

JM Exam Exemption Policy 2024-2025

The goal of this exam exemption policy is to encourage regular attendance, positive behavior, and academic achievement. Exam exemption is an all-or-nothing policy. In other words, a student will either qualify for exemption, which exempts the student from all exams, or they will take every exam.

Students who are taking Honors, AP, CTE, or Dual Credit courses may be required to take an exam at the conclusion of the semester, but these exams will be given prior to the exam days.

Students who wish to obtain exam exemption status at the conclusion of each semester must meet the following criteria:

Academics:

- Students must have a GPA of 2.75 or greater
- Students must be passing every course with at least a D. An F in any course means that a student will take exams for all courses.

Discipline:

- A student who receives ISS or OSS will be disqualified from exam exemption.
- Lunch detention does not disqualify a student from exam exemption. However, continued rule breaking will lead to progressive discipline. This means that breaking the same rule over and over will eventually lead to ISS or OSS, and disqualification from exam exemption.

Attendance:

- Students can miss no more than 4.5 days of school to be considered for exemption. Half days are counted in this total. This means 4.5 days absent or fewer. If a student misses five days, or more, the student is no longer exempt.
- All absences, excused or unexcused, are considered in the total. This policy differs from the county attendance policy. A doctor's excuse will count as an excused absence for the county attendance policy. An absence with a doctor's excuse, however, will count towards one of the 4.5 days a student can miss for exemption status. Therefore, if a student misses more than 4.5 days, even with doctor's excuses, they will not be exam exempt. A chronic absence form does not excuse days for the purpose of exam exemption.
- The only absences that are considered excused for the purposes of this policy are for the following reasons:
 - o Attendance at a school approved function (athletics, club trips, etc.)
 - o College Visits: Limit of 2 per semester. Must have proof of visit returned to the school within two school days of the visit.
 - o Loss of immediate family or guardian
- Tardy to school will be handled in discipline.
- Early dismissals* will count as a half day towards the total of 4.5 (athletics, work release, and other school-approved dismissals will not count against the student).
 - o *Steps to have an afternoon doctor's appointment early dismissal excused for **exam exemption** are as follows: Step 1: Student must depart for the appointment **after 1:18 PM**; Step 2 - Student must submit (via school official email) a prearranged doctor's appointment to Mr. Marling (jmarling@k12.wv.us), Mr. Hartle (jhartle@k12.wv.us), Mrs. Rine (chelsea.rine@k12.wv.us), AND Mrs. Owens (cara.owens@k12.wv.us) (Each person must be on the email); Step 3 - After the appointment, the student must send a copy of the doctors excuse from the doctor's office via the same student email account within three days of the appointment to the same school officials above. Any failure to follow all three steps of this process will result in the appointment not being excused for the purposes of exam exemption.