

TO: All High School Students
FROM: Darren Hartry, Principal
SUBJECT: Semester Exam/Attendance Policy
DATE: May 13, 2009

TEACHERS-PLEASE READ TO ALL STUDENTS!

Semester Exam Schedule:

Students will only be required to attend school during periods in which they are scheduled to take a semester exam. Students are required to take each exam during the scheduled class time. The only instance in which a student may be allowed to change testing times will be if a student has four exams scheduled on the same day. If this is the case, with mutual consent of the student, teacher and an administrator, one exam may be moved to the other exam day. Students must remain in their testing classroom for the entire period. No passes allowed! In the case of an emergency, please intercom the office for administrative approval.

Attendance Policy:

Students who have maintained a "B-" 80% each quarter of the semester and have accumulated three or fewer days of absences in any given course, have accumulated less than 5 discipline points and have accumulated less than 5 tardies may be exempt from taking final exams for the course that semester. All absences (excused, unexcused, medical, funeral, suspension, alternative educational placement, etc.) count toward the accumulated total. A student who qualifies to be exempt from semester exams may choose to take the exam; but, the exam will only count towards his/her final grade if it will improve the grade. The exam can not lower the student's grade. PARENTS OF EXEMPTED STUDENTS MAY REQUIRE THEIR STUDENT TO TAKE THE EXAMS. Students taking accelerated courses must take the first semester exam. The exemption policy will apply to the second semester exam. Students who are not eligible for the semester exam exemption due to absences, and feel that they have extenuating circumstances have the right to appeal to the Principal for a review. The Principal, upon request, will review the circumstances and make a determination. The Principal's decision can be appealed to the Superintendent.

On occasion, students receive educational services in an off-campus setting. These dates will not effect semester exam exemption eligibility. The office/Mrs. McMahan will notify teachers of students in the above situations and the dates involved. Due to confidentiality concerns the location and reason for the above scenarios can not be divulged.

A.E.P. dates: students missing class due to being assigned to A.E.P. will effect their semester exam exemption eligibility. The administration feels that even though A.E.P. time is not recorded as an absence it should count towards semester exam exemption eligibility.

The teachers' attendance is the official absence record.

Recording absences on absence slips:

When teachers take attendance during semester exams, please export on the computer or on the slips any students who are absent from your class who are supposed to be there and taking your exam. Do not list the students who are exempt from taking the exam and are not present.