

Dear PHS Student and Guardian:

The end of the first semester is approaching which means semester exams are almost here. Due to the length of some of the exams, we adjust our regularly followed schedule and give the exams over a two-day period. Please note, the exam days begin with all teachers in the building for their individual plan period. This schedule assures all teachers receive their required planning period and allows our students a little extra time to prepare themselves on testing day. If a student is absent or fails to finish in the allotted time, this 1st period will be used to finish an exam or take a missed exam.

Busses will run at the usual times. When bus riders arrive at school, they will report to the cafeteria and library for a supervised study session. All other students are not required to arrive at school until their first exam is scheduled to begin. Students who have classes off-campus may arrive at 3rd hour. In addition, off-campus students will be allowed to leave if they do not have an exam to take during the time PHS students are testing. Students enrolled in a virtual in-person class, such as Health, will attend the entire class period. If students finish a final early, they must stay until the period ends.

Keep in mind the importance of semester exams. These tests are the cumulative measurement of student growth in each class for the entire semester. Semester exams are weighted more heavily ($\frac{1}{2}$ of the semester grade) than chapter or unit tests. Students should begin test preparation immediately and continue until exam day.

New school policy can qualify a student to not take a final exam. The handbook states students with qualifying grades, attendance, and behavior may be excused from one or more exams. They must see their teacher or me if they qualify. Some semester exams are mandatory whether a student qualifies or not (i.e. dual credit courses).

Students are not being punished if they take finals but rather, good behavior/ attendance/grades are being rewarded. *Students not taking finals due to qualifying will be given the average score between the two quarters in place of the finals. Students who take only a portion of their finals can come all day or sign in during the final period. For example, a student may only have their 4th-hour final. They can go to through their normal schedule or arrive to begin 4th hour and must stay until the bell rings.*

Please call the high school office or email Mr. Will at caleb.will@palestine-pioneers.net if you have any questions concerning the exams or the exam schedule.

Yours in Education,

Mr. Caleb Will - Principal - Palestine High School

Semester 1 Exam Schedule 2023 - 2024

Thursday, December 21st, 2023

- Breakfast starts at 7:35 am. Enter by the main street cafeteria entrance. Students can go to their locker than to the cafeteria or library.
 - Study / Plan for all students held in the cafeteria/library - 7:45am - 8:30am
 - 1st hour - 8:30 am - 9:50 am
 - 3rd hour - 9:53 am - 11:13 am
 - WIN + Locker Clean + Study - 11:16 am - 11:51 am
 - Lunch - 11:51 am - 12:26 pm
 - 5th hour - 12:29 am - 1:49 pm
 - 7th hour - 1:52 pm - 3:15 pm
 - *locker cleanout will be announced by classes via PA system

Friday, December 22nd, 2023 (2:00 pm dismissal)

- Breakfast starts at 7:35 am
- Doors open for students at 7:45 am
 - Study / Plan for all students held in the cafeteria/library - 7:45am - 8:30am
 - 2nd hour - 8:30 am - 9:50 am
 - 4th hour - 9:53 am - 11:13 am
 - WIN + Study - 11:16 am - 11:51 am
 - Lunch - 11:51 am - 12:26 pm
 - 6th hour - 12:29 pm - 2:00 pm

- Students do not need to arrive until their first class (8:30 am or if you are off-campus then the 3rd/4th hour)
- Art/Band students will not be transported to PGS. They will be at PHS to start or end their day. 7th-hour art students will meet in Ms. Huffington's room. 7th-hour band students will meet in Mrs. Inboden's room.
- Those who want to arrive on the buses or at normal time will go to the cafeteria or library.
- Day 1 - Ms. Provines will be in the cafeteria and Mrs. Adams in the library.
- Day 2 - Ms. Meadows will be in the cafeteria and Mrs. Smith in the library
- Off-campus students whose class coincides with a final need to see Mr. Will.

Palestine High School

Fall Final Day 1 Bell Schedule

Study/Plan **7:57 - 8:30**

1st Period **8:30 - 9:50**

3rd Period **9:53 - 11:13**

LUNCH 1/WIN 1 **11:16 - 11:51**

LUNCH 2/WIN 2 **11:51 - 12:26**

5th Period **12:29 - 1:49**

7th Period **1:52 - 3:15**

Fall Final Day 2 Bell Schedule

Study/Plan **7:57 - 8:30**

2nd Period **8:30 - 9:50**

4th Period **9:53 - 11:13**

LUNCH 1/WIN 1 **11:16 - 11:51**

LUNCH 2/WIN 2 **11:54 - 12:26**

6th Period **12:29 - 2:00**

Finals Policy

A student can qualify to not take a final exam. Students with qualifying grades, attendance, and behavior may be excused from one or more exams. The following are different considerations for students who must take final exams.

Grades:

- If a student has a C+ or lower grade, the student must take the final exam in that class.

Attendance:

- Any student who has 6 or more absences in a class per semester must take the final exam in that class.

Tardies:

- Any student who accumulates 5 or more tardies will take ALL finals.

Behavior:

- Any student who has 3 or more policy violations will take the final exam in that class. Those violations can be documented or undocumented based on student-teacher-principal interactions. In-school suspension, cheating, or constant behavior redirections will result in taking finals.

Advanced Placement:

- Students enrolled in AP or Dual Credit College Course may be required to take final exams as part of the college course requirement. Courses in those situations are unable to let students opt out of those exams.

Optional:

- Students who are exempt from finals may choose to take any or all finals without penalty.