



McEachern High School

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December 7, 2007

Dear Families:

As amazing as it may seem, the end of our first semester is fast approaching. We appreciate the support and encouragement that you provide for your student each day. With the end of this academic term comes End of Course Tests and final exams. Please encourage your student to finish strong this semester in all classes and to prepare appropriately for final exams. In addition, I ask your support and assistance in developing not only an environment for academic success but also one that is safe and clean for all. I hope that the information I share with you will help all of us maintain our focus on teaching and learning.

Campus Safety and Security

The campus of McEachern High School is like no other and we are all fortunate to enjoy the park-like setting and state of the art facilities. Our many and varied sports, clubs and organizations provide opportunities for students to be positively involved in their school through co-curricular and extra-curricular activities here on campus each day. We believe that students will do better in school if they become involved in activities and we continue to seek ways to involve all students in a meaningful activity to enhance their academic program of study.

In addition to our students who stay after school to participate in activities, we also have many students who linger on campus and are not here to participate in a school-related event. In recent weeks, we have experienced an increase in the number of unsupervised students who are on campus after school hours. Students are supervised campus-wide between 8:00 AM and 4:00 PM. Students who attend any activities outside of these hours are under the supervision of teachers, sponsors or coaches specifically involved with that activity only and they are not available to supervise our campus.

For the well-being of all students and staff, I ask for your assistance in maintaining a safe and secure school campus. Our buildings are open to students at 8:00 AM and will close at 4:00 PM. Students may make appointments with teachers individually outside these hours for tutoring or make up work. Students who are not involved in after school activities should leave campus at dismissal and if found on campus after hours will be directed each day to leave campus or wait for a ride at the main entrance. Please be sure your student rides the bus home after school or has arranged a ride with someone who will leave campus on time. We appreciate your

support in making sure our campus remains safe, secure, and well-maintained for now and for the future.

We welcome your visits to our campus and will be happy to schedule appointments with you. We ask that all visitors sign in upon arrival at Russell Hall or the Freshman Center and that they wear a visitor's badge while on campus. Visitors must turn in badges when they sign out. Again, thank you for your assistance with school safety.

End of Course Tests

Students enrolled in the following courses will sit for End of Course Tests between December 10 and December 21: Informal Geometry Y, Algebra I Part II Y, and Economics. Student scores on these exams will make up 15% of their final grade for the class. A schedule for these exams will be sent home prior to the start of the testing window.

Semester Exams

All students will participate in some form of first semester assessment in all classes. Attached you will find our exam and bell schedule for the final four days of the semester. We will again offer a supervised study hall from 1:00 – 3:25 on the final two days of this semester. Last year it was evident that the vast majority of you chose to have your child dismissed early and picked up from school at 12:15 on the final two days of exams.

As a courtesy for you, we will again provide school bus transportation at 12:25 p.m. and at our normal dismissal time (3:25 p.m.) on Thursday 12/20 and Friday 12/21. The bus transportation allows us to bring the students to you safely rather than have all of you trying to get in to the school parking lot to pick up your student.

As an additional courtesy, I am attaching an early dismissal form you may complete and return to the school via mail, in person, or through your student to his 1st or 2nd block teacher no later than 4:00 p.m. on 12/19. This form should only be completed if you choose to dismiss your student early on either or both of these dates. Your help with this process will allow us to offer an appropriate study hall facility for students who will be remaining on campus until 3:25. Please reinforce with your student that attendance will be taken during the study hall period and that any student who leaves campus without permission may expect disciplinary consequences upon his return to school second semester.

It is very important that your child attend school for all scheduled examinations. Once an exam period begins, we will not interrupt the class unless an emergency exists. Please understand that we will be unable to retrieve students for early checkout or send messages to students while students are taking their exams. If an excusable reason makes it necessary for your child to be absent, the examination(s) missed should be made-up at the student and teachers' earliest opportunity. Unless an extreme circumstance exists (i.e. moving to another state and not returning),

exams may not be taken prior to the scheduled date and time. All make-up exams should be completed no later than January 18, 2008.

Textbooks for semester classes only will be collected during the final exam period for that class. Students will maintain their textbooks for courses they will be continuing in the spring semester. All Media Center books must be returned and any other outstanding financial obligations to the school should be cleared prior to the beginning of next semester. If your student has a lost textbook or other outstanding financial obligation, you may provide payment in our bookroom to Mrs. Harmon from 8:30 to 3:00 p.m. on December 19, 20, and 21 or January 7, from 8:30 a.m. to 3:00 p.m. Please note that if you pay for a missing textbook and later we discover another student has turned it in or the book has been discovered, we will issue you a refund. Unless arrangements are made through grade level administrators, all missing textbook and financial obligations must be satisfied prior to textbooks being issued to your student for next semester.

Thank you again for a great first semester and for keeping your student focused on the successful completion of their classes. On behalf of the entire staff, please accept our sincere wishes for a restful and enjoyable holiday season and happy New Year.

Peggie Constantino, Principal

Day Time	Tues 12/18	Wed 12/19		Thur 12/20	Fri 12/21
8:25 – 10:15	2nd exam	1st exam	8:25 – 10:15	6th exam	5th exam
10:23 – 12:13	4th exam	3rd exam	10:23 – 12:13	8th exam	7th exam
12:21 – 2:21 90 min class 30 min lunch	6th class	5th class	12:21 – 1:21	Lunch (all students)	Lunch (all students)
2:29 – 3:25	8th class	7th class	1:30 – 3:25	Study Hall	Study Hall

John McEachern High School

Early Dismissal Request for December 20 and/or 21, 2007

Permission is granted for my student _____ of the _____ grade to be dismissed from school at 12:13 p.m. on (check appropriate dates).

- Thursday, December 20, 2007
- Friday, December 21, 2007

I have informed my child that he/she should use the following for transportation home (check appropriate mode of transportation):

- Walk
- Ride School Bus
- Private Vehicle
- **Be picked up by parent
- Other (please specify) _____

**** Since school bus transportation is being provided, we kindly request you not pick children up at school if at all possible. We hope this saves the frustration so many experienced last year.**

Parent signature

Telephone Number