

Dear Students and Parents,

As finals week approaches, here are some important updates and reminders about absences, grading, and expectations. Please review these details carefully and reach out if you have any questions.

Finals Week Absences

Non-School-Related Absences:

- Students who miss finals for non-school-related events will take their exams on **January 9 and 10**, with possible overflow during the following week's late start.
- **Important:** Missing finals does not excuse project deadlines. All projects must be submitted by finals week, regardless of absence.
- For **presentations**, students must work with their teachers to arrange alternatives (e.g., recording a video presentation or another agreed-upon solution).

Grading for Absent Students

If a student is absent on the day of a final exam (planned or unplanned), the following grading policies apply:

Option 1: "0" in the Gradebook

- The student will receive a "0" for the final exam until the make-up exam is completed in January (Deadline is January 16)
- If the student completes the make-up exam, the grade will be updated.
- If the student chooses not to take the make-up, the "0" will remain in their final grade.

Option 2: "Incomplete" Grade

- The grade will be marked as "Incomplete," requiring the student to take the make-up exam in January during designated times.
- Failure to complete the make-up exam will result in a failing grade for the course.

Important Note: Teachers will have sole discretion on which option is best suited for their class.

Key Dates and Deadlines

- **December 16:** Gradebooks close for student and parent viewing. Grades will not be accessible until January 6.
- **January 6:** Gradebooks reopen, and students can see their grades, including any "0" or "Incomplete" marks.
- **January 8:** Final grades are stored in the system.
- **First full week back in January:** Report cards will be sent to families.

Thank you for your attention to these important details. Please reach out to the school office or your teacher if you have any concerns or need clarification.

Best regards,

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