

Junior/Senior

WUHS Exam Exemptions –2nd Semester 2018-2019

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| Who is eligible? | All full-time (5 scheduled classes minimum) juniors and seniors who meet eligibility requirements. |
| What are the grade requirements? | A student must maintain a minimum of A- grade both quarters preceding the exemption. The A- grades apply to AP courses as well. |
| Is parent permission required? | Yes. Forged signatures will result in loss of exemptions for the semester and a Saturday detention will be assigned. |
| What are the attendance expectations? | A student can accumulate no more than five (5) days family-requested absences, and a student can accumulate no more than five (5) family-requested absences from the exempted class period. No more than 5 total absences. Zero (0) unexcused absences is permissible in the two quarters preceding the exemption. This rule includes pre-excused absences. Two (2) college visits are permissible in the two quarters preceding the exemption with the required “Post High School Exploration Documentation” form. |
| What are the behavioral expectations? | A student may not accumulate any written office referrals or in/out of school suspensions in the two quarters preceding the exemption. |
| How many exemptions can I have in one semester? | A student may exempt a maximum of two (2) exams in a semester. However, students may not exempt both semesters of a year-long class. |
| When does the exemption need to be used? | An exemption must be used during the exam period of the semester it was earned- no carry over. |
| In which classes can exemptions be used? | An exemption may be used in both core and elective classes, yet not classes offered through other educational institutions (Gateway, Parkside, etc.) |
| How is the final grade figured? | The final grade for the class is the average of the two quarter grades. The exam grade will be “ex” or excused in the electronic gradebook and not count against a student’s semester grade. |
| What is the procedure for obtaining an exam exemption? | <ol style="list-style-type: none"> 1) Students must make a determination of the exams they are eligible to exempt. 2) Students will obtain the Exam Exemption Approval Form online or from the main, guidance, or attendance office starting May 23. 3) Students’ parent/guardian must sign the exemption form before obtaining other signatures – forged signatures will result in loss of exemptions for the semester and a Saturday detention will be assigned. 4) Students must obtain a signature from the instructors of the courses whose exams they plan to exempt. 5) Students must return the Exam Exemption Approval Form to the main office for approval no later than May 29 (by 3:45pm) – No exceptions. 6) Upon turning in the required form, the student’s name will be added to a list indicating they have met all the requirements. That list will be distributed to staff. Students can verify that they have received an exam exemption from their teacher. 7) Administration will contact students who do not qualify initially. 8) Students who fail to maintain the grade, attendance, or behavioral expectations will lose the eligibility for their exam exemption(s). <ul style="list-style-type: none"> - Teacher contacts parent if a student’s grade falls below expectation - Dean of Students contacts parent if attendance or suspension falls below expectation - Associate Principal contacts parent if behavior falls below expectation |

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Exam Exemption Approval Form – 2nd Semester 2018-2019

Step 1 – Obtain parent/guardian signature on form after reading the reverse side which explains the requirements and process for WUHS Exam Exemptions. **Forged signatures will result in a loss of exemptions for the semester and a Saturday detention will be assigned.**

Step 2 – Obtain your instructor’s signature for the course(s) you plan to exempt.

Step 3 – Return the signed form to the main office for approval– **no later than Wednesday, May 29 by 3:45pm.**

Step 4 – Teachers will receive a list of students who qualify for an exam exemption.

Step 5 – If you do not meet the criteria initially, administration will inform you.

Forged signatures will result in loss of exemptions and a Saturday detention will be assigned

Print: Student Name/Grade _____

Student Signature _____

Parent/Guardian Signature _____

Class Title/Class Period/Teacher Signature for Exam 1:

Class Title/Teacher Class Period Teacher Signature

Class Title/Class Period/Teacher Signature for Exam 2:

Class Title/Teacher Class Period Teacher Signature

Completed by Administration

Meets criteria _____

And

Added to Student List _____

Does not meet criteria _____

And

Student contacted _____