

**OFFICE OF THE ASSOCIATE PRINCIPAL
GLENBROOK NORTH HIGH SCHOOL**

TO: Students and Staff
 FROM: Ryan Bretag
 RE: Second Semester Exam Information
 DATE: April 2016

BLOCKS		
Tuesday June 7	Block 2-3 (A Day) Block 4-5 (A Day) LUNCH Block 6-7 (A Day)	8:00 a.m. - 9:30 a.m. 9:45 a.m. - 11:15 a.m. 11:15 a.m. - 12:00 p.m. 12:00 p.m. - 1:30 p.m.
Wednesday June 8	Block 8-9 (A Day) Block 2-3 (B Day) LUNCH Block 4-5 (B Day)	8:00 a.m. - 9:30 a.m. 9:45 a.m. - 11:15 a.m. 11:15 a.m. - 12:00 p.m. 12:00 p.m. - 1:30 p.m.
Thursday June 9	Block 6-7 (B Day) Block 8-9 (B Day) LUNCH Make-up or rescheduled exams	8:00 a.m. - 9:30 a.m. 9:45 a.m. - 11:15 a.m. 11:15 a.m. - 12:00 p.m. 12:00 p.m. - 1:30 p.m.

GENERAL INFORMATION - STUDENTS

- Ninety (90) minutes have been scheduled for each evaluation. Students are encouraged to bring study materials to use in case evaluations are completed before the end of the scheduled periods. Students must stay in the testing room for the entire ninety minutes.
- Students are not required to be at school unless scheduled for a final evaluation; however, if students are at school when a final evaluation is not scheduled, they must remain in an authorized area -- department resource centers (if open), Cafeteria (C120) or the Library. All hallways (except student center) are closed during testing periods.
- Each student must complete semester evaluations according to administrative guidelines. **It is NOT within the teacher's prerogative to permit deviations from established evaluation dates and time.** Please refer to the Student/Parent Handbook for procedures for final examinations.
- Buses will operate as usual each morning for students with bus passes. Buses will leave GBN on June 7, 8, and 9, at 11:30 a.m. and 1:45 p.m.
- Thursday afternoon, June 9, is designated for make-up exams.
- Lunch for students will be served on June 7 and 8 from 11:15 a.m. until 11:55 a.m. Beverages will be sold for students who bring lunches.
- Students should NOT visit other schools in the area during evaluation week. Schools do not welcome visitors at this time.

CHANGE OF EXAM

Students who have three exams on one day may reschedule the **THIRD** (6-7A and/or 4-5 B) exam. Change of exam forms are available in the Principal's office. Students must return the signed request to Miss. Kozeluh in the Principal's office no later than noon on Wednesday, June 1. Students will be notified of their approval or denial via their glenbrook225.org e-mail, a copy will also be e-mailed to the teacher.