

Final Exam Policy

1. All teachers and students are required to be in all scheduled classes during the finals week. Classes must meet for the full period as per the published schedule. **Teachers must keep the students in class for the entire period. Students may not be sent to the library.**
2. If a final exam is not warranted for the subject being taught (i.e. some electives), some other type of teaching activity must be planned. If an alternate activity is planned, it should be something that will not be a distraction to classroom neighbors. Only a small fraction of this time may be used as study time.
3. A final exam should cover no more than one semester's worth of material, unless it's a class that requires cumulative knowledge (i.e. Math, World Languages). Unit tests are also acceptable as final exams.
4. Final exams, or a portion of the final exam, are to be given during the days allotted for final exams.
5. Final exams should count for no less than 10% and no more than 20% of the semester grade.
6. Study Hall teachers must keep the students in class for the entire period. Students may not be sent to the library.
7. Teacher Assistants are required to report to their TA period as normal. It is up to each teacher's discretion to determine how to best utilize the TAs time during this period (all normal rules apply).
8. Closed campus policy remains the same (i.e. only seniors have off-campus privileges at lunch on Wednesdays only).
9. Junior high school teachers are responsible for conducting viable academic activities during finals week if not giving a formal assessment.
10. Final exams are to be taken in a classroom with a supervising teacher, not in the library or at home.
11. Students with more than 1 excused absence during finals must receive prior approval from the appropriate vice principal. Make-up exams must be taken during scheduled make-up periods.