

ODESSA HIGH SCHOOL

End of first semester plans / Fall 2024

Please Read Carefully

- All ECISD High Schools are following the same final exam schedule for December 16-19. The final exam schedule will be observed without exception.
 - **Students must remain in class during the entire testing period.**
 - **All exams must be given during their assigned time.**
 - **No final exam exemptions for the fall final exams.**
 - **Winter Break Shut down 12:00PM, Friday Dec. 20th**
 - **Mandatory Meeting / 12:45PM, Friday, December 20 @ Cinergy .**

Final examinations must be “composed of pertinent material from all units studied during the semester and shall be composed of not less than 50% subjective questions.” Subjective questions can include listing, identifying, defining, explaining, tracing, comparing, contrasting, and discussing. Core Content objective final exams are written by the Curriculum and Instruction Department.

GRADES AND GRADE REPORTING

- Students who have not completed the required work prior to the end of the six-weeks/semester due to an absence for illness or other acceptable reason should be given the opportunity to make up the work and a grade change should be submitted. The grade they have earned or better should be entered into the gradebook at that time. Please remember to complete a grade change for any student who makes up the work. **(In the event that a student does not have a grade at all in the class-the student should receive a 1 (one).**

Do not enter an "I" in the gradebook for incomplete.

- Students who are absent for the final exam should receive a grade of **1 (one)** on the exam. **Parents must be notified by the TEACHER that their child has missed the final exam.** Students who are absent may take the exam when they return to school, Thursday, January 7, 2025. These grades may then be changed to reflect the exam score by completing a grad change form.
- No "I" is acceptable; if you do not have grades you must put a "**1**" (ONE) (putting a one only if necessary! Check with registrars for transfers before giving a ONE)
- For any specific semester, each six-weeks averages will count $\frac{1}{4}$ (25% each) and the final exam $\frac{1}{4}$ or 25% of the semester's grade.
- Teachers will average the three-six weeks grades with the semester exam in order to arrive at the semester average.

- **The teacher must speak with every parent, prior to leaving for the holiday, of a student who fails their class for the semester.**

- **Please check carefully the grades of students that have a semester average in the 68-69 range. Sometimes these are difficulty parent conferences explaining the 68-69. If you cannot justify it with documentation, please think about this before the 68-69 is posted.**

Wednesday, Dec. 18th & Thursday, Dec. 19th

All 3rd Six Weeks grades are due Wednesday, December 18th by 4:00pm. Final Exam MUST be posted online no later than 4:00PM Thursday, December 19th.

NO BLANK GRADES !!!

All teachers must complete the semester failure form (attached) for all 1st semester failures no later than 10:00AM, Dec. 20th.

Submit the Failure form to Department Chair.

Monday, January 6, 2025 – Teacher Report Day

Teachers report to District PD in the morning, 8:00-12:00pm

OHS Campus PD will be in the afternoon, 1:00-4:00pm

See email from ECISD

Tuesday, January 7, 2025 – BEGGINING OF SEMESTER TWO

Students return and will report to their 1st period class to pick up their new schedule.

We will follow the normal bell schedule for the day. Teachers will post attendance online.

Counselors will be in the library for the day. Do Not send students to see counselor unless they have one of the following:

- 2 lunches, No lunch, No 2nd period, less than 7 classes

ODESSA HIGH SCHOOL CHECK LIST FALL 2024

TEACHER NAME: _____

Department _____

Please have the appropriate person initial each item.

INITIAL

Attendance 2nd period attendance verification
Turn in to nearest Corral _____

Department Chair Semester failure list completed –
Due Friday, December 16 no later than 3:00 PM _____

Department Chair All grades posted _____

Department chair All items unplugged and room ready for shutdown. _____

BUILDING WILL BE SHUT DOWN BY 4PM, Friday. DEC. 20TH