



PALMA SCHOOL

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May 13, 2024

Dear Students and Families:

The end of the school year is fast approaching, with finals for grades 7 through 11 beginning on Tuesday, May 21 (please see the note regarding grade 6 at the end of this letter). As in December, exams are arranged by class period over three minimum days. **Please note that Thursday, May 23, the last day of the school year, is not a Late Arrival Schedule.**

Monday, May 20	Tuesday, May 21	Wednesday, May 22	Thursday, May 23
Last full day of classes (Regular Day Schedule)	Period 1 – 8:30 to 10:20 Period 2 – 10:30 to 12:20	Period 3 – 8:30 to 10:20 Period 4/5 – 10:30 to 12:20	Period 6 – 8:30 to 10:20 Period 7 – 10:30 to 12:20

AP students will have taken a final exam at teacher-determined times before the AP exams and will not have finals in those classes during the exam days.

If a student does not have an exam during a given period, he is not required to be on campus. In addition to the AP classes, classes that do not meet on Tuesday, Wednesday, and Thursday of finals week include PE, art, and music. **Parents should review their son's schedule to know when he will be taking his exams.** A number of common areas will be open and supervised for those who wish to remain on campus to study before or after exams.

For the most part, classes that meet during the exam days will hold their exams in the room where the class is usually held; any exceptions will be noted on the classroom door, directing students to an alternate location. Students are required to stay for a minimum of one hour but have nearly two hours to complete the exam. The final exam grade is separate from the two quarter grades and may count for up to 20% of the semester grade depending on the level of the class.

It is extremely important that families plan for their son to attend his classes throughout the last week of the semester, as teachers will not be administering finals before the designated week. If an unplanned absence occurs, such as due to illness, the student and his family will need to coordinate with individual teachers regarding a makeup assessment, perhaps during the afternoons on the exam days if possible. Report cards will be issued on Friday, May 31, and may be held for those who have not made up exams.

The Cislini Study Center will be open May 21 through May 23 from 7:30 to 1:00, and *a la carte* food items will be available for purchase all three days.

Those with questions about the final exam schedule are invited to contact me at viarengo@palmaschool.org.

Sincerely,

Mr. Rob Viarengo
Vice Principal

Note to Parents/Guardians of Students in Grade 6: Sixth graders will also have minimum days ending at 12:20 on Tuesday, May 21; Wednesday, May 22; and Thursday, May 23. Please watch for emails and information from Ms. Langmann and Mr. Silva about the assessments and activities happening during those three days.