

# LEAMAN JUNIOR HIGH FINAL EXAM EXEMPTION PROCEDURES

## Fall 2022

### 1. **District Exemption Policy:**

- An 80 or above in class to be exempted (average 1st, 2nd, & 3rd six weeks).
- 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.
- No outstanding fees/fines.
- Reductions in grade below 80, fine, or discipline referral after the exemption declaration may negate the exemptions.
- No more than three unexcused absences in a class. Days missed because of approved school-related or school-sanctioned activities shall not count against a student. Compulsory attendance still applies for students. Any student placed in quarantine by an outside entity (physician, County, parent, etc.) will need to provide documentation to the campus for the absences to be excused.

### 2. **Questions?**

Students who have a question or need assistance during the exemption process may go to their grade level administrator's office. If we are unable to immediately answer your question – we will resolve your question/concern within 24 hours.

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

Students who exempt a final exam but require transportation to or from campus and are therefore on campus during the exempted time period must immediately report to their classroom and will remain in that classroom. **Absences for a student during their exemption class period will not be held against the student for further exams.**

### 4. **When do I receive my Fall 2022 Exemption Form?**

The Final Exam Exemption process will open in Skyward on **Friday, Dec. 2<sup>nd</sup>**. See the attached instructions on how to select which classes the student will exempt. LCISD has provided a video as well on how to select exemptions: [https://www.youtube.com/watch?v=2jF0\\_rnhSQk](https://www.youtube.com/watch?v=2jF0_rnhSQk)

### 5. **When & Where do I turn in my Exemption Form?**

All students must have their Final Exam Exemptions completed in Skyward by **Tuesday, Dec. 6<sup>th</sup>**. Forms will not be accepted after the deadline. No exceptions.

If you have a question, or have trouble filling out the form, reach out to your grade level assistant principal for help. 8<sup>th</sup> Grade Derek Getschow [derek.getschow@lcisd.org](mailto:derek.getschow@lcisd.org) or 7<sup>th</sup> Grade Jimitra Granger [jimitra.granger@lcisd.org](mailto:jimitra.granger@lcisd.org). Assistant Principal Karl Carlton can also help [kcarlton@lcisd.org](mailto:kcarlton@lcisd.org).

### 6. **Holds/Fines/Fees/Textbooks & Equipment**

Students who have a hold, fine, fee, textbook or equipment fee must clear their fine by **Friday, Dec. 9<sup>th</sup> @ 9:00 AM** to avoid losing their exemption.

### 7. **Can I exempt ELA, Math, Science or Social Studies both semesters?**

Students may exempt a core final exam during Fall and Spring 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. **Final Exam Make-up Dates & Information (must be pre-arranged with approval).**

Final exam make-up dates begin on **Tuesday, January 3<sup>rd</sup>** (8:00 AM – 4:00 PM) and run through **Friday, January 6<sup>th</sup>** (8:00 AM – 4:00 PM). Students who have excused absences due to extenuating circumstances and notify teachers prior to the absence are eligible for the make-up exam dates in January. Failure to show for a final exam without prior approval from Mr. Semmler (Principal) will result in a 0 for the final exam grade. Make-up exams will be held with the classroom teacher.

### 10. **May I take a final exam prior to the first final exam administration on Tuesday, Dec. 13<sup>th</sup>?**

If a teacher can work it out to take the exam in advance, this is fine, but due to test security and fairness, you may be required to attend the Final Exam makeup sessions January 3<sup>rd</sup> – 6<sup>th</sup>. (see above).