

a student could have an average above passing the first semester, but make a grade low enough the second semester that the course average does not result in a 70 for the course and the student does not earn credit.

Local credit courses will be reported as pass (P) or fail (F), and certain advanced courses may be reported as pass (P) or fail (F). Citizenship will be recorded as excellent (E), satisfactory (S), needs improvement (N), or unsatisfactory (U).

Final Examinations

All classes are required to give final exams. No early or second final examinations will be given. Final exams count 20% of semester grade.

Final Exam Exemptions

The Schertz-Cibolo-Universal City Independent School District School Board has granted a final exam exemption policy. The final exam exemptions extend to only 36 week courses and include grades 9-12 with the following stipulations.

1. Freshman exemption for 2 tests only; sophomore exemptions for 3 tests only; junior exemptions for 5 tests only; and senior exemptions for all 7 tests.
2. A student with no more than 2 absences must have a minimum GPA of 80 with no referrals to the office for tardies. A student can have no more than 4 absences with a minimum GPA of 87 and no referrals to the office for tardies. If a student has no more than 6 absences he/she must have a minimum GPA of 92 and no referrals to the office for tardies. Tardies apply only to the class for which the student would be exempt. Three tardies per class will be counted as 1 unexcused absence.
3. A student must have a satisfactory conduct grade on the report card in the class for which he or she is seeking exemption. Satisfactory conduct will be determined by the individual teacher based on school policy.
4. School related absences will not be counted toward the exam exemption. If a student has a medical appointment, he/she must bring an official note from the doctor and be in school for a portion of the day.
5. Referrals to the office for tardies are determined by the individual teacher based on school policy that states that after 3 tardies per nine weeks to class the teacher should write a discipline referral.
6. All exempt students must attend school for ADA accounting during final exams. This includes the classes exempted.
7. All students have the option of taking any final exams for which they are exempt.

8. Information and forms will be available approximately 2 weeks before exams.
9. If a student is suspended for any reason, he/she is not eligible for exempting.
10. To be eligible for EXAM exemptions, students financial accounts must be cleared. This may include but is not limited to Library fines, textbooks, equipment, etc.
11. Student may exempt their final exam by registering, paying and taking the AP “Advanced Placement” or IB exam in that course area. This offer includes all students, even those not enrolled in an AP class. To take IB exams, students must be enrolled in the IB program.

Academic Dishonesty

Students found to have engaged in academic dishonesty may be subject to disciplinary penalties and grade penalties on assignments and tests. Students discovered cheating on any assignment (including, but not limited to examinations, quizzes, papers, projects, worksheets), providing assistance, or copying the work of others will receive a “0” for the assignment and will not be allowed to make it up. This includes plagiarism, which is the use of another person’s original ideas or writing without giving credit to the true author. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employees. Parent/Guardian contact will also be made by the teacher.

Academic Dishonesty involves unethical actions by a student to gain an unfair academic advantage. Such violations include, but are not limited to, the following actions:

1. Plagiarism
 - a. Submitting a paper, examination, or other assignment as one’s own when it was written or created by another individual.
 - b. Verbatim copying, in part or whole, of another’s writing without proper citation and acknowledgement of the source in an accepted documentation format.
 - c. Paraphrasing or restating someone else’s ideas without proper acknowledgement of such text.
 - d. Falsely citing a source or attributing work to a source from which the referenced material was not obtained.
 - e. Fabricating or altering data.
2. Cheating
 - a. Giving/receiving/using unauthorized aid on in-class or take-home examinations.
 - b. Giving/receiving/using unauthorized aid on classwork, in the preparation of reports, or in any other work that is to be used by the teacher as the basis of grading. If approved by the teacher, group study/peer collaboration may be acceptable; students must follow teacher guidelines concerning group study/peer collaboration.