



Fall Semester Exams 2019

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 2019 – 2020 school year.
Below are exemption procedures for Fall Semester.**

Semester exam exemptions will be offered for students who have met the state's 90% attendance requirement, which means they must have enrolled **on or before August 26, 2019**. If a student has not been in attendance in any school and enrolls after the above date, 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 and attendance standards for the **1st, 2nd, and 3rd** 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 90 – 100 with no more than 3 absences (excused or unexcused)

Course average of 80 – 89 with no more than 2 absences (excused or unexcused)

Course average of 70 – 79 with no more than 1 absence (excused or unexcused)

-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.**

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.).

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.

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 2019

No semester exams will be given prior to the December 17th 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 20th and will miss your period 4 class. This student has exempted their period 7 exam on December 17th and could come to your period 7 class on December 17th 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 20th even though they are taking the test on December 17th.**

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 6th

Fines and fees cleared before exemption cards are distributed

Monday, December 9th, & Tuesday, December 10th

- 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 11th & Thursday, December 12th

- 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 12th

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

Monday, December 16th

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

Tuesday - Friday, December 17th – 20th

- Exam Days

SEMESTER EXAM INFORMATION

Fall 2019

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 20th. Teachers are responsible for proctoring all exams by January 15th.

If a student does not take the final exam by January 14th:

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 2019

- January 7-14 Students complete make-up finals with teachers.
- January 15 Semester Exams not made up by this time should be submitted to Kayla Owens. Indicate the student's name, class and teacher on both the student's exam and the answer document if one is provided.
- January 16 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 17 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 20 Completed exams will be returned to the teacher for grading purposes.

Note: January 16th and 17th 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 14th, please contact the student's parent/guardian and inform them of the make-up testing dates.



CINCO RANCH HIGH SCHOOL

FALL SEMESTER EXAM SCHEDULE 2019

Monday, December 16th – Full Day

Regular Schedule, No Exams

Tuesday, December 17th – 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 18th – 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

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 19th – 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

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 20th – 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)