

Pilot Point High School

Semester Exam Schedule Spring 2011

Exemption Process

Understand that Exemptions are a PRIVILEGE, not a RIGHT. Not following this process exactly may mean you will not be allowed to exempt.

Step 1: Fees and Fines NO exemption forms will be given to students owing outstanding fees and fines or who are not eligible for exemptions. Please see the office if you have questions about not receiving a form. If you owe money, now is the time to clear your debt or you will not be allowed to pick up an exemption form.

Step 2: Exemption Forms Distributed to Students in Advisory on Monday, May 9, 2011

Students will pick up their Exemption Form. Only one exemption form will be distributed. Please do not lose your form. Get your exemption forms signed early. If you wait until the last day, your teacher may not be available to sign it and then it will be too late. Students will take their exemption form to their individual teachers. Teachers will only sign the form if the student is exempt from their subject area. Please follow the information on the back of your form for number of eligible exemptions per grade level. Exempting for more tests than allowed will invalidate the form and no exemptions will be approved.

Step 3: Take the form home and visit with parent/guardian about exemption decision. **Get your parent/guardian signature on the form.** Not getting the form signed will disqualify you for exemptions.

Step 4: Turn in exemption form to the Front Office basket by Thursday, May 12, 2011, at 3:45 p.m. All selections are final when the form is turned in.

Step 5: The office will check exemption forms and report final list to teachers on Monday, May 16, 2011.

Step 6: Finals begin: Monday, May 23, 2011

Monday, May 23, 2011: Periods 1, 3, 5, and 7

Tuesday, May 24, 2011: Periods 2, 4, 6, and 8

May 16 through May 20 - Review Classes: All students will attend all reviews even if exempt from that particular exam.

Monday, May 23-Periods 1, 3, 5, and 7

All students must report to their advisory teacher for attendance; please see time below. Students may leave campus if they are exempt from their exams with a note from their parent/guardian. Please report to the cafeteria if exempt from the tests and staying at school.

1 st Period Exam	8:00 – 9:30 a.m.
Advisory (Attendance)	9:40 – 10:00 a.m.
3 rd Period Exam	10:05-11:35 a.m.
Lunch	11:35 – 12:15 p.m.

5 th Period Exam	12:20 – 1:50 p.m.
7 th Period Exam	1:55 – 3:25 p.m.

Tuesday, May 24 – Periods 2, 4, 6, and 8

All students must report to their advisory teacher for attendance; please see time below. Students may leave campus if they are exempt from their exams with a note from their parent/guardian. Please report to the cafeteria if exempt from the tests and staying at school.

2 nd Period Exam	8:00 – 9:30 a.m.
Advisory (Attendance)	9:40 – 10:00 a.m.
4 th Period Exam	10:05-11:35 a.m.
Lunch	11:35 – 12:15 p.m.
6 th Period Exam	12:20 – 1:50 p.m.
8 th Period Exam	1:55 – 3:25 p.m.

IMPORTANT INFORMATION

- Students are not allowed to take exams early under any circumstance(s).
- Students exempt from all tests need to report to your advisory class on Monday and Tuesday.
- No one will be allowed to leave early from any exam period.
- In order to avoid disruptions during the testing sessions, parents/guardians will not be allowed to sign students out during an exam period.
- To leave campus AFTER an exam/review session, a student must have a note from their parent/guardian or a parent/guardian must come to the office to sign them out.
- Semester exams are 1/7 of your semester grade.
- Student dress code and discipline will be strictly enforced.
- Closed campus during lunches except for Texas Scholars and Dual Credit students.
- “No shows” for exams will receive zeros. In case of illness or extenuating circumstances, a parent or guardian must contact the administration prior to the beginning of the exam, 940-686-8740, ext 225.
- Students will not be allowed to go up and down the hallways unless they are attending tutorials and/or examinations.

FINAL NOTE: The process involved in determining the students that qualify for exam exemptions is an involved process that requires the cooperative efforts of the entire school community. The front office and administration are responsible for getting the exemption information to students and teachers. However, this process is not immune to incidental oversights and it is the student’s responsibility to advocate for his/herself relative to concerns or questions he/she might have about exemptions. Concerns/questions should be directed to the teacher about grades and to the assistant principal about attendance or discipline. Reminder: Parent signature is required on the exemption form.

SEMESTER EXAM EXEMPTION POLICY

High school students maintaining high grades and having excellent attendance may be exempt from semester exams by meeting the following standards:

1. Each class stands separately; a student may be exempt if:
 - He/she has no absences and a 75 average or higher
 - He/she has no more than two absences and an 80 average or higher
 - He/she has no more than three absences and a 90 or higher average
2. All averages are rounded up.
3. No exceptions will be made for absences or tardies (3 tardies = 1 absence). School sponsored absences do not count against students for exemption qualifications.
4. Students are responsible for being on time for exams and must stay the entire period.
5. A student may have one office referral and still be exempt. A student who has two discipline assignments and/or a DAEP referral will be required to take all semester exams.
6. Must not owe money to the District for cafeteria, fines, fees or library books.
7. College days for juniors and seniors (up to 2 days and approved 3 days in advance by the principal) will not count against the students for the purpose of exemption from semester exams. Documentation from the college will be needed to excuse absence.
8. Even if exempt, students can still take their exams to improve their average.
9. Exemption policy by grade level:
 - *9th grade: 1 elective and 1 core class
 - *10th grade: 2 electives and 1 core class
 - *11th grade: 2 electives and 2 core classes
 - *12th grade: Four classes in the fall; all classes eligible in the spring

Revised 5/2010 per campus improvement committee