

Mayfield High School

First Semester Exam Information

Exam Schedule

Monday, December 19th

7:35 – 7:40	Normal Homeroom
7:45 – 9:15	First period class takes exam
9:25 – 10:55	Seventh period class takes exam
11:05 – 12:35	Fourth period class takes exam
	Students with 4 th period lunch or study hall dismissed. (These students must leave the building or report to their usual study hall or Wildcat Focus room).
12:35	All students dismissed and lunch served in cafeteria
12:55	Busses leave high school

Tuesday, December 20th

7:35 – 7:40	Normal Homeroom
7:45 – 9:15	Second period class takes exam
9:25 – 10:55	Eighth period class takes exam
11:05 – 12:35	Sixth period class takes exam
	Students with 6 th period lunch or study hall dismissed. (These students must leave the building or report to their usual study hall room).
12:35	All students dismissed and lunch served in cafeteria
12:55	Busses leave high school

Wednesday, December 21st

7:35 – 7:40	Normal Homeroom
7:45 – 9:15	Third period class takes exam
9:25 – 10:55	Fifth period class takes exam
	Students with 5 th period lunch or study hall dismissed. (These students must leave the building or report to their usual study hall room).
10:55	All students dismissed and lunch served in cafeteria
11:15	Busses leave high school

The school will not be an open campus during exam week. Students are expected to be here from homeroom through 12:35 p.m. on Monday and Tuesday, and 10:55 a.m. on Wednesday. Students are to be in their usual class or study halls during that time. Attendance will be taken each morning in homeroom and will be recorded as the official attendance for the day. Students are to attend all of their scheduled classes each day.

On the first two days of exams, lunch will be served from 12:35 – 12:55 p.m. in the cafeteria. On the third day, lunch will be served from 10:55 – 11:15 a.m. in the cafeteria. The afternoon busses will leave the high school at 12:55 pm on Monday and Tuesday and 11:15 am on Wednesday. Students who do not have an exam or transportation and need to utilize the afternoon busses will report to the cafeteria for a study hall.

Students may only sign out during the day if their parents/guardians come into the building and physically sign them out. Please refer to the next page for Board Policy acceptable excuses for absences. Students may leave if their last period of the day is study hall or lunch, provided that they have transportation. December 22nd is a teacher workday. Student winter break is from Thursday, December 22nd – Tuesday, January 3rd. The start of the second semester begins upon return. There will be a regular start time at 7:35 am on the first day of second semester, Wednesday, January 4th.

The District accepts only the following as reasonable excuses for time missed at school. Each absence shall be explained in writing and signed by the student's parents. The excuse shall be submitted to the principal and filed as part of the student's school record.

A written excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

- A. Personal Illness
The principal may require a doctor's confirmation if s/he deems it advisable.
- B. Illness in the Family Necessitating the Presence of the Child
The principal may require a doctor's confirmation and an explanation as to why the child's absence was necessary.
- C. Quarantine of the Home
This is limited to the length of the quarantine as fixed by the proper health officials.
- D. Death in the Family
This is limited to a period of three (3) days unless a reasonable cause may be shown for a longer absence.
- E. Necessary Work at Home Due to Absence or Incapacity of Parent(s)/ Guardian(s)

Any absence arising because of this condition shall only apply to a child over fourteen (14) years of age and shall not extend for a period longer than five (5) days and can be renewed for five (5) additional days. At no time, shall such excuse permit a student to be absent from school for a period of more than ten (10) consecutive days.

At the discretion of the Superintendent or his/her designee, a student may be excused for a longer period of time than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. In such cases, the Superintendent or his/her designee may request a certificate of a physician attesting to the physical condition of the parent or guardian.

- F. Observation or Celebration of a Bona Fide Religious Holiday
Any student shall be excused for the purpose of observing or celebrating a bona fide religious holiday consistent with his/her creed or belief.
- G. Absence During the School Day for Professional Appointments
Parents are to be encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, when a student is to be absent for part of the day:
 - 1. the student shall have a statement to that effect from his/her parents;
 - 2. the student shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that s/he reported promptly for the appointment;
 - 3. the student shall report back to school immediately after his/her appointment if school is still in session.
- H. Emergency or Other Set of Circumstances
The Superintendent shall determine whether the reason for the absence constitutes good and sufficient cause.
- I. Service as Precinct Officer at a Primary, Special or General Election
Students selected as precinct officials through the program set forth in Policy 5725 shall be excused from school on the day of an election at which the student serves as a precinct official.