

## Junior/Senior Exemptions

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 <b>A-</b> grade for both quarters preceding the exemption. The A- grades apply to AP courses as well.
Is parent permission required?	Yes. <b>Forged signatures will result in loss of exemptions for the semester and a Saturday detention will be assigned.</b>
What are the attendance requirements?	A student can accumulate no more than five (5) days of family-requested absences, and a student can accumulate no more than five (5) family-requested absences from the exempted class period. No more than five total absences. Zero (0) unexcused absences are 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 Documentation form submitted.
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 <b>may not</b> 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 overs.
In which classes can exemptions be used?	An exemption can be used in both core and elective classes, yet not classes offered through other educational institutions (Gateway, UW course)
How is the final grade figured?	When using an exemption, the final grade for the class will be the average of the two quarter grades. The exam grade will be entered as “EX” or excused in the electronic gradebook and does not count toward the student’s semester grade.
What is the procedure for obtaining an exam exemption?	<ol style="list-style-type: none"> <li>1. Students must make a determination of the exams they are eligible to exempt.</li> <li>2. Students will obtain the Exam Exemption Approval Form online, or from the Main, Guidance, or Attendance offices</li> <li>3. Students’ parents/guardians must sign the exemption form before obtaining teacher signatures. <b>Forged signatures will result in loss of exemption for the semester and a Saturday detention will be issued.</b></li> <li>4. Students must obtain a signature from the instructors of the courses whose exams they plan to exempt.</li> <li>5. Students must return the fully-completed Exam Exemption Approval Form to the main office no later than 3:45 pm on the due date. <b>No exceptions!</b></li> <li>6. Upon turning in the required form, the student’s name will be added to a list indicating they have met the requirements. That list will be distributed to staff. Students can verify that they have received an exam exemption from their teacher.</li> <li>7. Administration will contact students who submitted a form, but do not qualify.</li> <li>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"> <li>-Teacher will contact student and parent if a student’s grade falls below expectation.</li> <li>-Administration will contact student and parent if student does not meet attendance or behavioral expectations.</li> </ul> </li> </ol>