

December 5, 2018



Dear High School Parents,

With exams quickly approaching, I wanted to send a few reminders to ensure that everyone is on the same page. **All upper school students** are required to take first semester exams. December 13 – 14 (Thursday and Friday) are set aside as exam review days for first and second period classes. Third through sixth period classes will review on Friday, December 14 and then again the day before the exam in the afternoon. Each student will be given a study guide in each class to help him/her prepare for the exams, and the teachers will be reviewing for the exams in class on the exam review days. Exams begin on Monday, December 17, and they will run through Wednesday, December 19. We will be on a half-day schedule on Wednesday, December 19, with school being dismissed at 12:00 for upper school students. December 14, 17, & 18 are all full days of school (this was a change from our original school calendar because of the time missed due to hurricanes).

The exam schedule is as follows:

Monday, December 17		Tuesday, December 18		Wednesday, December 19	
8:00 a.m.	10:20 a.m.	8:00 a.m.	10:20 a.m.	8:00 a.m.	10:20 a.m.
1st Period Exam	2nd Period Exam	3rd Period Exam	4th Period Exam	5th Period Exam	6th Period Exam

There is a 20-minute break period between exams. Students will be able to purchase snack items in the cafeteria. The cafeteria will not be serving snack on Wednesday, December 19, so students will need to bring a snack from home or purchase items from the machines in the cafeteria.

During the afternoon on Monday and Tuesday of exam week, students will have reviews for the exams that they will take the following day. For example, on Monday afternoon they will have review time with their 3rd and 4th period teachers for Tuesday exams.

Time Schedule for Monday and Tuesday of Exam Week:

8:00 – 9:55 1st Exam

10:00 – 10:15 Break

10:20 – 12:00 2nd Exam

12:05 – 12:45 Lunch

12:50 – 1:55 Review Class for Exam on the Next Day

2:05 – 3:15 Review Class for Exam on the Next Day

Exam policies per the CCS Student Handbook:

All students are required to take first semester exams – no exemptions.

Students in grades 9-12 may earn exemption from final exams under one of the following conditions:

- a. The student in grades 9-11 who has maintained an “A” average in a specific course for the entire school year and has not been suspended; or
- b. The student in grades 9-11 who has been absent from class with two or fewer unexcused absences and six or fewer excused absences, has not been suspended, and has maintained a “B” average for the entire school year; or
- c. The student is a senior and the exam is not required for passing.

Students who have earned an exemption in a course have the opportunity to take the exams to improve their final grades without risk. The headmaster has the discretion to make exceptions to the exam exemption guidelines based on extenuating circumstances related to attendance, grades, and student behavior.

It is my prayer that every family will have a wonderful Christmas, and that the Lord will continue to work in our school and in the lives of each of our students.

Merry Christmas!



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