

**Cinco Ranch High School**

**Fall Semester  
Exams 2017**

**Attached is important information about upcoming semester exams and exemptions.**

## Procedures to Earn Fall Semester Exam Exemptions

Semester exam exemptions will be offered during Fall Semester for the 2017 – 2018 school year.

Below are exemption procedures for Fall Semester.

Due to the disruption of the Instructional Calendar caused by Hurricane Harvey, consideration of attendance for the purpose of exam exemptions for the fall semester shall be limited to the second and third grading periods. If a student is a late enrollee and has not been in attendance in any school, he/she is not eligible for first semester credit and exemptions unless/until he/she completes the requirements established by the individual campus attendance committee. For those students enrolling from other districts/states who have previously attended a school, their attendance for this year will be considered in determining eligibility. If more than three days of school have been missed as absence and/or for moving, the student will not be eligible for fall semester exemptions.

Students may earn exemption status by reaching the following standards during the first semester:

- meet the district's grade standards for the **1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup>** six-weeks and application requirements (see **bolded** section below)
- meet the district's attendance standards for the **2<sup>nd</sup> and 3<sup>rd</sup>** six-weeks and application requirements (see **bolded** section below)
- have **NO** conduct grade of U in any class
- have no Level 2, 3, 4, or 5 offenses (as outlined in KISD Discipline Plan and Student Code of Conduct) that result in more than a combined total of six (6) hours of any type of detention, or any in-school or out of school suspension, or higher consequences
- owe no fines or fees

**District grade, attendance and application requirements for earning exemption status:**

**Course average of A (90 – 100) with no more than 3 absences**

**Course average of B (80 – 89) with no more than 2 absences**

**Course average of C (75 – 79) with no more than 1 absence**

-A student may not exempt a class in which he/she has an N in conduct

-For exemption purposes, three tardies to a class will equal one absence

-Classes are independent of one another for attendance and grades

-Students must meet campus requirements related to submission deadlines and verification procedures for securing their exemptions

Ninth grade students may exempt one exam\*

Tenth grade students may exempt two exams\*

Eleventh grade students may exempt three exams\*

Senior students may exempt three exams during the fall semester and all exams during the spring semester\*

**\*With the exception of seniors, students cannot exempt the same class both semesters. In other words, spring semester exam exemption class must be different than the fall semester class, except seniors.**

**Juniors who are enrolled in the face-to-face AP US History course and who take the AP US History Exam will be eligible for one additional exempted exam for AP US History in the spring semester. To be eligible, the student must sit for the AP US History Exam and cannot have exempted the AP US History final in the fall semester. Students must meet all other grade, attendance and behavior requirements for this exemption.**

Except for the exam period for which a student has been granted an exemption, **students are required to attend school during exam week for all classes/courses (academics, band, choir, study hall, student assistant, athletics, etc.)**

**NOTE: HCCS dual-credit courses CANNOT be exempted.**

**▶▶▶ A student who meets all requirements except the attendance requirement may apply for an exception consideration of 1 – 2 additional absences if the student believes these resulted from extenuating circumstances. See the grade level principal for the application. ◀◀◀**

## CRHS FALL SEMESTER EXAM SCHEDULE 2017

**No semester exams will be given prior to the December 12 period 7 exam.** However, once semester exams have begun, you may let a student take your exam early. Example: The student tells you that they will be absent on December 15 and will miss your period 4 class. This student has exempted their period 7 exam on December 12 and could come to your period 7 class on December 12 to “make up” the exam which you are giving your period 7 class. Even though the student is in your period 4 class, you may allow this. **But, you must mark them absent on December 15 even though they are taking the test on December 12.**

**All students taking exams are required to remain in your classroom for the entire exam period!!**

**Do not count students exempting your semester exam ABSENT. Instead enter a K code. Count other absences as usual.**

Students are required to attend school during exam week for all classes/courses (band, choir, study hall, student assistant, athletics, etc.) unless an exam exemption has been earned in that specific class. Students must use an exemption if they do not want to attend an assigned study hall.

**It is imperative that you keep an accurate list of students exempting your exams.**

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### **Friday, December 1**

Fines and fees cleared before exemption cards are distributed

### **Monday, December 4**

- Teachers, sponsors and grade level AP's mark exemption cards for fine/fees.
- **All teachers who have classes with course fees MUST sign off through the front office that all course fees have been collected or mark the student's card for the outstanding course fee due.**
- If you do not mark the cards, the students will be able to pick up their cards.

### **Wednesday, December 6 & Thursday, December 7**

- Exemption cards distributed during all lunches in both commons.
- **Teachers will not accept cards with modified teacher signatures without explicit confirmation from the teacher whose name has been modified.**

### **Thursday, December 7**

- Last Day to turn in Students' Exception for Exemption Applications to grade level A. P.

### **Monday, December 11**

- Exemption cards due to A. P. office by 3:00 pm.

### **Tuesday - Friday, December 12 - 15**

- Exam Days

# SEMESTER EXAM INFORMATION

## Fall 2017

### Missed Exams

#### ***If a student misses the regularly scheduled final exam:***

Teachers are required to make parental contact, notifying the parent of the missed exam and the next opportunity for a student to take the exam. Please make every effort to get the student to take the exam prior to December 15<sup>th</sup>. Teachers are responsible for proctoring all exams by January 12<sup>th</sup>.

#### ***If a student does not take the final exam by January 12<sup>th</sup>:***

Teachers are required to make parental contact, notifying the parent of the missed exam and the assigned make-up date (see dates below). Advise the parent of when and where the test will be administered. For electives, you may choose either day to tell the student when to test, but please indicate on the test the date the student will report.

#### **SCHEDULE FOR MAKE-UP SEMESTER EXAMS FOR FALL SEMESTER 2017-2018**

- |              |  |
|--------------|--|
| January 3-12 | Students complete make-up finals with teachers.  |
| January 16   | Semester Exams not made up by this time should be submitted to Patty Uchytel. Indicate the student's name, class and teacher on both the student's exam and the answer document if one is provided.  |
| January 17   | ELA, SS, Electives testing in the front office. Testing begins promptly at 3:00 pm. Students will have 1 hour and 50 minutes to complete the exam.   |
| January 18   | Math, Science, Electives testing in the front office. Testing begins promptly at 3:00 pm. Students will have 1 hour and 50 minutes to complete the exam.   |
| January 19   | Completed exams will be returned to the teacher for grading purposes.  |
| <b>Note:</b> | <b>January 17 and 18 are the final testing dates. These are the only offered testing dates. If your student has not made arrangements with you to take the test by January 12<sup>th</sup>, please contact the student's parent/guardian and inform them of the make-up testing dates.</b> |



# **CINCO RANCH HIGH SCHOOL**

## **FALL SEMESTER EXAM SCHEDULE 2017**

### **Monday, December 11<sup>th</sup> – Full Day**

Regular schedule, no exams

### **Tuesday, December 12<sup>th</sup> – Full Day [All students must attend classes through 5th period]**

Period 1 – Class            7:25 – 8:20  
 Period 2 – Class            8:27 – 9:17  
 Period 3 – Class            9:24 – 10:14

A LUNCH  
**Lunch**    10:14 - 10:44  
**Period 4** 10:51 - 11:44  
**Period 5** 11:50 – 12:19

B LUNCH  
**Period 4** 10:20 – 11:14  
**Lunch**    11:14 - 11:44  
**Period 5** 11:50 – 12:19

C LUNCH  
**Period 4** 10:20 - 11:14  
**Period 5** 11:20 – 11:50  
**Lunch**    11:50 – 12:19

Period 7 – Class            12:25 – 12:45 (Review)  
**PERIOD 7 – EXAM**        12:45 – 2:35

### **Wednesday, December 13<sup>th</sup> – Full Day [All students must attend 4<sup>th</sup> and 5th period]**

Period 1 – Class            7:25 – 8:17 (Review)  
**Period 1 – Exam**            8:24 - 10:14

A LUNCH  
**Lunch**    10:14 - 10:44  
**Period 4** 10:51 - 11:44  
**Period 5** 11:50 – 12:19

B LUNCH  
**Period 4** 10:20 – 11:14  
**Lunch**    11:14 - 11:44  
**Period 5** 11:50 – 12:19

C LUNCH  
**Period 4** 10:20 - 11:14  
**Period 5** 11:20 – 11:50  
**Lunch**    11:50 – 12:19

Period 6 – Class            12:25 – 12:45 (Review)  
**PERIOD 6 – EXAM**        12:45 – 2:35

### **Thursday, December 14<sup>th</sup> – Full Day [All students must attend 4<sup>th</sup> and 5th period]**

Period 2 – Class            7:25 – 8:17 (Review)  
**PERIOD 2 – EXAM**        8:24 – 10:14

A LUNCH  
**Lunch**    10:14 - 10:44  
**Period 4** 10:51 - 11:44  
**Period 5** 11:50 – 12:19

B LUNCH  
**Period 4** 10:20 – 11:14  
**Lunch**    11:14 - 11:44  
**Period 5** 11:50 – 12:19

C LUNCH  
**Period 4** 10:20 - 11:14  
**Period 5** 11:20 – 11:50  
**Lunch**    11:50 – 12:19

Period 3 – Class            12:25 – 12:45 (Review)  
**PERIOD 3 – EXAM**        12:45 – 2:35

### **Friday, December 15<sup>th</sup> – AM ONLY**

Period 4 – Class            7:25 – 7:37 (Review)  
**PERIOD 4 – EXAM**        7:37 – 9:27  
 Period 5 – Class            9:37 – 9:45 (Review)  
**Period 5 – EXAM**            9:45 – 11:35 (Buses will run after the 11:35 bell)

