**NINE-WEEKS TESTS AND EXEMPTION POLICY**

Nine-weeks tests will be administered at the conclusion of each nine weeks period and will count as one-fourth of the nine-weeks grade.  Students will not be allowed to take tests early.  The only exception would be in cases of emergency and must be approved by the principal and teacher.  Students who are absent from a nine weeks test will take the test immediately upon their return to school unless prior arrangements have been made with the teacher and principal.

To encourage regular attendance, promote good grades and overall classroom performance, every Pawnee student, grades 6th – 12th, has the opportunity to qualify for exemption from taking the second and fourth nine-weeks tests.  In an effort to raise a final grade, any student may take the second and fourth nine weeks test even though he/she may be exempt.  Nine weeks test count as one-fourth (1/4) or 25 % of the nine-weeks grade.   All students are required to take nine weeks test at the conclusion of the first and third nine weeks.

The preferred second and fourth nine-weeks testing schedule will be:

**Day 1 Testing** – 5th, 6th, and 7th hours only are modified

MS                                                                                          HS

8:15 to 9:07………………1st Hour                                        8:15 to 8:30………………Homeroom

9:07 to 9:20………………Homeroom                                   8:30 to 9:20………………1st Hour

9:25 to 10:15……………..2nd Hour                                       9:25 to 10:15……………..2nd Hour

10:20 to 11:07……………3rd Hour                                        10:20 to 11:10……………3rd Hour

11:07 to 11:43……………Lunch                                           11:15 to 12:05……………4th Hour

11:48 to 12:35……………4th Hour                                        12:05-12:35………………Lunch

12:40 to 1:10……………..5th Hour                                        12:40 to 1:10……………..5th Hour

1:15 to 1:45………………6th Hour                                        1:15 to 1:45………………6th Hour

1:50 to 3:20………………7th Hour Test                                1:50 to 3:20………………7th Hour Test

**Day 2 Testing** – MS & HS                                                     **Day 3 Testing** – MS & HS

8:15 to 8:30………………Homeroom                                   8:15 to 8:30………………Homeroom (2nd)

8:30 to 10:00……………. 1st Hour Test                                8:30 to 10:00……………..2nd Hour Test

10:10 to 11:40……………3rd Hour Test                                10:10 to 11:40……………4th Hour Test

11:40 to 12:35……………Lunch                                           11:40 to 12:35……………Lunch

12:40 to 2:10……………..5th Hour Test                                12:40 to 2:10……………..6th Hour Test

2:15…………………..…..Buses Run                                    2:15………………………Buses Run

Exempt from second and fourth nine weeks test will be students meeting the following semester requirements:

         “A” student with no more than 3 absences; “B” student with no more than 2 absences; “C” student with zero absences.

         Exempt students must have displayed good citizenship on campus and in the classroom.

         All fees must be paid before Day 1 Testing in order to be exempt.

         When determining exemptions, more than three (3) excused or unexcused tardies during the semester will count as one absence in that class.  Teacher or school related tardies will not count against the student.

         All absences during a semester are counted with the exception of those recorded as school related or bereavement.  Absences cannot be waived or made up by attending Saturday School or After School Tutoring when calculating exemptions.

         Students who do not need to attend all test sessions on a day of testing may follow the testing session schedule and will be responsible for providing their own study/resource/review material while not testing.

         High School students are required to attend school only on the days and testing sessions for the classes they are not exempt.

         Middle School students who are exempt from any test must attend school each day of testing with the exception of a student who has been signed-out in the office by a parent/guardian, or a student who has turned into the office an excused permission form signed by a parent/guardian, or when a student’s parent/guardian calls the Middle School office and excuses their child.

         Students beginning a testing session and taking a nine weeks test will be required to remain in the classroom for the entire class period and will not be allowed to leave unless there is an emergency, extenuating circumstances or administrative approval.

Before Day 1 Testing, teachers are required to turn in to the office a list of exempt students.

Students not attending an actual class or designated testing session will not be allowed to hang out or loiter on campus.