

January 24, 2022

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 26- February 1.**
2. Schedule for finals

25-January	26-January <u>Final Exams</u>	27-January <u>Final Exams</u>	30-January <u>Final Exams</u>	31-January <u>Final Exams</u>	1-February <u>Final Exams</u>
Wednesday Schedule for ODD review	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	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	Thursday Schedule for EVEN review	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	Period 6 – 7:35 – 9:20 BREAK – 9:20-9:30 Period 8 –9:30 –11:15 Lunch – 11:15 – 12:05 MAKE-UP –12:10-1:50

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 leave the exam room until the end of the exam block. The bell schedule will coincide with exam periods.
5. Any student arriving at the exam room after these times must be sent to the Main Office. Students arriving late will not be allowed into exam rooms. They will be directed to the cafeteria to wait until the next exam period.
6. **Students only attend the exam period for academic classes.** Students are not required to attend study hall or lunch 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 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 the exam periods. All students who arrive at school and do not have an exam during that period, must enter the building via the main entrance near the cafeteria and report directly to the cafeteria. Students must remain in the cafe 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 a.m. and 11:30 a.m. As students get onto the bus, they will need to inform the driver where they live. Depending on address, the bus driver will then either have them stay on the current bus or switch onto the other bus. However, these buses do not drop off at the actual stop, but to an area close to the original pick up and drop off locations.
12. If students stay for the make-up period, two afternoon buses arrive between 1:50 p.m. and 2:00 p.m. Students can ride on either of these buses, which will both go to the middle school. Once at the middle school, students should get onto their regular numbered bus. These buses will take students to their designated drop off. If you have any questions, please feel free to call the school.  
**Note: January 25 and 30 buses will run on their regular scheduled pick-up times.**
13. Get plenty of rest and have a good breakfast. Good Luck!!

NOTE: In the event of a delayed opening on any given day of a midterm/final, the first exam of that day will be moved to the 9:35 – 11:15 slot and the second exam will be moved to the make-up time of 12:10 – 1:50. Lunch will be available from 11:20-12:05. Students will be all around the school during this time as well. The normal dismissal bus run will be at 2:15.