

MILLS E. GODWIN HIGH SCHOOL
2101 Pump Road
Richmond, Virginia 23238

Main Office: 750-2600 Guidance: 750-2606
Director of Student Activities: 741-4080

Principal – David A. Myers

Assistant Principals

Debra Bishop Sandy Justice
Derrick Deloatch John Rokenbrod

Director of Guidance – Deanna Hudson
Director of Student Activities – Louise Foley

Administrative Aides

Susan Mitchell, John Phillips,
Nate Shotwell

Meet the Principal for Coffee

This early morning Coffee will be held from 8:00 – 9:00 AM on:
October 1, December 3, February 4, and April 1.

The Coffee is designed to provide an informal
setting where patrons can discuss educational issues with the principal.

Stay informed by visiting us at our website:

<http://www.henrico.k12.va.us/HS/Godwin>

2009-2010 Godwin Bell Schedule

Early Bird	7:40 – 8:30 (Start Bell 8:40)
First Period	8:45 – 9:36
Second Period	9:41 – 10:28
Third Period	10:33 – 11:20
Fourth Period A	11:25 – 11:48
B	11:53 – 12:16
C	12:21 – 12:44
D	12:49 – 1:12
Fifth Period	1:17 – 2:03
Sixth Period	2:08 – 2:54
Seventh Period	2:59 – 3:45

GRADUATION REQUIREMENTS

22 Credit Diploma (Standard):

English, 4; Mathematics, 3 (at or above the level of Algebra, including at least 2 course selections from among Algebra I, Geometry, Algebra II, or above Algebra II); *Laboratory Science, 3* (from at least two different science disciplines: Earth Science, Biology, Chemistry, or Physics); *Social Studies 3* {*U.S. History, 1; U.S. and Virginia Government, 1; World History & Geography, 1* (World History & Geography I OR World History & Geography II)}; *Health and Physical Education, 2; Fine or Practical Arts (Technical/Vocational), 1; Electives* (including academics, fine arts, and technical/vocational education), 6. Students must also earn 6 verified credits.

24 Credit Diploma (Advanced Studies):

English, 4; Mathematics, 4 (at or above the level of Algebra, including at least 3 course selections from among Algebra I, Geometry, Algebra II, or above Algebra II); *Laboratory Science, 4* (3 credits must be earned from 3 different disciplines from the following courses: Earth Science, Biology I, Chemistry I, or Physics I. The 4th credit may be earned from a laboratory science elective in any discipline); *Social Studies, 4* {*U.S. History, 1; U.S. and Virginia Government, 1; World History & Geography, 2* (World History & Geography I AND World History & Geography II)}; *Foreign Language, 3* (3 years of one language or 2 years of two languages); *Health and Physical Education, 2, Fine or Practical Arts (Technical/Vocational), 1; Electives* (including academics, fine arts, and technical/vocational education) 2. Students must also earn 9 verified credits.

NOTE: See *Planning Guide for Students and Parents* for more detailed information. Students should schedule yearly appointments with their counselors to confirm their progress toward graduation requirements. Guidance: 750-2606

Students who graduate with an average grade of B or better and successfully complete at least one advanced placement (AP) or one college-level course for credit will receive a Governor's Seal.

SCHOLASTIC AFFAIRS

Homework and Make-up Work

The amount of homework depends upon the course and class level. When a homework or class work assignment is missed because of an excused absence, **it is the responsibility of the student to meet with the teacher upon return to arrange make-up work.** Per Henrico policy, the student has the number of days missed, plus one day, to make up the work. *Students are expected to take previously announced/scheduled tests or quizzes given during an absence on the day they return to school.* This includes tests that are given on the day the student returns.

Students with unexcused absences receive a zero on any assignment missed and are not allowed to make up the assignment. *Note that pre-assigned papers, projects, etc., are not classified as make-up work.* Any exception to this policy must be handled by the grade-level principal.

Grading Scale

A = 93 – 100

B = 85 – 92

C = 77 – 84

D = 70 – 76

F = 69 and below

Honor Roll

Students enrolled in at least five academic classes achieve this distinction when they earn at least a 3.0 grade point average for a marking period with no D's or F's.

Academic Letter

A student earns an academic letter when he achieves honor roll status for the year.

Testing Schedule:

Monday – Art, Driver Education, Family & Consumer Sciences, Music, Technology Education, Science

Tuesday – Business, English, Foreign Language, Math

Wednesday – Driver Education, Health & PE, Marketing, Science, Social Studies

Thursday – Art, English, Family & Consumer Sciences, Technology Education, Music

Friday – Business, Foreign Language, Health & PE, Marketing, Math, Social Studies

***Please note that this is a guideline and not a policy. There may be a time that the curriculum dictates that a test be given on an unassigned day. Teachers are instructed to use this guideline unless an unavoidable circumstance arises. Teachers are also told to give advance notice if the occasion arises in which a test needs to be given on an unassigned day.**

Library

The Library will be open from 7:30 AM-4:30 PM Monday-Thursday and 7:30 AM-4:00 PM on Fridays (unless posted otherwise). The Library Media Center is an important center for study, research, and leisure reading. Books may be checked out for two weeks and renewed for another two weeks. A fine of 5 cents per day will be charged for each overdue book. All fines must be paid before additional materials can be checked out.

Parent Organizations

Parent Teacher Student Association (PTSA)

The PTSA promotes the welfare of all students. Membership fees are collected at the beginning of the school year. PTSA meetings are held the second Monday of each month.

Godwin Athletic Association (GAA)

The Godwin Athletic Association promotes the overall athletic program at Godwin. Dues are collected at the first PTSA meeting and at home football games. Meetings are held the first Monday of each month at 7:30 PM.

Godwin Band Boosters

Godwin Band Boosters provide support to the overall band program. Dues are collected during the opening weeks of school and at the first PTSA meeting. Meetings are usually held the first Monday of each month at 7:30 PM.

Godwin Choral Boosters

The Godwin Choral Boosters provide financial and moral support to the vocal music program. Dues will be collected at the preview concert in October. Meetings will be held the first Monday of each month.

Short Pump Players Angels (SPPA)

The Short Pump Players Angels is the parent support group for Godwin's drama group. Dues are collected during the opening weeks of school and at the first PTSA meeting. Meetings are held the first Monday of each month at 7:30 PM.

This information is subject to change based on an organization's recommendation.

ATHLETIC PROGRAMS

The athletic program offers a variety of team and individual sports for both boys and girls. In order to participate in the athletic program, a student must have a completed Athletic Participation/Parental Consent/Physical Examination Form signed by the doctor, parent, and student. This form must be given to the coach prior to or on the first day of practice. Physicians give physicals at the school for a nominal fee at the end of each school year. Once a physical form is on file, no other physical is required for additional sports played during that school year.

A student must have passed at least five (5) subjects the previous semester and be enrolled in at least five (5) subjects during the current semester to be eligible for participation on an interscholastic team.

STUDENT ACTIVITIES

All students are encouraged to participate in areas in which they have a talent or an interest. There is a list of all clubs and activities in the main office. Students can also see the Director of Student Activities for additional information.

Fund Raising: All school-related fund raising projects, on or off campus, must have sponsor and principal approval.

Class Organization: Each grade has its own faculty sponsors and elected class officers. Class activities are planned and implemented within this framework. Dues are collected with school fees at the beginning of the year.

Student Government: The SCA (Student Cooperative Association) promotes student unity, participation, community, and understanding between students and faculty. Elected homeroom delegates represent students in meetings on the second Wednesday of each month.

STUDENT PARKING

Students are reminded that parking on school grounds is a privilege. All personal vehicles parked on school property may be searched as a part of a random search or with reasonable suspicion. Parking on school property will be deemed as consent to such search. Students are held responsible for all items left in their cars.

Due to the number of spaces available in the student parking lot, permits are available on only a limited basis. Seniors are granted the opportunity to purchase a permit during the first week of school. The parking fee is \$10. Juniors are offered the opportunity to apply for parking based on availability. **Sophomores may park on campus during the second semester if space is available.**

HONOR SOCIETIES

International Thespian Society

Membership in this group, which recognizes outstanding achievement in the performing and dramatic arts, is earned by students scoring participation points in performance, technical assistance, and other areas of the performing arts program.

Foreign Language Honor Societies

Membership in foreign language honor societies is based on teacher recommendation and academic performance.

Math Honor Society

Membership is offered to outstanding juniors and seniors based on recommendation of their math teacher.

Art Honor Society

Membership is offered to students in the Fine Arts Program based on recommendation of the Fine Arts instructor.

National Honor Society

Membership in the Katherine Beale Godwin chapter of NHS is based on outstanding scholarship, leadership, service, and character. Students in grades 11 and 12 who have been enrolled a minimum of one complete semester prior to induction and who have a grade point average of at least 3.5 are eligible. Students who meet the academic criterion must:

- Complete and return a student activity form;
- Demonstrate a high level of service and leadership in co-curricular activities and/or community activities; and
- Demonstrate a high level of character.

Service, leadership, and character are evaluated by the entire faculty. A Faculty Council then uses the student application packet and the faculty evaluations to make the final determination of the minimum rating a student needs to be inducted into the National Honor Society.

Quill and Scroll

Students active in school publications may be nominated by their individual sponsors for membership in this literary honor society.

National Beta Club

Students are inducted into this organization during their junior or senior year. Specific qualifications for membership are as follows: a minimum grade point average of 3.0; active involvement in at least four high school-related activities including the year of consideration; demonstration of a high level of potential leadership and good character; and enrollment at Godwin a minimum of one semester prior to induction. Faculty recommendations contribute to the selection process.

SCA AND CLASS OFFICERS FOR 2009-10

SCA Officers

President – David Caravati

Vice President – Olivia Long

Secretary – Morgan Stubbe

Treasurer – Kevin Caine

Senior Class Officers

President – Peter Davis

Vice President – Zach Eisman

Secretary – Lauren Carter

Treasurer – Ajay Sundar

Historian – Sarah Stinnett

Junior Class Officers

President – Chase Bleyl

Vice President – Kate Kennedy

Secretary – Abby Klein

Treasurer – Ted Kefalas

Historian – Shannon Wheeler

Sophomore Class Officers

President – Carter Labour

Vice President – Austin Elmore

Secretary – Jerry Chia

Treasurer – Sydney Hubbard

Historian – Catherine Cristman

Freshman Class Officers are elected in the fall of the year.

ATTENDANCE POLICIES

Both class work and teacher interaction are important to the learning process and to high quality instruction. Thus, good attendance and punctuality are emphasized. When a student is absent, the school staff makes every effort to contact a parent on the day of the absence. All students should make good attendance a priority and aim for this award!

Beginning the School Day: The bell to begin the school day rings at 8:40. Students are to be in their first period classroom no later than 8:45 when the late bell rings. If a student arrives after 8:45, a note from the attendance office is required for the student to be allowed to enter the classroom late. This will count as a tardy to school.

Early dismissals: Early dismissal requests should be made only when the situation is so critical that it cannot be taken care of after school hours or on a day when school is not in session. There are two ways to be released for an early dismissal. You may send a note in that the student takes to the attendance office between 7:30-8:40 AM.

At the time of the early dismissal, the student shows the teacher the attendance slip that was issued by the office earlier that morning. The parental note must include:

- The student's full name,
- The date of the early dismissal,
- The reason for the early dismissal,
- The signature of the parent, and
- A phone number at which the parent can be contacted for verification.

The second method is for the parent to come into the school to the attendance office and sign the student out with a faculty or staff member in the attendance office. **Faxed notes and telephone calls are not permitted for early dismissals.** The school must have the parent's original signature to release the student. If the student returns to school from the early dismissal, he/she needs to sign in and pick up a pass to class from the attendance office.

The only people to whom we will release a student for an early dismissal are those listed on the "Parental Permission for Student Release to Designated Persons" form. This comes home at the beginning of the year and we ask that it be returned to the school promptly so it will be on file.

Students who arrive on campus prior to 8:35 AM for any school-related activity or other reason must remain for the regular school day unless they have an early dismissal or written permission from a principal to leave.

Tardiness to School: Students arriving late must report to the attendance office before going to class. Oversleeping, running family errands, walking too slowly, flat tires, traffic congestion, or missing the bus are not considered valid reasons for being tardy. Tardies may be excused by a school official as follows:

1. The student arrives with a parent who verifies the illness or the parent calls the attendance office regarding the illness prior to 9:00 a.m. on the day of the late arrival.
2. The student presents a note from a medical professional verifying an appointment.
3. The student presents a note from a court official verifying an appointment.

Absences: If a student is absent for an approved reason, the parent or guardian needs to call the school at 750-2600 within 24 hours of the absence and let one of the office assistants know the student's grade level, name, parent's name and the reason for the absence.

Excused absences are unavoidable absences resulting from such circumstances as illness, death in the family, or home emergencies. Students are responsible for obtaining and making up all missed work within the attendance guidelines.

Unexcused absences are those absences from one or more classes without prior approval from a parent or school staff. Ten unexcused absences results in a referral to the school social worker. Students with unexcused absences receive a

zero on any assignment missed and are not allowed to make up the assignment. Tardiness beyond the end of first period is an unexcused absence from the classes missed. A student will be placed in the Alternative School Program for truancy.

All student absences are considered unexcused until the parent either calls the school or sends in a written note to provide a justifiable reason for the absence within 24 hours of the absence. Acceptable excuses include:

- Illness of student
- Serious illness in family which necessitates the absence of the student
- Death in the family
- Special and recognized religious holidays
- Other reasons approved by principal up to 5 days
- Other reasons approved by the appropriate level instructional director
- A written statement by a physician or other professional may be required when a student misses over 10 days during the school year.

SOL Test Day Attendance: All students are expected to attend all classes on SOL test days. Any absences on these days are unexcused if they are for any reason not allowable above. On testing days, instruction continues as usual. Your student will miss instruction and/or graded assignments if he/she is absent on testing days.

Assembly Day Attendance: All students are expected to attend all assemblies. Assemblies are planned to enrich the education of all students and they are designed to provide educational opportunities for students that reach beyond the classroom.

Exam Week Attendance: A student cannot be counted present if he/she is not physically in the building. If a student chooses not to attend school on an exam day

because he/she is exempt from the exam or has a study hall, it is counted as an absence. The student will not be marked present to school. An absence on this day will affect perfect attendance.

College Visits: For a college visit to be considered excused, documentation of the visit must be submitted to the grade level principal. This documentation must include information and a signature from the college that states that you were visiting their campus for academic reasons. This letter comes from the admissions office of the college.

Behavior and Dress Standards

Each student will receive a copy of the HCPS Code of Student Conduct, to be signed by the student and the parent/guardian, and returned to the homeroom teacher.

Henrico County Public Schools

Student Dress Code

While most students dress appropriately and safely for school, the School Board and school staff rely on students and parents to exercise judgment in promoting modesty, decency, and a sense of decorum so as not to disrupt the learning environment. School climate has a direct influence on student achievement, and the manner in which students dress is a significant factor in school climate.

This dress code will assist parents and students as they make decisions regarding daily attire that contribute to an appropriate, safe, and secure learning environment for all students. Students must dress modestly and in a manner that neither distracts from nor substantially disrupts the learning environment. In support of the Code of Conduct Dress Code, a student's appearance that is disruptive, distracting, or hazardous is prohibited.

The administration of each elementary, middle and high school has the authority to notify students and parents of modifications to the dress code for spirit days and other school celebrations, as particular items pose a disruption, or as other circumstances warrant.

Students **may not** wear the following items unless otherwise stated:

1. Hoods, hats, or head coverings of any kind inside school buildings during regular school hours, unless required for religious or medical reasons.
2. The following items worn on school grounds during regular school hours: bandanas, do-rags, headscarves, hair picks, wave caps, large combs, brushes, and rollers.
3. Sunglasses, inside the school building unless prescribed by a physician.
4. Dresses, skirts, shorts, athletic shorts, and other similar clothing that are shorter than four inches above the knee, even when worn with leggings or tights.
5. Messages on clothing, chains, jewelry and personal belongings that pertain to drugs, alcohol, tobacco, sex, gangs, vulgarity, or that could reasonably cause a substantial disruption to the learning environment.
6. Spiked jewelry, chains, and items that could cause student injury.
7. Beachwear (which includes bathing suits and trunks) and sleepwear.
8. Clothing that reveals undergarments.
9. Cut-off jeans and cut-off sweat pants or torn, ripped, or slashed clothing that reveals undergarments or body parts excluded by other parts of this code.

10. Bedroom slippers or shoes with wheels also known as “wheelies.”

11. Clothing that reveals the midriff while sitting or standing.

12. Clothing that is excessively tight or skimpy, including biker pants and clothing with plunging necklines.

13. Clothing that is see-through, revealing, or resembles undergarments.

14. Tube tops, halter-tops, halter-top dresses, strapless dresses or tops or dresses with spaghetti straps

(female tops must be at least two inches wide at the shoulder).

15. High heels or flip flops at the elementary level (elementary students are encouraged to wear athletic

shoes or closed toe shoes with a rubber sole and should wear such shoes for Physical Education and recess.).

16. Coats inside the school building during the school day as determined by the administrative staff depending on the school design and administrative ability to provide storage for coats.

Students must wear clothing as designed (buttoned, zippered, etc.). Students must wear pants on the hips, secured above the buttocks. Students **may not**:

1. Drape towels, shirts or shorts around the neck;
2. Roll down waistbands on shorts, pants, and skirts;
3. Wear clothing in any manner that reveals undergarments at any time;
4. Wear athletic basketball jerseys without wearing a t-shirt beneath the jersey;

Inappropriate Behaviors/Items

The following behavior and items are considered inappropriate and will result in disciplinary action:

- **Disrespect to any school personnel;**
- **firearms and weapons at school;**
- **Dishonesty, forgery, vandalism and theft**, including violation of computer usage rules and regulations;
- **Using or possessing tobacco products on school property.**
- **Refusing to respond to the request of a staff member.**
- **Refusing to identify one's self when asked by a staff member.**
- *In addition, the following items are considered either dangerous or illegal to possess in Henrico County Public Schools and will be confiscated: rings covering two or more fingers, spiked jewelry, mace, pepper spray, pocket knives, pagers, or anything else that could be considered a weapon. Use of electronic devices is not permitted during school hours, 8:40 AM-3:45 PM. This includes but is not limited to cell phones, iPods/MP3 players, and headphones. Students in violation are subject to disciplinary action and will have their personal item confiscated and returned to a parent.*

Distribution of Literature: No literature, leaflets, handbills, magazines, or newspapers may be distributed or made available on campus without approval of the principal or his designee.

Gifts: Flowers, balloons, cakes, etc., will not be accepted for students. No balloons on buses.

Chewing Gum: Chewing gum **is not permitted** in the building because it is destructive to carpets and flooring.

MILLS E. GODWIN HIGH SCHOOL
DISCIPLINE POLICY

Godwin students are afforded numerous opportunities to excel. Such opportunities require a school environment that is open to learning and free from distractions, disruptions, and unsafe conditions. Students who choose to disobey those rules, in any school-related setting, shall be subject to the Henrico County Public Schools Code of Student Conduct. Each parent/guardian and student should read the Code of Conduct to better understand the rules and regulations and their applications.

Detention and Suspension: All faculty have the right to correct any student and to expect a proper response when doing so. Failure to respond to a staff member's request will result in disciplinary action which can include detention, in-school suspension and/or out of school suspension.

Detentions are held from 3:55 PM to 4:35 PM, Mon. through Thurs., and 7:55 AM to 8:35 AM Mon. through Fri. **No student will be admitted late. Failure to serve detentions on the day and time assigned will result in the doubling of the number of detentions and possible placement in the Alternative School Program.**

Suspensions (OSS): Students suspended out of school may not return to any Henrico County Public School campus until completion of the suspension. If the work is approved to be made up, it is the student's responsibility to obtain the work from the teacher.

Alternative School Placement (ASP): Students are assigned to this supervised center for a specific number of days and must complete lessons prepared by the classroom teachers. The supervisor has the authority to assign additional assignments as needed.

Temporary Alternative Placement (TAP):

Mills E. Godwin will also employ a time-out program during the school year. The program is designed for students who are disruptive in the classroom. Following a third assignment to TAP, the student will be assigned 2 days of ASP. Each set of three TAP assignments will result in an increased number of days in ASP.

SRO: School Resource Officer

DRHO: Disciplinary Review Hearing Officer

DISCIPLINE GUIDELINES FOR ATTENDANCE

The consequences listed below should not be viewed as minimums or maximums. Every situation is different and will be evaluated on a case-by-case basis.

Attendance: Tardies to School

Tardies are cumulative and do not clear at second semester.

Tardy #	Consequence	Person Assigning Discipline
3 rd	1 detention	Teacher
4 th	1 detention	Teacher
5 th	2 detentions	Administrator and/or Aide
6 th	1 day ASP, loss of exam exemption, loss of parking privilege, professional letter sent home	Administrator and/or Aide
7 th	2 days ASP	Administrator and/or Aide

8 th	OSS to conference with Administrator, Behavioral Contract	Administrator
9 th	OSS to hearing with Principal or designee within 5 days	Administrator

Attendance: Tardies to Class

Tardies are cumulative and do not clear at second semester.

Tardy #	Consequence	Person Assigning Discipline
1 st	Warning	Teacher
2 nd	Contact home	Teacher
3 rd	Detention, contact home	Teacher
4 th	2 detentions, contact home	Teacher
5 th	2 detentions, contact home	Administrator and/or Aide
6 th	4 detentions, contact home, exam exemption for that class is lost	Administrator and/or Aide
7 th	2 days ASP	Administrator and/or Aide
8 th	OSS to parent conference with administrator	Administrator
9 th	OSS to hearing with principal or designee within 5 days	Administrator

Attendance: Skipping Class

Violation	Consequence
1 st offense	1 day ASP
2 nd offense	2 days ASP
3 rd offense	3 days ASP
4 th offense	OSS to parent conference w/admin. (Insubordination), behavioral contract

5 th offense	OSS to hearing with principal or designee within 5 days (Insubordination)
-------------------------	---

A student's leaving any class early without permission will be considered skipping; this includes leaving without permission from the library, gym, or study hall.

Attendance: Skipping School

Violation	Consequence
1 st offense	2 days ASP
2 nd offense	3 days ASP
3 rd offense	OSS to parent conference with administrator (Insubordination), behavioral contract, referral to social worker
4 th offense	OSS to hearing with principal or designee within 5 days (Insubordination)

Saturday School may be used as a consequence in lieu of another listed consequence at the discretion of an administrator.

These guidelines are provided for your reference. Please refer to the Henrico County Public Schools *Code of Student Conduct* for policy regarding discipline.

Food and Beverages:

Open food and beverages are not permitted outside the commons area. This includes inside of classrooms unless administrative approval has been granted.

Computer Regulations:

As stated in the HCPS *Code of Student Conduct* (2009-10), members of the school community are entitled to enjoy property free from the abuse of others. **Vandalism** is the willful marring, defacing, or destruction of School Board property, including leased property such as the laptop

computer. This is *not limited to* but includes **computer equipment and software**. Causing, intending to cause, or attempting to cause damage to school property such as **laptops, software, and other computer equipment** is prohibited, and the recommended dispositions as listed in the HCPS *Code of Student Conduct* will apply. Students are also responsible for items in the *Code of Student Conduct* referring to appropriate use of technology and the internet to include plagiarism and pornography. Email threats are classified as a felony.

Prohibited Items:

- *Playing cards (during school hours)*
- *Headphones during school hours, unless directed by classroom teacher*
- *IPods/DVD/mp3 Players during school hours*
- *Cell phone use on school grounds during school hours. Cell phones are to be off and out of sight during school hours, 8:40 AM to 3:45 PM.*

Academic Honor Code

“As a student at Mills E. Godwin High School, I will respect the rights of others, assume the responsibility for my own actions, and maintain the basic standards of personal honor. Recognizing the fundamental principles of justice and personal integrity, I pledge to uphold the virtues of the Mills E. Godwin High School Academic Honor Code.”

The honor code, established to promote integrity within the student body, is taken seriously and will be strictly enforced.

Academic Honor Code violations include, but are not limited to:

- giving or receiving help on graded assignments;
- talking during a test;
- violation of the computer Code of Ethics;
- plagiarism;

- any attempts toward the completion of any act described above.

Policy for Violations

- The teacher will give a zero on the assignment.
- The teacher will contact the parents.
- The incident will be reported to the grade level principal and the student's counselor.
- The student will receive in-school suspension.
- The student will be placed on academic probation for one year, which could preclude them from participation in an honors society and/or interscholastic activities.

SENIOR EXAM EXEMPTION POLICY

Exams count one-fifth of a semester grade. All students are required to take an exam in each course both semesters; however, a senior may request an exemption for any second semester exam if the following requirements are met:

- The senior must have a cumulative course average of at least 85 when grades and other specified criteria are compiled to determine exam exemption near the close of the fourth marking period;
- The senior must maintain a minimum fourth marking period average of 85 in the course to be exempted;
- The senior cannot have more than ten absences from the class for a year-long course and no more than five absences for a semester course;
- Religious holidays and school-related absences (field trips, SODA, school sanctioned athletics, etc.) do not count within those absences;
- In cases where a student believes an absence may be exempted, an *Exam Exemption Request Form must be filed **prior to** the date of the absence for

non-emergency absences. This includes but is not limited to religious holidays, medical procedures, etc. In an emergency situation, the form may be submitted within one week of the absence. This form is available in the front office;

- On a case by case basis, funerals may be exempted for immediate family members (including grandparents). Please be aware that documentation may be requested;
- A student who incurs a serious medical condition, including surgery, should submit a form WITH A DOCTOR'S NOTE indicating how long he/she will be out. Medical situations will be dealt with on a case-by-case basis;
- Any time spent in the Alternative School Placement (ASP) or out-of-school suspension counts as an absence for the exam exemption program;
- Three unexcused tardies to class equals one absence as related to the exam exemption program. A student may not have more than five unexcused tardies to a class to be exempt in that class;
- **More than five unexcused tardies to school makes a senior student ineligible for any exam exemption;**
- The student must attend at least 75% of a class to be counted present in that class as related to the exam exemption program;
- Any integrity violation that results in disciplinary action removes the student from the program.

***Exam Exemption Request Forms are available in the Main Office and should be submitted to the Senior Level Administrator.**

NOTE: A copy of the Policies and Regulations Manual of Henrico County Public Schools is maintained in each school

library as well as in any public library of the county and is available to students and employees as well as the public.