



## Rothesay High School's Exemption Policy

2023 - 2024

A student may exempt an exam or final assessment **in one course** (*at the discretion of the teacher*) if the student only has a **maximum of one late assignment or in-class assessment** per class.

- The allowance for one late takes into account that students are occasionally sick and will be late writing a test or completing an assignment.
- More than one late assignment or late in-class assessment in any class will result in ineligibility to exempt in all classes.
- Students must be passing all 5 courses to obtain an exemption.
- Cell Phone Policy Adherence – a student will be ineligible for the exemption if they reach stage 4 of the Cell Phone Policy.

Notes:

1. **Extra-Curricular/Co-Curricular Absence** –
  - a. Students missing class due to co-curricular and extracurricular activities are expected to pass their assignments in on time. If they are scheduled to be away from school on the day of an in-class assessment, students are **expected to notify their teacher in advance and make alternate arrangements for the assessment.**
  - b. Missed in class assessments as a result of school programming will not count when completed immediately upon the student's return to class.
2. **Options to write Final Assessment** - A student who earns an examination exemption but chooses to write the examination **may take the mark reflected by the higher of the two options.** In other words, the examination mark would be included in the calculation of the final grade if a higher grade is the result. If the examination results in a lower grade, the examination mark is not included in the calculation of the term's work.
3. **Other unexpected absences** - Students who are absent from school for legitimate reasons (illness, bereavement, etc.) are required to stay caught up in their assignments via Teams and submit them on time. We understand that there will certainly be some circumstances that will prevent this from happening.

**Procedure:** Exemption forms will be available in the office. The need to be signed by all subject teachers indicating they do not have more than one late or incomplete assignment. Teachers will indicate late assignments in PowerSchool.

**These will be due back to the office by January 12<sup>th</sup> for semester 1 and May 31 for semester 2.**