



Seattle Christian Schools

May 28, 2013

Dear Middle School and High School Parents:

We hope you and your student have had a great year! As the year comes to a close and we plan for final assessments, we want to inform you of the following schedule changes:

Day	Date	Schedule	Time	Class Scheduled
Monday	June 3	Regular School Hours	7:45 – 2:45	1 st through 7 th periods
Tuesday	June 4	Regular School Hours	7:45 – 2:45	1 st through 7 th periods
Wednesday	June 5	HS Regular School Hours No Chapel	HS 7:45 – 2:45	1 st through 7 th periods
		MS Field Trips	Hugo House/ Jet City Improv 7:45 – 3:00 Mariners 7:45-4:00	
Thursday	June 6	Modified Period Schedule	7:45 – 12:40	1 st through 7 th periods
		HS Awards Assembly (*Professional Dress for HS)	12:45 – 2:45	HS Awards/ MS ASB activities
Friday	June 7	Regular School Hours	7:45 – 2:45	1 st through 7 th periods

There will not be Chapel on Wednesday, June 5. Middle school students will be attending field trips that day. High school students will attend the High School Awards Assembly on Thursday, June 6. Seniors are not required to attend classes on June 6, but are required to check in with the Secondary Office between 12:10 and 12:30 for the Awards Assembly. If seniors choose to arrive before 12:10, they will need to report to class. Professional dress is appropriate for the Awards Assembly.

The Senior Store will be open June 3 – 6 but **closed on Friday, June 7, due to Senior Graduation Practice**. Students should bring lunches from home. Microwaves and hot water will be available for student use on June 7. Please reference the Thursday Bulletin for specific Senior Store information.

A schedule of the exam dates and times is provided below for your reference. Teachers will provide students with specific assessment details and how to most effectively prepare to demonstrate their learning. Please pray for your child and our entire student body as they anticipate finals week!

Day	Date	Schedule	Time	Class Scheduled
Monday	June 10	Regular School Hours modified period schedule	7:45 – 12:55	1 st through 7 th periods
			1:00 – 2:45	1 st period exam
Tuesday	June 11	Half Day MS Awards Assembly (*Professional Dress for MS) school dismisses at 11:45	7:55 – 9:40	6 th period exam
			9:40 – 9:55	Break
			10:00 – 11:45	HS 7 th period exam MS Awards Assembly
Wednesday	June 12	Half Day school dismisses at 11:45	7:55 – 9:40	4 th period exam
			9:40 – 9:55	Break
			10:00 – 11:45	5 th period exam
Thursday	June 13	Half Day school dismisses at 11:45 Last Day of School	7:55 – 9:40	2 nd period exam
			9:40 – 9:55	Break
			10:00 – 11:45	3 rd period exam

* Professional dress is clothing that would be appropriate for an interview, office workplace or chapel.

Each **half-day** will begin **10 minutes later than usual at 7:55** and **students will be dismissed for the day at 11:45**. It is imperative that students arrive to school on time.

Except for Monday, two final exams will be given each day with a break between them. We encourage you to send healthy snacks to school with your student for the break every day. The student store will be open during break if students would prefer to purchase a snack.

To provide our students with a protected and equitable test environment during finals week, please review these expectations:

Attendance: Students are expected to be in school for all final exams. Vacations, appointments or other activities that would prevent students from attending school should not be scheduled. Attendance will be taken and regular attendance procedures will apply.

Students who have a Study Hall or TA class and have turned in the enclosed permission form will be permitted to arrive on campus after their scheduled Study Hall/TA period, or leave campus before their scheduled Study Hall/TA period. However, regular attendance procedures will apply and students will be expected to be in class if they are on campus. Students with a 1st period Study Hall/TA may be dismissed at the end of 7th period on Monday, June 10. All students wanting to arrive late or leave early due to a Study Hall/TA period will be required to complete and turn in to the Secondary Office the enclosed Permission Form. Students must stop by the office when signing in or checking out.

Classes will not be disturbed at any time during final exams. In fairness and respect to all students please do not request to have your child released from school. Teachers have been instructed not to allow students to leave classes early or to enter the classroom once the exam has started. Disruptions impact students' assessment performance. Your support is greatly appreciated. Students have been advised of these expectations as well.

Dress code: Students are expected to follow dress code during final exam schedule as usual. Leggings, yoga pants, sweats or loungewear are not appropriate.

Students should come prepared with reading or study materials: All students will be expected to remain quietly in their classes for the duration of the testing period so that those students needing the entire class time to complete their exams are not disturbed.

Use of cell phones and electronic devices is strictly prohibited in all classes. Students should not be making phone calls or sending text messages from their classes asking you for permission to leave the class because they are finished with a final. Phone calls may be made between classes or during the break only.

All students must be picked up at 11:45: There is no after-school supervision provided for secondary students on half days. Please make prior arrangements to ensure your student has after-school transportation for June 11 - 13.

We thank you for your cooperation with the schedule changes and expectations of students as they take their semester final assessments. Please feel free to call me at (206) 246-8241, extension 1200, or email me at sknipp@seattlechristian.org if you have any questions.

Anchored in Christ,



Stephanie Knipp
Middle and High School Principal

Enclosures:
HS Awards Assembly Schedule
Finals Week Permission Form

SK/jb