



Motion Picture Technical High School

Academic Expectations & Grading Policy 2025–2026_REVISED_10.28.25

School DBN: 30Q367 | Principal: Kevin A. Lopez

Campus: Queens Innovation Center (Q472), Woodside, Queens

Grade Conversion & Letter Scale (NYCPS-Aligned)

Numeric Grade	Letter Grade Equivalent	Descriptor	Notes
45	F	No Show (NS) / Non-attendance	Used only for students who never attended or submitted work
55	F	Attempted Work (Lowest Failing Grade)	Indicates partial effort or incomplete submission
64 and below	F	Failing	No course credit earned
65–69	D	<i>Developing</i>	Passing; shows foundational understanding
70–79	C	<i>Proficient</i>	Demonstrates consistent progress and understanding
80–89	B	<i>Accomplished</i>	Strong performance and consistent effort
90–100	A	<i>Mastery</i>	Exceptional performance and deep understanding

Passing = 65 and above



Section I: Academic Integrity

Academic honesty is essential to true success; dishonesty will not be tolerated. Acts such as **plagiarism, cheating, and collusion** violate both the **Citywide Discipline Code** and **MPT school policy**. Parents/guardians will be notified, sanctions will be imposed, and progressive discipline procedures will apply.

Examples of Scholastic Dishonesty

- **Cheating:** Using unauthorized materials, notes, or devices.
- **Plagiarism:** Submitting another person's work or ideas as your own.
- **Collusion:** Collaborating fraudulently with others on assignments or exams.

During Exams

Students may not possess or use **cell phones, smartwatches, headphones, or any electronic device** during exams.

Violations will result in **exam invalidation** and a score of **zero**.

City, State, and Regents Exam Policy

Per the **NYC DOE Test Administration Handbook**, cheating includes:

- Accessing secure exam materials before testing.
- Giving or receiving assistance during/after testing.
- Possessing prohibited devices or materials.
- Sharing test content with students who have not yet tested.
- Copying, duplicating, or removing test materials.

Procedures for Suspected Cheating

1. Student receives a verbal warning; seat may be reassigned.
2. Prohibited devices may be confiscated immediately.
3. Proctor notifies the principal; investigation conducted.
4. If confirmed, exam score may be invalidated by city/state authorities.
5. Parent/guardian contacted; incident documented in **OORS**.

Devices During Exams

Students may **not** bring cell phones or other prohibited electronics into any testing room. School officials may collect and secure devices prior to exams.



Section II: MPT Grading Policy Overview

Terms and Marking Periods

- **2 Terms/Semesters per school year**
- **Each Term = 2 Marking Periods (MP1, MP2)** (~9 weeks each)
- **Term Grade (MP3) = Average of MP1 + MP2**

A minimum final average of **65** is required to pass the term and earn course credit

Failure Implications

Failing a term may result in:

- Summer or PM School
- Removal from CTE/Film Pathway sequence
- Ineligibility for AP or elective courses
- Risk of being flagged *overage/under-credited* (possible transfer school referral)

EXAMPLE BREAKDOWN: If an MPT Student receives a 55% (lowest failing grade in STARS per MPT Grading Policy, they must earn at least a 75 in MP2 to earn a 65 for the Term).

MPT Grading Scale Breakdown FOR ALL COURSES

Category	Weight	Requirements
Summative Assessments	40%	Minimum 2 per marking period (tests, projects, essays) — partial credit for all submissions
Formative Assessments	60%	40% Classwork/Quizzes (min. 5) 10% Homework (min. 3) 10% Participation/Professionalism

Late Work & Test Policy

(Subject to change pending principal or district approval)

Late Work Policy

- Accepted up to **2 weeks after the due date without penalty.**
- After 2 weeks: **20% deduction** applies
- Work accepted until the **mid-marking period deadline**
or until a Principal-designated final submission date prior to grade entry.

OMPT

- Additional deductions beyond two weeks are at the **department's discretion**, but grades **may not fall below**:
 - **55%** for attempted work
 - **45%** for non-submitted work (*No Show*)

In **STARS**, the lowest allowable grades are:

- **45% = No Show (NS)**
- **55% = Lowest failing grade for attempted work**

Principal Recommendation – Late Work Acceptance

The **Principal strongly encourages all teachers** to accept late work for a grade from ALL MPT students up until the final marking period date. **ONLY STUDENTS who are in fear of failing (under 65%), and have been approved by the principal will be allowed to submit last minute late work for credit up to 48 hours prior to final grade submission in STARS.**

Marking Period	Dates	Grades Due	Recommended Last Day to Accept Late Work <i>*For principal approved students in fear of failing the course</i>
MP1	9/4/25 – 11/7/25	11/12/25	11/10/25
MP2	11/10/25 – 1/16/26	1/23/26	1/21/26
MP3	1/27/26 – 4/10/26	4/15/26	4/13/26
MP4	4/13/26 – 6/16/26	6/22/26	6/20/26

Tests & Quizzes

- Retakes are allowed before the **end of the marking period** or **mid-marking deadline**.
- Higher scores will replace earlier grades upon successful completion of corrections or revisions.

Grading Platforms & Communication

- **Jupiter** is the **official grading platform**.
- **Progress Reports** distributed at **mid-marking period**.



- Parents/guardians of students in **danger of failing** will be contacted **at least twice per marking period**.

Special Grade Codes

Code	Meaning	Notes
NL	New Admit (Late Entry)	Entering mid-term
NS	No Show	Student never attended or submitted work
NX	Incomplete (Extenuating Circumstances)	Requires administrative approval (e.g., extended illness, family emergency)

**SPECIAL GRADE CODES NEED TO APPROVED BY ADMIN*

Final Note to Families and Students

At Motion Picture Technical High School, we believe that grades reflect **effort, growth, and professionalism**. Students are encouraged to communicate with teachers about missing work, use office hours for support, and uphold the values of academic integrity. Our collective goal is to foster success through accountability, persistence, and creativity — both in academics and in film.

PARTICIPATION / PROFESSIONALISM 10%

Category (PEACE)	Exceeds Expectations (4)	Meets Expectations (3)	Approaching Expectations (2)	Needs Improvement (1)
P – Professionalism Effective Communication & Emotional Intelligence	Consistently communicates respectfully and professionally; demonstrates strong self-awareness and collaboration.	Usually communicates respectfully; responds well to feedback and works well with others.	Occasionally struggles with tone, collaboration, or self-regulation; needs reminders.	Often off-task or disrespectful; rarely demonstrates professional communication.
E - Expertise Industry, Academic & Technical Knowledge	Demonstrates advanced preparation, reliability, and initiative; applies learning with precision.	Completes tasks responsibly and applies learned concepts effectively.	Completes most tasks but inconsistently applies skills or lacks follow-through.	Rarely prepared; shows minimal effort or understanding of task expectations.
A – Adaptability Growth Mindset & Continuous Learning	Embraces challenges with persistence; adapts easily to new tools, feedback, or team roles.	Adjusts to feedback and changes in workflow; maintains a positive attitude.	Sometimes resists feedback or struggles to adjust to new expectations.	Resists change; gives up easily when facing challenges or critique.
C – Creativity Artistic Expression & Technical Innovation	Brings original ideas and approaches; takes creative risks and supports others' creativity.	Contributes creative ideas and demonstrates imagination in projects.	Offers limited ideas or depends on others for creative direction.	Rarely contributes to creative discussions or avoids creative effort.
E - Empathy Social Impact & Authentic Voice	Consistently shows empathy and respect; elevates peers' voices and supports inclusive collaboration.	Demonstrates respect and understanding for peers' perspectives.	Sometimes struggles to see others' viewpoints or respond empathetically.	Displays disregard for others' perspectives or impact of actions.