**LAMAR JUNIOR HIGH FINAL EXAM EXEMPTION PROCEDURES**

**Spring 2018**

1. **District Exemption Policy:**

* No more than 3 absences in the class period.
* An 80 or above in class to be exempted (average 4th, 5th and 6th).
* No more than 3 office referrals, with no more than 1 assignment to ISS not to exceed 3 days. No assignments to ALC or suspensions. (2nd Semester)
* No outstanding fees/fines (library, cafeteria, textbooks, etc.).
* **Any absences, reduction in grade below 80, fine, or discipline referral after the exemption declaration may negate the exemptions.**

1. **Questions?**

Students who have a question or need assistance during the exemption process may go to their grade level administrator’s office.

1. **Where do I go if I exempt a final but need to remain on campus?**

Students who exempt a final exam will report to that class to receive a pass to come to the cafeteria during that exam.

1. **When do I receive my Spring 2017 Exemption Form?**

Student exemption forms will be distributed during Houses on May 23rd.

1. **Where do I turn in my Exemption Form?**

Exemption forms must be turned in by 4:00 p.m. on May 31st. Forms must be turned into the grade level administrator’s office. Forms will not be accepted after the deadline. **NO EXCEPTIONS**.

1. **Fines/Fees/Textbooks**

Students who have fines/fees for textbooks, library, or cafeteria must be cleared by May 31st. Students may clear fees/fines from 7:45 a.m. to 4:00 p.m. immediately (students should not use class time to clear fees/fines). Grade level administrator's office will clear textbooks. To pay library fines see librarian and to pay cafeteria fees go to cafeteria.

1. **Can I exempt ELA, Math, Science or Social Studies?**

Students may exempt a core final during Fall 2017 and Spring 2018 as long as junior high exemption requirements are met (see above).

**8. Can I exempt my elective or extra-curricular class (athletics, CTE, fine arts)?**

Yes, students may exempt their elective or extra-curricular class if the exemption requirements have been met, the coach/director approves the exemption and the exemption counts toward the student exemption limit.

**9. Which type of absences do NOT count toward my 3 absence limit? On**

The following attendance codes are the **ONLY** absences that **DO NOT** count toward your exemption maximum of 3 or less absences for exemption privileges.

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| --- | --- | --- | --- |
| **Y-CI** | **Chronically ill** | **Y-FT** | **Field Trip** |
| **Y-CL** | **College Visit (Junior or Senior only)** | **Y-HB** | **Homebound** |
| **Y-CR** | **Required Court Appearance** | **Y-HD** | **Religious Holy Day** |
| **Y-CZ** | **Citizenship Application or Naturalization Oath Ceremony** | **Y-MD** | **Medical-doctor’s note, must attend partial day** |
| **Y-DC** | **Dual Credit Class** | **Y-ML** | **Military Visit** |
| **Y-EL** | **Election Clerk (Must be at least 16)** | **Y-OC** | **Off Campus** |
| **Y-FP** | **Family & Protective Services court ordered activity or appt** | **Y-UL** | **UIL Event** |

**11. Final Exam Make-up Dates & Information (must be pre-arranged with approval).**

Students who miss final exams must schedule their exam with their teacher prior to leaving for the break. Make-up exams will be administered June 8th from 8:00AM – 4:00PM or June 11-June 15th from 8:00AM – 12:00PM.