

January 11, 2019

Dear Lansing High School Families:



I am writing to share our midterms/finals testing schedule and procedures for January 23rd and 24th. For years our midterms and half year course finals were given while classes were still in session. Students took exams while trying to manage regular classroom instruction and homework. In some cases, students had 4 exams on one day. In an attempt to spread out exams evenly and to avoid undue burden on all students (especially those with accommodations), our faculty researched and adopted a new testing schedule last year. We canceled classes for two days and administered all midterms and final exams on those days. Feedback from students and adults was universally positive. Students reported feeling less stress and more prepared for exams.

We will follow the same procedure this year. No classes will be held on Wednesday, January 24th and Thursday, January 25th. In lieu of classes, all midterms and finals will be given on these two days. We've spread out the tests so that most students have only 2 tests on one day. In cases where this is not possible, we've provided flexibility on a case by case situation. Since not all classes will be giving exams, students will only need to come to school if they have a test to take. It is critical that you review the attached exam schedule with your student to identify which tests s/he will take and when s/he needs to be at school. We will provide supervision in the cafeteria throughout the day. Students should report to the cafeteria if they do not have an exam but wish to remain in school.

Busing will continue as planned. Students will be picked up in the morning as usual and take the 2:30 or 3:15 bus home in the afternoon. Students will also have the option of taking the bus to school and home from school mid-day. In order to help transportation plan for mid-day busing, students **MUST** sign-up for bus transportation in Student Services by January 18th. Our drivers will rely on this information for pick up and drop off for mid-day transportation. The LHS cafeteria will be open for breakfast in the morning and lunch from 11:00am – 12:00pm.

Attached you will find a copy of the exam schedule. It will also be posted on the high school webpage. If you need additional information about any course, feel free to contact the teacher directly.

Friday, **January 25th** is a rating day for staff to complete scoring and end the semester. There is **no school** for high school students on Friday. Elementary and middle school students have a regular schedule. Feel free to contact the main office if you have questions (607-533-3020, ext. 3101).

Sincerely,
Colleen Ledley