

2025-2026 Student Evaluation Guidelines

Report Cards and Marking Period Grades

- Report cards are issued at the end of each marking period.
- Teachers must ensure grades reflect both objective and subjective measures for each student.
 - A minimum of one objective measure per week is required.
- Grade changes must be submitted to the Registrar as soon as they occur and before the end of the next marking period.
- Grades must be entered in SchoolTool by the dates listed below.
 - Teachers must review Grade Verification sheets in SchoolTool to confirm that grades and comments are entered each marking period.
 - Changes made after the lock date require principal approval and a grade change form.

Marking Period Schedule

Marking Period	MP Start Date	MP End Date	Instruct. Days	Unlock Date Teachers Can Begin Entering Grades	Lock Date Grades Must be Entered By 2PM	Report Card Date Distributed in 9/10 period class
1	9/04	10/01	20	9/26	10/06	10/08
2	10/02	10/31	20	10/28	11/05	11/07
3	11/03	12/04	20.5	12/01	12/09	12/11
4	12/05	1/16	21	1/13	1/26	1/28
5	1/27	3/04	22	2/27	3/9	3/11
6	3/05	4/14	22	4/02	4/17	4/21
7	4/15	5/13	21	5/08	5/18	5/20
8	5/14	6/16	22	6/11	6/29	Mailed home

Grading Guidelines

- Grades range from 0-100. A passing grade is 65 or higher.
- For MP1 and MP5 only, any grade below 50 must be entered as 50.
- After those periods, actual earned grades are recorded for all remaining marking periods.
- Some courses use Pass/Fail grading:
 - H = Honors
 - P = Pass
 - F = Fail
- Audit Courses: No credit or grade is assigned. Use “audit” in SchoolTool.
- Incompletes:
 - Submit to registrar for entry.

- Must be resolved and submitted as a numerical grade by the end of the next marking period.
- Cannot be issued for final marking period.
- No grade changes or work will be accepted after the last Friday of the school year without principal approval.

Grade Calculations and Course Averages

- Only numerically graded courses count toward student averages.
- Pass/fail courses do not factor into averages.

Final Assessments

- Assessment Formats
 - All classes with Regents tied to scores serve as final exams and factor into course final grades.
 - Non Regents courses may include exam, papers, portfolios, oral presentations, projects,
 - Teachers must provide written notice of requirements and due dates.
 - Students who miss an assessment without excuse will receive zero for final.
 - Students may pass the Regents and still fail the course, or vice versa.
 - Students in lab sciences must fulfill lab requirements to sit for the Regents, per New York State Education Department policy.
 - A retaken Regents score can be recorded as the official exam grade on transcripts but won't alter the course final or GPA.

Regents Absence Policies

- Excused absences require documentation and principal approval.
- Unexcused absences result in a zero for the exam.
 - Retaken exam counts toward diploma but won't change final grade.

Failure sheets

- Are due 24 hours after the final exam is given
- Teachers need to check grade verification sheet to ensure all grades are finalized
- If a student exceeds the attendance policy, they must be added to the failure sheet however given grade earned in schooltool