

Dear Parents/Guardians,

Starting the week of January 31st, we will be implementing a new grading policy concerning missing assignments for Junior High Students. Below is an outline of our missing assignment protocol.

If a student has any missing assignments (not due to being absent):

- The parent/guardian and student will be notified of the missing assignments on Friday or the last day of scheduled attendance for that week.
  - This gives students an opportunity over the weekend to get back on track.
- Students will have Monday and Tuesday of the following week's Standard Focus class to complete the missing work.
- If the assignments are not completed by the end of the Standard Focus Class period on Tuesday.
- Students will be **required** to stay after school on that Tuesday.
  - The after school time will be from 2:15 until 3:05, students needing more time may stay until 3:35.
- If the student does not complete the assignments on Tuesday
- The student will be **required** to stay after school on Thursday.
  - The after school time will be from 2:15 until 3:05, students needing more time may stay until 3:35.
- If the student does not complete the assignment by the end of the after school time on Thursday that assignment will be marked as a **zero** and will not be allowed to be made-up.

#### **Missing assignments due to absences:**

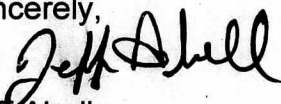
If a student's absence is excused, he/she will be permitted to make-up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are absent will have the opportunity to make-up work during Standard Focus Class.

If the assignments are not completed in the time allowed, the student will be required to follow the missing assignment protocol outlined above.

Students who are unexcused from school will not receive credit for missed work.

If you have any questions, please contact the school.

Sincerely,



Jeff Abell

Junior-Senior High Principal