**FAQs regarding end of 1st semester at Hempstead High School**

**Do all classes have to meet during finals?**

All classes, except Wellness classes and study hall, will during the semester exam schedule. See the semester exam guidelines for details.

**Do I have to give a final exam?**

All teachers will give a semester exam or authentic assessment during the semester exam schedule. See the semester exam guidelines for details.

**Do we give citizenship grades?**

Yes. Citizenship grades are included on report cards for Hempstead High School. 1=best, 5=worst. Use the Score Inspector to put in citizenship grade comments. You can find directions on the Hempstead tech vault website. <http://hhstechvault.weebly.com/>

**Do we include comments on report cards?**

No. Please remove ALL comments from your gradebook except for citizenship grade comments. (see above). Instructions for removing comments are found on the Hempstead tech vault website. <http://hhstechvault.weebly.com/>

**What do we do when students know in advance they are going to be absent during finals?**

Students should pick up a pre-approved absence form from the attendance office. Do not make any individual arrangements with students to reschedule finals unless they have the form signed by an administrator.

**What do we do when students have an illness or emergency that causes absences during finals?**

Teachers have the option to give an Incomplete grade. If you are going to use this option, please email the Registrar that you will be manually overriding the student grade to enter an “I” (see the tech vault website for instructions <http://hhstechvault.weebly.com/>) and give an estimated date when the grade will be completed. Once the student has completed the required work, you can enter the assignment in your gradebook. You will need to complete a Change of Grade form so the correct grade can replace the “I” which was stored. These forms are available in the Registrar’s office.

**Once I have entered all my grades, removed my comments, and entered citizenship grades, is there anything else I need to do to finalize semester grades?**

YES! This is new as of January 2014. Click on the “In Progress” bar for each class and click OK to verify that your grades are complete. You can look at  <http://hhstechvault.weebly.com/> for directions.

**Are we still doing paper grade verifications?**

No. The new procedure means teachers proofread their grades and verify them BEFORE they are permanently stored.

**What if a student grade needs to be changed?**

If you need to change a student grade AFTER you have finalized your grades, please complete a Change of Grade form. These are available in the Registrar’s office.

**How do students get report cards?**

Report cards for first semester are distributed through 5th period classes. Report cards are CONFIDENTIAL. If students do not take home the report cards within 3 days, please return them to the Registrar’s office. Report cards for second semester are mailed.