

Semester Exam Emergency Plan For School Delay Or No School:

TWO HOUR DELAY: If an emergency delays the opening of school by two hours, we will still have both scheduled exams. The schedule will be as follows:

First Exam	9:25 – 11:35
Lunch	11:35 – 11:55
Second Exam	12:00 – 2:10

CANCELLATION: If school is canceled one day during exam week, the missed exams will be made up the next school day and the exam schedule will be shifted accordingly. For example, if school is closed for the period 1 and 2 exams on Friday, those exams will be given the first day back to school. If school is closed for two days or more, the school system will determine a revised schedule, which will be broadcast via radio and TV and posted on the school system website.

REVIEW DAY: If school is closed on Review Day, the review will be held the first day back to school and the exam schedule will be adjusted accordingly.

Make-Up Exam Procedures

Any student who is ill on a scheduled exam day needs to follow these procedures:

1. Parents should call the attendance office by 7:25 a.m. on the day of the absence to notify the school.
2. Upon returning to school, the student must bring an absence note signed by parent to the main office.
3. It is the student's responsibility to make arrangements for the make-up exam either during the scheduled exam make-up period or at a time mutually agreed upon by the teacher and student.

Other Important Information

- **Exams are worth 25% of the final course grade.**
 - **Take all exam-related materials home daily in case of a snow emergency.**
 - **Get plenty of rest and eat well!**
1. Students need NOT be present at school unless they have a scheduled exam or culminating activity during an examination period. For example, if a student does not have an exam during the first exam session, he or she may report to school at 10:00 for the second exam session. If a student does not have an exam during the second session, he or she may leave school at 9:35.
 2. Students must take exams during the scheduled exam period.
 3. Students may bring other related materials (books, magazines, etc.) to an exam in case they finish the exam early. They may not leave the room early until the end of the exam period. The cafeteria will be a study hall during exam periods for those students in the building without a scheduled exam.
 4. No student will be admitted to an exam after the official starting time.
 5. The time between exams is study time or break time. The students are NOT permitted to leave school grounds. The cafeteria will be open with snacks available for purchase.

6. Buses will run at the regular time during exam week. A study hall will be available for students during unscheduled exam periods and for those who remain for bus pick-up at 2:10 p.m. Students must be in a supervised area at all times. Students may not return to school for bus transportation if they leave school grounds after the exam.