

EXEMPTION POLICY

*In the Fall Semester, 9th grade students can exempt **one** class, 10th grade students can exempt **two** classes, 11th grade students can exempt **three** classes, and 12th grade students can exempt **four** classes.*

Students receive only one (1) exemption card.

If they lose the card, they lose the privilege of exempting this semester.

1. District Policy for Exemption Eligibility - An exempting student must have:
 - A. 3 or Fewer Absences (Remember: 3 tardies = one absence) College days and field trips do not count against their exemptions.
 - B. Grade of 80 or above when averaging 1st, 2nd and 3rd six weeks grades
 - C. No “U” in conduct for the class exempting (***An office referral must have been made for students that have received a “U” in conduct***)
 - D. No suspension or ALC placement for this semester
 - E. Returned Government, Economics, Psychology and Sociology textbooks to the bookroom or pay for the textbook at the bookroom. A student wishing to exempt must present a Pink receipt showing either the book is returned or paid for before receiving a teacher signature.
 - F. Paid fees and fines with Rita Elrod, the Finance Secretary.

2. Exemption Timeline
 - A. December 10th, 11th, 12th Students pick up exemption cards at lunch. Present cards to their teachers for signatures.
 - B. Monday, December 15th All Exemption cards must be returned to the attendance office **by 2:45 p.m.**

3. Exemption Reports
 - A. Attendance Report (Ready December 9th)
 1. Go to TAC, RC Link, Summary to see attendance for that class up until Dec. 9th. The report will not update, so after Dec. 9th the teacher will have to record additional absences that may cause the student not to be exempt.
 - B. Grade Report
 1. Go to TAC, Score, Click “Averages” button, wait for report, this shows current 3rd 6 wks avg. and projected Semester Average

4. On Exam Day
 - A. Teachers mark exempt students absent. If this absence makes the 4th absence, it will not count against the student for exemption purposes.
 - B. Exempting students have three choices:
 1. They may enjoy late arrival if exempting a morning exam.
 2. They may leave after the morning exam if exempting afternoon exam.
 3. They may sit in Commons during time of exam exempted.

5. Remind students that when returning to school Tuesday, January 6th, they will report to their **Fall** 1st period class to pick up their **Spring** schedules.

6. On December 19th grades are due by 12:30 p.m. and we will celebrate the Holiday Season with a luncheon in the Commons.