



St. Francis High School Semester Exam Exemption Procedures

Purpose: Semester exams are given to students to assess retention of knowledge and skills retained over an 18 week period. A secondary purpose is to prepare students for post-high school experiences where exams over extended periods of time (semesters or quarters) are the norm. The purpose of the Semester Exam Exemption Policy is to reward students for excellence in their course work for a semester; to reward students with exemplary attendance and behavior for the semester or to reward students for exceptional effort on the WKCE test.

PROCEDURES

Freshmen: No exemptions

Sophomores: Sophomores who score advanced or proficient on two (2) or more of the 4 areas being tested in October – November can earn one (1) exemption Semester II exam.

1. The exemption must be in one of the area(s) where the student scored advanced or proficient.
2. The student must be earning a C or better in the class they are exempting (2 weeks prior to the exam).
3. Students will receive a semester exam exemption form from their homeroom teacher.
4. The student must sign the exemption form, procure the signature from the teacher of the class they are exempting and return it to the principal office prior to the implementation of the semester exam schedule.
5. The student must NOT have any suspensions for the second semester to earn the exemption.

Juniors: Maximum of 1 exemption per semester

1. Students who have attained a semester grade of an A average in a course are entitled to an exemption, provided they have no administrative detentions or suspensions for the semester.

(OR)

Students who have exhibited exemplary attendance and behavior can exempt one semester exam per semester in a course per year provided they are passing that class. Exemplary attendance and behavior is defined to be **2 or less excused absences per semester with no unexcused tardies, no unexcused absences, no administrative detentions and no suspensions.** If there is a question about an unexcused tardy or unexcused absence, the student must see the specific teacher to verify the records.

Note: School-sponsored absences are not counted as absences.

2. Only one exemption per semester in a course may be elected.
 - *Students cannot elect to exempt the same course semester exam both semesters.
 - *Students who are enrolled in an AP course cannot exempt the first semester exam.
 - *All students who qualify for an exemption, must attain a semester exam exemption form signed by the teacher of the course. This form **MUST** be turned in to the Principal prior to implementation of the semester exam schedule.
 - *If a course is only a semester in length, it can not be exempted from the semester exam.
3. Exemptions are not automatic. Should the behavior of a student during the final week of the semester interfere with the learning process, s/he waives all rights to an exemption.

Seniors: Maximum of 2 exemptions per semester

1. Students who have attained a semester grade of an A average in a course are eligible to exempt the final exam (2 course maximum), provided they have no suspensions for the semester.

(OR)

Students who have exhibited exemplary attendance can exempt two semester exam per semester in a course per year provided they are passing that class. Exemplary attendance is defined to be 2 or less excused absences per semester with no unexcused tardies, no unexcused absences and no suspensions. If there is a question about an unexcused tardy or unexcused absence, the student must see the specific teacher to verify the records.

Note: School-sponsored absences are not counted as absences.

2. A maximum of 2 exemptions per semester may be elected. Students cannot elect to exempt the same course semester exam both semesters.
3. Students who are enrolled in an AP course cannot exempt the first semester exam.
4. Semester exams must be written and/or performance-oriented and approved by the principal 1 week prior to the exam schedule.
5. The exam will test the material or skills developed throughout the 18-week semester.
6. Exams will account for 20 % of the semester grade.
7. All students who qualify for an exemption, must attain a semester exam exemption form signed by the teacher of the course. This form must be turned in to the Principal prior to implementation of the semester exam schedule.
8. If a course is only a semester in length, it can not be exempted from the semester exam.
9. Exemptions are not automatic. Should the behavior of a student during the final week of the semester interfere with the learning process, s/he waives all rights to an exemption.

FINAL NOTE: The process involved in determining the students that qualify for exam exemptions is an involved process that requires the cooperative efforts of the entire school community. The front office and student services (guidance) office are responsible for getting the exemption information to students and teachers. However, this process is not immune to incidental oversights and it is the student's responsibility to advocate for his/herself relative to concerns or questions he/she might have about exemptions. Concerns/questions should be directed to the teacher about grades and to the Dean of Students about attendance or discipline.