

At the end of each semester, a student who is unable to finish a semester due to illness, a family emergency, or to make up earlier missed work after making arrangements with his or her teacher will receive an “incomplete” on his or her report card. The student will have up to two weeks from the end of the semester to make up this incomplete for his or her teacher. If the student fails to fulfill the requirements of making up the required work to change the incomplete, the student will receive the semester grade earned without the incomplete.

If a student willfully and/or wantonly chooses to skip a semester final to take the grade earned without the final, that student, after two weeks has passed will receive a “zero” for his or her final exam grade. This final exam “zero” will count a minimum of 10% of the student’s semester grade and will be averaged into the overall semester grade. An example is a student who has to take finals based on attendance will lose a minimum of one letter grade if he or she chooses to skip his or her final.



**LEGAL REFERENCE:**

ADOPTED: 1/11/2010

AMENDED: