Dear Upper School Families,

The end of our first semester will soon be upon us. Accordingly, our students will take their Upper School fall semester exams the week of December 16th - 19th. Final grades for the first semester will then be published at the end of the school day on Monday, January 13th, 2020.

As you will see from the schedule provided below, Upper School students have a special schedule during exam week that includes two exam periods each day, Monday through Thursday (the Middle School will follow its normal schedule on those days). Friday, December 20th is the first day of Winter Break for students. Though the days that each exam occurs remain the same, our exam schedule is slightly different than in years past to accommodate the changes in our schoolwide schedule this year.

All teachers will soon inform their students of the plan for their final exam/activity, and students can expect to review the exam schedule in their advisory groups. Please note that some teachers are not offering traditional exams, but instead are planning activities, projects, or other forms of assessment to end the semester. Each student is required to attend each of their exam periods and should expect to be graded on participation and completion of the planned activity. Should there be any classes that are not meeting for exams, teachers of these courses will inform their students directly.

We have scheduled a make-up exam time from 2:05 pm to 3:35 pm each exam day for students who have an excused absence during their regularly scheduled exam time. Students may also schedule make-up exams during the regular exam day if they have an open exam period and the teacher approves this change (teachers may be administering other exams at such times and may not be available). The timing of any make-up exam must be confirmed with and approved by the teacher giving the exam at least 24 hours in advance, barring absolute emergencies. In the case of a weather cancellation or delay, we will provide a modified exam schedule.

Students with exams during the first period of the day should attend morning meeting beforehand. Students who only have an exam during the second exam period should come to school when their first exam begins. The school day will officially end when a
student’s last exam ends. If a student is unable to leave at the conclusion of their exams, the library and the Schoolhouse will be areas with adult supervision. Students with two exams on the same day may not leave campus for lunch. They should plan to order a school lunch or bring their own lunch on these days. As with any school day, please contact Dolores Landavazo to report that your child will be absent or to check your child out for any reason.

Finally, exam week serves many purposes. Obviously, it is an opportunity for teachers to assess student progress in a particular unit or across the whole of the first semester. This is also an opportunity for our students to learn how to manage an exam process that is similar to what they will experience when they go off to college. Teachers and advisors will be providing advice to our students on how to approach individual exams and the week as a whole.

The common theme through all of this is for students to make good choices, from how they will prepare for exams to how they conduct themselves during the exam period. To this end, this is an important time to remember the Bosque School Honor Code:

A Bosque School student is expected to act with integrity in his or her life. Acting with integrity includes being honest at all times, respecting the property of others and the environment of the school, and conducting oneself with moral and ethical awareness,

Parents, please take the time to talk to your student about their exams, how they plan to prepare for the week, and the importance of academic integrity. For students who are feeling particularly uncertain or stressed about exam week, their teachers and advisor are a primary source of support.

Congratulations on a wonderful semester and a well-earned winter break ahead. Let’s finish strong.

Sincerely,

Spree MacDonald
Head of Upper School
FALL 2019 SEMESTER EXAM SCHEDULE

**Monday, December 16**
9:00-9:15  Morning Meeting
9:30-11:00 Exam 1 (A block)
11:00-11:50 Study Period
11:50-12:25 Lunch
12:30-2:00 Exam 2 (B block)
2:00  Dismissal (Upper School only)
2:05-3:35 Make-Up Exams

**Tuesday, December 17**
9:00-9:15  Morning Meeting
9:30-11:00 Exam 1 (C block)
11:00-11:50 Study Period
11:50-12:25 Lunch
12:30-2:00 Exam 2 (D block)
2:00  Dismissal (Upper School only)
2:05-3:35 Make-Up Exams

**Wednesday, December 18**
9:00-9:15  Morning Meeting
9:30-11:00 Exam 1 (E block)
11:00-11:50 Study Period
11:50-12:25 Lunch
12:30-2:00 Exam 2 (F block)
2:00  Dismissal (Upper School only)
2:05-3:35 Make-Up Exams

**Thursday, December 19**
9:00-9:15  Morning Meeting
9:30-11:00 Exam 1 (G block)
11:00-11:50 Study Period
11:50-12:25 Lunch
12:30-2:00 Exam 2 (H block)
2:00  Dismissal (Upper School only)
2:05-3:35 Make-Up Exams
Friday, December 20th

9:30-3:00 Make-Up Exams (Only with pre-approval by the class teacher)

Guidelines:

1. No Study Halls will meet during exam week.
2. If a student has two exams on an exam day, they must arrive at school by 9:00 am for morning meeting and will be dismissed at 2:00 pm. As always, they must remain on campus for lunch if they have a morning and afternoon exam.
3. If a student has only one exam in the morning on an exam day, they must arrive at school by 9:00 am for morning meeting and will be dismissed at 11:00 am.
4. If a student has only one exam in the afternoon on an exam day, they must be in their exam location no later than 12:30 pm and will be dismissed at 2:00 pm. If they report to school in the morning, they are expected to stay on campus until their exam is finished (no coming and going from campus).
5. If a student has no exams on an exam day, they do not have to attend school on that day.
6. If a student misses an exam, they must make arrangements with their teacher to reschedule that exam, preferably during the make-up exam time from 2:05-3:35 pm each exam day, or 9:30 am-3:00 am on Friday, only with advanced approval by the teacher.