

SHAKER HIGH SCHOOL

TO ALL STUDENTS:

January 2018

1. The last page of this document is your "Student Test Schedule" form. Schedules of all school and Regents exams will be posted throughout the building. Each classroom teacher will inform you of the time and place of your examination. Record this information on your "Student Test Schedule." Please retain this schedule. **It is the only copy you will receive.**
2. If you have been absent or have misplaced your "Student Test Schedule," all information regarding your examinations will be available in your **Hall Office** for your reference during the examination period. Prior to the first day of formal exams, any information regarding your examinations can be obtained from your classroom teacher(s).
3. If you do not have an examination during the first testing period, but come to school on the morning bus for the second testing period, you may study in the LaFollette Dining Room or a previously designated area which will be announced over the PA system.
4. Snacks may be available for purchase, but no lunches will be served to students during school examinations. Students must bring their own lunch which may be eaten in the LaFollette Dining Room.
5. Valuables should not be brought to the examination. **For security reasons, students are advised NOT to bring backpacks, bags, or any electronic devices including cell phones to school during the examination period.** The following will be read at the beginning of each exam:

FORMAL SCHOOL/NON-REGENTS EXAMS

“You cannot have any electronic/communications device, including a cell phone, on your person during this exam or during any breaks, such as a restroom visit.

Such devices include, but are not limited to, CD and audiocassette players, radios, cell phones, pagers, MP3 players, Personal Digital Assistants, video devices, and associated headphones, watches or wearables capable of wireless communications, headsets, microphones, earplugs, or any other electronic communication device. Any electronic devices not previously placed in your locker, must be powered off, and removed from your person and placed in an area away from your exam seat as determined by the Head Proctor. If a cell phone should ring or a pager should beep during an examination, you must not look at it or use it. You must raise your hand to indicate to your teacher or a proctor that the phone, pager, or electronic device needs to be turned off by the proctor. You may not, under any circumstances, touch or look at the cell phone or electronic device. You may not take an electronic device with you during a break. Doing so will be considered use of the device and the device will then be confiscated by the teacher/proctor. Upon administrative review, your exam will be invalidated and you will get no score. Failure to turn over the device to the teacher/proctor in charge, or causing any further disruption to the test setting, will result in an immediate removal from the test setting. If you have brought these items into the testing room, understand that Shaker High School is not responsible for lost, damaged or stolen items.”

NYS REGENTS EXAMS

Any electronic devices not previously placed in your locker, must be removed from your person and placed in an area away from your exam seat as determined by the Head Proctor. You cannot have any communications device, including a cell phone, with you during this exam or during any breaks (such as a restroom visit). Such devices include, but are not limited to:

- Cell phones/wireless communication watches/wearables
- Blackberry devices and other PDAs

- iPods and MP3 players
- iPads, tablets, and other eReaders
- Laptops, notebooks, or any other personal computing devices
- Cameras or other photographic equipment
- Headphones, headsets, or in-ear headphones such as earbuds, and
- Any other device capable of recording audio, photographic or video content, or capable of viewing or playing back such content.

If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me, a test monitor or school official, you must give it to me now. You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk etc. If you keep a cell phone or any other of the above listed items with you or near you during the examination, or during a restroom visit, it will be confiscated, your exam will be invalidated and you will get no score. Is there anyone who needs to give me any of these items now? [*proctor: repeat list of devices if necessary*]. This is your last opportunity to do so before the test begins.”

6. Attendance During Exams:

Students enrolled in courses for which there are mid-term or final examinations are responsible for taking tests on given dates and times. Attendance will be taken at the beginning of each examination period and phone calls will be made to verify each absence. The scheduling of personal appointments, vacations or meeting obligations other than those of an emergency nature shall not constitute a valid reason for missing an examination and will result in a grade of zero. Valid reasons include illness or injury confirmed by a physician's note; death in family; court appearance confirmed by court documentation; or placement in a facility. Notification to Hall Principal and/or Supervisor is mandatory. Students and parents must make every effort to schedule mandatory college orientation/placement exams during non-testing periods. If a student is going to attend a mandatory college orientation/placement exam during a testing period, the parents and college must provide documentation explaining the reason(s) for this request.

Eligibility for make-up examinations will be determined by the Hall Principal and Department Supervisor. Once the absence has been approved, it is the student's responsibility to contact the Department Supervisor and reschedule the exam. If arrangements for make-up examinations have not been made prior to the conclusion of the examination period, those unscheduled students shall receive an examination grade of zero. **Regents examinations and RCTs distributed by the State cannot be rescheduled. These exams must be given at the designated times. Students who arrive late to an examination should report to their scheduled exam room. Their exam will end at the normally scheduled ending time. No additional time will be allowed. Students taking Regents exams will not be admitted into the exam room after the State “Universal Admission Deadline” times of 10:00 a.m. for any morning examination and 2:00 p.m. for any afternoon exam.**

EXAMINATION SCHEDULES

A. IN CLASS EXAMINATIONS - Friday, January 12th through Thursday, January 18th

Note: Students taking in-class exams are NOT to be released prior to the end of the class period!

FOREIGN LANGUAGE

All exams are in-class.

TECHNICAL EDUCATION

All exams are in-class.

FAMILY & CONSUMER SCIENCES **All exams are in-class.**

BUSINESS

All exams are in-class with the EXCEPTION of College Accounting

SOCIAL STUDIES

Economics H AP Government and Politics
Intro to Sociology AP Macroeconomics
Personal Economics
American Economy in Global Market

MATHEMATICS

Unified Math 1,2,3,4 Topics in Advanced Math
Int. Alg. 2/Geometry Calculus Non AP
College Alg. with Trig. AP Computer Science
Computer Science 1
CC Algebra 2/1A C.C. Algebra 2/2B

MUSIC

All exams are in-class exams

ART

All exams are in-class

SCIENCE

AP Chemistry Unified Biology 1
UHS Physics AP Biology
Applied Earth 1 Chemistry E

ENGLISH

English 9H, 10H, 10B, 11H
Journalism and Modern Media
Fundamentals of Writing
Sports and Lit.
Exploring Cultures Through Literature
AP Literature and Comp.
AP Language and Comp.
Human Rights
Film Criticism
Lit. in Film

B. SCHOOL EXAMINATIONS

MONDAY, JANUARY 22, 2018

8:00 a.m. – 10:00 a.m.	ENGLISH 9R, 9B	
8:00 a.m. – 11:00 a.m.	<i>ENGLISH LANGUAGE ARTS REGENTS EXAM</i>	
8:00 a.m. – 12:00 p.m.	MAKE-UP/CONFLICT EXAMS	
10:30 a.m. – 12:30 p.m.	ENGLISH 10R READING LIT	COLLEGE ACCOUNTING
12:00 p.m. – 3:00 p.m.	<i>LIVING ENVIRONMENT REGENTS EXAM</i> MAKE-UP/CONFLICT EXAMS	
1:00 p.m. – 3:00 p.m.	CHEMISTRY R, H PHYSICS R, H AP PHYSICS - C	ENVIRONMENTAL SCI. AP ENVIRONMENTAL SCI.

STUDENTS TAKING MORNING REGENTS EXAMS SHOULD NOT BE DISMISSED PRIOR TO 10:00 a.m.
STUDENTS TAKING AFTERNOON REGENTS EXAMS SHOULD NOT BE DISMISSED PRIOR TO 2:00 p.m.

TUESDAY, JANUARY 23, 2018

8:00 a.m. – 10:00 a.m.	AP WORLD HISTORY 9H, 10H GLOBAL HISTORY 9B, 9R, 9H GLOBAL HISTORY 10B, 10R, 10H	
8:00 a.m. – 11:00 a.m.	<i>U.S. HISTORY REGENTS EXAM</i> <i>GEOMETRY REGENTS EXAM</i>	
8:00 a.m. – 12:00 p.m.	MAKE-UP/CONFLICT EXAMS	
10:30 a.m. – 12:30 p.m.	GEOMETRY 10R, 10H C.C. ALGEBRA 1A, 2B APPLIED GEOMETRY	ALGEBRA 1 AP STATISTICS
12:00 p.m. – 3:00 p.m.	<i>ALGEBRA 1 REGENTS EXAM</i> MAKE-UP CONFLICT EXAMS	
1:00 p.m. – 3:00 p.m.	CC ALGEBRA 2, 2H CALCULUS AB, BC	PRE-CALC. 12H, 12R

STUDENTS TAKING MORNING REGENTS EXAMS SHOULD NOT BE DISMISSED PRIOR TO 10:00 a.m.
STUDENTS TAKING AFTERNOON REGENTS EXAMS SHOULD NOT BE DISMISSED PRIOR TO 2:00 p.m.

WEDNESDAY, JANUARY 24, 2018

8:00 a.m. – 10:00 a.m.	APPLIED BIO 2 BIOLOGY R, H APPLIED EARTH 2	UNIFIED BIOLOGY 2 EARTH SCIENCE R
8:00 a.m. – 11:00 a.m.	<i>GLOBAL HISTORY REGENTS EXAM</i> <i>PHYSICS REGENTS EXAM</i>	
8:00 a.m. – 12:00 p.m.	MAKE-UP/CONFLICT EXAM	
10:30 a.m. – 12:30 p.m.	AP U.S. HISTORY U.S. HISTORY 11H, 11R, 11B	
12:00 p.m. – 3:00 p.m.	<i>ALGEBRA 2 REGENTS EXAM</i> MAKE-UP CONFLICT EXAMS	

STUDENTS TAKING MORNING REGENTS EXAMS SHOULD NOT BE DISMISSED PRIOR TO 10:00 a.m.
STUDENTS TAKING AFTERNOON REGENTS EXAMS SHOULD NOT BE DISMISSED PRIOR TO 2:00 p.m.

THURSDAY, JANUARY 25, 2018

8:00 a.m. – 11:00 a.m.	<i>CHEMISTRY REGENTS EXAM</i> <i>EARTH SCIENCE REGENTS EXAM</i>
8:00a.m. – 3:00p.m.	MAKE-UP EXAMS

STUDENTS TAKING MORNING REGENTS EXAMS SHOULD NOT BE DISMISSED PRIOR TO 10:00 a.m.

MAKE-UP, CONFLICT EXAMINATION SCHEDULE

Monday, January 22	8:00 a.m. - 3:00 p.m.	
Tuesday, January 23	8:00 a.m. - 3:00 p.m.	
Wednesday, January 24	8:00 a.m. - 3:00 p.m.	(All examinations will be taken
Thursday, January 25	8:00 a.m. - 3:00 p.m.	in room M-215.)

Students having more than one make-up examination will take them in the order in which the examinations are scheduled, unless other arrangements have been established.

Folders for make-up and conflict examinations will be available in the Main Office before 8:00 a.m. each day. Eight o'clock proctors must pick up makeup/conflict exam materials prior to this time. **Proctors must remain in the makeup/conflict test room even if students are not present when the exam period begins.** Each Department Supervisor will be responsible for assembling the respective folder and keeping it up-to-date as the examinations are administered. Completed tests are to be returned to the Department Supervisor for distribution to teachers for correction.

REGENTS EXAMINATIONS (listed in italics, above)

ELA	Monday, January 22	8:00 – 11:00a.m
Living Environment	Monday, January 22	12:00 - 3:00 p.m.
U.S. History	Tuesday, January 23	8:00 - 11:00 a.m.
Geometry	Tuesday, January 23	8:00 - 11:00 a.m.
Algebra 1	Tuesday, January 23	12:00 - 3:00 p.m.
Global History	Wednesday, January 24	8:00 - 11:00 a.m.
Physics	Wednesday, January 24	8:00 - 11:00 a.m.
Algebra 2	Wednesday, January 24	12:00 - 3:00 p.m.
Earth Science	Thursday, January 24	8:00 - 11:00 a.m.
Chemistry	Thursday, January 24	8:00 - 11:00 a.m.

BUS DEPARTURES

SHAKER HIGH SCHOOL
Latham, New York
MIDYEAR EXAMINATIONS - BUS DEPARTURES
JANUARY 2018

	<u>Bus Departures</u>	<u>Type of Run</u>
Monday, January 22	10:15am	3:55pm HS Late Run
	11:15pm	3:55pm HS Late Run
	12:45pm	3:55pm HS Late Run
	2:25pm	Regular Dismissal Run
	3:55pm	3:55pm HS Late Run
Tuesday, January 23	10:15am	3:55pm HS Late Run
	12:45pm	3:55pm HS Late Run
	2:25pm	Regular Dismissal Run
	3:55pm	3:55pm HS Late Run
Wednesday, January 24	10:15am	3:55pm HS Late Run
	12:45pm	3:55pm HS Late Run
	2:25pm	Regular Dismissal Run
Thursday, January 25	NONE	
Friday, January 26	REGULAR SCHOOL ATTENDANCE DAY QUARTER 3 BEGINS	

Key:

- All buses will run their regular morning routes for this exam week.
- All buses will run their regular pm line-up at 2:17pm, departing @ 2:25pm
- The exam buses at midday will be lined up in order (Trips 1-15)
- The buses at 3:55pm for the regular late bus time will arrive in random order, as usual
- 5pm HS Late Run – 3 buses on Tuesday, Wednesday, Thursday ONLY

Please Note:

Students absent for a regularly scheduled formal examination and unable to complete a make-up examination by the end of the testing week will take make-up examinations as scheduled on Friday, January 26th , and possibly Monday, January 29th. Only students approved by their respective Hall Principal and Department Supervisor will be eligible for make-up examinations. Otherwise, a grade of zero will be assigned.

GUIDELINES FOR STUDENTS REMAINING IN SCHOOL DURING TESTING PERIODS

Students must be in the Media Center or LaFollette Dining Room to study if they are not taking an examination. Once in these areas, students must remain until the end of the current testing period. Students may eat their lunch only in LaFollette Dining Room.

REGULAR SCHEDULE:

MONDAY, JANUARY 22, through WEDNESDAY, JANUARY 24

7:45	Chimes
8:00 - 10:05	1st testing period including test collection and dismissal
10:15	Buses Depart
10:30 - 12:35	2nd testing period including test collection and dismissal
12:45	Buses Depart
1:00 - 3:05	3rd testing period including test collection and dismissal
3:55 HS	Buses Depart

DELAYED OPENING SCHEDULE

Should school be delayed because of inclement weather, the following schedule will be used:

EXAM SCHEDULE

**SNOW DELAY
(2 HOURS LATE)**

Arrival at School	9:00 - 9:20
Chimes	9:45
1 st Testing Period	<u>10:00 – 12:00</u>
Buses Depart	12:15
2 nd Testing Period	<u>12:30 – 2:30</u>
Buses Depart	3:55
3 rd Testing Period	<u>3:00 – 5:00</u>
Buses Depart	5:15

NOTE: All exams, including Regents will begin two hours later than the originally scheduled time. Students will NOT be permitted to enter Regents exams after the New York State uniform admission deadline, (10:00am for morning exams and 2:00pm for afternoon exams) therefore students MUST be on time to state exams should a delay occur.

SNOW DAY SCHEDULE

If school is closed on Monday, January 22, Tuesday, January 23, or Wednesday, January 24 all school exams originally scheduled for that day will be given on Thursday, January 25 during their originally scheduled times. For example, if a test was originally scheduled for 8:00 a.m. on Tuesday, January 23, and school is closed on that day, the exam moves to Thursday, January 25, at 8:00 a.m. in the same location as originally scheduled.

NOTE: Regents exams scheduled for Thursday will be unchanged.

NOTE: Regents exams which fall on a snow day will not be administered.

Student Test Schedule

STUDENT'S NAME _____ HOMEROOM _____

<u>SUBJECT</u>	<u>TEST DATE</u>	<u>TEST TIME</u>	<u>ROOM</u>	<u>ROW</u>	<u>SEAT</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Please retain this schedule. It is the only copy you will receive.