

Harrison High School
Final Examination Information
Spring 2009

General Information

1. The final examination is a comprehensive test covering the semester's work. The **final exam grade will be 20% of the total grade and will be separate from the six weeks' grade.**
2. The final examination is a paper and pencil test and/or performance test for each class to be given on the appropriate day according to the final schedule. Exceptions to this **must** be approved by the principal.
3. The results of the final exam will be recorded on the report card.
4. Students will be required to return rental books for semester classes to classroom teachers before taking final exams. Bookstore clearance forms may be given to the teacher by students who have cleared book problems with the bookstore before the day of the exam. On the day of the exam, any student who is not cleared will be required to see an Assistant Principal.
5. On May 21, students will be required to attend class only when they have a final exam. The cafeteria will be available for individual study when students are not taking a final. The cafeteria will **not** serve lunch on May 21 and 22.

Student Conduct

1. Students involved in cheating on a final exam may receive a zero for the final exam grade.
2. **Students must remain in the classroom during the entire exam period.**
3. During the Final Exam Week, students are not to loiter on school property or sit in automobiles in the parking lot when exams are in session.
4. Students are not to visit other schools during the Final Exam Week.

Attendance

1. Attendance is required for all scheduled exams, and all students are to take final exams regardless of the number of absences in a class.
2. An absence is excused if the student is ill or there is a death in the family. (Doctor and dental appointments and family vacations are not to be scheduled during final exams.)
3. To report an absence, a parent must call 476-3051 before 10:00 a.m. if it is to be **excused**.
4. If no call is received prior to 10:00 a.m., the student's name will be placed on the **unexcused** absence list. A change in status from **unexcused** to **excused** may be made only by one of the principals.
5. If a student has an **unexcused** absence from school, he/she will not be permitted to take a make-up test. An **unexcused** absence will result in zero for the exam grade. (A grade of **F** will be entered for the final exam grade.)
6. A student who is excused must take a make-up exam at the first possible make-up time. The time and place will be scheduled by the individual teacher.