

Spartan Update
January 3, 2012

Welcome back to school from our Winter Break and the beginning of 2012! This is a busy time for our students and teachers as we are almost at the midpoint of this academic year. The first semester is almost over and we are preparing for semester exams. The following schedule covers end of semester activities.

January 3-6 and January 9-10—Classes will wrap up the first semester requirements and review for semester exams. Attendance is very important as time is limited for completing all requirements for the first semester. All incompletes must be made up in order to be granted credit for the first semester classes.

January 11, 2012 (Wednesday) –Exams are scheduled for all odd period classes (1, 3, 5 and 7).

January 12, 2012 (Thursday)—Exams are scheduled for all even period classes (2,4, 6 and 8).

EXAM SCHEDULE

	Test Day 1 Wed., 01-11-12	Test Day 2 Thurs., 01-12-12
7:30 - 7:40	1/Homeroom	1/Homeroom
7:45 – 9:05	1 st	2 nd
9:10 – 10:30	3 rd	4 th
LUNCH	3rd (Cont.)	4th (Cont.)
11:55 – 1:10	5 th	6 th
1:15 – 2:30	7 th	8 th

Attendance requirements for Exam Days include:

- Students may report to school at the time of their first exam each day.
- **Students who ride the bus to school may NOT leave school grounds** because they do not have an immediate exam. Once on school property they are expected to report to the building and remain there for all exams as described below.
- Once at school on Wednesday, students are expected to stay for the remainder of the day. Quiet Study Halls are provided so students can prepare for their Thursday exams.
- On Thursday, students may sign out in the office to leave at the end of their last scheduled exam period unless they are riding a bus home. All who will ride the bus home must remain on school grounds until bus dismissal.
- Students leaving early must turn in a signed parent permission form as they sign out. Forms are available in the office.

There is no scheduled Make-Up Day or Time for missed exams. It is the student's responsibility to be present for all exams or to contact the school/teacher to schedule the make-up. Students not completing all exam requirements will receive an Incomplete in the course and will not receive credit for the semester.

Please call teacher or an administrator with questions about the exam policy outlined above.

Please note that students will not be in school on Friday, January 13, 2012—a Records Day for teachers. There is no school for students or staff on Martin Luther King Day, Monday, January 16.

Second Semester

Schedules for the second semester will be distributed in homeroom on Tuesday, January 17. The student's homeroom will not change. Schedule changes may be made by counselors after they review the first semester report card and credits earned. Students will be called to the guidance office for consultation prior to any changes being made. If students have room to add a class to their schedule they may contact their guidance counselor to discuss adding a class.

Course Selections for the 2012-2013

In February, students in grades 9 through 11 will begin the registration and course selection process for next year. All tenth grade students will visit Portage Lakes Career Center to learn about program options available to them next year. This information will be considered as they make their course selections with Springfield Guidance counselors.

Students who may qualify for a Post-Secondary Options Program will be notified by mail of a student/parent meeting to be held in February. As will be stated in the letter, attendance at this meeting is mandatory. This is information that will be new to the student and parent and is a forum planned to provide answers to specific questions. Students cannot register for this PSEOP without having all needed information.

Mark Your Calendars

January 11	Exam Day
January 12	Exam Day (end of Semester)
January 13	Records Day (no school for students)
January 16	Martin Luther King Day (no school)
February 2	Delayed Start –classes begin at 9:30