

Millburn High School

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PARTNERS IN PURSUIT OF EXCELLENCE

Date: August 31, 2018
From: Bill Miron

No Test Days Reminder: See Professional Staff Manual-page 37:

All major tests should be announced at least three days prior to the date of the test AND POSTED ON A GOOGLE CALENDAR. Tests and quizzes should not be scheduled during or directly after religious holidays, extended weekends or major school events such as concerts, musicals, etc. involving hundreds of students. The marking period will be extended if necessary.

Student conflicts will occur throughout the year due to personal matters. *Please remind students that they should approach you with individual concerns at least 2 days prior whenever possible.* Reasonable accommodations include modifying due dates of assignments and administering tests on a different date.

Students with more than 3 “major” tests on any given day have reasonable need to reschedule. **If students cannot work out ‘reasonable’ accommodations directly with their teachers, or guidance counselor, then administration shall give permission to take tests the next day as determined by the order of their periods.**

NO TEST DAYS: Please do not administer tests or quizzes on the following days:

Tuesday	September 4, 2018	Labor Day weekend before
Wednesday	September 12, 2018	School closed on Sept 10 & 11 for religious observance
Thursday	September 20, 2018	School closed on Sept 19 for religious observance
Wednesday	October 10, 2018	PSATs that day only Gr 10-11
Tuesday	November 6, 2018	College Night - night before only Gr 11
Thursday	November 28, 2018	Acc Music Recital (Per 4 & Lunch) or excuse musicians
Thursday	December 13, 2018	Chorus/Orchestra Concert night before
Thursday	January 10, 2019	Band Concert night before
Wednesday	February 6, 2019	School closed on Feb 5 for religious observance
Wednesday	March 6, 2019	Acc Music Recital (Lunch & Per 5) or excuse musicians
Monday	April 22, 2019	Religious observance days before
Thursday	May 23, 2019	Band Concert night before
Thursday	June 6, 2019	Chorus/Orchestra Concert night before

Other days may be added to this list during the school year. *PARCC dates (May 14-15 & 22-23) are permissible test dates; however, classes will meet over each 2 day period.*

After the extended vacations *no tests* are to be administered nor *homework due* on the day we return (Jan 2; Feb 20; Apr 22). *Long term assignments* are not due until the following Monday.
No tests/hw on the day we return from Thanksgiving; Easter and Memorial Day.
Due to the proximity of May testing, AP classes may have work during April vacation

***Assessments must be graded and shared with students so that they might review and learn from their performance before a new similar assessment is given.**