

# Elizabeth High School

Dear Parent/Guardian,

December 1, 2021

**PLEASE READ CAREFULLY!** The final exam schedule is designed to provide students with the best possible testing environment. Students will be taking a final exam/assessment in all core classes, as well as other classes. Classes will meet December 13~16 on the following schedule.

Monday, Dec. 13 Exams 1 & 2	Tuesday, Dec 14 Exams 3 & 4	Wednesday, Dec. 15 Exams 5 & 6	Thursday, Dec. 16 <u>NOT A LATE START</u> Exams 7 & 8	Friday, Dec. 17
<b>Block 1 Exam 8:00-10:00</b> Cardinal Time 10:00-10:20 <b>Block 2 Exam 10:25-12:25</b> Lunch (optional) 12:30-1:05 <b>Final Makeups 1:10-3:10</b> <i>Study Hall Session in the Cafetorium for students staying on campus</i> <i>Schedule Changes</i> <b>Buses Depart 3:10</b>	<b>Block 3 Exam 8:00-10:00</b> Cardinal Time 10:00-10:20 <b>Block 4 Exam 10:25-12:25</b> Lunch (optional) 12:30-1:05 <b>Final Makeups 1:10-3:10</b> <i>Study Hall Session in the Cafetorium for students staying on campus</i> <i>Schedule Changes</i> <b>Buses Depart 3:10</b>	<b>Block 5 Exam 8:00-10:00</b> Cardinal Time 10:00-10:20 <b>Block 6 Exam 10:25-12:25</b> Lunch (optional) 12:30-1:05 <b>Final Makeups 1:10-3:10</b> <i>Study Hall Session in the Cafetorium for students staying on campus</i> <i>Schedule Changes</i> <b>Buses Depart 3:10</b>	<b>Block 7 Exam 8:00-10:00</b> Cardinal Time 10:00-10:20 <b>Block 8 Exam 10:25-12:25</b> Lunch (optional) 12:30-1:05 <b>Final Makeups 1:10-3:10</b> <i>Study Hall Session in the Cafetorium for students staying on campus</i> <i>Schedule Changes</i> <b>Buses Depart 3:10</b>	<b>NO SCHOOL</b>

- **Students are expected to attend all classes**, with the following exception:
  - *If a class does not have a final exam during the Final Exam Block, **AND you wish to give permission for your student to leave campus** during that Block and/or at 12:25 each day, the **PERMISSION TO LEAVE CAMPUS FORM** must be signed BY A PARENT/GUARDIAN and returned the Attendance Office ASAP.*
  - *If permission is not given, students are required to attend class during that block and/or attend the 1:00 Study Hall.*
- **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".**
- **If your student needs to leave school early, please call (303) 646-1770 and leave a message the night before or **BY 7:30 AM.****
- **We will not interrupt Final Exam Classes** 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 exam week.
- Attendance to Study Hall class is not required during the final exam block.
- **Attendance to Learning Support and Math Lab is required, as directed by teacher!** These ARE NOT Study Hall classes.
- **If a student "plans" to be absent (out of town, medical procedure, etc.) during a Final Exam Block, parents must notify the Attendance Office ASAP regarding this planned absence, (303) 646-1637.**
- **If there are extenuating circumstances & the student must take a final exam EARLY, the student or parent must discuss the issue with Mr. McClendon, who will determine if the student may take the exam early.**
- **All final exams must be completed by students no later than Friday, January 7, 2022, at 3:30 PM.**



# PERMISSION TO LEAVE CAMPUS FORM

## FINAL EXAM WEEK

DEC. 13 ~ 16, 2021

- **PARENTS: When signing this form, you agree to the following:**
  - Parents are responsible for arranging their student's transportation, if departing early.
  - Attendance to Learning Support & Math Lab classes is required, as directed by teacher!
  - Students may NOT leave campus for the 20 minutes between finals!
  - 9<sup>th</sup> and 10<sup>th</sup> grade students MAY NOT leave campus for lunch ~ if staying until 3:10.
  - Students may not leave campus, then return to ride the bus home.
  - Students are not allowed on any other campus in our district during school hours.
  - If your student remains on campus during final exams, they must be in their classroom.
  - If your student remains on campus from 1:10 – 3:10, they must be in the Study Hall Session located in the Cafetorium, or working with a teacher.
  - This form DOES NOT give permission for students to leave class when finished with their final ~they are required to stay in class until the bell.
- Buses depart at 3:10 on Dec. 13~16.
- Friday, Dec. 17 ~ NO SCHOOL
- Teachers are available to help students after 1:10 PM ~ students, please make an appointment with teachers ASAP ~ or they may not be available.

**My student's name(s) is/are:** \_\_\_\_\_  
(PRINT Student's FIRST & LAST Name)

1. \_\_\_\_\_ My student(s) has/have permission to leave campus **FOR THE**  
(Parent Signature) **TEST PERIOD** that they do not have a final, **AND at 12:25.**
2. \_\_\_\_\_ My student(s) has/have permission to leave campus **ONLY** at 12:25  
(Parent Signature) **EVERY DAY DURING FINALS WEEK.**
3. \_\_\_\_\_ My student **MUST STAY ON CAMPUS ALL DAY** during Finals Week.  
(Parent Signature)

**Completing this form is REQUIRED! Please return to the Attendance Window ASAP!** Thank you!