



End of Semester Procedures 2021-2022 SY

Knight Nation,

The River Ridge administrative team has prepared this document with information you need for the end of the semester. Please review this carefully, and let the administrative team know if you have additional questions or concerns.

Final Exam Procedures and Make-Up Exams

No Final Exams will be given before the scheduled date and time of the exam.

Any student requesting permission to take an exam at an earlier time should secure approval from Mr. Miller. Please direct those requests to Ms. Elder, and she will gather the requests and documentation for Mr. Miller's review. (virginia.elder@cherokeek12.net)

If permission is granted, every attempt will be made to find a time within the exam window for the student to test. This will include, but not limited to, afternoons of exams based on teacher availability.

Any student who does not show up for a semester exam will receive a grade of zero. If the exam is missed, it is the responsibility of the student to schedule a time to take the exam. If students are unable to make up the exam during finals week, then **exam make-ups are January 3, 2022 starting at 9:00 am**. Teachers will complete grade change forms for students after they have graded their make-up exam. Grades will be finalized on January 3, 2022 to allow for appropriate schedule changes if needed. If students are absent for an excused Covid related reason, we will work with those students individually to ensure they have adequate time to complete exams.

To maintain an academic environment during exams, we will not be having parties in class during designated exam times. Please do not bring food to school or send your student with food or party supplies.

We will not make exams available until Tuesday, December 14th. Final exams will be taken during the assigned exam period. **No early exams will be given.**

Final Exam Week Dismissal

Please refer to the Final Exam schedule which is included in this information. We will not be releasing students during scheduled exams. If you need to sign your student out for an excused appointment, please do so between classes and not during exams. Note that we will dismiss at 12:00pm Friday for all students. We have included an Early Dismissal Procedure if you are allowing your student to check out after exams. Please submit that form to your second period teacher by 12/10/21 so we can note the student leaving. Attached you will also find the route map for car rider pick up.

River Ridge High School
End of First Semester Procedures
21-22 School Year

First Semester Exam Schedule

Date	Time	Period
December 14, 2021 (Tuesday)	8:15 – 9:45	7th Period Assessment
	9:45 – 9:50	Transition
	9:50– 11:20	6th Period Assessment
	11:20 – 11:25	Transition
	11:25 – 12:25	Lunch for All
	12:25 – 12:30	Transition
	12:30 – 1:55	1 st period
	1:55 – 2:00	Transition
December 15, 2021 (Wednesday)	2:00 – 3:15	5 th period
	8:15 – 9:45	1st Period Assessment
	9:45 – 9:50	Transition
	9:50– 11:20	5th Period Assessment
	11:20 – 11:25	Transition
	11:25 – 12:25	Lunch for All
	12:25 – 12:30	Transition
	12:30 – 1:55	2 nd period
December 16, 2021 (Thursday)	1:55 – 2:00	Transition
	2:00 – 3:15	4 th period
	8:15 – 9:45	2nd Period Assessment
	9:45 – 9:50	Transition
	9:50– 11:20	4th Period Assessment
	11:20 – 11:25	Transition
	11:25 – 12:25	Lunch for All
	12:25 – 12:30	Transition
December 17, 2021 (Friday)	12:30 – 1:55	7 th period
	1:55 – 2:00	Transition
	2:00 – 3:15	3 rd period
	8:15 – 9:45	3rd Period Assessment
	9:45 – 9:50	Transition
	9:50– 11:20	6 th period
December 17, 2021 (Friday)	11:20 – 11:25	Transition
	11:25 – 12:00	Lunch for all left
	12:00	Cars & Buses dismissal

If students miss an exam, they should communicate with teachers ASAP and try to schedule a make-up for the next available time.

We will not make exams available until Tuesday, December 14. Exams will be taken during the assigned exam period. NO EARLY EXAMS will be given.



Closing Assessment Schedule and CHECKOUT INFO, Winter 2021

This form must be returned to your child's 2nd period teacher no later than Friday, December 10th.

STUDENT'S NAME _____ ID # _____


I plan to let my child check out on the day's indicated below.

PARENT SIGNATURE: _____ Phone #: _____

If you wish to check your student out on any or all four assessment days:

1. **Circle** the time you will be picking up your child on each day.
2. Students do not have exams during their lunch period and can check out at 9:45 on those days.
3. **ALL students will be dismissed at NOON on Friday 12/17. Buses will run normal routes at that time.**

Check out time:
CIRCLE FOR
EACH DAY
YOU WILL CHECK
OUT YOUR
STUDENT.



December 14, 2021 (Tuesday)	8:15 – 9:45*	7th Period Assessment	9:45
	9:45 – 9:50	Transition	
	9:50 – 11:20	6th Period Assessment	11:20
	11:20 – 11:25	Transition	
	11:25 – 12:25	Lunch for All	
	12:25 – 12:30	Transition	
	12:30 – 1:55	1 st period	
	1:55 – 2:00	Transition	
December 15, 2021 (Wednesday)	8:15 – 9:45*	1st Period Assessment	9:45
	9:45 – 9:50	Transition	
	9:50 – 11:20	5th Period Assessment	11:20
	11:20 – 11:25	Transition	
	11:25 – 12:25	Lunch for All	
	12:25 – 12:30	Transition	
	12:30 – 1:55	2 nd period	
	1:55 – 2:00	Transition	
December 16, 2021 (Thursday)	8:15 – 9:45*	2nd Period Assessment	9:45
	9:45 – 9:50	Transition	
	9:50 – 11:20	4th Period Assessment	11:20
	11:20 – 11:25	Transition	
	11:25 – 12:25	Lunch for All	
	12:25 – 12:30	Transition	
	12:30 – 1:55	7 th period	
	1:55 – 2:00	Transition	
December 17, 2021 (Friday)	8:15 – 9:45*	3rd Period Assessment	9:45
	9:45 – 9:50	Transition	
	9:50 – 11:20	6th period (no assessment given)	
	11:20 – 11:25	Transition	
	11:25 – 12:00	Lunch for all left on campus	
	12:00	Bus Dismissal (1/2 day only). ALL STUDENTS LEAVE.	

Students checking out must have transportation to leave campus. After checking out, students are NOT to remain on campus. Students are not allowed to go to Mill Creek Middle School to see their former teachers. Students are not permitted to check out and return to pick up friends, nor to park in the Mill Creek Middle School parking lot. Once a student is off campus, they cannot return to campus that day.

NO EARLY ASSESSMENTS ARE PERMITTED! For students who remain on campus, lunch and a full schedule of classes are provided. Buses do run their normal routes on Tuesday–Thursday at the regularly scheduled time of 3:15 p.m. **ALL students will be dismissed at NOON on Friday, 12/17. Buses will run normal routes at that time.**

• Pick up will be in the bus lanes. You will enter the campus at the TRAFFIC LIGHT and proceed around the roundabout to the back of the school. Check the website for the pick-up site directional arrows.

Car Ridge Pick Up – Route Map

