

# Three Rivers School District

Code: ICAA  
Adopted: 7/10/06  
Orig. Code: ICAA

## Semester Finals for High School

### 1. Absence Due To School-Sponsored And/Or Board-Approved Educational Activities

The school administration shall work with each student, group, parents, and teachers for completion of finals for a student who shall be absent during a regularly scheduled exam period due to participation in school-sponsored activity or an educational activity approved by the school board prior to the absence. Students may take early finals, final exam by proctor, or delayed finals. Examples of school-sponsored activities shall include but not be limited to: Boys State, Girls State.

### 2. Absences Due To Non-School Sponsored Or Board Approved Activities

Students being absent during the regularly scheduled final exam period for reasons such as, but not limited to, family vacations, employment, illness, and emergencies will have the following options:

- a. Withdraw from school and receive checkout grade if transferring to another school district.
  - (1) If a student transfers to another school district within ten days prior to the semester break, the receiving school may monitor the administration of the final exams, if approved by mutual consent of both schools.
- b. Receive an incomplete with the intent to return to the same school or a school within the district at the beginning of the next semester.
  - (1) Any student who receives an incomplete shall have until the end of the following quarter to complete course requirements and receive final grades. It shall be the responsibility of the student to make arrangements to complete course requirements. Students may make arrangements to take finals during the following quarter or during summer months.
- c. Develop a plan that is acceptable to building principals.

END OF POLICY

---

#### Legal Reference(s):

[ORS 332.107](#)

[OAR 581-022-1670](#)