

December 12, 2007

Dear Chagrin Falls High School Parent or Guardian:

This correspondence is to let you know of some important items involving semester exam week. Our past practice at Chagrin Falls High School has been to run a modified exam schedule at the end of each semester.

Students are permitted to arrive prior to their first scheduled exam and to leave after their final exam. Students are not permitted to leave between exams. The enclosed exam permission form must be completed and returned to the office by Tuesday, January 15, to exercise this privilege. If your child has three exams one day, he or she may choose to reschedule the middle exam to another exam block or flex period. It is his or her responsibility to make the appropriate arrangements with the teacher prior to the exam.

If your son or daughter is ill during exams, the attendance office must be notified (440-247-2043). Absences from exams for any reason other than those listed in our attendance policy are not acceptable and will carry an academic disadvantage as well as school consequences. It is the responsibility of the student to make arrangements with his or her teachers in planning a make up session. The schedule does allow for make up time at the end of each testing day. The published exam schedule will not be modified for the sake of individual conveniences.

Students are permitted to stay on campus the entire day; the buses will be running at their normal morning and afternoon times. If students want to stay on campus, they must report to a designated study hall and they must stay until the entire testing block has concluded. The Media Center will also be available for quiet study and research.

One additional thing we must always plan for is the inclement weather conditions we experience in Northeast Ohio during January. For simplicity and ease we will follow the testing progression if a school cancellation occurs, day 2 will follow day 1, and day 3 will follow day 2. Monday, January 21, is a holiday; Tuesday would be the next scheduled exam day.

1st Semester Exam Schedule - 2008

Time	Wednesday January 16 (Day 1)	Thursday January 17 (Day 2)	Friday January 18 (Day 3)
7:30 - 9:00	1	3	8
9:10 - 10:40	4	5	6
10:50 - 12:20	2	7	Flex Period/Makeup
12:20 - 1:00	Lunch	Lunch	Lunch
1:05 - 2:36	Flex Period/Makeup	Flex Period/Makeup	Flex Period/Makeup

Sincerely yours,

Kert F. Boedicker
Principal