

SEMESTER EXAMINATIONS

Teachers must turn in a copy of their semester exams to their lead teachers. A semester examination (a comprehensive test over the semester's work) will be given to all students grades 9-12. A semester test schedule will be published near the end of each semester. Teachers will figure a cumulative 18 week grade independent of the semester test. When the semester exam is completed and graded, those grades will be applied to the 18 week cumulative grade. All teachers are to use the grading chart on page D-5.

It is the policy of LSHS that students who check out before the end of the semester without seeking administrative and faculty approval for early finals will lose their final exam grades and have enforced a 10% reduction of their semester grade.

Students may request early checkout with parental permission and these students will be given a form to present to their teachers asking them to give early finals. You are under no obligation to do this; however, your signature on the form indicates that you will give them the final early and will not reduce their semester grade 10%.

SPECIAL NOTE: The D- grade is possible for any student who has been in regular attendance, has been cooperative, and has worked to his capacity. Teachers should not feel guilty or hesitate to give a D- grade to a student who meets the above standards. Close cooperation is needed between the teacher, guidance department, parents, and administration in issuing D- grades based on attendance, cooperation, and working to capacity.