



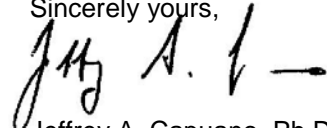
JEFFREY A. CAPUANO, PhD
Principal, Eastchester High School

June 6, 2019

Dear Parents and Students,

With the last day of classes approaching and only final exams remaining, there are a few notes which will help us conclude the school year on a positive and successful note. Listed below is information which will assist your child in finishing strong.

Sincerely yours,



Jeffrey A. Capuano, Ph.D.

End of Year Notes For Students, Parents, and Guardians

1. **Last Day of Classes: Monday, June 17, 2019** is the last day of classes for high school students. During exam week, students should only be present when they have a scheduled exam or review session.
 - All textbooks and library books should be returned by the last day of class.
 - All hallway lockers must be cleaned out by 3 pm on Monday, June 17, 2019. Access to lockers after that time is difficult, as students cannot visit lockers during testing sessions.
2. **Procedures for Final Exams and Regents Exams: The exam schedule is included with this letter and is posted on the high school webpage.** A number of procedures have been implemented to ensure a positive exam period which is free from distraction and disruption.
 - Students should not arrive for their exam more than 30 minutes before the scheduled time and only have limited access to lockers.
 - Cellphones and smartwatches are not allowed in the testing rooms. Possessing these items will nullify exam results.
 - Book bags, backpacks, and other packages should not be brought into the building during exam week.
 - Students may not be in the building unless they have a scheduled exam or scheduled review session.
 - Students must remain in examination rooms for a minimum of **90 minutes for final exams** and for **2 hours for Regents exams**.
 - No student may enter a Regents or other state exam after the statewide deadline of 10 am for morning exams or 2 pm for afternoon exams.
 - Students who are late or absent from a final exam must make arrangements for a retest with their teacher. Those absent from a Regents or other state exam cannot make up the exam during this testing cycle. This could affect graduation, type of diploma earned, or final course grade.
 - Students who have an exam conflict should make arrangements with their teacher to make up the exam.
3. **Cafeteria Availability:** The food service will not be available after Wednesday, June 19th. Light breakfast and snacks will be served up through that point.
4. **Transportation During Exam Week:**
 - Our regular AM and PM bus schedule will continue through Wednesday, June 19th. After June 19th, busses will depart the high school after the morning testing administration at 11 am.



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5. **Review Sessions:** Teachers are willing and regularly available to help prepare students for final and Regents exams. Please contact individual teachers for specific information regarding study sessions.
6. **Summer School:** Should a student fail a course required for graduation, summer school should be attended. For participation in summer school, permission of a school official is required. Criteria for approval may include a minimum final grade in a course, a minimum grade on a final or Regents exam, and a minimum attendance requirement for the school year. Please see your guidance counselor for registration details.
7. **Lost School Materials:** Items such as textbooks, uniforms, and library books must be returned or paid for before caps and gowns are handed out or before report cards are disseminated.
8. **Report Cards:** Report Cards will be available via Home Access on July 1, 2019.