

DHS SY22-23 First Semester Final Exam Week for Students and Parents/Guardians

Please be aware of the following dates for the first-semester final exams, Winter Break, and the end of the semester:

- **First Semester Final Exams** will be held Monday, December 19 - Wednesday, December 21, 2022.
- **First Semester** ends on Thursday, December 22, 2022. Final first semester grades will be posted by Tuesday, January 17, 2023.
- **Winter Break** for students begins Thursday, December 22, 2022, and runs through Sunday, January 8, 2023. Classes resume from Winter Break on Monday, January 9, 2023.

The 2022-2023 school year First Semester Final Exam Week schedule is as follows:

First Semester Final Exam Week (December 19-21, 2022)				
Exam Time/Day	Monday, December 19	Tuesday, December 20	Wednesday, December 21	Thursday, December 22
8:10 - 9:25 AM	Period 1	Period 4	Period 7	Make-up (E114)
10:40 - 11:55 AM	Period 2	Period 5	Period 8	Make-up (E114)
1:10 - 2:25 PM	Period 3	Period 6	Make-up (E114)	Make-up (E114)

*Thursday, December 22 is a no school day. Students may, however, attend to make-up a missed final exam.

General Information for Final Exams and Winter Break

Teachers have discretion in developing a meaningful end of the semester experience for their course. Some examples of the end-of-the-semester experiences include, but are not limited to, a traditional final exam, a project to be presented in the classroom, or an online paper submission. Teachers will inform students of their course plans prior to the First Semester Final Exam Week and identify if their attendance is required for that class period. Students are welcome to utilize the library and cafeteria throughout the day or between scheduled assessments if otherwise not scheduled for a final exam. Please note that no homework will be given over Winter Break.

Absence from Examination

Parent(s)/guardian(s) must call the Attendance Office at **224.632.3001** to report a student absence if they cannot take a regularly scheduled examination. The teacher must also be contacted regarding the absence. Students who are absent or arrive late are responsible for making up the missed final exam during the first available make-up period.

Make-Up Periods for Traditional Exams

Make-up periods for traditional exams are scheduled for Wednesday, December 21 from 1:10-2:25 p.m. in E114; Thursday, December 22 throughout the day, and after Winter Break from Monday, January 9 to Friday, January 13 from 3:15 - 5:15 p.m. in E114. The testing center will not be open during the regularly scheduled school day for make-up final exams.

*A student having three final exams on the same day may elect to move the middle exam (period 2 or 5) to a make-up period. It is the responsibility of the student to inform their teacher (period 2 or 5) of this conflict and attend the first available make-up period.

Students do not need to pre-arrange their make-up exam. If a student is absent for a final exam, they must attend the **first available make-up period** upon their return to school. Students will have one day for each missed exam to complete their exam. For example: If a student misses 2 exams on Wednesday, December 21, they must be made up on Monday, January 9 and Tuesday, January 10. Final exams will be administered in the order in which they were regularly scheduled.

Bus Transportation

A special bus schedule for First Semester Final Week will be shared by the District Transportation Department. Buses will run throughout the day so that students may arrive or leave after each testing period.

Food Service

The student cafeteria will be available during First Semester Final Week, serving a limited menu.