QUEENS GATEWAY TO HEALTH SCIENCES SECONDARY SCHOOL
Ms. Judy A. Henry, Principal
Ms. Keisha T. Rucker, AP Supervision
Mr. Mackenzy Antoine, AP Administration/Supervision
160-20 Goethals Ave. - Queens, NY 11432
Tel. (718) 969-3155 –Fax (718) 969-3552

School Wide Grading Policy

Science

Physical Education

Category	Weight		Category	Weight
Assessments	40%		**Performance**	60%
Classwork	15%		**Homework & Written Assignments**	20%
Laboratory (P or F Grade)	15%		**Projects**	20 %
Homework	15%			
Projects/Special Assignments	15%			

All other subjects including electives

Category	Weight	Description
Assessments	60%	Tests, quizzes, projects, and formal evaluations measuring mastery of course content.
Classwork	30%	Must be started and completed **in-person (unless extended)**. Some assignments may be extended for home completion. Certain activities cannot be made up if missed, even with excused absence. Graded on task completion and engagement.
Independent Practice	10%	Homework, smaller projects, participation graded on accuracy and demonstration of skills and knowledge.

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Science Lab Grading

- Students must complete a minimum of **28 labs** to be eligible for the Regents exam in that subject.

Marking Periods and Semesters

There are **six marking periods** throughout the school year, organized into **two semesters**:

- The **third marking period report card** reflects a **cumulative grade** for marking periods 1, 2, and 3 (Semester 1).
- The **sixth marking period report card** reflects a **cumulative grade** for marking periods 4, 5, and 6 (Semester 2).
- Students must **pass both semesters** to successfully complete a full-year course.

Late Work and Absence Policies

Unexcused Absences (see attendance policy)

- Late work graded with a numeric score may be submitted **up to 4 days late**, with a **10% penalty per day**.

Excused Absences (see attendance policy)

- Students have **one week after returning** to complete and submit missed tests, projects, and assignments (unless extenuating circumstances: must speak with teacher).

Schoolwide Academic Integrity Policy for Students

Academic integrity is fundamental at Queens Gateway. It builds trust between students and teachers. By submitting work, students affirm it is their own unless properly cited.

Academic dishonesty includes cheating, plagiarism, falsification, multiple submissions, and unauthorized use of AI tools. Examples include copying, using unauthorized aids, improper citation, patch writing, submitting AI-generated work without permission, and inventing data.

Students must avoid all forms of misconduct and seek teacher guidance if unsure. Proper citation and transparency about AI use are essential.

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1. Cheating

Includes:

Giving or receiving unauthorized help on any academic work, quiz, test, or exam (formative or summative).

- Copying answers, stealing exams, or using unauthorized electronic devices or internet sources.
- Using unauthorized study aids (e.g., SparkNotes instead of original texts) without approval.
- Using graphic calculators, camera phones, or texting to store/share exam information.

2. Plagiarism

Occurs when you present others' ideas or words as your own, including:

- Using direct quotes without quotation marks, even if source is cited.
- Paraphrasing or summarizing without citing the source.
- Substituting words but keeping original sentence structure.
- Citing sources incompletely to deceive.
- Patch writing: combining source phrases without proper credit.
- Using images, videos, or audio without permission or citation.
- Translating text without crediting the original.
- **Submitting AI-generated work as your own without disclosure** (See AI Use Guidelines)

3. Falsification

- Inventing or fabricating information, data, or citations.

4. Multiple Submission

- Submitting the same or substantially similar work for more than one assignment without teacher approval.

Avoiding Misconduct

To avoid plagiarism and misconduct, always cite sources properly and disclose AI tool use. Ask teachers for help with citations or responsible AI use.

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Consequences for Academic Dishonesty

The goal is to educate students on academic integrity. Consequences escalate with repeated offenses and are consistent schoolwide.

Infraction Type	First Offense	Second Offense	Third Offense
Cheating	Warning; redo assignment with max 50% credit	Zero on assignment;; parent notified.	Zero on assignment; meeting with teacher/counselor/parent;
Plagiarism	Warning; redo assignment with max 50% credit	Zero on assignment; parent notified.	Zero on assignment; meeting with teacher/counselor/parent;
Falsification	Zero on assignment; meeting with teacher;	Zero on assignment; parent notified.	Zero on assignment; meeting with teacher/counselor/parent;
Multiple Submission	Warning; redo with teacher approval max 50% credit	Zero on duplicate assignment;parent notified.	Zero on assignment; meeting with teacher/counselor/parent;
AI-Generated Work	Warning; redo assignment with max 50% credit	Zero on assignment; parent notified.	Zero on assignment; meeting with teacher/counselor/parent;