

Semester Exam Schedule for May 22nd and 23rd

MHS will have 1st,2nd,4th, 5th period exams on Wednesday, May 22nd and 6th-9th period exams on Thursday, May 23rd. Students that are taking exams are not allowed to sign out during exams unless approved by administration.

Mrs. Holloway and Mr. Reed have prepared an attendance list that includes ISS and DAEP students. Please take a look at the list and follow these steps:

1. Look at the student's number of absences for your class period.
2. Check the student's average for your class.
3. Determine whether the student is exempt from your exam or will be taking it. Please refer to the Exemption policy if needed. Mrs. Holloway and I are ready to help if questions arise.
4. **Notify the student if they will be taking the semester exam or not by Thursday, May 16th or sooner if possible for underclassmen. Notify Senior by Thursday, May 9th.**
5. **Send a master list of exempt/not exempt students to the office by Thursday, May 16th for each of your classes.**

*** **Helpful hints:** Make up an exemption ticket ahead of time with student information on it to share with your student.

*** If a student is not on the attendance list, they do not have any absences.

Students who are eligible for an exemption, **DO NOT NEED TO REPORT TO SCHOOL FOR ATTENDANCE** for that exam period. Students are not required to go to reviews if they are exempt in all classes. However, all student absences during exams that have not been **pre approved by Mrs. Carey or Mr. Reed, will receive a zero. Prior approval and arrangements must be made before semester exams begin. Mrs. Carey or Mr. Reed will email the teacher if a student has received approval.**

Finally, please send a class roster to Mrs. Holloway for each of your class periods by the Wednesday morning of exams. She will copy them and get a blank copy out to you before testing starts that afternoon. We will keep attendance records on paper that day.

Seniors will take **all exams** on May 15th following their class schedule. Everyone else will follow the following schedule.

Wednesday, May 22nd

7:35-8:25	1st Period Review
8:29-9:19	2nd Period Review
9:23-10:13	4th Period Review
10:17-11:07	5th Period Review
11:11-12:11	1st Period Exam
12:11-12:46	Lunch
12:50-1:50	2nd Period Exam
1:54-2:54	4th Period Exam

2:58-3:58	5th Period Exam
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Thursday, May 23rd

7:35-8:25	6th Period Review
8:29-9:19	7th Period Review
9:23-10:13	8th Period Review
10:17-11:07	9th Period Review
11:11-12:11	6th Period Exam
12:11-12:46	Lunch
12:50-1:50	7th Period Exam
1:54-2:54	8th Period Exam
2:58-3:58	9th Period Exam

EXEMPTION POLICY

2023-2024

IN ORDER TO BE EXEMPT FROM SEMESTER FINALS THE FOLLOWING ARE REQUIRED:

- 95-100 4 Absences
- 90-94 3 Absences
- 80-89 2 Absences
- 70-79 1 Absence

Any grade under a 70, the student will be required to take that subject's final.

All day doctor's notes WILL count against students for exam exemptions.

- SCHOOL RELATED ABSENCES **WILL NOT** COUNT AGAINST THE STUDENT
- NO ISS OR DAEP
- EACH CLASS STANDS ALONE
- ABSENCES START OVER SECOND SEMESTER

Any absence during semester exams, will result in a zero unless prior approval by Mrs. Carey or Mr. Reed has been given and arrangements have been made to take the exam.