

If the student turns in the missing assignment to his instructor before the scheduled ICU session, he will not be required to attend. However, ICU program grading scale will be used for assignment grade.

Amendments to the CFCS Student Handbook have been made to the following pages as a result of the implementation of the ICU program: 9, 10, & 15. Please see back to view amendments.

AMENDED MAKE- UP WORK /LATE ASSIGNMENT POLICY 11/05/13

- Upon returning to school from an absence, it is the student’s responsibility to inquire about missed assignments and to complete all make-up work.
- All graded work including tests, projects, presentations, etc. should be made up within five (5) school days upon a student’s return.
- ICU will be assigned on the 6th school day after the 5-day grace period for make-up work. (At this time, the penalty scale for **MINOR** and **MAJOR assignments** will be followed.)
- If a student fails to attend ICU, he will be assigned ASD until the assignment is turned in and completed at an acceptable level. At this time, the penalty scale for **MINOR** and **MAJOR assignments** will be followed.
- Students who are absent on **deadline days** for major assignments scheduled in advance will not be penalized **if the work is submitted upon return and administration is provided with a medical excuse, proof of legal appointment, or proof of family emergency (death, hospitalization, etc.)**
- Make-up work may not be completed during class time.

AMENDED BEHAVIOR MATRIX, p. 15 11/05/13

<u>BREACH OF CONDUCT</u>	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
<u>UNPREPARED/UNPRODUCTIVE</u> Failure to complete class assignments due to sleeping in class, coming to class without materials, refusing to do work, etc	ICU Work will be completed at an acceptable standard and turned into instructor.	ASD Afterschool detention will be served for a maximum of 3 days until work is completed at an acceptable standard and turned into instructor.	OSS After the 3 rd day of ASD and failure to turn in work, student will serve OSS until parent meets with administration and work is completed at an acceptable standard and turned into instructor.