

MILLS GODWIN SENIOR EXAM EXEMPTION POLICY

SENIOR EXAM EXEMPTION POLICY

Exams count one-fifth of a semester grade. All students are required to take an exam in each course both semesters; however, a senior may request an exemption for any second semester exam if the following requirements are met:

- The senior must have a cumulative course average of at least 85 when grades and other specified criteria are compiled to determine exam exemption near the close of the fourth marking period;
- The senior must maintain a minimum fourth marking period average of 85 in the course to be exempted;
- The senior cannot have more than ten absences from the class for a year-long course and no more than five absences for a semester course;
- Religious holidays and school-related absences (field trips, SODA, school sanctioned athletics, etc.) do not count within those absences;
- In cases where a student believes an absence may be exempted, an *Exam Exemption Request Form must be filed **prior to** the date of the absence for non-emergency absences. This includes but is not limited to religious holidays, medical procedures, etc. In an emergency situation, the form may be submitted within one week of the absence. This form is available in the front office;
- On a case by case basis, funerals may be exempted for immediate family members (including grandparents). Please be aware that documentation may be requested;
- A student who incurs a serious medical condition, including surgery, should submit a form WITH A DOCTOR'S NOTE indicating how long he/she will be out. Medical situations will be dealt with on a case-by-case basis;
- Any time spent in the Alternative School Placement (ASP) or out-of-school suspension counts as an absence for the exam exemption program;
- Three unexcused tardies to class equals one absence as related to the exam exemption program. A student may not have more than five unexcused tardies to a class to be exempt in that class;
- **More than five unexcused tardies to school makes a senior student ineligible for any exam exemption;**
- The student must attend at least 75% of a class to be counted present in that class as related to the exam exemption program;
- Any integrity violation that results in disciplinary action removes the student from the program.

***Exam Exemption Request Forms are available in the Main Office and should be submitted to the Senior Level Administrator.**

NOTE: A copy of the Policies and Regulations Manual of Henrico County Public Schools is maintained in each school library as well as in any public library of the county and is available to students and employees as well as the public.