

May 15, 2019

Dear Families of Cartersville High School,

It is hard to believe our year together is drawing to a close. And to close out what has been a great year, everyone is working hard to finish strong. On the reverse side of this letter, you will find our final exam times and the corresponding bell schedule for the final three days of the school year (May 22, 23 and 24) for our underclassmen in grades 9-11. We have attached an early dismissal form for you to complete and return with your student to his/her first period teacher no later than **Tuesday, May 21th**. Please note the following:

- **Students will only attend the classes in which they are required to take a final exam.**
- **Students will be able to leave campus immediately following their last exam period on all exam days but must have parental permission (signed Early Dismissal Request form). Those who do NOT submit a form will only be allowed to leave when a parent comes to check them out through the Attendance Office.**
- **Teachers will notify students if they are eligible to exempt their final exam(s) on Monday, May 20th.**
- **Students will be able to leave campus immediately following their last exam on final exam days with parental permission (signed Early Dismissal Request Form).**
- **Students exempting exams but remaining on campus will need to report to the cafeteria for study hall during the exam period of the exemption.**
- **Bus transportation will ONLY be provided at 3:45 p.m. (regular dismissal time) on these days.**

Students leaving campus will be allowed to stop by the cafeteria to purchase a sack lunch prior to leaving campus. Students who do not submit an Early Dismissal Request Form will not be allowed to leave campus unless a parent comes to the attendance office to check the student out. Students who remain on campus will report to the cafeteria and will be able to purchase lunch. Attendance will be taken during the study hall periods. Any student who leaves campus without permission will be subject to disciplinary consequences upon his/her return to school in August.

Once an exam period begins, we will not interrupt classes unless an emergency exists. Please understand we will be unable to retrieve students for early checkout or send messages to students *during an exam period*. (please refer to the schedule for break times). If your student misses an exam because of an absence, **medical documentation** must be provided. The missed examination(s) should be completed at the student and teacher's earliest opportunity (students should contact individual teachers to schedule any make-up exams). Exams may not be taken prior to the scheduled date and time.

Report cards will be mailed to the address on file by May 31. If your student needs to participate in summer credit recovery at CHS, please make sure you communicate with a school counselor to schedule your child's credit recovery.

Thank you again for a great year and for keeping your student focused on the successful completion of final exams. On behalf of the entire staff, please accept our sincere wishes for a restful and enjoyable summer. We look forward to seeing your student on "Fee Day" or back at school on **Wednesday, August 7, 2019**.

Respectfully,

Shelley Tierce, Principal



Wednesday, May 22	
8:30-9:45	1st Period Exam (& Cafeteria Study Hall) OR may arrive to school at 9:45 a.m. and report directly to their 2nd period exam (<i>if exempt from their 1st period exam</i>).
9:50-11:05	2nd Period Exam (& Cafeteria Study Hall for students exempting this exam)
11:10-12:25	3rd Period Exam (& Cafeteria Study Hall for students exempting this exam)
12:30-3:45	Students should leave campus OR report to the cafeteria for lunch followed by study hall. Students leaving campus may go to the cafeteria to purchase a sack lunch prior to leaving campus. All students remaining on campus will be able to purchase lunch.
3:45	Study Hall Dismissal Regular Bus Run

Thursday, May 23	
8:30-9:45	4th Period Exam (& Cafeteria Study Hall) OR may arrive to school at 9:15 a.m. and report directly to their 5th period exam (<i>if exempt from their 4th period exam</i>).
9:50-11:05	5th Period Exam (& Cafeteria Study Hall for students exempting this exam)
11:10-12:25	6th Period Exam (& Cafeteria Study Hall for students exempting this exam)
12:30-3:45	Students should leave campus OR report to the cafeteria for study hall. Students leaving campus may go to the cafeteria to purchase a sack lunch prior to leaving campus. All students remaining on campus will be able to purchase a sack lunch.
3:45	Study Hall Dismissal Regular Bus Run

Friday, May 24	
8:30-9:45	7th Period Exam (& Cafeteria Study Hall) OR may arrive to school at 9:15 a.m. and report directly to their 8th period exam (<i>if exempt from their 7th period exam</i>).
9:50-11:05	8th Period Exam (& Cafeteria Study Hall for students exempting this exam)
11:10-12:25	Make-Up Exams & Cafeteria Study Hall Students needing to make up an exam due to an excused absence should report directly to their teacher at this time. Students must report by 11:00 or the make-up exam will not be administered at this time. Only one make-up exam can be taken during this exam period.
12:30-3:45	Students should leave campus OR report to the cafeteria for study hall. Students leaving campus may go to the cafeteria to purchase a sack lunch prior to leaving campus. All students remaining on campus will be able to purchase a sack lunch.
3:45	Study Hall Dismissal Regular Bus Run



Cartersville High School



Early Dismissal Request for May 22, 23, and 24

Permission is granted for _____
Print student's full name _____ Grade level

to be dismissed from school after their last exam period each day.

- **STUDENTS WHO ARE DISMISSED EARLY MUST LEAVE CAMPUS IMMEDIATELY AT THE END OF THEIR LAST EXAM PERIOD.**
- **STUDENTS WAITING ON TRANSPORTATION MORE THAN 10 MINUTES MUST WAIT IN THE CAFETERIA.**
- **BUSES WILL RUN AT 3:45 P.M. FOR STUDENTS REMAINING ON CAMPUS.**
- **STUDENTS MAY NOT LEAVE CAMPUS AND RETURN TO RIDE THE SCHOOL BUS.**

Parent/Guardian Signature

Telephone Number (Home/Work/Cell)

1st Period Teacher Name (Please Print)

RETURN THIS FORM TO YOUR STUDENT'S 1st PERIOD TEACHER ON OR BEFORE TUESDAY, MAY 21ST.