to the following guidelines:
 - i. Students have a minimum of three days to make up missing assignments for partial credit (see department grading policy).
- c. If a student is required to quarantine due to testing positive for the coronavirus, work missing due to quarantine sick time must be submitted to the teacher no later than two weeks from when the student returns to school from the quarantine period.

IV. Timeline of Grades Distribution and Grade Changes

- a. Students and parents will receive course grades six times a year, one week after the marking period ends.
 - i. Each marking period is approximately 27 to 30 days in length.
 - ii. Marking period deadlines and report card distribution dates can be found on the [school calendar](#).
 - iii. The sixth marking period is the final grade for the course and appears on a student's transcript as the overall grade for the course.

1. Only final grades appear on student transcripts and permanent records.
 2. Courses in Aircraft Maintenance, United States Government and Economics and a few other courses are semester based. In those cases, the third and sixth marking period grades are the final grades and they will both appear on the students' transcripts.
- b. Final student grades may only be changed according to Department of Education's (DOE) [High School Academic Policy](#).
- i. For courses that terminate in January, teachers may change a student's final grade for up to 20 days after the end of the term using the DOE Gradebook.
 - ii. For courses ending in June, teacher may change a student's final grade up until the last day of school, before the summer break.
 - iii. Beyond those time periods, teachers must use the DOE's Transcript Update Form to change a final grade and must provide the necessary supporting documentation.

V. Scale of Marks Awarded

- a. All grades are awarded on a 45 to 100 scale for all courses except science labs with are awarded a grade of A, B, C, D, or F.
- b. All grades in the range from 65 to 100, and letter grades of A, B, C and D for science labs, are passing grades that indicate that a credit(s) was earned for the course.
- c. The lowest grade a student may earn is a 45.
- d. For final course grades earned from March 2020 onward, parents may request to have any passing grade converted to a "CR" code grade that does not impact a student's final Grade Point Average.
- e. Special Marks – The following grades may only be awarded in extreme circumstances.
 - i. NX – Incomplete. This special mark is only used for special circumstances such as absence due to medical necessity, death in the family, etc.
 - ii. NL – Recent Admit
 - iii. NS – No Show Student. This special mark equates to a grade of 45 for ranking and Grade Point Average (GPA) purposes.
 - iv. NC – No Credit. This special mark is for students who are only auditing a course and therefore no credit is given.

VI. Grade Point Average (GPA) and Class Ranking

- a. All report cards are printed using a weighted averaged developed by the NYCDOE Student Transcript and Record System (STARS). The **weighted average** is calculated using the following rules:
 - i. Only course marks from courses labeled "GRADE AVERAGED" in STARS are used in the calculations.

- ii. Credit values are used in the calculations.
 - iii. The grade average factor (GAF) is used in the calculations.
 - iv. Each mark is multiplied by the GAF and the credit value. The sum of each product is calculated, and divided by the sum of credit values.
- b. Finalized class ranking is computed in the fall semester of the students' senior year. All courses completed by the end of the summer after junior year are included in the final cumulative average that determines class rank.
 - c. The cumulative average is computed using the Weighted Average as discussed above.

VII. Implementation of Grading Policy

- a. Each department maintains their own grading policies that comply with the guidelines listed within this schoolwide grading policy.
 - i. Department grading policies are distributed during the start of each school year and can be found on the department section of the [school's website](#).
 - 1. Department grading policies may be grade level or subject area specific.
- b. Opportunities to discuss student progress with families:
 - i. Students and parents can schedule appointments with teachers, guidance counselors and assistant principals to review course grade progress.
 - ii. Students and parents can review course report card grades and transcripts online using the [DOE NYC Schools Account system](#).
 - iii. Parents are invited to Parent-Teacher Conferences in the Fall and Spring to review student course progress.
- c. The school's grading policy will be reviewed each year and updated as needed.
- d. All previous grading policies and teacher gradebooks are stored for two years in each department.
- e. All Regents exams will be stored for one year after the date of administration date.