

To: Parent/Guardians/Students
Re: Midterms/Final Exams – Semester 1

1. Midterms/Final examinations/activities will be given to all classes at all levels in all departments **January 17-25th**.

2. Schedule for finals:

Wednesday, January 17 Final Review WEDNESDAY Schedule for ODD Review	Thursday, January 18 Final Exams Period 1: 7:35-9:20 BREAK – 9:20-9:30 Period 3: 9:30-11:15 Lunch: 11:15-12:05 Make-Up: 12:10-1:50	Friday, January 19 Final Exams Period 5: 7:35-9:20 BREAK – 9:20-9:30 Period 7: 9:30-11:15 Lunch: 11:15-12:05 Make-Up: 12:10-1:50	Monday, January 22 Final Review THURSDAY schedule for EVEN review	Tuesday, January 23 NO SCHOOL - ELECTION DAY	Wednesday, January 24 Final Exams Period 2: 7:35-9:20 BREAK – 9:20-9:30 Period 4: 9:30-11:15 Lunch: 11:15-12:05 Make-Up: 12:10-1:50	Thursday, January 25 Final Exams Period 6: 7:35-9:20 BREAK – 9:20-9:30 Make-Up: 9:30-11:15 Lunch: 11:15-12:05 Make-Up: 12:10-1:50	Friday, January 26 NO SCHOOL - TEACHER WORKSHOP
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3. ***If a student is going to miss an exam, a parent/guardian must call the school to inform the main office of the reason why the student will miss the exam. The student should arrange for a make-up exam with their teacher.***
4. Students are expected to remain in their exam rooms for the specified times. **Students may not be dismissed from the exam room until the end of the exam block.** The bell schedule will coincide with exam periods.
5. **Students arriving late will not be allowed into exam rooms.** They will be directed to the main office and likely a study area in the cafeteria to wait until the next exam period.
6. **Students only attend the exam period for academic classes.** They are not required to attend study hall periods.
7. **Midterm/Final exams/activities will count for 10% of final course grades.**
8. Students who do not take the exam/activity during the scheduled period, or during an approved make-up session, will receive a “0” averaged into the course grade. The exam column in PowerSchool will show a “0”.
9. The snack bar will be closed during exam periods. This area will be open during break periods and lunch.
10. The cafeteria will serve as a quiet study area during exam periods. All students who arrive at school during a period in which they do not have an exam must enter via the regular student entrance near the cafeteria and report directly to the cafeteria. Students must remain in the cafeteria until the end of the exam period.
11. **After the second exam block, the school offers two buses: a north and a south bus.** Buses will arrive between 11:20 am and 11:30 am. As students board the bus, they will need to inform the driver of their address. Depending on the address, the bus driver will then either have them stay on the bus or switch to the other bus. However, these buses do not drop off at the actual stop, but to an area close to the regular pick up and drop off location.
12. If students stay for the make-up period, two afternoon buses arrive between 1:50 pm and 2:00 pm. Students can ride on **either** of these buses, which will both go to the middle school. Once at the middle school, students will board their regular numbered bus. These buses will take students to their regular drop off. If you have any questions, please feel free to call the school.
13. **Note: on the block review days of January 17th and January 22nd, buses will run on a normal daily schedule.**
14. Get plenty of rest and have a good breakfast! Good Luck!