



Harrington High School

of Lower Merion School District

May 24, 2010

Dear Parents/ Guardians:

Listed below is the Final Exam Schedule for Harrington 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
9:35 – 11:05 Tuesday- Thursday 9:30 – 11:00 Friday	English Electives, Business/Technology Education, Computer Science, & Unified Arts	World Language	Health, Social Studies Electives, Science Electives, & Unified Arts	Advisory for all Students 1 to 1 Laptop Collection Make- ups/conflicts
11:15 Tuesday- Thursday 11:10 Friday	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 English class).

- A. If a student has a conflict with two exams in the same subject area, the student will need to work with the teachers in the courses to reschedule one of the exams 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 main office.
 2. Complete it and have it signed by a parent no later than June 11th. No requests will be granted after June 11th.

3. Submit it to the appropriate assistant principal. **All requests will be reviewed by the administration.**
 4. 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 appropriate assistant principal's office. (A copy will be kept on file. This means students will meet with their assistant principal twice.)
- 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.

LAPTOP COLLECTION PROCEDURES- Students can turn in their laptop/charger/case from June 14th to June 17th anytime from 7:00 AM to 2:15 PM to the Tech Center. On June 18th at 9:15 AM 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 handed-in their laptop/charger/case early that will be updated on the list of your Advisory students.

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 s/he has completed the exam.

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

Sincerely,

Steve Kline
Principal

Lauren Marcuson
Asst. Principal

Philip Matilla
Asst. Principal

Lindy Matsko
Asst. Principal