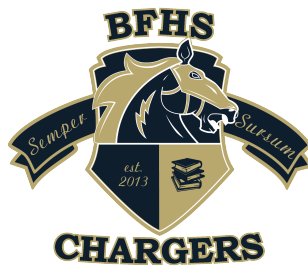


B.F.H.S.



CHARGERS

Dear Students,

With the changes in weather bringing about illnesses/ allergies, I wanted to remind you of class policies to make-up missed days so that you do not lose your participation points. Remember, you receive 1 point in-class per day each week, totaling 5 points a week, in addition to your 5 points for your scheduled day, totaling 10 points/ week. Therefore, if you are missing 2 days a week, that would put your participation at 3/5 points. On top of that, if you miss your scheduled day as well, that puts you at a total of 3/10 points for the week. In order to make those points up, you have a few choices. For missing your scheduled day, you can pick a different day to help out (i.e. if you miss Tuesday, you can help out Thursday, etc.) and you just need to notify me when you will be staying. For in-class make-up, you have a few options:

- 1. You can help out an extra 1 hour per day missed at a practice/ game that you are not already scheduled for (i.e. if you are scheduled Tuesday's, you could help an extra hour on Thursday, etc.)
- 2. You can help out our athletic secretary, Ms. Bennett, in the office with athletics-related tasks that need completed *
- 3. You can help out Mr. Strong with athletics-related tasks that need completed *

In order to make-up your missed participation, you will need to fill out a make-up request form (found on website or by asking Miss Herr). On that form, you will note which option you would like to use to make-up your participation and we will make sure that option is available. You will have 3 **school days** per missed day to make up your work starting the day after you return. For example, if you miss 1 Monday, you will have Wednesday, Thursday and Friday to make-up your work. (I understand there are not always Friday practices/games, so in that case, you would have until Monday). Following suit, if you miss Monday and Tuesday, you will have Thursday- the following Thursday to make up those points. **Please keep in mind that this process is only for missed school days, not if you lost participation for other reasons. You are permitted to make-up 5 missed- classes per quarter, however, this is not an excuse to miss class so that you may make it up another way. You must have a legitimate excuse for missing class in order to follow this process.**

As always, feel free to reach out, via email or in person, with any questions/ concerns.

Best Regards,

Miss Herr, AT ATC
Head Athletic Trainer
Benjamin Franklin High School

*** these tasks are only options when Ms. Bennett and Mr. Strong have tasks available**