

Dear Parents,

As we approach the closing of the school year and this semester, preparations for final examinations are beginning. We want to provide you with information concerning our school operations at this important time of the year.

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

SENIOR EXAMS – Thursday, May 11 – Tuesday, May 16

Thursday, May 11: 1B & 2B Exams	Monday, May 15: 3B/3rd Block and 4B/4th Block Exams
Friday, May 12: 3A & 4A Exams	Tuesday, May 16: 1A/1st Block and 2A/2nd Block Exams*

***Tuesday, May 16 is an early dismissal day for Seniors only. Seniors must leave campus at the end of 2nd block.**

9th – 11th Grade Exams – Friday, May 19 – Wednesday, May 24

	Friday May 19	Monday May 22	Tuesday May 23	Wednesday May 24
8:20 – 9:54	1 ST & 2 ND PERIOD CLASSES MEET AS NORMAL	1 st PERIOD Regular Class (1A EXAM)	1st Period Exam (including 1B Exam)	3rd Period Exam (including 3A Exam)
10:00 – 11:40		2 nd PERIOD Regular Class (2A EXAM)	2nd Period Exam (including 2B Exam)	4th Period Exam (including 4A Exam)
11:46 – 1:50	3 rd PERIOD Regular Class (3B EXAM ONLY)	Lunch served 11:45 – 12:15 Study Hall in specific locations for the remainder of the day	BUSES LEAVE CAMPUS AT 11:35 <i>(Sack lunches will be available for students at dismissal.)</i>	
1:56 – 3:30	4 th PERIOD Regular Class (4B EXAM ONLY)			
BUSES LEAVE CAMPUS AT 3:35				

NOTE: Please pay close attention to bus departure times; students are **NOT** allowed to remain on campus after buses dismiss, and buses will **not** run again at the end of the day.

2. Students will be expected to return all textbooks and students should return media center materials before the end of the semester or make payments for lost or damaged textbooks. Payments may be made to the bookkeeper, Mrs. Hollar. Students who have lost or damaged textbooks and/or media center material fines must clear them prior to receiving textbooks at the beginning of the Fall Semester 2017 or participate in Graduation.
3. No student will be given a final examination early.
4. 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 Dr. Susan Stoddard detailing the days and reason for absence. With administrative approval, the time and date for final makeup must be scheduled with the teacher of record. Students who miss a required state Milestone End of Course Test (EOC) will need to schedule a makeup test with Mrs. Tanya Robson.

Sincerely,

My student _____, has my permission to stay on campus Monday, May 22, 2017 for study hall.

Andy Bristow, Ph.D.
Principal
Kell High School

Parent/Guardian Print Name

Parent/Guardian Signature