

# Lower Merion High School

*Excellence in Education*  
*Enter to learn, go forth to serve*

**Sean Hughes**  
**Principal**

May 2010

Dear Parents/ Guardians:

Listed below is the Final Exam Schedule for Lower Merion High School students. Please note that Final Exams will be given by subject area rather than by set/period. All room locations will be given to students prior to the exam and will be listed on teacher and grade level eboards:

## FINAL EXAM SCHEDULE 2010

TIMES	TUES., JUNE 15TH	WED., JUNE 16TH	THURS., JUNE 17TH	FRI., JUNE 18TH
7:45 – 9:15	English	Science	Social Studies	Math
9:30 – 11:00	English Electives, Business/Technology Education, Computer Science, & Fine Arts/Music	World Language	Health, Social Studies Electives, & Science Electives	<b>Advisory for all Students 1 to 1 Laptop Collection Make-ups/conflicts</b>
11:10	Buses Depart	Buses Depart	Buses Depart	Buses Depart
1:00 – 2:30	Make-ups/conflicts	Make-ups/conflicts	Make-ups/conflicts	Make-ups/conflicts

**If a subject area is not listed, the final assessment will be given prior to exam week. Also, note that some of the electives courses listed above have already given their finals prior to exam week and the student does not have to be in school during the final exam time unless told otherwise by the teacher.**

Any conflicts (example: a student who takes more than one science class).

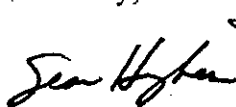




- A. If a student has a conflict with two exams in the same subject area, the student will need to work with the teacher in the elective course to reschedule the exam during the make-up or conflict time that has been allotted by the above schedule.
- B. If a student has a conflict other than having two exams in the same subject area s/he must do the following:
  - 1. Obtain an exam reschedule form from the appropriate grade level office.
  - 2. Complete it and have it signed by a parent no later than June 11<sup>th</sup>. No requests will be granted after June 11<sup>th</sup>.

1. Bring it to the grade level office and submit it to the grade level assistant principal. All requests will be reviewed by the administration.
  2. If administrative approval is granted, take the signed form to the teacher whose exam is being rescheduled. Fill out the bottom portion of the form which asks for the date and time the exam will be made up and return the completed form with the teacher's signature to the grade level office (a copy will be kept on file).
- C. If a student is absent from an exam due to illness, an absence note signed by a physician must be submitted before the student can reschedule the exam. Once the note has been received the student will follow the same procedure as outlined above. Additionally, parents are encouraged to call the attendance office and appropriate grade level office if their child has to miss an exam due to illness.
- D. During exams, the library and help center will be open from 7:30 to 2:30 for those students who are in school but do not have a scheduled exam. Students will not be permitted in the halls during the time exams are being given.
- E. If there is an emergency school closing during finals, exams will resume upon the re-opening of school. The order of the exams scheduled will be maintained.
- F. Students do not have to be in school when they do not have a scheduled exam.
- G. Teachers and students will be preparing and reviewing for exams prior to exam week.
- H. There will be late bus runs (4:30PM and 5:40PM) for any students who have activities after school.
- I. **9<sup>th</sup> to 11<sup>th</sup> Grade Students:** Students can turn in their laptop/charger/case from June 14<sup>th</sup> to June 17<sup>th</sup> anytime from 7:00AM to 2:15PM to the Tech Center. On June 18<sup>th</sup> at 9:15AM after the first exam, students will report to Advisory to turn in their laptop/charger/case. The Advisor will have a checklist for each student. When the student turns them in they are dismissed.

**If a student is taking a make-ups/conflicts exam at 9:30AM, s/he should take their laptop/charger/case to the Tech Center after the exam.**

Please feel free to contact your student's teachers or counselor if you have any questions.

Sincerely,

				
Sean Hughes Principal	Doug Arnold Asst. Principal	Scott Kilpatrick Asst. Principal	Wagner Marseille Asst. Principal	Marcy Hockfield Asst. Principal