



Cartersville High School Exam Procedures (Winter 2018)



Dear Families of Cartersville High School:

As always, thank you for your continued support of your student each and every day through the first semester of school. Now, we turn our attention to the end of first semester and mid-term exams!

On the reverse side of this letter, you will find the exam and bell schedule for the final three days of the semester (Dec. 19th – 21st). We have attached an early dismissal form for you to complete and return by your student to his/her third period teacher no later than **Friday, December 14th**. Please note the following:

- **Students will only attend classes in which they are required to take a mid-term exam.**
- **Teachers will notify students if they are eligible to exempt the mid-term exam on Monday, Dec. 17th.**
- **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.**
- **Students remaining on campus will need to report to the cafeteria when not taking an exam. They will also be able to purchase lunch.**
- **Bus transportation will only be provided at 3:45 p.m. (regular dismissal time) on these days.**
- **Attendance will be taken during the study hall period. Any student who leaves campus without permission will be subject to disciplinary consequences upon his/her return to school in January.**

Students leaving campus will be able 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 period. Any student who leaves campus without permission will be subject to disciplinary consequences upon his/her return to school in January.

Once an exam period begins, we will not interrupt the class unless an emergency exists. Please understand that we will be unable to retrieve students for early checkout or send messages to students *during an exam period*. If an excusable reason, **documented by a medical excuse**, makes it necessary for your child to be absent, the missed exam(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. All make-up exams should be completed by Wednesday, January 16th.

Students will keep their textbooks because we are on a year-long traditional schedule and library books may remain checked-out. However, all financial obligations to the school (e.g. lunch accounts, library fines, athletic fees) should be cleared prior to the beginning of next semester.

Thank you again for a great first semester and for keeping your student focused on the successful completion of mid-term exams. On behalf of the entire staff, please accept our sincere wishes for a restful and enjoyable holiday season. We look forward to seeing your student back at school on Tuesday, January 8th.

Shelley Tierce
CHS Principal



**Cartersville High
School
Exam Schedule
(Winter 2018)**



Wednesday, December 19, 2018	
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, December 20, 2018	
8:30-9:45	4th Period Exam (& Cafeteria Study Hall) OR may arrive to school at 9:45 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, December 21, 2018	
8:30-9:45	7th Period Exam (& Cafeteria Study Hall) OR may arrive to school at 9:45 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

