

Cinco Ranch High School

**Spring
Semester
Exams
2018**

Attached is important information about upcoming semester exams and exemptions.

Procedures to Earn Spring Semester Exam Exemptions

**Semester exam exemptions will be offered during Spring Semester for the 2017 – 2018 school year.
Below are exemption procedures for Spring Semester.**

If a student is a late enrollee and has not been in attendance in any school, he/she is not eligible for 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 semester exemptions.

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

- meet the district's grade standards for the **4th, 5th, and 6th** six-weeks and application requirements (see **bolded** section below)
- meet the district's attendance standards for the **4th, 5th, and 6th** 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 SPRING SEMESTER EXAM SCHEDULE 2018

No semester exams will be given prior to the May 21st 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 May 24th and will miss your period 4 class. This student has exempted their period 7 exam on May 21st and could come to your period 7 class on May 21st 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 for 4th period on May 24th even though they are taking the test on May 21st.**

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 and tardies 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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May 7th

- Fines and fees cleared before exemption cards are distributed

May 8th May 9th

- 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.**

May 9th

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

May 10th and May 11th

- 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.**

May 18th

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

May 21st through May 24th

- Exam Days

SEMESTER EXAM INFORMATION

Spring 2018

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 May 25th. Teachers are responsible for proctoring all exams by May 25th.

If a student does not take the final exam by May 25th:

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 SPRING SEMESTER 2017-2018

May 24th & May 25th Students complete make-up finals with teachers.

May 25th 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. **A calculator must be provided if needed for an exam.**

May 30th ELA, SS, Electives testing in the front office. Testing begins promptly at 8:00 am. Students will have 1 hour and 50 minutes to complete the exam.

May 31st Math, Science, Electives testing in the front office. Testing begins promptly at 8:00 am. Students will have 1 hour and 50 minutes to complete the exam.

Note: May 30th & May 31st 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 May 25th, please contact the student's parent/guardian and inform them of the make-up testing dates.

CINCO RANCH HIGH SCHOOL

SPRING SEMESTER EXAM SCHEDULE 2018

Monday, May 21st – 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

<u>A LUNCH</u>		<u>B LUNCH</u>		<u>C LUNCH</u>	
Lunch	10:14 - 10:44	Period 4	10:20 – 11:14	Period 4	10:20 - 11:14
Period 4	10:51 - 11:44	Lunch	11:14 - 11:44	Period 5	11:20 – 11:50
Period 5	11:50 – 12:19	Period 5	11:50 – 12:19	Lunch	11:50 – 12:19

Period 7 – Class 12:25 – 12:45 (Review)

PERIOD 7 – EXAM 12:45 – 2:35

Tuesday, May 22nd - Full Day [All students must attend 4th and 5th period]

Period 1 – Class 7:25 – 8:17 (Review)

Period 1 – Exam 8:24 - 10:14

<u>A LUNCH</u>		<u>B LUNCH</u>		<u>C LUNCH</u>	
Lunch	10:14 - 10:44	Period 4	10:20 – 11:14	Period 4	10:20 - 11:14
Period 4	10:51 - 11:44	Lunch	11:14 - 11:44	Period 5	11:20 – 11:50
Period 5	11:50 – 12:19	Period 5	11:50 – 12:19	Lunch	11:50 – 12:19

Period 6 – Class 12:25 – 12:45 (Review)

PERIOD 6 – EXAM 12:45 – 2:35

Wednesday, May 23rd – Full Day [All students must attend 4th and 5th period]

Period 2 – Class 7:25 – 8:17 (Review)

PERIOD 2 – EXAM 8:24 – 10:14

<u>A LUNCH</u>		<u>B LUNCH</u>		<u>C LUNCH</u>	
Lunch	10:14 - 10:44	Period 4	10:20 – 11:14	Period 4	10:20 - 11:14
Period 4	10:51 - 11:44	Lunch	11:14 - 11:44	Period 5	11:20 – 11:50
Period 5	11:50 – 12:19	Period 5	11:50 – 12:19	Lunch	11:50 – 12:19

Period 3 – Class 12:25 – 12:45 (Review)

PERIOD 3 – EXAM 12:45 – 2:35

Thursday, May 24th – 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)