

IMPORTANT INFORMATION REGARDING EXAM DAYS

1. **There are no early exams** (See pg. 32, *Student/Parent Handbook, Semester Exams*). Additionally, any change in the exam schedule for a student must be pre-arranged by a parent with Mr. Fleagle, Dean of Academics. Teachers are not authorized to alter the exam schedule for a student.
2. **Students with two classes in the same subject or a credit recovery exam** will receive an email with the schedule of when they will take their 2nd exam. If you do not receive an email by December 5, please contact Mrs. Staker or Mrs. Radecky in the main office.
3. **Seniors who meet exam exemption requirements** (*Student/Parent Handbook*, pg. 33) for Economics and Government will be notified by their teachers.

SEVERE WEATHER CLOSING INFORMATION DURING EXAM DAYS

If CVCA is closed or delayed due to severe weather, you will be notified via CVCA's mass phone alert system, and the information will be broadcast on local television and radio stations and on the CVCA website. You may also call the main office.

In the event that school is closed due to weather conditions, we want you to be prepared and informed as to the plan CVCA will follow. Please read the following information carefully.

1. **6th & 7th grade** - In the event of a snow day on any given day 12/13-14, activities for that day will be canceled. **Students will not report to school on 12/15, regardless of severe weather on 12/13-14.**
2. **8th grade & HS Exams** - In the event of a snow day on any given day, students should be prepared to take the exams scheduled for that day on the following day (all exams will be pushed back one day.)
 - For example: Should we have a **Snow Day on Wednesday, 12/13**, students would follow the *Wednesday exam* schedule on **Thursday, 12/14**; the *Thursday exam* schedule on **Friday, 12/15**; and the *Friday exam* schedule on **Monday, 12/18**.

Note: Students should take *all exam study materials home on Monday, December 11. In the event of a snow day on Tuesday, December 12, exams will begin as scheduled on Wednesday, December 13.*

3. If for any reason school is closed Wednesday and Thursday, students would take three exams each on Friday and three on Monday, beginning at 7:50 each day.

Friday, 12/15	English	Math	Science
Monday, 12/18	World Language	Bible	Social Studies

Further information will be communicated at that time.

4. In the event that a student is absent from an exam (an excused absence), that student should contact **Mrs. Schofield** in the main office to make arrangements to take the exam. All exam make-ups should be completed no later than Monday, 12/18, if possible; alternate date is December 19 (See pg. 33, *Student/Parent Handbook, Semester Exams*).