

KELL HIGH SCHOOL

Cobb County School District
 "One Team, One Goal: Student Success"

Andy Bristow, Ph.D.
 Principal



November 2, 2016

Dear Parents,

As we approach the closing of this semester and begin preparation for final examinations, please allow us to provide you with information concerning our school operations at this important time of the year.

- Students will take comprehensive final examinations covering the curriculum of each course they took during the first semester. These examinations will be given according to the following schedule:

	FRIDAY December 16	MONDAY December 19	TUESDAY December 20	WEDNESDAY December 21
8:20 – 9:55	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 – 11:30		2 ND PERIOD Regular Class (2A EXAM)	2nd Period Exam (including 2B Exam)	4th Period Exam (including 4A Exam)
11:35 – 1:45	3 RD PERIOD Regular Class (3B EXAM)	Early Release Lunch served 11:45 – 12:15 Study Hall in specific locations *Any student wishing to stay must have a signed permission form to stay on campus after 11:45	BUSES LEAVE CAMPUS AT 11:35 <i>(Lunch will NOT be served today; however, a Grab n' Go Sack lunch will be available upon exiting the building.)</i>	
1:50 – 3:30	4 TH PERIOD Regular Class (4B EXAM)			
		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.

- Students taking traditional block classes will be expected to return all textbooks and all 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 Spring Semester 2016.
- No student will be given a final examination early. Any student wishing to stay on campus Monday December 19th will need a signed permission form to be on campus after 11:45 and will be placed in a mandatory study hall until the buses depart at 3:35.
- 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 End of Course Test (EOC) will need to schedule a makeup test with Mrs. Tanya Robson.

Sincerely,

Andy Bristow, Ph.D.
 Principal
 Kell High School

My student _____, has my permission to stay on campus Monday December 19, 2016 for study hall.

 Parent/Guardian Print Name

 Parent/Guardian Signature