 **NORDONIA HIGH SCHOOL**

 **SECOND SEMESTER EXAMINATION SCHEDULE**

 **2018-19 SCHOOL YEAR**

 **Semester Exams will begin on Thursday, May 30, 2019 and conclude**

 **on Tuesday, June 4, 2019. The philosophy behind the additional**

 **one-hundred minute exam slot on Thursday is to insure that no student**

 **will take three exams in one day.**

 **THURSDAY, MAY 30, 2019 FRIDAY, MAY 31, 2019**

**Period 1 7:20-7:55 (35) STUDY PERIOD 7:15-7:25**

**Period 2 8:00-8:35 (35) EXAM PERIOD 1 7:30-9:10 (100)**

**Period 3 8:40-9:15 (35) Break 9:10-9:45**

**Period 4A 9:20-9:46 (26) EXAM PERIOD 2 9:50-11:30 (100)**

**Period 4B 9:50-10:16 (26) Lunch 11:30-12:00**

**Period 4C 10:20-10:46 (26) STUDY PERIOD 12:30- 2:11**

**Period 5A 10:50-11:16 (26)**

**Period 5B 11:20-11:46 (26)**

**Period 6 11:51-12:26 (35)**

**EXAM PERIOD 7 12:31-2:11 (100)**

 **MONDAY, JUNE 3, 2019 TUESDAY, JUNE 4, 2019**

**STUDY PERIOD 7:15-7:25 STUDY PERIOD 7:15-7:25**

**EXAM PERIOD 3 7:30-9:10 (100) EXAM PERIOD 5 7:30-9:10 (100)**

**Break 9:10-9:45 Break 9:10-9:45**

**EXAM PERIOD 4 9:50-11:30 (100) EXAM PERIOD 6 9:50-11:30 (100)**

**Lunch 11:30-12:00 Lunch 11:30-12:00**

**STUDY PERIOD 12:30-2:11 STUDY PERIOD 12:30-2:11**

**(Juniors with exams will not attend CVCC)**

**\*NOTE: IF ANY PART OF YOUR CLASS HAS A (5) YOU TAKE THE EXAM ON TUESDAY.**

**We have asked our faculty to utilize the few days before exams to help review and prepare students for the tests. Please encourage your student to study. Our goal is to give every student the opportunity to do well. Exams count heavily towards your grade; it is 20% of your yearly grade.**

**EXAMINATION PROCEDURES AND POLICIES**

**We cannot emphasize enough our sincere desire for students to do well on exams. The following procedures have been established to insure an academic atmosphere and to encourage focus by students to be responsible for their own success. Please read them carefully. Parents and students should go over them together to insure no misunderstanding during the exam process. If you have any questions, do not hesitate to call the school for clarification.**

1. **If weather forces cancellation of school during the examination schedule, administration, faculty, and students are responsible for the scheduled examination that was missed the next day school is in session. Exams are as follows: Periods 7, 1, 2, 3, 4, 5, 6.**

Important

1. **Students who complete an exam before the period ends must stay in the room. They may use any remaining time to study for subsequent exams.**

**3. Students are required to be in attendance during the time in which they**

 **have exams scheduled. If an exam is not scheduled, they may be excused**

 **from school by submitting to the office a permission form signed by a**

 **parent or guardian.**

1. **The exam schedule is closed from 7:30 a.m. through 11:30 on all four exam days. THIS MEANS THAT STUDENTS ARE NOT PERMITTED TO LEAVE BETWEEN EXAM PERIODS UNLESS THEY ARE DONE FOR THE DAY. CBI students may have to adjust their work schedule on Monday, June 3, due to 4ABC period exams.**
2. **A “study period” has been built into the exam schedule from 7:15 a.m. through 7:25 a.m. on Friday, Monday and Tuesday. Students may utilize this time to seek clarification from faculty or do quiet studying in the cafeteria or IMC.**
3. **On Friday, Monday and Tuesday the cafeteria will be open from 11:30 a.m. to 12:00 p.m. A limited lunch and snacks will be available. We expect cooperation from our students in their conduct. The halls are off limits!**
4. **It is the parents’ responsibility to arrange transportation if students are going to exercise the “open option” for exams. This can only be done by submitting the “open option” permission slip prior to taking their first exam.**
5. **If students have completed exams for the day, they may leave school to go home with parent permission. They may not return to the building. Transportation is the responsibility of the parent and student.**
6. **Students choosing to utilize the study period scheduled from 12:30 p.m. through 2:11 p.m. will report initially to the cafeteria at 12:30 p.m. Reporting students will be directed to supervised classrooms for the duration of the school day. There will be no activity in the Gyms. This time is for study and/or seeking help from staff.**

**11. Any student failing to take an exam at the assigned time will receive an**

 **“Incomplete” on grade cards. They will receive a “zero” percentage**

 **grade and “F” mark unless they secure PERMISSION FROM THEIR UNIT**

 **PRINCIPAL OR DEAN OF STUDENTS PER THE FOLLOWING:**

 **1) Illness verified by a Doctor’s note. 2) extenuating/emergency**

 **circumstance as determined by a Principal/Dean. The appropriate**

 **administrator will confirm permission to take a late exam via an e-mail**

 **to the teacher. The few make-ups that may exist should be completed**

 **by Tuesday, June 4 at 2:11 p.m.**

**A SPECIAL NOTE TO PARENTS AND STUDENTS OF NORDONIA HIGH SCHOOL….**

**We are asking for your help! Whether you are a parent or student, please understand our concern. For those students exercising the “open option”, we ask that you be careful and cautious on the roads to and from school. Students who are walking should use the sidewalk areas only. Secondly, please do not interrupt the normal operations of our community by going in large groups to local restaurants and stores. Also, do not visit other school buildings as they are in their normal routine. Your time away from school is for study and preparation purposes. Use your time wisely!**