



December 13, 2017

To Parent(s)/Guardian and Student:

The end of first semester is fast approaching and with it exam exemptions. Exam exemptions are a privilege to be earned by students. Each student is eligible for an exemption in one class if he/she meets all of the following criteria:

- Students shall be enrolled full time with a minimum of six (6) classes.
- Students shall have no more than **5 (five) absences** in any given class per semester. Attendance codes "S" (special attendance) and "P" (Present) do not count as absences.
- Students will have no discipline or attendance referrals.
- Students shall have no fees or fines due.
- Students shall not have any overdue library materials.
- Students shall earn at least a B average in the class in which he/she wishes to take the exemption.

On Monday, December 18th, all students will receive notification via their school email informing them of their exam exemption status. If your student is not eligible, the reason(s) for ineligibility will be noted. Details related to absences and student fees are viewable by logging onto your Skyward Family Access.

Outstanding fees may be paid in-person in the High School Office (C-101) or by mail anytime up to **Friday, January 12, 2018**. Checks should be made payable to Nicolet High School. **Library fines must be paid directly to the library.**

Students that do not qualify for an exam exemption may submit an appeal to the high school office by 2:30 p.m. on Wednesday, January 3rd. Exam Exemption Appeal forms are available now in the High School Office. Results of the appeal will be available on Friday, January 5th.

If you have any further questions or concerns, please contact Amy Lee in the high school office at 414-351-7522 or via email at amy.lee@nicolet.us.

Sincerely,

Gregory M. Kabara, Ph.D.

Principal



2017-2018 NICOLET HIGH SCHOOL EXAM EXEMPTION CRITERIA AND PROCEDURES

EXAMS

Every course will have a final evaluation of achievement as part of the course. This evaluation may be in the form of a written exam or a project. The final exam is a mandatory assessment for all students unless an exemption is earned in accordance with school board policy. Failure to complete a final examination for a course will result in a grade of zero for the examination.

EXAM EXEMPTIONS

Exam exemptions are a privilege to be earned by students who have demonstrated academic achievement, good citizenship and responsible behavior at Nicolet.

Exam exemptions are intended to and have proven to provide the following:

- an incentive for students to perform well academically in their classes,
- encourage and reward courteous and responsible behavior, and
- encourage fiscal responsibility of students toward school, in that it promotes payment of all fees and fines

General Exam Exemption Criteria

- Students earn one exam exemption per semester, not to be repeated in the same course second semester.
- Students shall be enrolled full time with a minimum of six (6) classes.
- Attendance, discipline or academic problems occurring after the exam exemption is given shall result in loss of exam exemption.
- Student shall have two quarter grades in the same course/level in order to be eligible for an exemption.
- Students enrolled in Advanced Placement (AP) classes must take the 1st semester exam in that course. These students may elect to exempt the second semester exam if they are eligible.
- The student must earn at least a B average in the class in which he/she wishes to take the exemption.
- Students shall have no fees or fines due.
- Students shall not have any overdue library materials.
- Students will have no discipline or attendance referrals.
- Students shall have no more than five (5) absences in any given class per semester. Attendance codes "S" (special attendance) and "P" (present) do not count as absences.

Senior Exam Exemption – Second Semester

- Seniors with a "C" average or higher for second semester classes will have the option to exempt the semester exam. The second semester grade will be determined by averaging the two quarter grades.
- Seniors with a grade below a "C" average will be required to complete the second semester exam to determine if they earn credit for the course and are eligible for graduation.
- Seniors must be in good standing for attendance and discipline. Nicolet administration reserves the right to deny exam exemptions based on poor attendance, truancy, or behavior during second semester.

Appeals Process

A student shall submit an application for appeal to the High School Office in the event of extenuating circumstances resulting in the loss of the exam exemption. These rules apply to all courses and departments.

- Student shall explain why she/he should be eligible for an exam exemption. Evidence and explanation shall be submitted in writing.
- A teacher or administrator knowledgeable about the specific concern may write a recommendation that would be included in the appeal.

The Appeals Committee; consisting of two students, two faculty members, and one administrator; shall review all appeals. Student confidentiality will be maintained. The decision of the appeals committee is final.



2017-2018 SEMESTER 1 EXAM EXEMPTION APPEAL

Last Name

First Name

ID Number

Grade

This appeal form must be submitted to the high school office by 2:30 p.m. on Wednesday, January 3, 2018. The appeals committee, which consists of two students, two faculty members and one administrator, is not responsible for gathering information to support your appeal. Appeal results will be available on Friday, January 5, 2018, in the high school office. **Results of the appeals committee are final!**

REASON FOR APPEAL

- OVER 5 (five) absences in a given class period
- FEES
- OTHER

EXPLANATION OF APPEAL (attach any evidence or further explanation)

The appeals committee met on Thursday, January 4th and decided: Appeal Granted Appeal Denied

DUE TO HSO ON WEDNESDAY, JANUARY 3, 2018 BY 2:30PM



2017-2018 EXAM SCHEDULE FOR SEMESTER 1

Tuesday, January 16th	Time
Resource	7:23-7:50
Period 1 Exam	8:00-9:50
Break	9:50-10:40
Period 2 Exam	10:50-12:40
Regular Bus Routes Depart	12:50

Wednesday, January 17th	Time
Resource	7:23-7:50
Period 3 Exam	8:00-9:50
Break	9:50-10:40
Period 5 Exam	10:50-12:40
Regular Bus Routes Depart	12:50

Thursday, January 18th	Time
Resource	7:23-7:50
Period 6 Exam	8:00-9:50
Break	9:50-10:40
Period 7 Exam	10:50-12:40
Regular Bus Routes Depart	12:50

Friday, January 19th	Time
Resource	7:23-7:50
Period 8 Exam	8:00-9:50
Regular Bus Routes Depart	10:00

- Students will have exams in the morning only and will leave at 12:50 p.m. Buses will pick up students at their normal time in the morning and will leave at 12:50 p.m. to return students home on Tuesday, Wednesday, and Thursday of exams. On Friday, the buses will return students home after the 8th hour exam at 10:00 a.m.
- Breakfast may be purchased until 11:00 a.m. each day. No lunch will be served on exam days.
- Students only need to attend if they have an exam. Students that are waiting for an exam to begin must wait in the cafeteria.
- The resource period before the first exam each day at 7:23-7:50 a.m. is recommended for students taking the first exam of each day. The first exam begins promptly at 8:00 a.m.
- There is no late admittance to exams. Students must be on time for exams – **no exceptions**. Students that are late to exams will need to schedule a make-up time with their teacher afterwards.
- No transportation will be provided for make-up exams.
- Students should return books to the library after their exams.



2017-2018 SEMESTER 1
Request for Alternate Exam Date(s)

Student Name: _____

Reason for Rescheduling: _____

STEP 1 – Fill in **Class Period** & **Class Exam to Reschedule** columns, parent signature and return to high school office.

Parent's Signature: _____

STEP 2 - If approved, principal will sign and you proceed to step 3.

Principal's Signature: _____

STEP 3 – Work with teacher to schedule make-up exam(s) by Thursday, June 11th. Make-up exams may be taken before or after the regularly scheduled final exam.

IT IS UP TO THE FACULTY MEMBER'S DISCRETION AS TO WHEN THE EXAM MAY BE TAKEN!

STEP 1		Class Exam to Reschedule	Make-up Date	Teacher Signature (Only sign if Principal has signed)
Class Period	Class Exam to Reschedule			

STEP 4 – Return completed alternate exam date(s) request to the high school office.