

MAKE-UP OPPORTUNITIES

An obligation to make-up classwork missed because of an absence shall rest upon a student.

Teachers will be available to students for make-up work after school according to schedules set up with the concurrence of their respective principals. Students will be informed of the days on which their teachers will be available. Teachers are advised to keep a record of the students who make use of after-school help, so that this may be taken into consideration in assessing student performance and attitude and in conferring with parent/guardians.

Incomplete marks:

High school students will be subject to specific requirements for completing course work missed due to absence. Except in cases which have been reviewed and exempted by the teacher and Principal's or Headmaster's designee, students must complete the work within two weeks after receiving the grade of "incomplete". Failure to do so without an exemption will result in a failing grade for the work not completed.