



# Lockland

Middle & High School  
249 W Forrer Avenue Lockland Ohio 45215



May 10, 2016

Dear Parents/Guardians:

As we approach the end of fourth quarter, I wish to send congratulations for what has hopefully been a successful and enjoyable school year for your student(s).

I also want to make you aware of the high school Final Exam schedule, printed in detail on the back of this letter. **Please notice that the exam schedule is spread out over the last three days of school, May 27 and 31, and June 1.** Exam periods are 90 minutes long, which requires adjusting our regular bell schedule. We also feel that spreading the exams over 3 days will prevent students from information overload and mind fatigue, which should produce better results on exams.

**Please note the following:**

- **High School students [only] will be dismissed early on each exam day with written parent permission.** (One note may be written to cover all 3 dates. Please sign the note and include your phone number. Dismissal notes should be turned in to the Main Office.) The 3-day exam schedule provides time in the afternoon for make-up exams, extended time testing (for those students who receive this accommodation), project completion, and evaluation of exams.
- **Lunch will be served to high school students each day at 11:00 a.m.**
- With the exception of students who have prior arrangements to stay and work with teachers, **it is expected that all high school students will leave the school building and school grounds when dismissed after the last exam period and/or lunch each day.**
- **Any high school student who is responsible for picking up younger siblings after school is welcome to do so in the cafeteria or outside on the playground, as usual, after 3:00 p.m.**

One final note: **The Underclass Awards Ceremony will be held in the school auditorium on Friday, May 27, at 1:15 p.m.** Students, grades 9 through 11, who will be receiving awards, will receive a written invitation addressed to their parents and encouraging their attendance after exams that Friday afternoon. We look forward to celebrating the accomplishments with you and your student(s) on that day.

If you have any questions about final exams, the exam schedule or underclass awards, please contact the school office.

Sincerely,

Chris Kloesz  
Assistant Principal

**Lockland High School**  
**Final Exam Schedule, 2016 edition**  
**May 27 – June 1**

**Friday, May 27th**

8:00 - 9:30 Exam Bell 1

9:33 - 11:00 Exam Bell 2

11:00 - 11:30 Lunch

11:33 - 1:00 Exam Bell 3

1:15 - 2:15 Underclass Awards

2:15 - 3:00 Exam extended time/Final project completion/Grading

**Tuesday, May 31st**

8:00 - 9:30 Exam Bell 4

9:33 - 11:00 Exam Bell 5

11:00 - 11:30 Lunch

11:33 - 3:00 00 Exam extended time /Make-up Exams/Grading

**Wednesday, June 1st**

8:00 - 9:30 Exam Bell 6

9:33 - 11:00 Exam Bell 7

11:03 - 11:30 Lunch

11:33 - 3:00 Make-up Exams/Grading/Final Records Check and Input of Grades/Checkout for year