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May 9, 2016

Dear High School Students and Parents,

As the end of the school year approaches and we begin to prepare for our final exams, it is important that students and parents know, and understand the rules for the final exams that will be administered on Tuesday, May 24, and Wednesday, May 25, 2016. Final exams are very challenging, and can be a stressful part of a student's academic life. I encourage you to help your child to prepare for these tests by providing adequate rest, study time, and nourishment during these testing days.

The following rules apply to our students at Kalida High School:

1. Exams will be given in each subject area and count for 20% of the student's semester grade. The exam grade will appear on the grade card.
2. High school students (9-11) will be following a modified open campus schedule. This means that high school students must come to school at the regular time, but may leave school after their last exam on both exam days. Students may not leave between exams. **The form at the bottom of the exam schedule paper must be signed by a parent in order for a student to be released from school early on their exam days.**
3. There will be supervised locations provided in the building for students wanting to stay, or for parents who wish for their students to remain in the building from 7:55 a.m. until the end of the school day.
4. Students should avoid having appointments made for these two days. We understand that certain types of appointments are arranged weeks in advance and are difficult to reschedule. Therefore, if this situation applies to your child, please contact the office so that special arrangements can be made. If students are to miss any of the exam days, arrangements should be made for them to take their exams *before* the scheduled exam date.
5. Students finishing early on an exam will be required to remain in the testing room until the exam period is over.
6. Junior high students (grades 6, 7, & 8) will not be taking exams, however, junior high students are required to remain the entire day at school. I apologize for any inconveniences that this may cause, but we feel that the modified open campus is a privilege for which our junior high students must wait until they reach the high school level to earn.

**The Kalida School buses will maintain their normal routes and times on Tuesday, May 24. We will be having a district wide 1:00 p.m. dismissal on Wednesday, May 25, 2016.**

If you have further questions, please feel free to contact me by phone or email. Thank you.

Sincerely,

Chris Pfahler