

Charlie A. Gray Jr. High School  
2015 Spring Semester Exam Schedule & Protocol  
Monday, May 18th – Wednesday, May 20th, 2015

An “open campus” format will be used during finals and students with completed Early Release forms will be allowed to leave on Tuesday, May 19th and Wednesday, May 20th at the end of the period for which they have a final exam. **Thursday, May 21<sup>st</sup> is a regular school day. Students may make-up any missed final exams on this day.**

- ALL students MUST attend school the entire day on Friday, May 15<sup>th</sup> and Monday, May 18<sup>th</sup>.
- Exemptions must be handled according to the policy listed on page 16 of the Student Handbook.
- **Exemption Forms** should be distributed to students on Monday, May 11<sup>th</sup>. Do not inform students of exemptions prior to this date. The student should obtain the **teacher’s signature first** and then request the parent’s signature.
- Students are to give their completed **Exemption Forms** to their grade-level guidance counselor by the end of the day on **Wednesday, May 13<sup>th</sup>**. 8<sup>th</sup> grade to **Mrs. Heidleberg’s office (Room 302-A)** and 9<sup>th</sup> grade to **Mrs. Nobles’s office (Room 506)**.
- Students must have **Early Release Forms** turned in to their 7th period teacher by **Wednesday, May 13<sup>th</sup>**.
- Teachers are to place the **Early Release Forms** in a folder and turn them in to **Mrs. Blaylock on Thursday, May 14th by 11:00 a.m.**
- Students who submit an Early Release form will not be allowed to return to campus for any reason including riding the bus home.
- If students are at school they are expected to be IN CLASS. “Hanging out” in the media center, gym, or elsewhere will not be permitted.
- Students who do not have a ride home and must remain at school until the buses run will be required to follow the class schedule indicated below. For example: On Tuesday, students who do not have a ride home and who have a 1st period final, but exempt their 2nd period final, and have a 3rd period final will be required to attend that 2nd period class; however, they are not to be made to take the final if they can exempt. Teachers will not penalize a student for not having a ride home.

## Exam Schedule

### Monday, May 18th

8:10-8:15	
8:15-9:10	1 <sup>st</sup> Period
9:15-10:10	2 <sup>nd</sup> Period
10:15-11:10	3 <sup>rd</sup> Period
11:10-12:35	<b>4<sup>th</sup> Period Exam / Lunch</b>
12:40-1:35	5 <sup>th</sup> Period
1:40-2:35	6 <sup>th</sup> Period
2:40-3:35	7 <sup>th</sup> Period

### Tuesday, May 19<sup>th</sup>

8:10-8:15	
8:15-9:10	<b>1<sup>st</sup> Period Exam</b>
9:15-10:10	<b>2<sup>nd</sup> Period Exam</b>
10:15-11:10	<b>3<sup>rd</sup> Period Exam</b>
11:10-12:35	4 <sup>th</sup> Period - Lunch
12:40-1:35	5 <sup>th</sup> Period
1:40-2:35	6 <sup>th</sup> Period
2:40-3:35	7 <sup>th</sup> Period

### Wednesday, May 20<sup>th</sup>

8:10-8:15	
8:15-9:10	<b>5<sup>th</sup> Period Exam</b>
9:15-10:10	<b>6<sup>th</sup> Period Exam</b>
10:15-11:10	<b>7<sup>th</sup> Period Exam</b>
11:10-12:35	4 <sup>th</sup> Period / Lunch
12:40-1:35	1st Period
1:40-2:35	2nd Period
2:40-3:35	3rd Period

### Thursday, May 21<sup>st</sup>

Make-ups/Regular School Day	
8:15-9:10	1 <sup>st</sup> Period
9:15-10:10	2 <sup>nd</sup> Period
10:15-11:10	3 <sup>rd</sup> Period
11:10-12:35	4 <sup>th</sup> Period
12:40-1:35	5 <sup>th</sup> Period
1:40-2:35	6 <sup>th</sup> Period
2:40-3:35	7 <sup>th</sup> Period

### **Final Exam Protocol & Procedures**

- Content departments are to develop and administer a common final exam. The Math, World History, and GA Studies, will submit final exams to Mr. Dalton, the ELA departments to Mrs. Smith, CTAE and Fine Arts to Ms. Veasey and ALL departments (ELA, Math, Science, GA Studies, CTAE, PE/Health, CTAE, and Fine Arts) to Mr. Smith. Final exams are due by the end of the day on Friday, May 13, 2014.
- Final exam grades CANNOT be curved.

**Exemption Form**  
**Spring 2015 Final Exams**  
**Tuesday, May 19, 2015 & Wednesday, May 20, 2015**

Student's Name: \_\_\_\_\_

Grade \_\_\_\_\_

Date \_\_\_\_\_

**Parent/Guardian,**

Your child has requested to exempt the finals listed below for the Spring 2015 Semester. The student has listed below the courses for which he/she believes the exemption criteria applies. Both the teacher's and parent/guardian's signature are required for "each class" for which an exemption request has been filed. The student should obtain the **teacher's signature first** and then request the parent's signature.

- **Exemptions are earned based on the criteria found on page 16 of the Student Handbook. If you have questions please refer to the Student Handbook or contact your child's teacher.**
- **All exemption requests should be completed AND submitted to the grade-level guidance counselor by Wednesday, May 13th.**

Class	Teacher Signature	Parent Signature
1 <sup>st</sup>	_____	_____
2 <sup>nd</sup>	_____	_____
3 <sup>rd</sup>	_____	_____
4 <sup>th</sup>	_____	_____
5 <sup>th</sup>	_____	_____
6 <sup>th</sup>	_____	_____
7 <sup>th</sup>	_____	_____

**Early Release Form  
Spring 2015 Final Exams  
Tuesday, May 19, 2015**

My child \_\_\_\_\_, Grade \_\_\_\_\_

has permission to leave school at 12:00 Noon or, if later, at the **END OF THE PERIOD** of their last exam on **Tuesday, May 19, 2015**. He or she (Please Check One):

Will be picked- up by \_\_\_\_\_.

Will walk home.

\_\_\_\_\_  
Parent /Guardian's Signature

\_\_\_\_\_  
Date

**This form must be signed and turned in to your child's 7<sup>th</sup> period teacher by Wednesday, May 13<sup>th</sup>.**

**Early Release Form  
Spring 2015 Final Exams  
Wednesday, May 20, 2015**

My child \_\_\_\_\_, Grade \_\_\_\_\_

has permission to leave school at 12:00 Noon or, if later, at the **END OF THE PERIOD** of their last exam on **Wednesday, May 20, 2015**. He or she (Please Check One):

Will be picked- up by \_\_\_\_\_.

Will walk home.

\_\_\_\_\_  
Parent /Guardian's Signature

\_\_\_\_\_  
Date

**This form must be signed and turned in to your child's 7<sup>th</sup> period teacher by Wednesday, May 13<sup>th</sup>.**