

December 4, 2018

Dear Students and Parents,

In order to emphasize the importance of our midterm exams and to keep their integrity, here are some important reminders as the exam period approaches.

You must take all exams at the scheduled times. If you are not scheduled or if you are exempt from an exam, you are not required to attend school during that time. You are expected to be in dress code in order to take an exam.

No student will take more than 2 exams in one day.

The exam periods are 8:30 AM-10:30 AM and/or 11:30 AM - 1: 30 PM.

If you have two exams scheduled at the same time, you must meet with Mrs. Kettinger by Friday, December 7, 2018 to set-up your exam schedule.

If there is a weather related school closing during exams, then the exam days will be pushed back one day.

If you are sick and unable to take a scheduled exam, please follow the same Absence Procedures that you follow during a normal school day whereby your parent or guardian calls the Dean's Office (215-978-1967) before 8:30 AM to notify us of your absence. **During the exam period, you are required to bring a doctor's note upon your return to school.**

If you are absent during exam week, you must make-up the missed exam at your next available open exam time. Until your doctor's note is received by Mr. Greene, our Dean of Students, you will not be able to return to school to take any exam. You must contact Mrs. McManus cmcmanus@sjprep.org to establish your revised exam schedule. If you fail to take an assigned exam without the proper permission or clearance, you may receive a grade as low as a 0 on the exam and have to attend a Saturday detention.

No exam will be taken prior to the scheduled time.

There will be a make-up exam period on Thursday, December 20 at 11:30 AM and on Friday, December 21 at 8:30 AM.

If you have any questions about your exam schedule, please see Mrs. Kettinger. You may also email Mrs. Kettinger at rkettinger@sjprep.org with any questions or concerns.

Thank you for your cooperation in these matters.

Sincerely,

Mrs. Rose Marie E. Kettinger
Assistant Principal

Mr. Albert Greene
Dean of Students

DECEMBER 2018 MIDTERM EXAM SCHEDULE

Please note the following modified transportation departure schedule for the exam period. Morning pick-up will operate on a normal schedule.

Monday, December 17:

SJP BUSES - 5:20 PM DEPARTURE

DISTRICT BUSES - 2:45 PM DEPARTURE

Tuesday, December 18:

SJP BUSES - 3:30 PM DEPARTURE

DISTRICT BUSES - 2:45 PM DEPARTURE

Wednesday, December 19:

SJP BUSES - 3:30 PM DEPARTURE

DISTRICT BUSES - 2:45 PM DEPARTURE

Thursday, December 20:

SJP BUSES - 3:30 PM DEPARTURE

DISTRICT BUSES - 12:00 NOON DEPARTURE

Friday, December 21:

NO TRANSPORTATION

Shuttles to Center City will be available each day at 11:00, 11:30, 12:00, 1:30, 2:00, 2:30, 3:00, & 3:30

	<i>Monday, December 17</i>	<i>Tuesday, December 18</i>	<i>Wednesday, December 19</i>
<i>8:30-10:30</i>	<i>History</i>	<i>Mathematics</i>	<i>Science</i>
<i>11:30-1:30</i>	<i>English</i>	<i>Modern Language</i>	<i>Religious Studies</i>

	<i>Thursday, December 20</i>	<i>Friday, December 21</i>
<i>8:30-10:30</i>	<i>Classics AP Statistics</i>	<i>Make-Up</i>
<i>11:30-1:30</i>	<i>Honors Greek II/III AP Psychology Intro to Psych AP Comp Science Classical Myth Economics Make-Up</i>	