

Keystone High School Grades 2nd Semester Exam Attendance Policy

On Friday, May 18th and Monday, May 21st all senior students will take final exams. Odd class periods will test on Friday, and even class periods will test on Monday. These students will follow their normal class schedule on both days.

The required Senior Walk through the elementary and middle school buildings will take place on Monday at the conclusion of the 6th period exam. Students in the Class of 2018 will meet in the gym at 1:35.

On **Tuesday, May 22nd through Thursday, May 24th** KHS will be operating on a special schedule to conduct **2nd semester final exams** for grades 9-11. The schedule gives high school students the advantage of having a double block of time for each exam and no student will have more than three exams on any one day.

All students will have an exam for each class. For transcript purposes, all students in grades 9-12 will have a separate grade for exams on the report card that is **20% of their semester grade.**

High school students will have an “open campus” setting where students are only required to be in school when they have a scheduled exam. **Breakfast and lunch will be served each day and students are encouraged to take advantage of the service.**

Please Make Arrangements for Transportation!

The school day on May 22nd will be from 8:00 AM to 1:15 PM. The school day on May 23 and 24 will be from 8:00 AM to 11:45 AM. All students will need to make transportation accommodations (walk, get picked up, get a ride home with a friend, etc.) as students will be asked to leave the building upon dismissal. The only exceptions will be those students taking make-up exams, those getting extra help from a teacher, or those involved in a supervised activity.

ATTENDANCE POLICY

If parents feel that their son/daughter can better study at home for exams, KHS will permit students to attend only when they are scheduled for a specific exam. Note established policies below:

1. Students must either report to regularly scheduled exams, classes, study hall, lunch or leave school grounds.
2. Students are responsible for being in class on time for each scheduled exam and **must stay the entire time of their exam.** Failure to do so will result in consequences from detention to a failing exam grade.
3. The Keystone Local Schools will hold no liability for students when they leave school grounds.

4. Attendance will be taken during each exam. Students must attend the exams that correspond to their second semester class schedule.

Final Exam Schedule Grades 9-11– Second Semester

	Exam Day 1 May 22	Exam Day 2 May 23	Exam Day 3 May 24
7:00 – 8:00	Breakfast/Snack	Breakfast/Snack	Breakfast/Snack
8:00 – 9:30	Period 7 Exam	Period 4 Exam	Period 2 Exam
9:30 – 9:45	Break	Break	Break
9:45 – 11:15	Period 6 Exam	Period 3 Exam	Period 1 Exam
11:15– 11:45	Lunch	Lunch	Lunch
11:45 – 1:15	Period 5 Exam/Lunch	Make-Up Exam Time	Make-Up Exam Time

As always, if you have any questions, please contact the Main Office at 355-2400.

Sincerely,

Mr. James Kohler
Principal