



# SPRAYBERRY HIGH SCHOOL

Cobb County School District

*“Excellence our Tradition, Diversity our Strength,  
Success our Mission”*

**Sara Griffin**  
*Principal*

November 5, 2018

Dear Parents,

As we approach the closing of the semester and begin preparation for final examinations, please allow us to provide you with information concerning our school operations at this important time of the year.

1. Students will be taking comprehensive final examinations covering the curriculum of their current courses. These examinations will be given according to the following schedule:

	<b>Thursday December 20, 2018</b>	<b>Friday December 21, 2018</b>
<b>8:20 am - 9:52 am</b>	1 <sup>st</sup> Period Exam	3 <sup>rd</sup> Period Exam
<b>9:58 am - 11:30 am</b>	2 <sup>nd</sup> Period Exam	4 <sup>th</sup> Period Exam
<b><i>BUSES LEAVE CAMPUS AT 11:30 AM</i></b> Sack lunches will be available for students at dismissal All students must leave campus promptly at 11:30 am		

2. No student will be given a final examination early
3. 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 an email to Mrs. Nemeck detailing the days and reason for absence.** Exams will not be made up without this notice and administrative approval. With administrative approval, the time and date for final makeup must be scheduled with the teacher of record.
4. Students will be eligible to exempt a total of one (1) exam each semester as long as they have met the following minimum criteria:
  - i. Must have an “A” in the class they wish to exempt
  - ii. Must NOT have had any ISS or OSS
  - iii. Must NOT have had more than 5 total absences

If students wish to exempt a final exam, they must apply through the Sprayberry HS website. A link for the final exam exemption form can be found on the SHS homepage. There are separate forms for non-AP students and AP students. Please use the correct form when applying for exemption. Students are not able to exempt band, orchestra, chorus or drama final exams.

5. AP Students must meet the requirements stated on the AP contract for exam exemption. The student and parent/guardian must sign and return the AP contract and register for the AP exam **by November 30, 2018** to be eligible for exemption. This deadline is for Fall exemptions only.

Sincerely,

Ann Nemeck  
Assistant Principal  
Ann.nemeck@cobbk12.org