

TO: Faculty, Staff, and Senior Students  
FROM: Tommy Garcia and Windy Barker  
DATE: January 19, 2010  
SUBJECT: Senior Exemptions for Final Exams—Effective January 19, 2010

The following policy is in effect for the second semester of the 2009-2010 school year for seniors who wish to be exempted from final exams. There will be **no** senior exemptions until May/June 2010—i.e., absences will count for each full year or semester class the student is still taking during the months of May and June. This exemption policy will be administered on a course-by-course basis; thus, a senior may be exempted from each course in which he/she meets the following criteria:

1. The student has three (3) or fewer days of excused or unexcused absences during the spring (a full year class) or second semester (semester class).

*The following do NOT count as absences and do NOT count against the three-day limit for exemptions during the spring semester:*

- *Excused school business (SB)*
- *Health-related (H) absences: As per Page A-2 in the 2009-2010 Student-Parent Handbook—"A student who has a documented appointment with a health care professional during regular school hours will be considered present all day for every class if the student has attended a portion of that school day."*
- *College Visit (CV) days: Students may take a maximum of two college visit days during their senior year. In order to receive the CV attendance code, the student must submit a completed College Visit form (available in the counselors' office), including all required signatures, three days prior to the visit, AND must provide documentation from the college that the visit did occur upon his/her return to school (no later than the third day after the absence).*

2. The student's average for the spring (a full year class) or second semester (semester class) must be an eighty (80) or higher (may round off 79.5 or greater).
3. A student's conduct grade in that class for the second semester is satisfactory or better.
4. A student who is eligible for exemption may take the exam if he/she desires. If the student chooses to take the exam, it will be counted. The student does not have the option of rejecting the grade.
5. Students who have been assigned to the Alternative School anytime during the spring semester are ineligible for exemptions.
6. Students who are more than 15 minutes late to your class are to be counted absent. This counts against their eligibility for exemption from their finals.
7. ***Absences may not be made up in Attendance Recovery for senior final exam exemption purposes.***
8. "Seniors who are exempt from final exams are not exempt from being counted absent from school. Seniors who are exempt from taking the finals but are not in attendance **will be marked absent**. These absences **will be considered excused absences**. These absences **will not be held against exempt seniors for purposes of perfect attendance recognition at graduation**. These absences **will not negate their exemptions from the exams (due to more than 3 absences)**." (Per policy found in the Student-Parent Handbook on Page B-14.)

All applicable absences for the entire spring semester, from January 19, 2010 through May 28, 2010, will be counted toward this policy. Please be sure your seniors are aware of this policy.