

Semester One Midterm and Final Exam Schedule – January 2018

No PLC

Day 1 - Tuesday, January 23

Time	Block
7:30 – 9:05	Block 1 <u>Black</u>
9:05 – 9:35	Study or Break Period
9:35 – 11:10	Block 1 <u>White</u>
11:10 – 11:40	Students – Lunch or Departure
11:40 – 2:20	All students are expected to leave at 11:40am except for quiet study in Library or if they have made prior arrangements to meet with a teacher

Day 3 - Thursday, January 25

Time	Block
7:30 – 9:05	Block 4 <u>Black</u>
9:05 – 9:35	Study or Break Period
9:35 – 11:10	Block 4 <u>White</u>
11:10 – 11:40	Students – Lunch or Departure
11:40 – 2:20	All students are expected to leave at 11:40am except for quiet study in Library or if they have made prior arrangements to meet with a teacher

Day 2 - Wednesday, January 24

Time	Block
7:30 – 9:05	Block 3 <u>Black</u>
9:05 – 9:35	Study or Break Period
9:35 – 11:10	Block 3 <u>White</u>
11:10 – 11:40	Students – Lunch or Departure
11:40 – 2:20	All students are expected to leave at 11:40am except for quiet study in Library or if they have made prior arrangements to meet with a teacher

Day 4 – Friday, January 26

Time	Block
7:30 – 9:05	Block 5 <u>Black</u>
9:05 – 9:35	Study or Break Period
9:35 – 11:10	Block 5 <u>White</u>
11:10 – 11:40	Students – Lunch or Departure
11:40 – 2:20	All students are expected to leave at 11:40am except for quiet study in Library or if they have made prior arrangements to meet with a teacher

Expectations for Students, Parents and Teachers

Please review this information about exams. Please zero in on rules and procedures, including the following:

- Unless excused by the principal or career-tech director, all students are required to be present during the scheduled exam time. Students may take portions of their midterm or final assessments prior to the exam date. However, at least some part of their assessment (e.g. reflective essay, self evaluation, course evaluation, etc.) must be completed during the scheduled exam period.
- No students are allowed to enter an exam late. Late students must schedule a time to retake the exam at the convenience of the instructor with permission from the principal.
- Stick to the schedule and do not allow students to leave early.
- Students are not allowed to leave the room during an exam unless there is a dire emergency.
- Be careful about the noise level in your room since others nearby may be working in complete silence.
- Attendance is taken in exams each period and sent to the Vice Principal's Office.... Only report students absent that are supposed to be in the exam. If you made arrangements for the student to take the exam at another time, do not mark them absent.
- Some students will use the break to study for an exam and might arrive for class early.
- Be prepared to schedule a time for a make-up exam if a student is absent.
- In semester courses, the exam counts for 20% of the final grade. If a midterm is given, each exam counts for 10% of the final grade.
- During study times, students may report to the cafeteria (where socialization will be permitted) or the library where quiet study will be required.
- Students are allowed to leave the building after they are done with their exams for the day.
- **Bus Schedule:**
 - **11:40 am** - All students should plan to leave at this time unless they have made prior arrangements with a teacher or will stay for quiet study in the library
 - **2:20 pm** – Buses will be available for any student who stayed at school to study
 - **5:00pm** – Buses will be available for students who are participating in sports

If students have questions concerning this, please see your Reading Break teacher. If parents have questions, please contact the school counseling department or principal. If teachers have questions, please see your instructional leader. Thank you in advance for your cooperation.

To Students and Parents:

Once a student leaves campus, the student is not allowed to return for the 2:20 bus. Supervised studies will be provided for students with transportation problems.