

High School Grades 9-12:

If a student has missed more than two class periods in a six week grading period (excused or unexcused) the student must make up each period hour for hour. If the time is not made up before report cards the student will receive an incomplete. Students will receive two additional weeks to make up time with the exception of the last six weeks. All incompletes will become a 50 if time isn't made up before the deadline. Absence appeal forms can be filled out if the student has made up all work, the absences are excused and their record does not show an attendance concerns. These appeal forms will be reviewed by school administration before approval. Time can be made up during a teacher's after school tutoring session or on Tuesday, Wednesday or Thursday from 3:00-4:30 in the High School Lab. Student must be present for two thirds (2/3) of the class to be counted as present.

Students will still be required to make up the mandatory seat time required by the state and local policies. Please note that this is for excused and unexcused absences.

Teacher-Made Exam Exemption Procedure:

Any student that has not missed more than 3 days (excused or unexcused) in the semester and has at least an 80 grade average in the course is eligible to be exempt from teacher-made exams. The student will have an option to take the exam if they would like to enhance their final grade.

Due to the recent sickness outbreak we have decided to take a close look at the high school exam exemption policy. The intention of this policy is to encourage students to be present at school and work hard in class. With that said, we do not want students to return to school before their doctors note expires. Beginning this semester (Spring 2018) we will allow a student to accumulate up to five absences due to sickness and still be exempt from the teacher-made exams. Students must not miss more than five days and must have a doctors note for all absences and a verified diagnoses.