

OFFICE OF THE ASSOCIATE PRINCIPAL
GLENBROOK NORTH HIGH SCHOOL

TO: Faculty and Seniors
FROM: Ryan Bretag
RE: Senior Final Exams
DATE: April 2016

Senior final evaluations will be taken during regular class time on Tuesday, May 31 (A-day), Wednesday, June 1 (B-day), and Thursday, June 2 (A-day).

Tuesday, May 31	Block 2-3A	No exam – regular class session	7:40 a.m.-9:13 a.m.
	Block 4-5A	No exam – regular class session	9:23 a.m.-10:53 a.m.
	Block 6-7A	Exam	11:00 a.m.-12:30 p.m. 11:45 a.m.-1:15 p.m.
	Block 8-9A	Exam	1:25 p.m. – 2:55 p.m.
Wednesday, June 1	Block 2-3B	Exam	7:40 a.m.-9:13 a.m.
	Block 4-5B	Exam	9:23 a.m.-10:53 a.m.
	Block 6-7B	Exam	11:00 a.m.-12:30 p.m. 11:45 a.m.-1:15 p.m.
	Block 8-9B	Exam	1:25 p.m. – 2:55 p.m.
Thursday, June 2	Block 2-3A	Exam	7:40 a.m.-9:13 a.m.
	Block 4-5A	Exam	9:23 a.m.-10:53 a.m.
	Block 6-7	Make-up exams only	11:00 a.m.-12:30 p.m. 11:45 a.m.-1:15 p.m.
	Block 8-9	Make-up exams only	1:25 p.m. – 2:55 p.m.

Please note:

1. Seniors are to attend their block 2-3A and 4-5A classes the morning of Tuesday, May 31.
2. Finals begin with block 6-7AB on Tuesday, May 31.
3. Block 6-7A teachers should give senior finals as their regular class time is configured, however, if a class is taught in a split block, teachers have the option to give their exams in one sitting. Teachers are asked to communicate the changes they make in the schedule to their instructional supervisor and Bill Eike.
4. Make-up exams will be given Thursday afternoon, June 2.
5. Seniors who have four finals on Wednesday, June 1 may request a change in final exam time. The appropriate forms may be picked up in the office of the Associate Principal, Mr. Ryan Bretag.
6. Seniors do not have to be in the building if they do not have a final.
7. The bookstore will be open for book buy back from 7:30 a.m. to 3:00 p.m. during evaluation days. Students must have their student I.D. for book buy back. Refund checks will be mailed home.
8. Please read thoroughly the second semester senior final exam policy below:
 - a. A senior student with an 80% average and five (5) or fewer excused absences (with no unexcused absences or out-of-school suspensions) may have the option of not taking the final. School-sponsored field trips, participation in Advanced Placement examinations and other school-sponsored activities will not count against the five excused absences.
 - b. A senior student with a 90% average in the class may have the option of not taking the final. The only attendance requirement is there can be no unexcused absences.
 - c. By the nature of the course, if a final exam is deemed critical to a fair assessment of the student's work, the student shall take the final whether either of the conditions mentioned in (a) or (b) have been met. The instructor of the class, instructional supervisor and principal or designate will make this decision.
 - d. The computation of grades shall be completed by teachers one week prior to the senior final time if the option is to be made available to students in their classes.