



April 30, 2019

Dear Campbell High School Families,

As we prepare to close out the 2018-19 school year, it is time to turn our attention to **final exam week**. Please continue to support your child through the last day of the semester by encouraging to prepare appropriately for final exams.

On the reverse side of this letter, you will find the exemption policy, final exam and bell schedule for the final days of the semester (May 17-22, 2019). School will dismiss at 11:30 AM. on Tuesday, May 21 and Wednesday, May 22. Bus transportation will be provided, and all students will be expected to leave the campus at 11:30 AM. There will be no classes or supervision provided for students beyond 11:30 AM. If your student is a car rider, please plan to pick them up immediately after 11:30 AM. Grab-and-go lunches will be served. No students will be allowed to remain in the building after exams.

It is important that your student attends school for his/her scheduled examinations. Please understand that we will not be able to retrieve students for early checkout or send messages to students during final exams. If it is necessary for your student to be absent during one of the final exams, the missed examination(s) can only be made up if it is an **excused** absence. **Exams may not be taken prior to the scheduled date and time.** All make-up exams must be approved prior to May 13. If it is necessary for students to miss a final examination because of illness, hospitalization or family emergency, the parent must notify the school in advance. Parents should send a written notice or email to Lisa.Moorewilliams@cobbk12.org detailing the days and reason for absence. With administrative approval, the time and date for final makeup must be scheduled with the teacher of record. Students who miss a required state End of Course (EOC) test will be required to make up the EOC during the August 2019 administration. Contact Bryan.Defreezer@cobbk12.org for information.

Textbooks will be collected on the final exam day for each class. Please contact Nathan.Autry@cobbk12.org if you have questions. All media center books must be returned and any other financial obligations to the school should be cleared. If your student has a lost textbook or other financial obligation, you may provide payment to the bookkeeper in the front office any school day between 8:30 AM and 3:00 PM. If you pay for a missing textbook and later it is turned in or found, we will issue you a refund.

Again, thank you for a great school year and for keeping your child focused on the successful completion of final exams. Second semester final grades will be available through ParentVue and StudentVue. Report cards will not be mailed. On behalf of the entire staff, please accept our sincere wishes for a restful and enjoyable summer break. We look forward to seeing underclassmen back for the first day of school on Thursday, August 1, 2019. Congratulations Class of 2019!

Have a safe summer break,

Jeanne Walker, Ph.D.

CAMPBELL HIGH SCHOOL

Final Exam Schedule (Spring 2019)

FRIDAY – MAY 17, 2019 – B Day

Regular Schedule

8:20 – 10:01	1st Block
10:09 – 11:40	2nd Block
11:48 – 1:52	3rd Block Class OR 3B Exam
1:59 – 3:30	4th Block Class OR 4B Exam

MONDAY – MAY 20, 2019 - A Day

Regular Schedule

8:20 – 10:01	1st Block Class OR 1A Exam
10:09 – 11:40	2nd Block Class OR 2A Exam
11:48 – 1:52	3rd Block
1:59 – 3:30	4th Block

TUESDAY – MAY 21, 2019 - B Day

½ Day Exams

8:20 – 9:51	1st Block Exam or 1B Exam
9:59 – 11:30	2nd Block Exam or 2B Exam
11:30	Dismissal

WEDNESDAY – MAY 22, 2019 - A Day

½ Day Exams

8:20 – 9:51	3rd Block Exam or 3A Exam
9:59 – 11:30	4th Block Exam or 4A Exam
11:30	Dismissal

FINAL EXAM EXEMPTION POLICY: All courses will have a final assessment with the exception of EOC courses. Academic eligibility will be based on current course grades and attendance. Having the opportunity to exempt an exam at the end of the semester rewards students who meet the established criteria. Students may exempt an exam if they meet the following criteria:

- Have an A or B and 3 or fewer unexcused absences in the class
- Have 9 or fewer unexcused combined tardies from classes.
- Have not received ISS or OSS for the current semester
- **If students are exempting a final, they should not be on campus. If students are on campus, they must report to their normal classroom.**
- An appeal process for unexcused absences is available. Documentation validating absences (such as doctor/clinic notes) must be submitted to Dr. Walker by May 10, 2019 (SENIORS, MAY 9TH).

ONLY STUDENTS WITH EXCUSED ABSENCES WILL BE PERMITTED TO MAKE-UP AN EXAM. A PARENT OR GUARDIAN MUST CONTACT Lisa.Moorewilliams@cobbk12.org FOR APPROVAL BEFORE MAY 13, 2019.