

# Elizabeth High School

Dear Student and Parent/Guardian,

December 2, 2024

**PLEASE READ CAREFULLY!** The final exam schedule is designed to provide students with the best possible testing environment. ALL students will be taking a final exam/assessment in all core classes, as well as other classes. Classes will meet December 16~20 on the following schedule.

|  | Monday, Dec. 16<br><b>STACK DAY</b>  | Tuesday, Dec 17<br>Exams 1 & 2   | Wednesday, 18<br>Exams 3 & 4   | Thursday, Dec. 19<br><b><u>NOT A LATE START</u></b><br>Exams 5 & 6   | Friday, Dec. 20<br>Exams 7 & 8   |
|--|--|--|--|--|--|
|  | ACCESS 7:30-7:45<br>Block 1 7:50-8:37<br>Block 2 8:42-9:33<br>Block 3 9:38-10:25<br>Block 4 10:30-11:17<br>Block 5 11:22-12:44<br>1ST LUNCH<br>Lunch 11:22-11:52<br>Class 11:57-12:44<br>2ND LUNCH<br>Class 11:22-12:09<br>Lunch 12:14-12:44<br>Block 6 12:49-1:36<br>Block 7 1:41-2:28<br>Block 8 2:33-3:20 | Block 1 Exam 8:00-10:00<br>Cardinal Time 10:00-10:20<br>Block 2 Exam 10:25-12:25<br>Lunch (optional) 12:30-1:05<br>Final Makeups 1:10-3:10<br>*Study Hall Session in the Cafetorium for students staying on campus<br>*Schedule Changes<br>Buses Depart 3:20 | Block 3 Exam 8:00-10:00<br>Cardinal Time 10:00-10:20<br>Block 4 Exam 10:25-12:25<br>Lunch (optional) 12:30-1:05<br>Final Makeups 1:10-3:10<br>*Study Hall Session in the Cafetorium for students staying on campus<br>*Schedule Changes<br>Buses Depart 3:20 | Block 5 Exam 8:00-10:00<br>Cardinal Time 10:00-10:20<br>Block 6 Exam 10:25-12:25<br>Lunch (optional) 12:30-1:05<br>Final Makeups 1:10-3:10<br>*Study Hall Session in the Cafetorium for students staying on campus<br>*Schedule Changes<br>Buses Depart 3:20 | Block 7 Exam 8:00-10:00<br>Cardinal Time 10:00-10:20<br>Block 8 Exam 10:25-12:25<br>Lunch (optional) 12:30-1:05<br>Final Makeups 1:10-3:10<br>*Study Hall Session in the Cafetorium for students staying on campus<br>*Schedule Changes<br>Buses Depart 3:20 |

- **Students are expected to attend all classes, with the following exception:**
  - *If the class does not have a final exam during the Final Exam Block OR they are EXEMPT*
- **If your student is absent from a final exam block because they overslept, thought they didn't have to be there, etc. ~ their absence will be "Unexcused" & they will receive a "Zero".**
- **Teachers have communicated to students the expectation to attend classes!**
- If your student needs to leave school early, please call (303) 646-4616 and leave a message the day before, if possible.
- **We will not interrupt Final Exam Blocks** to give students messages or passes to leave the building.
- Students are required to remain in their classroom, even if they finish the exam early.
- We encourage students to avoid absences during Finals Week.
- Attendance to Study Hall class is not required during the final exam block.
- **Attendance to Learning Support is required, as directed by the teacher!**
- If a student "plans" to be absent for one or more classes (out of town, medical procedure, etc.) during Final Week, **parents must notify the Attendance Office ASAP** regarding this planned absence, (303) 646-4616.
- **All final exams must be completed by students no later than Friday, January 10, 2025, at 3:30 PM.**
- **Students must make an APPOINTMENT with teachers if taking a final between 1:10~3:20 PM during Finals Week!**
- **If the student needs to take a final early due to extenuating circumstances, the student/parent must discuss the issue with Mr. McClendon, who will determine if the student may take the exam early. He will then notify teachers to work with the student.**

**\*\*\*NO PERMISSION TO LEAVE CAMPUS FORMS ARE REQUIRED!\*\*\***

- **PARENTS ARE RESPONSIBLE FOR COMMUNICATING THEIR WISHES TO THEIR STUDENTS & FOR PROVIDING TRANSPORTATION HOME IF THE STUDENT IS NOT RIDING THE BUS AT 3:20!**

**\*\*\*Please inform the office (303) 646-4616, if you require your student to stay on campus all day!**

**REGARDING ATTENDANCE DURING FINALS WEEK:**

- When your student is not in class (absent), they will always be marked “Absent”.
- The teacher will make a note saying they are either “exempt” or “not exempt”.
- If they are “exempt”, the Attendance Office will change it to an “exempt absence”.
- If they are “not exempt”, the Attendance Office will call you for the reason your student is absent ~ unless you have already called to excuse your student!
- If your student is “unexcused” absent ~ they will receive a “zero” for the final.