

January 11, 2012

Parents/Guardians,

Students received the exam schedule and exam information in homeroom on Wednesday. Please review this information carefully. If you have any questions, please ask your child's teacher, an administrator, or his/her counselor.

It is important that students show up to their exam. If your child cannot attend an exam because of an illness or other emergency, please call the school that morning and let us know that your child will be absent. Also, it is important for students to be on time for exams. If your child is running late for an exam, please call the school. Make up sessions for exams will be next Thursday and Friday...if students are absent for an exam, especially an EOC or VOCATS exam, we will make sure they have the opportunity to take the exam.

Exam days are regular school days and students are required to be here. The exception is that some students may qualify for an exemption of teacher made exams. Students can be exempt from a teacher-made exam if they have an A for the semester and no more than 3 absences or a B and no more than 2 absences. If students have a C, D, or F in the class, there is no exemption. Also, students lose their exemption status if they have been assigned ISS or OSS at any point during the semester. Please refer to page 27 in the student handbook for further details on exam exemption. The teacher in each of your child's classes will let them know whether or not they are exempt from their exam.

Exam days are regular school days and attendance will be taken. If your child does not show up to school, whether they are exempt from that day's exam or not, they will be counted absent. To be counted present for the full day, they must be in attendance for at least $\frac{1}{2}$ the school day. If your child is exempt from an exam and they come to school at 7:55 (regular time), they should report to their class. After attendance is taken, the students not taking exams will report to the cafeteria. If students are exempt from an exam and they choose to report to school after the exam period (11:45), they should report to the cafeteria until the bell is rung to go to the next period.

Sign-outs...please read this carefully and follow our instructions. Just as with a regular school day, students are not allowed to leave school unless a parent has signed them out. With this year's schedule, we are not doing the long cram sessions and will be meeting in each class each day, prior to that class period's exam. Students are highly encouraged to attend all exam reviews and are discouraged from signing out since these are regular school days. If a student must sign out, a parent/guardian or the designee listed on your NCWise must come into the school and sign their student out. No sign outs will be taken over the phone or via a handwritten note. Starting Thursday, Jan. 12, parents may come in and sign students out for the days during exams when they plan on leaving early. Again, I strongly urge students to attend the exam reviews and not sign out. On exam

days, sign out notes will be delivered to the class in which we will be meeting in after the exam on that day. Students will receive your note in that class, attendance will be taken, and then students will be released at the time on their sign out note. We ask that if parents are coming into the school to sign out a student, that they do so before 12:15 each day. On the exam days, we will only allow sign outs after 12:15 in cases of emergency as to not disrupt the important exam reviews. If a student is planning on signing out, please make arrangements before that school day. Access to phones in the office will be limited due to the testing environment. Once an exam starts, students are not allowed to sign out.

No electronic devices are allowed in classroom/testing areas. Breakfast and lunches will be provided each exam day.

Friday, January 20 will be used as a make-up and retesting day. Again, for attendance, students are required to be here. Breakfast and lunch will be served. Car riders and drivers will be dismissed at 12:15. However, buses will not be able to run until 2:55. If your student rides a bus, they will have to stay here until 2:55.

Again, if you have any questions concerning exams, please ask one of your child's teachers, an administrator, or counselor. Exams are very important and we want each student to do their best! Your child's focus and attention in class and during the reviews is very important to his/her success. Please help us by making sure your child shows up on time for his/her exams and encourage them to do his/her best! Also, please make sure that your student receives a good night's rest each night and eats a good breakfast each morning. Good luck to your child on his/her exams and thank you for your attention and cooperation in making exams go smoothly and successfully!

Jeff Link, Principal
West Caldwell High