

TEACHER INFORMATION
FIRST SEMESTER EXAMINATIONS

1. **EXAMINATION DATES:** January 17, 18, 19, 2012
2. **EXAMINATION TIMES:**

January 17 & 19	9:00 – 10:30 12:30 – 2:00	January 18	8:00 – 9:30 10:00 – 11:30 12:30 – 2:00
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3. All teachers will give final exams to all students. Some classes (activity type) may give exams early after first consulting the principal.
4. If a student fails to take an examination due to illness, a conflict or some unusual circumstances beyond his/her control, he/she may make arrangements to take the exam **within two weeks** of the scheduled exam.
5. Take attendance in each exam given and **turn the absence slip** into the principal's office.
6. Students must be kept in the classroom for the designated time. **NO EARLY DISMISSALS.**
7. No student should have any part in correcting, or recording any of the exams given. Every effort should be made to keep exams and scores a private matter between the student and the teacher.
8. All teachers are to meet with the proctors before their scheduled exam to go over procedures and instructions.
9. Examinations will be given as scheduled. Please inform your students as to the time, place and dates of their examinations.
10. **Examination Copies**
Copies of your examinations are to be turned into the principal's office by **Friday, January 13, 2012**. Enter the name and grade of the subject and the teacher's name on the top of the sheet.
11. **Completed Exam Copies**
Completed student exam copies are to be labeled, tied up, or bundled and turned into the principal's office by **Friday, January 27, 2012**.
12. **Exam Credits**
 - a. Academic classes are to receive 1/3 credit on exams given.
 - b. Performance – oriented classes are to receive 1/5 credit credit on exams given.
 - c. Students are to be informed by their teachers whether they will receive 1/3 or 1/5 credit for their examinations.

13. **Teachers** will receive a memo on putting grades in the computer.
14. **Senior Failures**
Teachers are requested to submit a list of senior failures to the principal's Office by **Friday, January 20th.**
15. **Incompletes**
Students who receive incompletes should make arrangements to complete their work within two weeks after the end of the first semester. Deadline for recording of the grade earned by the student who received an incomplete is **February 3, 2012.** Indicate an incomplete by filling in the "**I**" on the worksheet.
16. **Citizenship Marks**
On the grade worksheets, under social habits column, please enter your general estimate of your pupil's citizenship standing.
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|---|---|------------|
| 1 | - | Excellent |
| 2 | - | Good |
| 3 | - | Average |
| 4 | - | Poor |
| 5 | - | Disruptive |
17. **Grade Changes**
Grade changes can be turned into the principal's office or Kathy DeAngelo's Mailbox.

STUDENT INFORMATION
FIRST SEMESTER EXAMINATIONS

1. **EXAMINATION DATES:** January 17, 18, 19, 2012
2. **EXAMINATION TIMES**

January 17th & 18th -	9:00 – 10:30	January 19	8:00 – 9:30
	12:30 – 2:00		10:00 – 11:30
			12:30 – 2:00
3. **EXAM SCHEDULES**
Exam schedules are posted in the classrooms. Check with your teachers for date, time and room number. *Students are to remain in the classroom until the end of the exam. (10:30 a.m. or 2:00 p.m.)*
4. **HOT LUNCH**
The commons will be open and hot lunch served from 11:00 – to 11:30 a.m. each day.
5. **BUS SCHEDULE**
School buses will operate on the normal daily schedule.
6. **CONFLICTS AND MAKE-UPS**
If you have a conflict or fail to take an examination due to illness or other circumstances, make arrangements with your teacher to take the examination at another time. Exams must be made up within **two weeks** of the scheduled exam.
7. **INCOMPLETE**
All students who receive incompletes must make arrangements to complete their Work within **two weeks** after the end of the 2nd semester.
8. **OPEN CAMPUS**
Students not scheduled to take an exam are not required to be in school. Beginning at 7:40 a.m. each morning or as soon as you arrive thereafter you must Be in your assigned room, the study hall, the library, or you must leave the campus. *(No loitering inside or outside)*
9. **All school rules are in effect during semester exams. (This includes the dress code.)**
10. **Students will not attend Skill Center classes or Shared-Time classes at Ishpeming and Westwood.**
11. The **Middle School is OFF LIMITS** to high school students during exam week. Any student going to the Middle School during this time will be placed on detention.
12. **CANCELLATION OF SCHOOL**
In the event school is canceled for weather or other reasons, the exams Scheduled for that day would be given the following day.

