

# POINT PLEASANT BOROUGH HIGH SCHOOL

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**Principal**  
Kurt A. Karcich

**Vice Principals**  
Edward J. Kenney  
Jacquelyn A. Zamarra

May 31, 2018

Dear Parent or Guardian:

The 2018 final exam schedule has been established. Please read the following information carefully and discuss this schedule with your child. We will adhere to **attendance procedures without exception** (see next page for details). Students must be in attendance for scheduled subject area exams. Final exams have a major impact on grades for the year because the exam counts as ten percent of the student's final grade.

NO EXAMS will be administered prior to the scheduled exam sessions except for seniors. Seniors will have English exams administered the week of June 4 during regular class periods.

Wednesday, June 13 Grades 9-12	Thursday, June 14 Grades 9-11	Friday, June 15 Grades 9-11
	<b>8:30AM – ALL SENIORS GRADUATION PRACTICE- AUD. ATTENDANCE IS MANDATORY</b>	<b>8:30AM - ALL SENIORS GRADUATION PRACTICE- AUD. ATTENDANCE IS MANDATORY</b>
<b>8:00 – 9:30 PERIOD 2 EXAM</b>	<b>8:00 – 9:30 PERIOD 3 EXAM</b>	<b>8:00 – 9:30 PERIOD 9 EXAM</b>
<i>15 Minute Break 9:30-9:45</i>	<i>15 Minute Break 9:30-9:45</i>	<i>15 Minute Break 9:30-9:45</i>
<b>9:45 – 11:15 PERIOD 8 EXAM</b>	<b>9:45 – 11:15 PERIOD 5 EXAM</b>	<b>9:45 – 11:15 PERIOD 7 EXAM</b>
<i>30 Minute Break 11:15-11:45</i>	<i>30 Minute Break 11:15-11:45</i>	<i>30 Minute Break 11:15-11:45</i>
<b>11:45 - 1:15 PERIOD 4 EXAM</b>	<b>11:45 – 1:15 PERIOD 6 EXAM</b>	<b>11:45 – 1:15 PERIOD 1 EXAM</b>

## VOCATIONAL STUDENTS

If you have an exam during the time you are usually at vocational, **DO NOT** go to vocational school. **The last date for vocational school is Thursday, June 21<sup>st</sup>.** There will be transportation provided for vocational school students through Thursday, June 21<sup>st</sup>.

### **EXEMPTION POLICY (Student Handbook p.22)**

Exemptions from final exams are a privilege for students who have continued to work hard throughout the year.

- First and foremost, ALL EXEMPTIONS will be at the discretion of the teacher. No exceptions.
- Each marking period (and midterms) must be at least an "A-."
- There is no limit on the number of exemptions

On shortened days (June 12, 13, 14 and 15), snacks and a limited menu will be available. Also, the cafeteria will serve bagels, snacks and beverages between 7:20 - 7:50 a.m. Students are not permitted to bring food/beverages into classrooms.

Students are expected to report on time to their testing room. Students are allowed to leave their class after they complete the exam and must proceed to the cafeteria, media center, or exit the building.

#### Exam Make-up Procedure (Student Handbook p.21-22)

GRADES 9, 10, and 11 make-ups for the exams will be arranged with teachers. Make-ups will only be scheduled for those students who have complied with the procedure listed below.

Students are expected to be in school for final exams.

Students who are absent from an exam will be given the opportunity for a make-up exam provided the following is followed:

- a) Students may not take exams earlier than exam week. If a situation exists (other than illness) where a student will miss exams, the grade level vice-principal must be contacted. If there is just cause and approval granted, make up exams will be administered when the student returns. If you contact the secretary, explain the reason for the absence. If the absence is due to illness, **you must provide a written physician's verification of the illness.** If the absence is caused by an emergency, you will be connected to a high school administrator and be given the opportunity to explain the emergency.
- b) Students may not rearrange exams to take them at earlier periods during exam week. The only exception is, if a student has three exams in one day, the student may reschedule one exam in conjunction with the teacher
- c) If the student is ill, a medical note will be required. If the absence is an emergency, the parent will be asked to speak with an administrator to explain the emergency; the administration will make a determination.
- d) Parents may also contact the school nurse (ext. 2215) for a determination concerning the student's health status. The student may be sent to the nurse.
- e) A doctor's note or other legitimate documentation approved by the administration will be required to postpone the final exam. Students who fail to take the final exam without a legitimate excuse may not be eligible to receive course credit.

If condition **c** or **d** is met, the student must immediately contact the teacher to reschedule the exam.

The following should also be noted:

- No additional time is provided if a student is late to an exam.
- If a student misses an exam without following this procedure the absence will be considered truancy. The student will receive a failing grade for the exam and risk losing course credit.
- Students who leave the exam without teacher permission will receive a failing grade for the exam.
- Students who are removed from an exam because of disruptive behavior will receive a failing grade for the exam.

#### Fines (Student Handbook p. 22)

All books, materials and equipment, including athletic equipment, are to be returned in good condition. Failure to return these items or return them in good condition will result in fines and assessments. **These fines and/or assessments must be satisfied in order for seniors to receive caps and gowns.** Underclass grades and schedules will be withheld until all obligations are satisfied.

Sincerely,



Kurt A. Karcich  
Principal