January 6, 2020

Dear Parents,

Midterm exams are fast approaching. Please review the below information with your daughter to support her success. Please note that exams begin on January 21st when we return from MLK Day. January 21st is a full day of school while all other exam days end at 12:50pm. Please see below for each day’s schedule.

<table>
<thead>
<tr>
<th>Class Period</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8:15</td>
<td>8:40</td>
</tr>
<tr>
<td>Period 6 Exam</td>
<td>8:45</td>
<td>10:45</td>
</tr>
<tr>
<td>3</td>
<td>10:50</td>
<td>11:20</td>
</tr>
<tr>
<td>4</td>
<td>11:23</td>
<td>11:53</td>
</tr>
<tr>
<td>5</td>
<td>11:56</td>
<td>12:26</td>
</tr>
<tr>
<td>2</td>
<td>12:30</td>
<td>12:55</td>
</tr>
<tr>
<td>Period 7 Exam</td>
<td>1:00</td>
<td>3:05</td>
</tr>
</tbody>
</table>

Early Release Days

<table>
<thead>
<tr>
<th>Midterm examinations</th>
<th>Wednesday, January 22, 2020</th>
<th>Thursday, January 23, 2020</th>
<th>Monday, January 27, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30A.M-10:30 A.M.</td>
<td>Period 1</td>
<td>Period 2</td>
<td>Period 5</td>
</tr>
<tr>
<td>10:50 A.M.-12:50 P.M.</td>
<td>Period 3</td>
<td>Period 4</td>
<td>Makeup Exam</td>
</tr>
</tbody>
</table>

EXAMINATION SCHEDULE PROCEDURES

➢ If school is officially closed for any emergency, the exam(s) scheduled for the day(s) will be given on the first day school reopens; other exams will follow in the established order.
➢ If schools open two hours late due to inclement weather or an unforeseen event on any day between January 22th and January 27th, students will report two hours later than normal and dismiss 1.0 hours before normal dismissal time (3:05pm).
➢ Breakfast will be served at 8:00am, snacks will be available at 10:30am, and lunch will be served at 12:50pm each day.
➢ During early release days, students are NOT to visit any other schools.
➢ The first examination period will begin promptly at 8:30 a.m. and continue until 10:30 a.m. Students must be seated in their testing room by 8:20 am for 8:30 exams. The second examination period will begin at 10:50 a.m. and continue until 12:50 p.m. Students must be seated in their testing room by 10:40 a.m for 10:50 exams.
➢ Students should NOT report to school if they do not have a scheduled exam.

OBLIGATIONS

➢ Students who do not resolve obligations will not be able to receive their final report card, textbooks in the fall or participate in extra-curricular activities until the obligation is cleared.

EXAMINATION PREPARATION

➢ Effective examination preparation requires regular study and review throughout the semester. Cramming just prior to exams is less effective. Adequate advance preparation and study reduce stress levels.
➢ Students must arrive for the exam prepared with pens, #2 pencils, erasers and calculators if needed.

ACADEMIC HONESTY

➢ Confirmed cases of academic dishonesty will result in a grade of zero credit on the examination.
WESTERN HIGH SCHOOL  MIDTERM EXAMINATIONS

ABSENCE/LATENESS
➢ Any student who is absent from one or more examinations will have to apply for permission to her grade-level administrator to take make-up examinations. Not taking an exam results in a grade of zero.
➢ Only legal, documented and verifiable absences will be considered. Categories of lawful absences are: documented medical emergencies (severe illness or injury), documented court attendance and/or documented bereavement in the family.
➢ Students must apply for make-up exams on the first day of return to school, providing documentation and a completed application to the Grade-Level Administrator. Applications may be picked up in the main office.
➢ Students arriving after 8:40 for the first exam and 11:00 for the second exam will not be able to take that exam that day. Students arriving late will not have extended time to work on the exam. Students will have to apply to make-up an exam if they arrive late.

TRANSPORTATION
➢ Western-Poly buses may not be here for pickup at 12:50 p.m. Please make transportation arrangements. Regular MTA schedules will be followed on surrounding routes. Students will not be permitted to remain in the building after 12:50 unless they are under the DIRECT supervision of a teacher.

EXAMINATION ROOM
➢ Students are required to wear their full school uniform during each examination period.
➢ There is to be no eating or drinking in the examination room.
➢ Students are to take care of personal needs prior to the examinations. No one is to be excused from the examination rooms unless there is an emergency.
➢ Students are not to leave the examination rooms until the bell rings at the end of announcements.

Thank you for your continued support of your daughter and our academic program. Please feel free to contact the main office if you have any questions.

Best,

Michelle White
Principal, Western High School