

COPLEY HIGH SCHOOL

Dear Parents:

First-semester exams will take place on December 16th, 19th and 20th, 2022. Students will follow the exam schedule listed below.

Friday, December 16th				Monday, December 19th		Tuesday, December 20th	
7:25-9:25	Mods 1-2 Exam	Mods 1-2 Exam	7:25-9:25	7:25-9:25	Mods 3-4 Exam	7:25-9:25	Mods 9-10 and 10-11 Exam
9:35-10:05	Lunch Mod 7	Mods 7-8 Exam	9:35-11:35	9:35-11:35	Mods 5-6 Exam	9:35-11:35	Mods 12-13 Exam
10:15-12:15	Mods 8-9 Exam	Lunch Mod 9 and 11	11:45-12:15	11:40-12:10	Lunch For All Students	11:40-12:10	Lunch For All Students
12:25-2:25	Mods 14-15 Exam	Mods 14-15 Exam	12:25-2:25	12:15-2:25	Study Tables* Report to Study Hall	12:15-2:25	Study Tables* Report to Study Hall

Students who wish to arrive late prior to exams or leave school after their exams must complete the Dismissal Authorization Form below and return it to their Mods 1-2 or Mods 3-4 teacher no later than **Friday, December 9th, 2022**. Students dismissed from school must leave the building immediately. Students who remain in school will report for scheduled exams, study halls or supervised study tables, and will follow the above schedule for the day.

Students must take their exams during the scheduled times. Any student who deliberately cuts an exam period will not be permitted to make up that exam and may receive an exam grade of 50% and a 50% for the semester. This policy also applies to a failure to turn in a project at the assigned time. Only absences due to medical or legal emergencies will be excused during exam periods.

DISMISSAL AUTHORIZATION FORM

I give my son/daughter, _____, permission to have late entry and/or be dismissed early from school on December 16th, 17th and 18th, 2022 at the conclusion of his/her exam periods and/or leave during his/her mod 7-8 or 8-9 study hall on December 16th and return for a mod 14-15 exam, if applicable. I understand that, to be eligible, my child must pre-arrange for transportation from school before the day of the exam, and that he/she must leave school grounds immediately following the times designated below.

Late Entry/Early Dismissal

Friday, December 16th, 2022: Will arrive at school (time) _____
 Will be leaving during mod 7-8 or 8-9 study hall and returning for a mod 14-15 exam (yes/no) _____
 Will be dismissed at (time) _____ at the conclusion of Mods _____ exam

Monday, December 19th, 2022: Will arrive at school (time) _____
 Will be dismissed at (time) _____ at the conclusion of Mods _____ exam

Tuesday, December 20th, 2022: Will arrive at school (time) _____
 Will be dismissed at (time) _____ at the conclusion of Mods _____ exam

Parent/Guardian Signature: _____ Date: _____

PHONE: H () _____ W () _____