

CALEDONIA-MUMFORD CENTRAL SCHOOL

High School Office

MR. MERRITT HOLLY, PRINCIPAL

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January 6, 2017

Dear Parents/Guardians and Students:

Happy New Year! It is hard to believe we are nearing the end of the first semester. Please carefully review the following information regarding January testing.

The last day of regular classes for high school students will be Monday, January 23, 2017. Enclosed you will find the January 2017 Final Examination Schedule for Local and Regents Assessments. We will begin the examination schedule for grades 9-12 starting on Thursday, January 19, 2017, through Friday, January 27, 2017. **Exams that do not appear on this schedule are going to be conducted during regular class time on January 19, 20 and 23, 2017.**

Please review this schedule with your son or daughter. Only those students who are scheduled for an exam or mandated review classes are expected to report to school during exam week. Please note that middle school students will continue their regular class schedule through Friday, January 27, 2017. **Lastly, Monday, January 30, 2017, is a Superintendent's Conference Day for only the high school; the second semester will officially start on Tuesday, January 31, 2017, for all high school students.**

Transportation will be provided throughout the examination period. The **morning** and **afternoon** bus routes will occur as normally scheduled. An additional bus run will be added at 11:10 AM. This bus run will take students home after their morning exams and pick up those students who need transportation for afternoon exams only. Students that require transportation to school for an afternoon exam must sign up in the high school office by Friday, January 13, 2017. Lastly, during exam week, BOCES Career and Tech students **must attend their program unless they have a scheduled exam that day. BOCES transportation will be available for our students during exam week at our normally scheduled times.** BOCES will be closed on Friday only (1/27/17) for a conference day.

Students must report any testing conflicts to their teachers immediately. Students that are waiting for an exam to start or transportation home are expected to be in the cafeteria, supervised by our faculty and staff.

The cafeteria will remain open throughout the examination period to provide both breakfast (7:30 AM - 10:00 AM) and lunch (10:00 AM - 12:00 PM).

For safety reasons, **ALL** book bags/backpacks and cell phones will be checked in and left in the high school office during testing week.

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TEST TAKING TIPS

Follow a study plan:

- Ask your teachers what material the test is going to cover.
- Study any review material teachers have given to you.
- Make a list of the most important topics to be covered, and use that as a study guide.
- Circle items that you know will require more time to study.

Get a good night's sleep:

- Do not stay up late studying for the test. The night before the test you should be reviewing, not studying.

Eat a good breakfast:

- Your body needs energy. Eating a good breakfast will fuel your brain.

Come prepared:

- Arrive at school early and have a ten-minute power study.
- Bring all the materials you will need i.e., #2 pencil, pen, paper, and calculator.

Stay relaxed and confident:

- Have a positive attitude.
- Remind yourself that you are well prepared and are going to do well.
- If you feel anxious before or during the test, take several deep breaths to relax.
- Manage your time; scan through the test first.

Check your work:

- Check the clock and go back to review your answers, making sure that you did not make careless mistakes (such as putting the right answer in the wrong place or skipping a question).
- Neatness counts- be sure your writing is legible and that you erase your mistakes.
- Spend the last remaining minutes going over the hardest problems before you turn in your test.

If you have any questions regarding exam arrangements, please contact the Counseling Center at 538-3445, or the High School Office at 538-3483. **If we have severe weather during our Local and Regents Exam Week and school is cancelled for the day, I will be in contact with you via the school's automated phone system with specific directions about test make-up times.** Be sure to study for these very important examinations. We wish you the best of luck.

Sincerely,



Merritt Holly
High School Principal