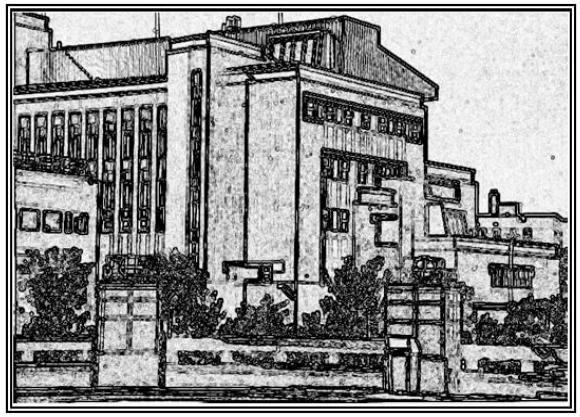
Townsend Harris High School at Queens College



Parents' Handbook

Cover by
Mauricio Rojas
Townsend Harris Class of 2003

REGULAR BELL SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
0 7:02—7:55	0 7:02—7:55	0 7:02—7:55	0 7:02—7:55	0 7:02—7:55
2 8:00—8:53	1 8:00—8:54	1 8:00—8:54	1 8:00—8:54	1 8:00—8:53
3* 8:57—9:51	2* 8:57—9:51	3* 8:57—9:51	2* 8:57—9:51	2* 8:56—9:49
4 9:54—10:48	4 9:54—10:47	4 9:54—10:48	3 9:54—10:47	3 9:52—10:46
5 10:51—11:34	5 10:50—11:33	5 10:51—11:34	5 10:50—11:33	4 10:49—11:43
6 11:37—12:20	6 11:36—12:19	6 11:37—12:20	6 11:36—12:19	5 11:46—12:29
7 12:23—1:06	7 12:22—1:05	7 12:23—1:06	7 12:22—1:05	6 12:32—1:15
8 1:09—2:03	8 1:08—2:02	8 1:09—2:03	8 1:08—2:01	7 1:18—2:01
	9 2:05—2:59	9 2:06—2:59	9 2:04—2:58	9 2:04—2:58
	10 3:02—3:55	10 3:02—3:55	10 3:02—3:55	10 3:02—3:55

Parents' Handbook

Townsend Harris High School at Queens College

The Parents' Handbook originally came to fruition as a result of the efforts of a dedicated team comprised of parents and staff. Thanks to Susan Brustein, Debbie Hochrad, Maryann Munoz, Sheila Orner and Elizabeth Schnee for their hard work on behalf of the Townsend Harris community.

Thanks also to the contributions of the entire School Leadership Team. Their suggestions of content—along with their editing skills—greatly improved this handbook. A special mention of appreciation to Moira Casey-French, Ilsa Cowen, Dafne Manhart, Helen Gaudette, Winnie Hallex, Glynis Harrison and Steven Markowitz who updated and improved more recent editions.

Janet Solomon
Assistant Principal

Revised March 2009

ATTENDANCE

Daily attendance in school is essential for your child's success. Absences will be excused for the following reasons:

- ✓ personal illness
- ✓ religious observance (parent should request this excuse in advance, in writing)
- ✓ death in the family
- ✓ special emergency situations, such as serious illness of the family's primary caregiver, etc.
- ✓ temporary extreme poverty

The attendance staff calls the homes of students who are marked absent. If possible, call the attendance office in the morning to inform them of your child's absence. When your child returns, he or she is required to bring written confirmation of the absence. If you know that your son/daughter is going to be absent for more than three days, please contact his or her guidance counselor. An absence of more than five days requires a doctor's note.

LATENESS/CUTTING

- ✓ Students who miss a class as a result of arriving late to school will be marked cutting (3 demerits) unless they present a note from a parent AND the parent telephones the school (718-575-5580, ext 3343 or ext 3344), OR ,the parent may accompany the child to school and certify the reason for lateness. After three parental notes are received in a term, a parental conference will be scheduled.
- ✓ A late cut shall be assessed if a student misses more than 1/2 the class (2 demerits); otherwise, it will be considered a lateness (1 demerit).
- ✓ Students who miss a class during the school day will be marked cutting unless the classroom teacher has received notification from a school official.

EARLY EXCUSE

If your child needs to leave school early for illness, a medical appointment, etc., a parent or an adult listed on the blue emergency contact card must pick up the child. Students of any age cannot be released from school early under their own recognizance.

FACILITIES

Townsend Harris High School, built in 1995, is a beautiful air conditioned building situated on the Queens College campus.

Unlike most city public high schools, each Townsend Harris student gets full use of a locker each year.

With their Queens College photo-ID cards, all Townsend Harris High School students have use of the various Queens College campus facilities, including athletic facilities, computer labs, study carrels, various art and music libraries, the Godwin-Ternback Museum, the Louis Armstrong Archives, practice rooms at the Aaron Copeland School of Music, free attendance at music recitals and student drama productions.

SECURITY PROCEDURES

Townsend Harris High School ranks among the safest high schools in New York City. Each student and visitor is required to wear his or her ID card while in Townsend Harris.

When you visit the school, you are required to show picture ID and sign in at the front desk.

WORKING PAPERS

Your child can pick up an application for working papers in the Guidance Suite, room 312. Along with the completed application, your child will need to bring in a Certificate of Physical Fitness from a physician. All paperwork should be returned to the General Office. Working papers will then be issued.

TABLE OF CONTENTS

	Page #
People and Places to Know……..	6
Principal's Message……...	7
Role of the Parent/Role of the PTA…	8
School Leadership Team Message …	9
Townsend Harris History/Tradition ..	10
Vision/Mission Statement……...…	11
Courses…….……..	12-13
Libraries…….	14
Collaterals……..	14
Grading System…….	15
Graduation Requirements……..	16-17
PSAT/SAT Exams ……	18
Honor Societies…….	19
Academic Integrity Policy……	20
Code of Behavior……..	21
How to Handle Student Concerns…	21
Extra-Curricular Activities……	22-23
Health and Medical……	24
Inclement Weather…….	24
Guidance Services…….…….	25
Queens College…….	26
Community Service……..	27
Facilities/Security Procedures……	28
Attendance/Lateness Policy……..	29
Working Papers…….	28
Bell Schedule…….	30

Townsend Harris High School @ Queens College
149-11 Melbourne Avenue, Flushing, New York 11367
Kenneth Bonamo, Principal
Telephone 718.575.5580
www.thhs.qc.edu

PEOPLE AND PLACES TO KNOW

ADMINISTRATIVE DIRECTORY AND TELEPHONE EXTENSION

Principal	Kenneth Bonamo	3011
AP, Organization & Phys. Ed.	Ellen Fee	3111
AP, Pupil Personnel	Janet Solomon	3122
AP, Humanities	Susan Getting	4030
AP, Math, Science & Technology	Susan Brustein	6391
AP, Languages Other than English, Art & Music	Lisa Mars	5051
Library Coordinator	Jeffrey Zahn	3052
Queens College Prep Dir.	Dr. Helen Gaudette	718.997.3175

SCHOOL SERVICES

Athletic Director	Wanda Nix	1101
Attendance Office	Attendance Coordinator	3340
College Office	Antoinette Teague, Counselor	3142
Coordinator of Student Activities/Clubs	Aleeza Widman	1390
Health Office	Maria Barone	1140/1141
Dean's Office	Wanda Nix	1101
Guidance Office	Jonathan Hirsch, Counselor	3125
	Cheryl Kramer, Counselor	3128
	Sara Skoda, Counselor	3126
Parent Coordinator	Dafne Manhart	3342
Senior Advisor	Linda Steinmann	1391
Youth Development	Marc Duke	1160

OTHER IMPORTANT PLACES/ROOM NUMBERS

Lost and Found	139	
Elevator Passes	312	Working Papers/

COMMUNITY SERVICE

All Townsend Harris students are expected to abide by the Ephebic Oath, taken as new entrants, pledging *to leave their city better than they found it.* Hence service is an integral part of life at Townsend Harris; volunteering is a co-curricular activity required for a Townsend Harris High School Honors Certificate, as well as for induction into the Archon and Arista Honor Societies.

Besides active participation in school-based activities such as publications, teams, and clubs, all Harrisites are expected to Perform at least 40 hours of community service each year. Community service is defined as any activity that will benefit an outside non-profit organization or agency, without direct reward or financial gain to the school or the person involved.

For example, volunteering at an after-school center, a hospital, a nursing home, a rehabilitation center, a community center, a library a civic or political association, or a religious association (except for participation at the weekly celebrations) are all endeavors that fit this definition.

Students may gain up to 10 hours of community service credit per year for participation in a school squad or team (or up to 10 hours per year for Archon).

EPHEBIC OATH

I shall never bring disgrace to my city, nor shall I ever desert my comrades in the ranks; but I, both alone and with my many comrades, shall fight for the ideals and sacred things of the city. I shall willingly pay heed to whoever renders judgment with wisdom and shall obey both the laws already established and whatever laws the people in their wisdom shall establish. I, alone and with my comrades, shall resist anyone who destroys the laws or disobeys them. *I shall not leave my city any less but rather greater and better than I found it.*

QUEENS COLLEGE

One of the highlights of our collaboration with Queens College is the Bridge Year program. During their fourth year at THHS, all the seniors are enrolled at the college as non-matriculated students taking up to six free credits per semester. Three of each semester's credits are earned in the Freshman Honors in the Humanities Colloquium — a "great books" course that is team-taught by a member of the Queens College faculty and a member of the THHS faculty in a unique setting where all the participants engage in a series of classroom seminars.

In addition to the Humanities Colloquium, students choose their second course from a variety of electives.

THHS students have access to the campus library, athletic facilities and computer laboratories.

In the spring term of junior year, an evening orientation meeting is held to inform parents about the Bridge Year. A meeting for students is held at the end of the school day.

Dear Parent,

I am pleased to welcome you to the Townsend Harris family.

This Parent Handbook provides invaluable information about the people, policies, requirements, and routines of your student's experience at Townsend Harris. Please refer to it often.

Membership in the Townsend Harris community requires being a caring, participating, and concerned citizen in addition to being a diligent student. This handbook outlines the standards of conduct expected in a community that fosters fine work, enriching activities, and happy memories. The keystone is respect for oneself, one's peers, staff, parents, and the environment.

Please read this handbook and visit our website at www.thhs.qc.edu. You may always call on our Parent Coordinator to help you with any question that arises.

We hope that your child's time at Townsend Harris is most rewarding.

Sincerely,
Kenneth Bonamo
Principal

Metro Cards 313 Lunch Tickets 313

THE ROLE OF THE PARENT

Every study has shown that parent involvement is a necessary component for a student's success in school. Your role is essential at a time when your child is exposed to so many new experiences and outside influences.

There are many things that you can do to ensure your child's successful school experience. Become familiar with the information in this handbook.

THE ROLE OF THE PTA

The PTA facilitates communication between the school and home. Monthly meetings give parents an opportunity to interact with faculty and share valuable information.

You can support the PTA by

- ✓ attending the meetings and parent workshops
- ✓ serving on a committee
- ✓ attending school functions and/or volunteering as a chaperone
- ✓ making a donation to our annual fundraiser

JOIN OUR PTA

GUIDANCE SERVICES

Your child will keep the same guidance counselor for four years; the counselor will see your child at least once a year. If your child has a question or a problem of any kind, whether it relates to personal, academic or programming issues, he or she should make an appointment to see the counselor. Counselors provide lessons in classrooms; they also run small counseling groups during lunch bands. In addition, a Youth Development Specialist is on staff to provide a variety of services to your child.

The college counselor provides workshops for parents during PTA meetings. The counselor will meet with students in small groups for the first time during the junior year. During the college application process in the senior year, each student receives individual attention and guidance. Students should begin gathering teacher recommendations in the 10th grade. They will be kept on file in the College Office. Students are kept fully informed about the college application process and requirements.

In the senior year, not only does your child retain his or her high school guidance counselor, but there is the additional resource of the staff of the Queens College Liaison's Office of College Preparatory Programs.

Feel free to call your child's counselor if you have a question or if you would like to share some pertinent information about your child.

HEALTH AND MEDICAL

Free or low cost health insurance information is available through www.nyc.gov/health or call HealthStat at 311.

If your child is injured or becomes ill during the day, he or she should request a pass to the Medical Office, room 114, from the class teacher. **Students will only be sent home accompanied by a parent or designated adult**. The Medical Office personnel will help your child obtain an early excuse pass. This pass should be shown to the teachers of the classes missed when your child returns to school.

It is the responsibility of parents/guardians to ensure that the school has the following information:

- ✓ current home and business phone numbers
- ✓ updated emergency contact numbers listed on blue card
- ✓ updated medical insurance carrier for students who need free or low-cost insurance
- ✓ current medical alert

All students are required to have updated immunizations.

Participation in team sports requires complete physical examinations each year.

INCLEMENT WEATHER

In cases of inclement weather, the Department of Education may choose to delay school openings by 2 hours or may close school. Listen to your local radio and/or television station for details.

THE PARENT HANDBOOK

This is your reference manual to help you successfully navigate your four years as a Townsend Harris parent.

This handbook covers basic information. To be fully informed, you should attend PTA Meetings and frequently check our website. (www.pta-thhs.org) Topics and issues you need to know are discussed there.

The Townsend Harris years can seem overwhelming. It is our hope that this handbook and the additional support that the PTA and staff provide will help make your journey a successful one.

School Leadership Team

HISTORY AND TRADITION

Townsend Harris is a unique and exciting combination of the old and new. It offers a classical humanistic education using the best available methods of teaching, including the extensive use of computer technology. Teachers dedicated to their students and expert in their chosen academic disciplines staff the school. In addition, our school is supported and enriched by the academic and physical resources of Queens College and by the efforts of devoted and energetic alumni.

Townsend Harris is a young school with an honored past. Its educational mission is to ensure academic excellence in the humanistic tradition. In 1848, the New York Free Academy, the first municipal institution of free higher education in the world, was established by the Board of Education due largely to the effort of Townsend Harris, who was, at that time, the president of the Board. The Free Academy later became the City College of New York. The "introductory year" of the Free Academy grew into Townsend Harris High School, which flourished until 1942. Reestablished in 1984, the present school has had, from its inception, this rich tradition supported by an active group of alumni. The alumni arrange internships for students, serve as mentors and raise funds for special projects. Our new school building is on the Queens College campus and offers one of the most modern educational facilities in the city.

SCHOOL PUBLICATIONS

The Classic (newspaper)
Crimson and Gold (yearbook)
The Phoenix (literary magazine)
The Quantum Cat (Science magazine)
T.H. Journal of Science Research

SCHOOL TEAMS

Debate Team
Computer Science Team
Mock Trial Team
Moot Court
Math Team
Fed Challenge Team
Model UN Team
Science Olympiad

ATHLETIC TEAMS

Fall Season

BOYS – Bowling, Cross Country Track, Fencing, Soccer
GIRLS – Bowling, Swimming, Varsity Volleyball, JV Volleyball, Cross Country Track

Winter Season

BOYS – Varsity Basketball, Indoor Track, Wrestling
GIRLS – Indoor Track, Varsity Basketball, JV Basketball

Spring Season

BOYS – Baseball, Volleyball, Tennis, Handball, Outdoor Track and Field
GIRLS – Tennis, Softball, JV Softball, Handball, Soccer, Outdoor Track and Field, Fencing

SCHOOL PERFORMANCES

Annual Play
Art Shows
Festival of Nations
SING
Winter/Spring Concerts

EXTRA-CURRICULAR ACTIVITIES

CLUBS *

Archon
Arista
Amnesty International
Anime
Art Club
Baseball Club
Chess Club
Chinese Language Club
Cinephiles
Dance Dance Revolution
Drama Club
Educate to Elevate
Fencing
Free the Children
Glamour Girls & Guys
Junior Statesmen of America
Key Club
Knitting
Library Squad
MAL Contents
Mentoring Program
Multimedia and Tech Squad
Puffles
Seekers
Shakespeare's Sisters
Soccer Club
Straight and Gay Educating Students
Students Against Animal Cruelty
Students for the Preservation of the Earth

*Additional clubs are formed according to student interest.

SCHOOL VISION/MISSION STATEMENT

The mission established for Townsend Harris High School is to maintain a school of ethnically integrated, highly motivated students, who represent all parts of our diverse urban population. Our major educational priorities are to insure academic excellence in the humanities tradition in the twenty-first century; to incorporate into all aspects of school life respect for people and ideas; and to realize these priorities by emphasizing clear thinking, precision of language, and sensible decision-making. It is our expectation that a strong base in humanities study, bolstered by mathematics, science, and the appropriate integration of current technology, will equip students to tackle the ethical and intellectual questions of the next generation.

Students are expected to participate in community service activities. All students take courses well beyond the requirements of a Regents-endorsed diploma and all seniors enroll in college-credit courses at Queens College as well as participate in the Humanities Colloquium.

An instructional program of quality moves students beyond the conventional classroom. The core curriculum of humanities serves as a keystone for cultural, co-curricular, and extra-curricular activities that include a wide variety of competitions, trips, and service opportunities. Such an instructional program is designed not only to expand students' academic prowess, but to provide recreational pursuits, encourage service to others, and forge paths to career goals. The needs of our multicultural student body are met by a curriculum of inclusion for all ethnic groups. Underlying all of our instruction is the concept embodied in the Ephebic Oath, which is the school's guiding principle—to leave our school and City greater than we found them. Basic practice that we teach students is respect for civic virtues and appreciation of one another's uniqueness.

The mission and instructional philosophy at Townsend Harris are indivisible; they permeate every aspect of school life.

COURSES *

FRESHMAN YEAR

First Term
English 1
Writing Process
AP World History 1
Integrated Algebra
Modern Second Language
(French, Spanish, or Japanese)
Biology 1
Physical Education
Fine Arts (Art or Music)

Second Term
English 2
Linguistics
AP World History 2
Integrated Algebra (*Regents Exam*)
Modern Second Language 2
Biology 2 (*Regents Exam)*
Physical Education
Fine Arts (Art or Music)

SOPHOMORE YEAR

Third Term
English 3
AP World History 3
Geometry
Modern Second Language
Latin 1 or Greek 1
Chemistry 1
Physical Education Selective
or Health
Elective

Fourth Term
English 4
AP World History 4
Latin 2 or Greek 2
Geometry (*Regents Exam*)
Modern Second Language 4
Chemistry 2 *(Regents Exam)*
Physical Education Selective
or Health
Elective

*** Students who enter Townsend Harris with appropriate advanced coursework are given high school credit and are programmed for higher level courses.**

A list of electives is made available to the students twice a year.

A variety of AP courses is available in the subject areas.

CODE OF BEHAVIOR

Among the main goals of Townsend Harris High School is to assist your child in his/her educational and social development. Our Code of Behavior is designed to promote a sense of the rights and responsibilities of a citizen in a democratic society. These are implicit in the Ephebic Oath which is respected by all Townsend Harris students and include

- ✓ respect for oneself
- ✓ respect for others and their rights and property
- ✓ respect for property of the Townsend Harris community, and
- ✓ respect for legally constituted authority and the legal responsibility of those in authority.

With the cooperation of the Townsend Harris High School community, these principles will create a positive approach to dealing with unacceptable behavior.

Referrals and demerits are issued for a variety of infractions. For details see the Code of Behavior booklet and the New York City Department of Education Discipline Code issued to all students.

HOW TO HANDLE STUDENT CONCERNS

If your child has a problem with a subject,

- ✓ Discuss the problem with your child. Encourage him or her to resolve it by talking to the teacher first.
- ✓ If your child requires your assistance, first contact the teacher by telephone or by note.
- ✓ If your child's problem has not been resolved, contact the guidance counselor.
- ✓ If you require further assistance, contact the assistant principal of the department.

POLICY FOR ACADEMIC INTEGRITY

All students at Townsend Harris High School are expected to adhere to the highest standards of academic and personal integrity. Violations of these standards include cheating, falsifying data, and plagiarism.

Cheating is deliberate dishonesty and includes, but is not limited to, the following forms:

- ✓ copying from another student, or making information available to other students knowing that this is to be submitted as the borrower's own work, and
- ✓ use of unauthorized material.

Falsifying data means misrepresenting or changing data.

Plagiarism means presenting work done (in whole or in part) by someone else as if it were one's own. *Plagiarism* should be distinguished from cooperation and collaboration. Often, students may be permitted or expected to work on assignments collectively, and to present the results either collectively or separately. This is not a problem so long as it is clearly understood whose work is being presented (for example, by way of formal acknowledgement or by footnoting).

In the event it is established that a student has engaged in academic dishonesty, a committee of staff members and administrators has adopted the following steps as a policy:

- ✓ The first offense will be reported to the assistant principal, and will result in a failure on the test or research report as well as a notation on the student's dean's record. A parent conference will be held.
- ✓ The second offense will result in a parent conference with the assistant principal, exclusion from participation for five months from clubs and teams, an automatic failure for the report or test, and a notation on the student's dean's record.
- ✓ Should a third offense occur for the same student, it will result in an automatic two-day suspension, a one-year ban from all teams, clubs, and activities, failure on the test or report, and a notation on the students' dean's record, as well as possible further disciplinary action.

COURSES

JUNIOR YEAR

Fifth Term
English 5
American History 1
Algebra 2/Trig
Latin 3 or Greek 3
Modern Second Lang. 5
Physics 1
Physical Education Selective
Elective

Sixth Term
English 6 (*Regents Exam)*
American Hist. 2 (*Regents Exam)*
Alg/2 Trig (*Regents Exam)*
Latin 4 or Greek 4
Modern Second Language 6 (*Regents Exam)*
Physics 2 (*Regents Exam*)
Physical Education Selective
Elective

SENIOR YEAR (THE BRIDGE YEAR)

Seventh Term
Humanities Colloquium (College Credit)
Participation in Govt.
Physical Education Selective
Elective course at Queens College (College Credit)
Two electives in Humanities, Second Languages, Fine Arts, Math or Science

Eighth Term
Humanities Colloquium (College Credit)
Economics
Physical Education Selective
Elective course at Queens College (for college credit)
Two electives in Humanities, Second Languages, Fine Arts, Math or Science

LIBRARIES

The Townsend Harris High School library welcomes all students to use its resources. The library contains books, periodicals, computers, microfilm and other items specifically selected to help students with their school assignments as well as with their recreational interests. The library, which is located in room 305, is open from 8:00 am to 3:00 pm each day.

Students are issued Queens College ID cards which enable them to have full use of Queens College's Rosenthal library and its facilities. Check the Queens College website for library hours of operation.

COLLATERALS

All classes at Townsend Harris High School are honors classes. Integral to our program are collaterals.
Collaterals are required assignments that enrich course curricula. Examples include

- ✓ research paper
- ✓ dramatization
- ✓ presentation

Your child will receive information from each of his or her subject teachers about the collaterals. The schedule of collateral assignment dates and due dates is given to students each term, and it is also posted on the website.

HONOR SOCIETIES

ARCHON (National Service Honor Society) recognizes students who perform outstanding service to the school and the community.
Requirements:
Application for membership is required each year at the beginning of January. The Archon year is from January to December. The faculty council uses the following criteria for induction

- ✓ exemplary character
- ✓ academic achievement (a minimum average of 85%)
- ✓ respect for the rights of others
- ✓ loyalty to the school and the city
- ✓ a minimum total of 80 hours of community service and two school-based activities each year
- ✓ attendance at Archon meetings

You must re-qualify every year for Archon using the above criteria as well as participation in the Archon meetings the previous year.

ARISTA (National Honor Society)
Requirements:
The faculty council invites students to be members of Arista. It is based on the following criteria exhibited during the school year prior to induction:

- ✓ scholarship (a minimum average of 90%)
- ✓ exemplary character (no major dean's offense)
- ✓ leadership qualities
- ✓ community service (a minimum of 50 hours per year)

MU ALPHA THETA (Math Honor Society)
Requirements:

- ✓ above a 93 average in all math classes;
- ✓ above an overall average of 90; and
- ✓ completion of Algebra 2/Trig.

NYS SCIENCE HONOR SOCIETY
Requirements:

- ✓ completion of a minimum of five semesters of high school science;
- ✓ a minimum overall average of 90%
- ✓ a minimum overall average of 90% in science and mathematics;
- ✓ participation in a science activity outside of the classroom;
- ✓ exemplary character and citizenship; and
- ✓ recommendation by two Science Department faculty members.

PSAT, SAT, SATII and ACT

These are national standardized tests that must be taken prior to applying to college.

PSAT

9th Grade &10th Grade (Fall—practice test)
11th Grade (Fall)–Qualifying test for National Merit Scholarships
The PSAT results **do not** appear on college transcripts

All freshmen, sophomores and juniors take the test during a school day in October. Townsend Harris follows a special schedule on PSAT day.

SAT and/or ACT

11th Grade – Spring
12th Grade – Fall

SAT II EXAMS

These are tests that cover subject-specific areas such as Biology, French, World History, etc. Students who are highly successful in specific courses and who plan to apply to very competitive colleges that require these exams should take the SAT II's when they are finishing the subject class. *Check the website of individual colleges to check their requirements*.

Your child is responsible for registering for these tests.
Register for the SAT online by visiting the website www.collegeboard.com. For the ACT, visit www.act.org.
The college office and the guidance counselors have additional information about these exams.

GRADING SYSTEM

Each department has its own subject-specific grading policy including the following criteria:

- ✓ collaterals (see page 14)
- ✓ daily preparation
- ✓ essays & other written assignments
- ✓ exams
- ✓ homework
- ✓ oral recitation

Report cards are issued six times a year (three times a term). The final grades that appear on the January and June report cards are the official grades that will appear on the student's permanent record.

The following marking system is used for the first marking period of each semester:

E (Excellent)
S (Satisfactory)
N (Needs Improvement)
U (Unsatisfactory)

The following grades are used during the 2nd and 3rd marking periods:

91 – 100	with increments of one or more
65 - 90	increments of five
88	only permissible grade between 85 and 90
60	used for 2nd marking period only to indicate to parents and students the fact that student is in danger of failing
50 or 55	failing grade
9	medically excused from P.E.
NC (no credit)	mid-year grade only, given to students who are failing the first term of a two-term course.

If you have any questions or comments about your child's grades, contact the subject teacher.