



Holy Martyrs Ferrahian High School
Սրբոց Նահատակաց Տերահեան
Երկրորդական Վարժարան

Holy Martyrs Marie Cabayan Elementary School
Սրբոց Նահատակաց Մարի Գապայեան
Նախակրթարան

May 19, 2016

Dear Parents and Students:

School year 2015-2016 is almost coming to an end with the final exams soon approaching. Below is information pertaining to the final exams for students, grades 6th, 7th, 8th, 9th, 10th, and 12th. Also included in this letter is information regarding school year-end events.

Tuesday, May 31		Final exam review day – Full day
Wednesday, June 1	8:00 – 12:00	Final exams – Day 1
Thursday, June 2	8:00 – 12:00	Final exams – Day 2
Friday, June 3	8:00 – 12:00	Final exams – Day 3
Monday, June 6	8:00 – 12:00	Make-up exams, summer assignments, review of exams, rehearsals, locker clean-up

All exams will be administered in the classrooms

First period exams: 8:30 – 10:00 a.m.

Second period exams: 10:30 – 12:00 noon

Please take note of the following guidelines regarding the final exams:

1. Final exam days are minimum days through 12:00 noon. Students must be picked up from school latest by 12:30 p.m.
2. Students must come to school in school uniform otherwise they will not be allowed to take the exams.
3. Students tardy to an exam for more than 15 minutes will not be allowed to take the exam and will get failing “F” grade for that exam.
4. Students absent for health or medical reason must bring a doctor’s note to be eligible to take a makeup exam. Without a doctor’s note the absence is considered unexcused and the student will get an “F” grade for the missed exam(s).
5. There should be complete silence in the exam rooms. Any disturbance or any attempt to disturb the course of the exam including remarks within the context of “practical jokes” will not be tolerated. Failure to adhere to these directives will result in an “F” grade in that exam.
6. Students are not allowed to take books or notes to the classroom.
7. Students must remain seated after completing the exam. They will be allowed to leave the classroom only after the exam booklets and the answer sheets are collected.

8. Examination periods are not extended.
9. Calculators are allowed in the classroom only by the permission of the course instructor.
10. Cell phones and other electronic or communication devices are not allowed in the exam room. All such devices must remain in the student's locker/car and in off position. Failure to follow the policy will result in penalties as described in the school General Handbook.
11. Students are not allowed in the school balcony areas during the exam sessions. Students must stay in the cafeteria.
12. All school disciplinary policies and regulations will be strictly enforced during the exams.

Grade Composition

The exam grade is an important component of the student's semester grade. The following is a breakdown of a semester grade:

- 40% = 3rd quarter average
- 40% = 4th quarter average
- 20% = 2nd semester exam grade

Year-End Events:

- Sunday, June 5
 - 2:00 p.m. – Kindergarten Graduation
 - 4:30 p.m. – Fifth Grade Graduation followed by Banquet at Avedissian Hall
- Friday, June 10
 - 7:00 p.m. – Senior Grade Prom/Banquet
- Saturday, June 11
 - 2:00 p.m. – Eighth Grade Graduation
- Sunday, June 12
 - 3:00 p.m. – Senior Class Graduation

All events will be held in the school's Avedissian Hall (except the Senior Class Prom/Banquet, which will be held at the Bella Blanca Banquet Hall)

Classes for the next 2016-2017 academic year begin Monday, August 15, 2016.

Congratulations to our graduates and we wish our students and parents a pleasant and safe summer.

Best regards,

John Kossakian, Principal