<table>
<thead>
<tr>
<th>Day 1 Exam Schedule Wednesday December 18</th>
<th>Day 2 Exam Schedule Thursday, December 19</th>
<th>Day 3 Exam Schedule Friday, December 20</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Period #1 Review/Exam</strong> 7:40 - 9:40 am</td>
<td><strong>Period #4 Review/Exam</strong> 7:40 - 9:40 am</td>
<td><strong>Period #6 Review/Exam</strong> 7:40 - 9:40 am</td>
</tr>
<tr>
<td><strong>Morning Break - 10 mins.</strong></td>
<td><strong>Morning Break - 10 mins.</strong></td>
<td><strong>Morning Break -10 mins.</strong></td>
</tr>
<tr>
<td><strong>Period #2 Review/Exam</strong> 9:50 - 11:50 am</td>
<td><strong>Period #5 Review/Exam</strong> 9:50 - 11:50 am</td>
<td><strong>Period #7 Review/Exam</strong> 9:50 - 11:50 am</td>
</tr>
<tr>
<td><strong>Lunch</strong></td>
<td>Lunch - A limited lunch menu will be served in the cafeteria.</td>
<td>Lunch - A limited lunch menu will be served in the cafeteria.</td>
</tr>
<tr>
<td>11:50 - 12:30 Lunch (For all students and teachers)</td>
<td>* Students who do not have ride a home at 11:50 am should report to the Commons. They will be supervised until bus/parent pickup at 2:35 pm.</td>
<td>* Students who do not have ride a home at 11:50 am should report to the Commons. They will be supervised until bus/parent pickup at 1:50’ pm</td>
</tr>
<tr>
<td><strong>Period #3 Review/Exam</strong> 12:35 - 2:35 pm</td>
<td>Teacher Lunch 11:50 - 12:50</td>
<td>Teacher Lunch 11:50 - 12:50</td>
</tr>
<tr>
<td><strong>Teacher make-up exams/ Grading period 12:50-2:35 pm</strong></td>
<td><strong>Teacher make-up exams/ Grading period 12:50-1:50 pm</strong></td>
<td><strong>Teacher make-up exams/ Grading period 12:50-1:50 pm</strong></td>
</tr>
</tbody>
</table>

1. Students may leave at the completion of exams each day if they have a parent note signed by administration- A new note is required each day.

2. Students who need to miss exams must complete a SEMESTER EXAM CHANGE FORM with parent signature, PRINCIPAL approval, and then contact teachers for an alternative exam time OR utilize the scheduled makeup date for students on Monday, January 6, 2020.

3. Students who miss required exams will earn a “0” or an “incomplete” depending on the absence***
Highland High School-Semester Exam Exemption Flow Chart - Illinois Science Assessment

Are you a sophomore, junior, or senior who took the Illinois Science Assessment in 2019?

- Yes
- No

Do you have any “unexcused” absences or out-of-school suspensions/stop/more than one ISS in my class any time this semester?

- Yes
- No

Have you missed MY class (excused) more than 5 times this semester?

- Yes
- No

Did you ‘meet’ or ‘exceed’ State Benchmarks on the Illinois Science Assessment?

- Yes
- No

Did you pass all classes both quarters?

- Yes
- No

Congrats! You are exempt from the Semester II science final!

Sorry! You have to take all finals, but juniors and seniors can qualify under attendance, academics, and ACT/SAT-(12th only)- See other exam flow chart.

Sorry! You have to take my final.

Sorry! You have to take your science final unless you qualified under attendance/academics. See other flow chart.
Highland High School

MOBILE ELECTRONIC DEVICES-FINAL EXAMS

In order to ensure test security during final exams and standardize school procedures, the following measures will be enforced:

*All mobile electronic devices must be powered off during final exams (not on silent or standby mode) and placed in a location making the device inaccessible for the entire exam period (hanging file, locker, vehicle, etc.).* The use of mobile electronic devices is not allowed at any time once exams have been distributed until the end of the exam period. Failure to comply with this requirement will result in a disciplinary referral, and may result in a zero on the exam or the administration of an alternate test per the Academic Integrity Policy.

If a student accesses a mobile electronic device while taking an exam, their test will end immediately, be collected by the teacher, and the student will be sent to the Office. If a student accesses a mobile electronic device during the exam period following completion of the test, the test will not be graded until appropriate discipline is determined per the Academic Integrity Policy.

The goal of staff at Highland High School is to provide a fair and appropriate testing environment for all students. We appreciate your cooperation and good luck on your final exams.
Final Exam Permission Slip – **Wednesday, December 18, 2019**
You may leave after your last exam if you have the following:
- signed parent permission
- parent approved ride home when last final is completed
- a different note for each day of exams
- an administrator’s signature to leave
- no outstanding detentions or other behavior consequences

Student’s Name: ___________________________________________ Date: __________________________

Parent Signature: _________________________________________ Phone #: ______________________

Adm. Signature and number: _________________________________________________________________

Final Exam Permission Slip – **Thursday, December 19, 2019**
You may leave after your last exam if you have the following:
- signed parent permission
- parent approved ride home when last final is completed
- a different note for each day of exams
- an administrator’s signature to leave
- no outstanding detentions or other behavior consequences

Student’s Name: ___________________________________________ Date: __________________________

Parent Signature: _________________________________________ Phone #: ______________________

Adm. Signature and number: _________________________________________________________________

Final Exam Permission Slip – **Friday, December 20, 2019**
You may leave after your last exam if you have the following:
- signed parent permission
- a different note for each day of exams
- parent approved ride home when last final is completed
- an administrator’s signature to leave
- a ride home so you can leave the grounds immediately after you exit class
- no outstanding detentions or other behavior consequences

Student’s Name: ___________________________________________ Date: __________________________

Parent Signature: _________________________________________ Phone #: ______________________

Adm. Signature and number: _________________________________________________________________
2019 SEMESTER EXAM CHANGE FORM-Semester I

1. Students should complete this form to reschedule a final exam.
2. Parent/Guardian must provide specifics as to why the exam change is needed with parent signature.
3. Student should return to the HHS Office for principal approval.
4. After approval principal, the student should take form to all affected classes to schedule alternative exams days and times.
5. Student should return completed form to HHS Office for review. A copy will be made for student.

DEADLINE TO CHANGE AN EXAM IS: Friday, December 6, 2019.

Student’s Name_____________________________________ Student ID#________________________

Date(s) of Absence___________________________________ Grade ________ Phone __________________

Parent/Guardian – please explain reason for this request in detail________________________________
____________________________________________________________________________________
_________________________________________________________________________________

________________________________________________ Parent/Guardian Signature

____________________________________________________________________________________

______Approved ______Not approved

Principal’s Signature

List the classes, teacher, and hours. TEACHER WILL ASSIGN NEW TIME AND SIGN FOR APPROVAL.

<table>
<thead>
<tr>
<th>Class</th>
<th>Teacher</th>
<th>Scheduled Date/Time</th>
<th>New Date/Time</th>
<th>Teacher Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Hour</td>
<td>_________</td>
<td>Dec 18 7:40-9:40</td>
<td>_________</td>
<td>_________</td>
</tr>
<tr>
<td>2nd Hour</td>
<td>_________</td>
<td>Dec 18 9:50-11:50</td>
<td>_________</td>
<td>_________</td>
</tr>
<tr>
<td>3rd Hour</td>
<td>_________</td>
<td>Dec 18 12:35-2:35</td>
<td>_________</td>
<td>_________</td>
</tr>
<tr>
<td>4th Hour</td>
<td>_________</td>
<td>Dec 19 7:40-9:40</td>
<td>_________</td>
<td>_________</td>
</tr>
<tr>
<td>5th Hour</td>
<td>_________</td>
<td>Dec 19 9:50-11:50</td>
<td>_________</td>
<td>_________</td>
</tr>
<tr>
<td>6th Hour</td>
<td>_________</td>
<td>Dec 20 7:40-9:40</td>
<td>_________</td>
<td>_________</td>
</tr>
<tr>
<td>7th Hour</td>
<td>_________</td>
<td>Dec 20 7:40-9:40</td>
<td>_________</td>
<td>_________</td>
</tr>
</tbody>
</table>