



YCSD

## SECOND SEMESTER EXAMINATION SCHEDULE

2018-19 SCHOOL YEAR

Semester Exams will begin on Thursday, May 16, 2019 and conclude on Tuesday, May 21, 2019. The philosophy behind the additional ninety-minute slot AND the modified schedule ensure that no student will take three exams in one day.

### THURSDAY, MAY 16, 2019

Breakfast/Study Table	8:45-9:30 (45)
Exam Period 1	9:30-11:00 (90)
Class Change	11:00-11:05 (5)
Exam Period 2	11:05-12:35 (90)
Lunch	12:35- 1:05 (30)
Dismissal	1:05

### FRIDAY, MAY 17, 2019

Breakfast/Study Table	8:45-9:30(45)
EXAM PERIOD 3	9:30-11:00 (90)
Class Change	11:00-11:05 (5)
EXAM PERIOD 4	11:05-12:35 (90)
Lunch	12:35- 1:05 (30)
Dismissal	1:05

### MONDAY, MAY 20, 2019

Breakfast/Study Table	8:45-9:30 (45)
Exam Period 5	9:30-11:00 (90)
Class Change	11:00-11:05 (5)
Exam Period 6	11:05-12:35 (90)
Lunch	12:35- 1:05 (30)
Dismissal	1:05

### TUESDAY, MAY 21, 2019

Breakfast/Study Table	8:45-9:30(45)
EXAM PERIOD 7	9:30-11:00 (90)
Class Change	11:00-11:05 (5)
EXAM Make-ups	11:05-12:35 (90)
Lunch	12:35- 1:05 (30)
Dismissal	1:05

#### **\*NOTE:**

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.

**Important**

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.
2. 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
4. The exam schedule is closed from 9:15 a.m. through 12:35 on Thursday, Friday, Monday, and Tuesday. THIS MEANS THAT STUDENTS ARE NOT PERMITTED TO LEAVE BETWEEN EXAM PERIODS UNLESS THEY ARE DONE FOR THE DAY.
5. A "study period" has been built into the exam schedule from 9:15 a.m. through

9:25 a.m. on Friday, Tuesday, Wednesday, and Thursday. Students may utilize this time to seek clarification from faculty or do quiet studying in the cafeteria or library.

6. All 11<sup>th</sup> grade Choffin Career Center students and any other a.m. Career Center students will be taking their exams prior to May 16, 2019 therefore will not have testing until the start of the 4<sup>th</sup> period Exam on Friday, May 17, 2019.
7. 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.
8. 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.
9. 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, May 21, 2019 at 9:30 a.m. and 11:05am.

## **A SPECIAL NOTE TO PARENTS AND STUDENTS OF Youngstown City Schools....**

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!