



To: Students  
From: Mr. Daniel Meyers, Assistant Head of School for Academics  
Date: May 16, 2017  
Re: Second Semester Final Exams: May 22, 23, 24 (Monday-Wednesday)

### **STUDENTS: PLEASE SHARE THIS INFORMATION WITH YOUR PARENTS/GUARDIANS**

As the second semester comes to a close with final projects and exams, I wanted remind you of the procedures and expectations for Finals Week. Much of the information below can be found in the Handbook in the student planner (page 30). If you have questions about any of the information below, please feel free to contact Mr. Meyers.

- All students should be on campus by 8:00 am during finals week. Students are to report to the appropriate exam room five minutes before the exam begins. Passing time is not included in the exam period. A bell will ring signaling the beginning of each exam period. Student will not be admitted after the exam has begun. Tardy students must report to the Director of Academic Affairs to reschedule the exam.
- **ABSENCES** - It is important that students take their exams at the scheduled times. **A student may not make up a final exam unless her absence is verified by a documented doctor's visit.** Parents need to notify the attendance office of any absence each morning.
- Students should bring paper, pen and pencil, and any other materials requested by the teacher to the exam. Since students must remain in the exam room for the entire exam period, they should bring something else to study after they turn in their exams.
- Any student who has a conflict between exams should complete the conflict form available in the main office, and return it to the box besides it.
- Students will not be allowed to leave campus between exams. The library will be open from 8:00 a.m. until 12 noon during exams should students wish to study before their next exams. If not in the library, students should be in Barrett Hall.
- Students will not be permitted to go to their lockers during exam sessions.
- Food service will be available in Barrett Hall on exam days.
- In consideration of your fellow students, there should be a quiet atmosphere on campus during exam days.
- The school will close at 1:00pm on Final Exam days. Please arrange to be off campus by that time as students will be asked to leave and no supervision will be provided.
- **SCHOOL UNIFORM: All students should be in proper school uniform (Casual Dress: Handbook Page 47) in order to sit for their finals.**