

J.P. Taravella High School Mid-Term Exam Exemption 2018-2019

TEACHER INSTRUCTIONS:

- 1.) 5th period teachers will distribute the 2-part form and “Student Instructions” on Tuesday, December 4th.
- 2.) Students may only receive 1 copy of the form – make sure you have enough for each student and have them sign off as receiving one.
- 3.) In order to approve the student’s exam exemption, the teacher inserts the “Exempted Exam Grade,” the “Final Semester Grade,” and his/her signature within the appropriate period.
- 4.) Students have been instructed to obtain teacher signatures on their Exemption form by the deadline. Forms are due to their 5th period teacher by Wednesday, December 12th, by 8:30 am. Students may turn in forms early.
- 5.) If your grades are incomplete (tests/assignments are still scheduled) or if the student’s grade cannot be determined to be a “B” or higher, please **DO NOT** sign the student’s Exam Exemption Form.
- 6.) Please be prepared to make exam exemption form decisions for A-Day Classes by Tuesday, December 11th, and B-Day classes by Monday, December 10th.
- 7.) After teacher signatures are obtained, the Exam Exemption form **MUST BE SIGNED** by the student and parent.
- 8.) The completed white copy of the form (with original teacher and parent/guardian signatures – no photocopies will be allowed) must be returned to the student’s 5th Period teacher no later than 8:30 am on Wednesday, Dec. 12th, 2018.
- 9.) Have the students print/sign & date the student sign off sheet to document that they submitted the form on time.
Alphabetize all white copies of the forms before turning them into Student Affairs with the student sign-off sheet.
- 10.) Students keep the yellow copy as their pass to leave campus at the end of the exam periods.
- 11.) If a student’s grade changes after the exam exemption form has been turned in for processing, the teacher must immediately
 - a) notify the student and the parent that he/she is required to take the exam and
 - b) email Dr. Warkentien that the exemption has been withdrawn.
- 12.) Exam exemptions will be entered into Trekker. Once it is complete, teachers will be able to access their rosters and view which students are exempt from their exams. If you track which student forms you have approved and signed, you will **STILL** need to view the database in case the student doesn’t obtain all required signatures and/or abide by the deadline.
- 13.) Students who ride the school bus or are on campus will be directed to report to their exempted class.
- 14.) Once the exam exemption database is complete/ teacher will be able to enter exam grades on Pinnacle for students who are listed on the exam exemption database in Trekker. Enter “EE” in Pinnacle attendance for those students who were exempt from your exam. Grades must be completed and finalized in Pinnacle by January 11, 2019.

USE THE CHART BELOW TO DETERMINE EXAM GRADE AND THE SEMESTER GRADE (with exemptions applied):

1 st /3 rd Quarter Grade	2 nd /4 th Quarter Grade	*Exempted Exam Grade (with exemption applied) This grade must be entered in Pinnacle Gradebook for the Semester Exam	**Final Semester Grade (with exemption applied)
A	A	A	A
A	B+	B+	B+
A	B	B+	B+
B+	A	B+	B+
B+	B+	B+	B+
B+	B	B	B
B	A	B+	B+
B	B+	B	B
B	B	B	B

Teacher Name: _____

5th Period Teachers 18-19 Mid-Term Exam Exemption Form **Student Sign-Off Sheet**

*Teachers please have the students in your 5th period class print their first and last name when they receive their exam exemption form, sign and date when they submit the form to you on 12/12/18. This will document that they submitted their exam exemption form to you and on time. This sheet will be collected with your 5th period exam exemption forms on WEDNESDAY, DECEMBER 12th, by 8:30 am. Please Alphabetize the WHITE COPIES and send with this form (Students keep Yellow Copy).

Print Student Name
(RECEIVED BLANK COPY)

Signature
(TURNED IN COMPLETED FORM)

Date

22. _____

23. _____

24. _____

25. _____

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41. _____

18-19 Exam Exemptions

5th Period Teachers

Please distribute student instructions & mid-term exam exemption forms (2-Part Form)

On Tuesday, 12/4/18, during 5th period

Student Sign-off sheet and teacher instructions are attached. Students should PRINT when they receive their form and then SIGN & Date when they submit. This will help clerical track the forms.

Exemption forms are due by 8:30 am on 12/12/18 to 5th period teacher

(White Copy is turned in & recorded on student sign-off sheet. Yellow Copy is kept by student and needed to leave campus)

J.P. Taravella High School Mid-Term Exam Exemption 2018-2019

STUDENT INSTRUCTIONS:

1. 5th Period teachers will distribute the 2-part Mid-Term Exam Exemption Form and Student Instructions to all students by Tuesday, December 4th, 2018. Students may exempt up to three (3) Mid-Term Exams. In order to be approved to exempt a Mid-Term, you must earn a grade of “B” or higher in a class for the quarterly marking period. Advanced Placement exams cannot be exempted.
2. On the Exam Exemption form, the student must write in the PERIOD, EXAM DATE/TIME, and SUBJECT in PERIOD ORDER for up to three exemptions. Also, complete the section for Study Hall and/or Online Classes. Attendance to study hall is not mandatory UNLESS the student rides the school bus. Any student that leaves campus after an exam will not be allowed back to catch a school bus.
3. Have your teacher(s) approve the exam exemption by inserting your exempted exam grade, your semester grade, and teacher signature within the appropriate period.
4. Teacher Signatures for exam exemptions may be obtained through Tuesday, December 11th, 2018, to meet the December 12th 5th period deadline.
5. After teacher signatures are obtained, the exam exemption form MUST BE signed by you and your parent/guardian.
6. The WHITE COPY of the form (with original teacher and parent/guardian signatures) must be returned to your 5th period teacher NO LATER THAN WEDNESDAY, DECEMBER 12th, by 8:30 am. NO EXAM EXEMPTION FORMS will be accepted after this date and time. NO excuses or exceptions will be allowed. If there are any concerns with meeting the deadline, make sure to turn it in early.
7. The YELLOW COPY of the form is to be kept by the student. This is your pass to leave campus at the end of the exam period if you are walking home or being picked up. Students will not be permitted to leave without their yellow copy. NO photocopies will be allowed. All exempted students must leave campus immediately.
8. Prior to the administration of the Mid-Term Exam, it is the student’s responsibility to verify with the teacher of his/her chosen exempted exams that he/she has been approved to exempt the exam. Each teacher will be able to access the Exemption database after the processing of all Exemption Forms.
9. Students must choose their exemptions wisely:
 - a. If you have chosen to exempt an exam but your quarterly grade falls below a “B” (because of tests, quizzes, or assignments that were given after the exemption was approved), then your exemption will be withdrawn, and it is your responsibility to study and be present for the Mid-Term Exam.
 - b. If you have chosen to exempt specific exams, you will not be able to change your decision after your form has been submitted, even if you become ineligible to take an exam after the due date.
 - c. Remember, the RESPONSIBILITY of: 1) choosing your exemptions wisely, 2) obtaining all required signatures (teacher, parent/guardian, and your own) on the exemption form, 3) turning in the WHITE COPY of the Exam Exemption ON TIME, 4) verifying with each teacher that you are still approved to exempt their exam (even after submitting the Exemption Form), and 5) keeping the YELLOW COPY rests solely with you, the student.
10. Students who ride the school bus home from school must report to their exempted classes for the period if they need to catch their bus after school. Students may not leave campus and come back expecting to catch their bus.
11. NO Early sign-outs will be permitted during exam period.

1st/3rd Quarter Grade	2nd/4th Quarter Grade	*Exempted Exam Grade (with exemption applied) This grade must be entered in Pinnacle Gradebook for the Semester Exam	**Final Semester Grade (with exemption applied)
A	A	A	A
A	B+	B+	B+
A	B	B+	B+
B+	A	B+	B+
B+	B+	B+	B+
B+	B	B	B
B	A	B+	B+
B	B+	B	B
B	B	B	B

Mid-Term Exam Week Bell Schedule 18-19

Monday, 12/17 is a regular "A" day

Tuesday, 12/18	Period 1 Exam	7:40 - 9:30
	Period 2 Exam	9:40 - 11:30
	Grab + Go Lunch	11:30 - 11:50
	Bus Departure	11:50 - 12:00
	*Make Up Exams	1:00 - 2:40
Wednesday, 12/19	Period 3 Exam	7:40 - 9:30
	Period 4 Exam	9:40 - 11:30
	Grab + Go Lunch	11:30 - 11:50
	Bus Departure	11:50 - 12:00
	*Make Up Exams	1:00 - 2:40
Thursday, 12/20	Period 5 Exam	7:40 - 9:30
	Period 6 Exam	9:40 - 11:30
	Grab + Go Lunch	11:30 - 11:50
	Bus Departure	11:50 - 12:00
	*Make Up Exams	1:00 - 2:40
Friday, 12/21 (Early Release)	Study Hall	7:40 - 8:14
	Period 7 Exam	8:22 - 10:12
	Period 8 Exam	10:20 - 12:10
	Grab + Go Lunch	12:10 - 12:30
	Bus Departure	12:30 - 12:40
	*Make Up Exams	1:00 - 2:40