January 4, 2019

Greetings! I hope 2019 is off to a great start for you and your family.

This letter comes to make you aware of the dates and times for midyear assessments. It also comes to remind or bring your attention to some related practices adopted during the ’14-’15 school year.

The schedule is as follows:

<table>
<thead>
<tr>
<th>Time/Day</th>
<th>Tuesday January 22nd</th>
<th>Wednesday January 23rd</th>
<th>Thursday January 24th</th>
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<tbody>
<tr>
<td>8:15 – 9:45</td>
<td>Period 6</td>
<td>Period 4</td>
<td>Period 2</td>
</tr>
<tr>
<td>10:15 – 11:45</td>
<td>Period 5</td>
<td>Period 3</td>
<td>Period 1</td>
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Please also be aware of the following:

- bus runs in the morning will be at the normal time and busses will depart for the trip home shortly after the last midyear assessment concludes; late busses will not run during midyears
- the dates above count as school days, so students are expected to be in attendance from 8:15 until 11:45 regardless of their schedule or the nature of any midyear assessment; students with a study should report to the library
- each day between the assessment blocks, will be a 30-minute break during which the cafeteria is open for snacks, the library for studying, and gym for exercising
- students will receive from their teachers detailed information about the midyear assessment no later than Thursday, January 10th; this information may be distributed as a hard copy, may be posted on a teacher’s website, or may take some other form; in most cases it will be a review guide or directions to a final project/presentation
- between Monday, January 14th and Friday, January 18th, teachers will spend some class time helping students for the midyear assessment; when the review occurs and how it’s incorporated is at the discretion of the teacher
- during this same time frame, tests and other major assessments that aren’t part of the midyear assessment will be employed sparingly and only with the prior approval of the department coordinator or principal
- new content covered during the same timeframe may be assessed on the midyear assessment; when that’s the case, students will be informed of this fact with information shared on or before Thursday, January 10th

Because midyear assessments count toward, and are an important part of a student’s end-of-year grade, this timeframe can be a stressful period for students and families. Therefore, while the faculty expects students to take midyear assessments seriously and is confident that students are equipped and prepared to succeed, the faculty will also continue to reinforce the notion that midyear assessments are a checkpoint in time to help measure progress and not an all-consuming, make-or-break event for students.

I trust that the schedule and parameters outlined above will help alleviate some of the anxiety associated with midyear assessments. I also that hope students take advantage of what’s in place to manage their time and energy, to continue to pursue personal interests and opportunities, and to put themselves in a great position to achieve personal goals.

Thanks for taking the time to review this information. Please contact your child’s teacher or me with questions or concerns.

Respectfully,

Jose Libano
Jose Libano, Ed.D.
Principal