

May 7, 2019

Dear High School Parents,



With exams quickly approaching, I wanted to send a few reminders to ensure that everyone is on the same page. May 16-17 are set aside as exam review days. Exams begin on Monday, May 20, and will run through Wednesday, May 22. We will be on a half-day schedule on exam days with school being dismissed at noon for upper school students.

The exam schedule is as follows:

Monday, May 20		Tuesday, May 21		Wednesday, May 22	
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 go to the cafeteria to use the drink and snack machines, but there will be no cafeteria service during that time

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. Students will be informed of their exemptions on **Friday, May 17**.

Students on campus during an exam from which they are exempt must report to a study hall room. Students are allowed to arrive late or leave early if exempt from one of the exam periods. Students leaving early must turn in a dismissal note from a parent before they will be allowed to leave.

It is my prayer that every family will have a restful and fun-filled summer, and that the Lord will continue to work in our school and in the lives of every one of our students. If you have any questions, please feel free to call or e-mail me at the address given below.

Sincerely,

A handwritten signature in black ink that reads "Jonathan E. Capps". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Jonathan E. Capps

Headmaster

jcapps@ccscolts.org