

Elkhart High School

Exemption Policy

Students in grades 9-12 must meet the following criteria to be eligible for semester/final exam exemption in each class:

1. Students must have a passing average(C or 70 or above) each six-weeks of the semester.
2. Absences (Codes A, D, U, S):
 - a. 90-100 semester average* with 3 absences per semester(one may be unexcused)
 - b. 80-89 semester average with* 2 absences per semester
 - c. 75-79 semester average with* 1 absence per semester

The following attendance codes will not count towards absences:

E - Extracurricular	O – Other School Activity	M – Medical Excused Partial Day
F – Funeral	C – Court	T - Tardy
H – Detention	J - ISS	

3. Additional guidelines that apply to any student wanting to be exempt from finals:
 - a. No unexcused absences(except one for 90-100 avg.) or truancies from the class
 - b. No *In School Suspensions(ISS), Out of School Suspensions(OSS), or AEP assignments in any class

*One ISS assignment of 2 days or less may be negated through community service assigned by an administrator after the assigned ISS is fulfilled.

-This exemption policy does not excuse a student from attending school.

-Students that are exempt from all classes the day of semester/final exams must report to the office before 10AM for attendance purposes.

-The only excused absence on semester/final exam days will be with a doctor's note or prior arrangements made with the principal.

-An exempted student's final average may be raised but not lowered by choosing to take the semester/final exam.

-The gymnasium will be used for exempt students that are at school.

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Guidelines for reporting to school on Exam Days

- 1) If you are Exempt from all classes on Exam Day:
 - You must report to the office to sign-in before 10 AM. Once you sign-in you are free to leave.

- 2) If you are not Exempt from all classes on Exam Day:
 - You must report to school before your scheduled exam times and be in class for the entire period.

Guidelines for signing out of school early on Exam Days

If you are at school and finished with your exam, at the end of class you may leave school if:

- 1) You have been signed out in the office by someone on your registration card.
 - This is consistent with our policy we use throughout the school year.

Or:

- 2) You have a completed Exempt Student with Parking Permit permission slip.
 - You must get this permission slip from Coach Mays and turn it in to the office before you will be allowed to sign out.

**We will not accept parent/guardian notes, emails, or phone calls to sign students out.

**Exempt students that are at school must report to the gymnasium.

For Seniors:

*We will use working averages at the end of the day on Tuesday, May 24th, as the semester average for determining exemptions

*Students should know if they are exempt no later than the end of the day Thursday, May 26th

*Teachers will turn in a list of exempt students to the office by the end of the day Thursday, May 26th

*All absences up until exam day will be counted and can change your exemption status