

Dear Parents / Guardians:

The June Regents Examinations and final exams are now upon us. From June 13 – 22 the high school will be administering the Regents and RCT Exams. During these dates, students should report to school **only** if they are scheduled to take an exam on that particular day.

Busing information can be found on the second page of this letter.

Exam times are: AM Session: 8:00 – 11:00 am

PM Session: 12:00 – 3:00 pm

- Exams will begin promptly at their start time. Students should make arrangements to arrive to school before the start of the exam.

In order to ensure the safety and validity of the Regents Exams, the following Pre-Clearance and Security Procedures will be in effect:

- Students will only be allowed to enter and leave the building through the main office doors. All other doors will be locked.
- Upon entering the building, students should report to the auditorium and wait for instructions and testing locations.
- Students will not be permitted to use a locker.
- Backpacks, bags, purses, etc. will not be permitted in the testing site. In the event that such items are brought to school, these items are subject to search by school officials and will be held in a secure location until testing is over.
- Students are expected to provide their own: pens, pencils, erasers and rulers. Calculators that are appropriate for each exam will be permitted, but memory and storage will be cleared before students enter the exam room.
- Snacks and lunches for those students that are taking more than one exam must be brought in a clear bag that can be easily inspected by school officials.
- All students are prohibited from bringing unauthorized electronic devices including cell phones and smartwatches into the testing site. Students should not bring unauthorized electronic devices to school during Regents week. Unauthorized electronic devices brought to school will be collected and stored in a secure location until the examination is complete.
- Students will be permitted to call home from the main office if they need to be picked up or make transportation arrangements.
- Students are to exit the building at the conclusion of the exam.
- Student parking will be available in the back lot near the tennis courts. Faculty will be parking in the student lot.

Busing: *The following special bus schedule has been arranged for Regents week:*

June 13 – June 20 - Morning Exams:

- Morning buses will run according to normal routes and regular pick up times. Students should wait at their normal bus stop
- A 10:30 a.m. bus run will be provided to send students home after morning exams.
 - Students **must sign up ahead of time in order to get picked up from school to go home.** Students can sign up in homeroom, class or the main office. This bus will follow the late bus route (It will be faster for students to get home).

June 13 – June 20 - Afternoon Exams:

- ANY student that needs to be picked up to come to school for an afternoon exam (12:00 exam) **must sign up ahead of time in order to get picked up.** Students can sign up in homeroom, class or the main office.
 - This bus will follow the late bus route for pick up.
- There will be bus runs to take students home. One bus run will occur at the regular dismissal time (regular route) and a second bus will be provided to take students home at 3:15 (late bus route).

June 21 – June 22 - Morning Exams:

- Morning buses will run according to normal routes and regular pick up times. Students should wait at their normal bus stop
- A 10:45 a.m. bus run will be provided to send students home after morning exams. This bus run will follow normal bus routes.

June 21 - Afternoon Exam:

- ANY student that needs to be picked up to come to school for an afternoon exam (12:00 exam) **must sign up ahead of time in order to get picked up.** Students can sign up in homeroom, class or the main office.
 - This bus will follow the late bus route for pick up.
- There will be bus runs to take students home. One bus run will occur at the regular dismissal time (regular route). Students **must sign up ahead of time in order to get picked up.**

****If you have any concerns about bus arrangements, please call the bus garage.**

Phone: 758-7575 ext. 3551

It is extremely important that all students get a good night's sleep and eat a hearty and healthy meal prior to the examination. Thank you for your cooperation and we hope that all students perform their very best on their exams!

Craig T. Shull, Principal

Dan Farley, Assistant Principal