

Memo

TO: Students and Parents
FROM: M. Palmieri
DATE: January 8th, 2010
RE: **Mid-Year Examinations**

Attached you will find a copy of the mid-year examination schedule. The information below is to address any questions that may arise regarding the examination period and/or exam day procedures.

The Exam Period is January 11th – 15th inclusive.

EXAM DAYS INFORMATION AND PROCEDURES:

- Students are expected to be in school and in proper uniform at least 15 minutes prior to the start of the examinations.
- Only absences justified by **legal documents** will be considered valid.
- The **Special Buses** will **not** be available during exam week.
- Exam schedules, complete with room allocations, are posted in the classrooms, the plaza area and the office area. Students are expected to know where and when their exams are being written.
- Students are required to present their LBP ID card at the time of the exam. Lost cards will be replaced at the main office at a cost of \$2.
- Unless scheduled to write an exam, students are not expected to be in school.
- Students not writing afternoon exams will not be allowed to stay in school during the afternoon sessions. Parents are asked to make alternative arrangements for their children.
- The Breakfast Program will be available between 8:00 and 8:30 a.m. on exam days. (There will be no lunch service for the entire exam period)

In case of school closure for emergency purposes (i.e. Snowstorm) the exams will be postponed (moved forward) by one day. **For example**, if there were to be a school closure on Tuesday, January 12, 2010, the exams scheduled on that day would be held on the Wednesday, January 13, 2010 and those scheduled on the Wednesday will be held on the Thursday and so on.

Should you have any concerns or questions, please do not hesitate to contact the school.

Exam schedule is available on the LBP website www.lbphs.ca

