

VOORHEESVILLE CENTRAL SCHOOL DISTRICT

Clayton A. Bouton High School - Voorheesville Middle School

432 New Salem Road, P.O. Box 527

Voorheesville, New York 12186

Telephone: (518) 765-3314 Fax: (518) 765-5547

Theresa Kennedy
Associate Principal K-8
(518) 765-3314 ext. 421

Mark Diefendorf
Principal
(518) 765-3314 ext. 209

Joseph C. Sapienza
Athletic Director
Dean of Students
(518) 765-3314 ext. 208

Patrick J. Corrigan
Associate Principal 9-12
(518) 765-3314 ext. 207

Nadine Bassler
Dean of Students
(518) 765-3314 ext. 388

May 14, 2008

Dear Parents and Guardians:

I have enclosed a copy of your child's fourth quarter progress report. Please review it with your child. If you have any questions or concerns, please contact your child's guidance counselor as soon as possible.

I also want to inform you about the June local and regents final examination schedule. Please read the following information carefully so that you understand the end-of-the-year procedures and you are not surprised by the precautions we take prior to the administration of final exams.

The last day of classes will be Friday, June 13. Final local exams will begin on Monday, June 16. Regents testing will begin on Tuesday, June 17, and will conclude on Thursday, June 26. In order to ensure the safety of our students while they are taking exams, we will implement the following procedures prior to June 13:

- Initial locker clean out will be conducted on Wednesday, June 11 at 2:15 p.m. in the high school, and on Thursday, June 12 at 2:15 p.m. in the middle school. High school students may leave books in their locker on Thursday evening, but all personal effects should be taken home or disposed of.
- Prior to leaving school on Friday, June 13, all lockers must be emptied and the doors left opened. Students may not use lockers after June 13. Any remaining books and/or materials will be stored in Room 135 for high school students and in the Ticket Booth next to the PAC for middle school students.
- The building will be closed at 6:00 p.m. every night from June 16 through June 26 (with the exception of the 8th grade moving up ceremony on Wednesday, June 25). A thorough inspection of the premises will be conducted every evening. Every locker and room will be checked for anything out of the ordinary.
- The building will also be inspected at 6:00 a.m. every morning.
- The main entrances to the high school and the middle school will be unlocked at 7:30 a.m. each morning. All students must enter through these doors. All other exterior doors of the school will be monitored and students will not be allowed to enter from any door except for the main entrances. Students arriving for afternoon exams will also enter through the main entrances.
- Students will proceed to the Stop Table to deal with any outstanding obligations.
- High school students will proceed from the Stop Table to Room 102 where textbooks will be collected. Middle school students will deposit their books at tables next to the Stop Table in the middle school Foyer.
- Students are discouraged from bringing backpacks, Ipods, walkmans, extra books, book bags, etc., into school. Any extra belongings will be left in the Conference Room across from the Guidance Office for high school students, or in the Ticket Booth next to the PAC for middle school students. Purses and/or lunch bags will also be deposited here.

(Continued)

To: Parents and Guardians
Re: Fourth Quarter Progress Reports and Final Exam Schedule

Page 2

- Students may then proceed directly to their testing area.
- You can provide assistance by encouraging your child to check the Stop List before exams begin. They should return all library books, pay for review books, damaged books or lost books, and/or pay back borrowed lunch money. Final report cards will be held for students who fail to fulfill any stop list obligation.
- Inspections both at the beginning of the day and the end of the day will be performed in accordance with the guidelines established by the State Education Department. Our first and foremost priority will continue to be the safety of our students. If we need to interrupt a Regents exam by evacuating students, the State Education Department will deem the test invalid and the students will have to take the test again in August. Please note that we have procedures in place to trace any threat that is called into the school.

I have enclosed the final examination schedule (the bus schedule is in the lower-left corner) that you can use for planning purposes. Note that students need only report to school if they are scheduled to take an exam. Also, the cafeteria will not be serving lunch. For students who may have both morning and afternoon exams scheduled on the same day, they will be able to eat in the cafeteria, but will need to provide their own lunch.

Review Classes - Earth Science review classes will be held every Wednesday from 2:30 to 3:30 beginning May 21. Students should check with their classroom teachers regarding review classes.

Awards Ceremonies

- Grade 7 – Wednesday, June 11, 7:45 a.m., PAC (Note: This is a morning ceremony.)
- Grade 8 – Wednesday, June 25, 7:00 p.m. Ceremony (Dance immediately following.)
- Grades 9 & 10 – Tuesday, June 10, 6:00 p.m., PAC
- Grade 11 – Tuesday, June 10, 7:30 p.m., PAC
- Grade 12 – Wednesday, June 11, 7:00 p.m., PAC

Please note that if your high school student (grades 9-12) is receiving an award, you will receive a personal invitation by mail prior to the ceremony.

Relay for Life - Relay for Life will kick off at 6:00 p.m. on Saturday, May 31 on the high school track. We encourage all students, parents, and community members to support this fundraising program sponsored by the American Cancer Society. The registration fee will be \$10 up until Bank Night, which is Tuesday, May 20. T-shirts will not be available if the registration is not paid by then. After that night, the registration fee will be \$20. Please note the following NEW guidelines for Relay For Life:

- All students 18 and younger must be accompanied by an adult guardian to stay overnight.
- All chaperones will be asked to come to the registration tent to officially sign in their students and pick up student wristbands.
- All campsites will be labeled with the team name, team captain, and the adult chaperone.
- Chaperones will be asked to check in at the registration tent throughout the night.

Please remember that this is a fundraiser for the American Cancer Society. It is our hope that students who are attending the event are planning to fundraise for this worthy cause.

As we wind down the school year, it gets very hectic both inside and outside of the classroom. I know, however, that if we are vigilant these last few weeks, the end of the year will be as positive as the beginning. Thank you for your cooperation and assistance.

Sincerely,

Mark Diefendorf
Principal

Enclosures