



# GARDEN SCHOOL

Jackson Heights, New York

Richard Marotta, Ph. D., Headmaster

## Grade Reporting Schedule

Formal report cards are issued at the close of each quarter. Grade sheets are to be prepared and signed by Mr. Vogel or Dr. Marotta the Monday following the day grades close for the quarter. Students receive both a letter grade and an effort level indicated by a number, with 4 being the highest and 1 being the lowest in each subject.

Subject teachers will record grades and write comments on report cards after the close of the quarter. Homeroom teachers will distribute the report cards to the students. They are to be signed by a parent or guardian and returned to the homeroom teacher on the following school day. **There is a \$25 charge for a lost or mutilated report card.**

All students receive interim reports in every subject at mid-quarter. Interim report grade folders are placed in the faculty room when the due date is posted. Teachers should indicate each student's progress on this report. Students in danger of failing a course should be notified in writing at this time. Overdue assignments should be listed. These reports will be mailed to the students' homes and copies kept on file.

Progress reports are mailed to students having difficulty in a particular subject. These are mailed two weeks after the interim reports, and also two weeks after formal report cards are issued. **Students who earned a D or F in a subject are put on a progress report schedule.** Progress reports are placed in the faculty room when due dates are posted. Teachers with students in danger of failing record their progress on these reports. These reports will be mailed to the students' homes and copies kept on file.

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