

## Final Exam Exemptions

All students are required to take their trimester exams. Students may earn exemptions from their Trimester Final Exams if they qualify by meeting the criteria described below. Exemptions from Trimester Final Exams are an honor earned by students who attend school regularly, follow the student code of conduct, master the required content and demonstrate required grades. Students who qualify for trimester exam exemptions **must attend all classes during the week of Trimester Final Exams**. Qualifying students are exempt from taking the trimester exam but are not exempt from attending class.

Qualification for Trimester Final Exam Exemptions will be based on a student's attendance for each trimester during the school year. Students will qualify for an exemption in each class based on a combination of absences and minimum grade requirements.

Number of Absences must not exceed 4 per class period for the entire Trimester. Students moving in after the 3<sup>rd</sup> week in a trimester must not exceed 3 absences per trimester.

### **Minimum Average Grade and Absences Required for Trimester Final Exemptions.**

Students must obtain a grade average of 80 - 100.

Grade	Maximum number of absences
96-100%	4
90-95%	3
85-89%	2
80-84%	1
79% or below	Not Eligible for exemptions

- Students enrolled in semester courses will be required to take the semester exams.
- Dual Credit or AP Courses
  - Students are REQUIRED to take the Dual Credit Exam or AP Exam in place of the course final, there are no exemptions allowed for Dual Credit or AP Courses.
  - Students taking a Dual Credit/AP exam for the course in consideration will not have an additional final exam in that class
  - All students enrolled in a Dual Credit/ AP course will take the Dual Credit/AP Exam for the course in consideration.
  - Dual Credit/AP courses are considered college level courses; therefore, they are not eligible for exemptions.
- Students who have earned an exemption for a class may choose to take the Trimester Exam and have the exam count in their Trimester grade if it improves their grade for the course. ☒
- Absence from any single class period or an entire day will trigger a phone call to the number on file to notify the family of an absence. Each Tardy to single classes accumulates where **3 tardies to a single class converts to 1 absence for that class and would be used towards exemptions.**
- Written verification of the absence must be received by the school within two (2) days of a student's return to school.
- Each new trimester, all student's absences and tardies begin anew with no absences or tardies.

### **Attendance Coding Adjustments:** ☒

- On occasion, a teacher may mark the wrong attendance code for a student. Example: Student marked Unverified- Unexcused when the student is participating in a recognized not counted against eligibility. Adjustment to such errors should be completed according to the following guidelines:

### **Attendance Correction Process:**

- At the end of each grading cycle (6 weeks), the number of absences per class will be posted. ☒
- At the end of each grading cycle, attendance corrections must be made within 5 calendar days. ☒
- An exemption status list will be posted at the end the 11<sup>th</sup> week of each trimester for students to review. ☒
- Any corrections for the grading cycle for each trimester must be turned in within five (5) school days of the 11<sup>th</sup> week posting. Attendance coding adjustments will not be made past this deadline. ☒

- Please refer to the Chart below for additional clarification. ☒ ☒

**Attendance Code & Exemption Implications:**

**Eligibility 1:** Any class period marked with an absence code from this column will **NOT** be counted for exam exemption eligibility. Even if a student has more than three absences in a class period from this column, she/he may be eligible for exam exemptions.

**Eligibility 2:** Each and every class period marked with an absence code **WILL** be counted as one of the absences counted to determine eligibility for exemptions. *Any single class period with more than 4 absence from this column do NOT qualify for an exam exemption.*

Code	Description	Not Counted Against: Eligibility 1	Counted Against: Eligibility 2
A	Absence-Excused		X
B	ACC Testing	X	
C	Co-Curricular School Related Absence	X	
D	Under Doctor Care		X
E	Failure to Attend		X
F	Other Instruction on Campus	X	
G	Homebound Services	X	
H	Medical Appointment-Parent Note		X
I	Medical Appointment-Doctor Note	X	
J	Funeral/Memorial	X	
K	Unverified-Unexcused		X
L	Nurse Sent Home		X
M	Nurse Sent Home- <b>FEVER</b>	X	
N	Appealed Absence-Approved by Attendance Committee		X
N	Suspension/Sent Home		X
O	Late to Class but Present	X (3=1 Absence)	
P	Unexcused Absence		X
Q	Hours made up-Excused Absence		X
R	Religious Holiday	X	
S	Extra-Curricular School Related Absence	X	
1	College Visit x 2	X	
2	Testing i.e. AP/Dual Credit	X	
3	State Approved Non-Absence	X	
4	Truant on Campus		X
5	Late Excused Absence (3=1 Absence)		X
6	Late Unexcused Absence (3=1 Absence)		X
7	Hours made up-Unexcused Absence		X

**It is the student's responsibility to ensure all absences and tardies are up to date. If the student believes a discrepancy exists they need to bring it to the attention of the teacher within the designated time frame.**