

Guidance Policy Information

Add/Drops- Students who wish to drop a class will be able to do so without notation on their report card or transcript if they drop within the first 10 weeks for a full year course and the first five weeks for a semester course.

Students who drop between weeks 10- 20 for a full year course and 6-10 for a semester course will receive a “W” on their transcript and report card signifying the course was attempted and withdrawn. The “W” will have no numerical value and not be calculated in the student’s cumulative G.P.A.

A drop at any time after these dates will result in a “WF” which will be recorded on the transcript and report card. “WF” indicates a withdrawal failure and will be calculated as a 60 or whatever the current grade is at the time of withdrawal if lower than a 60.

Independent Study- Student wishing to take an Independent Study are required to work with cooperating teacher to write a written plan for what will be accomplished in the Ind. Study (form available in guidance office). Option for Ind. Study is solely at the discretion of instructor and will be for credit and graded on Pass/Fail basis only.

Retaking Regents Exams- Students who opt to retake a Regents exam may do so at any point. Class averages will not be recalculated with new Regents grade (beginning with the class of 2010). Student will have the option of replacing the Regents grade on the transcript with the new grade and the date it was taken.

Options for making up credit for failed courses-Students have the option to retake a course in summer school or the following school year. Both the original and made up grade remain on the transcript and are included in the cumulative G.P.A. (beginning with the class of 2010)

Students who complete and fail a course may enroll in summer school at their expense or work with a certified tutor for a period of thirty hours culminating in a final exam to be

prepared by the specific high school department and receive a grade of at least 65 to receive credit. The principal must also receive a letter from the tutor stating the required hours have been met.

Courses taken outside MHS- Students who take courses outside of the high school at a community college or summer program may have that course acknowledged on his/her report card and transcript but the grade will not be counted towards their cumulative G.P.A. and rank in class.

Early Graduation- The Mattituck High School requires that any student wishing to graduate prior to their original cohort commencement date needs to follow the process outlined below. This process will ensure that each student's request is examined and that a decision is rendered that will benefit each student.

1. The students will file an application that will include the reasons why he/she wishes to graduate early. In addition, a formal letter, written by the parent, will be required.
2. Both these documents must be submitted no later than May 1st of the student's sophomore year.
3. Once approved by the Principal, Guidance will review and complete a credit check.
4. Guidance will send out teacher input forms to all academic teachers.
5. Guidance will schedule a conference with students, student's parent(s), Guidance counselor, and Principal. All criteria listed below plus teacher input forms will be considered.
6. If Principal denies request, **parent and student** may request an appeal with the Superintendent by the last day of school of the sophomore year.

Criteria:

1. All applicants will maintain a satisfactory GPA and exemplary attendance record.
2. Student must exhibit social and emotional maturity.
3. Student's attitude toward early graduation/post high school plans will be considered.
4. Students graduating early would not be considered a senior but would be recognized as a part of their original cohort. This includes but is not limited to:
 - Consideration for valedictorian/salutatorian
 - Senior privileges
 - Class rank

Incompletes- Incompletes are to be given only in the case of a prolonged absence due to sickness or other medical condition. If the situation warrants an incomplete, students will have two weeks from the end of the quarter to make up required work. Teachers will use the grade change form (available in guidance) to notify students and Guidance office of the subsequent grade change. Failure to make up work in the prescribed time period will result in a grade change to a “60” or lower if indicated by classroom teacher.

Rank in Class- While the student G.P.A. is unweighted rank in class is weighted in the following manner:

All subjects with the exception of physical education, drivers education and independent study shall be considered in class standings.

Grades in local courses and regents level courses will be multiplied by 1.0

Grades in Honors or Advanced Placement courses will be multiplied by 1.04

****Actual grades will appear on the transcript and report cards****

Class standing is determined at the following times:

Grade 10- June

Grade 11- January and June

Grade 12- January

The valedictorian and salutatorian will be identified at the end of the first semester of the senior year through the weighted ranking system. To be eligible a student must have enrolled in at least half of the Advanced Placement Courses offered at M.H.S.