

High School Exam Incentive Program

Mid-term and Final Exams will be given in each high school course. To encourage scholarship, good attendance, and good behavior students may earn an exemption from mid-term and final exams based on grades, days absent, and suspensions.

Scholarship and Attendance:

To be exempt from a mid-term or final exam a student must meet the following grade and attendance standards.

SEMESTER AVERAGE*

A
B
C

MAXIMUM DAYS ABSENT**

4 days absent – Excused or Unexcused
3 days absent – Excused or Unexcused
2 days absent – Excused or Unexcused

*Semester Average calculated by averaging the letter grade of the two term grades and then rounding down in accordance with the county grading policy. (Example: A “B” is worth 3 grade points and a “C” is worth 2 grade points so the average is a 2.5. Round down and the semester average would be a C)

Note: An E in either marking term will disqualify the student from exam exemption

**Days absent will be determined by official school attendance, not class attendance. Half days are rounded up.

Behavior:

A student with one or more days of out of school suspension will be required to take exams regardless of grade or attendance.

General Provision:

A student may choose not to participate in the exam incentive program. A student may wish to take exams regardless of meeting the exemption criteria to improve his/her semester average. Example:

	1 st Term	2 nd Term	Exam	Sem. Ave.
Exempt and <u>takes</u> exam	B	C	B	B
Exempt <u>does not take</u> exam	B	C	C	C

Administrative Procedures:

Attendance accountability will begin on the first day of official school attendance in August and the first day of the second semester in January.

Cumulative days absent will be totaled six (6) days before the first day of mid-term and final exams. This will allow for distribution of attendance tallies to teachers, distribution of exam exemption notification, teacher and parent sign-off, and submission to the main office.

If the exempt student fails to maintain attendance or grade eligibility during the period between running the attendance and the exam, the individual teachers will notify the student and parent by phone call or written notice that the student is no longer exempt from the exam.

A letter notifying parents of the exam incentive program will be distributed at the beginning of the school year.

Exam schedules will be announced by the principal.

Teachers will take class attendance during exam days.

A parent note is required for the student to leave the building.

If the student is not exempt during a period, he/she is expected to be in class. If the student skips the exam, he/she earns an E for the exam.

If a student is exempt from the mid-term exam, his/her 2nd marking term grade will be recorded as the mid-term exam grade. If a student is exempt from the final exam, his/her 4th marking term grade will be recorded as the final exam grade.