



Seattle Christian Schools

May 25, 2011

Dear Middle School and High School Parents:

We hope you and your student(s) have had a great year! As the year comes to a close and we plan for final assessments the week of June 6 - 10, we also want to inform you of the following schedule changes:

Day	Date	Schedule	Time	Class Scheduled
Monday	May 30	No School Memorial Day		
Tuesday	May 31	Regular School Hours	7:45 – 2:45	1 st through 7 th periods
Wednesday	June 1	Regular School Hours No Chapel No Chapel Dress	7:45 – 2:45	1 st through 7 th periods
Thursday	June 2	HS Awards Assembly Chapel Dress Required for HS MS Yearbook Distribution	7:45 – 12:40	1 st through 7 th periods
			12:45 – 2:45	HS Awards/MS Yearbooks
Friday	June 3	Regular School Hours	7:45 – 2:45	1 st through 7 th periods

There will not be Chapel on Wednesday, June 1. Instead, high school students are required to be in Chapel dress for the High School Awards Assembly on Thursday, June 2. Seniors are not required to attend classes on June 2, 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. Enclosed is the modified class schedule for June 2 for your reference.

The Senior Store will continue serving regular menu items through Tuesday, June 7, but will be **closed on Thursday and Friday, June 2 and 3 due to the HS Awards Assembly and Senior Graduation Practice**. Students will need to bring lunches from home and microwaves and hot water will be available for student use on June 2 and 3.

A schedule of the exam/assessment dates and times is provided below for your reference. Teachers will provide students with specific assessment details regarding the anticipated length of the assessment within the designated 105 minute exam period 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 6	Regular School Hours	7:45 – 2:45	1 st through 7 th periods
Tuesday	June 7	Regular School Hours (modified period schedule)	7:45 – 12:55	1 st through 7 th periods
			1:00 – 2:45	1 st period exam
Wednesday	June 8	Half Day MS Awards Assembly Chapel Dress Required 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
Thursday	June 9	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
Friday	June 10	Half Day (school dismisses at 11:45)	7:55 – 9:40	2 nd period exam
			9:40 – 9:55	Break
			10:00 – 11:45	3 rd period exam

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

Except for Tuesday, 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 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 Tuesday, June 7. 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. Sweats or loungewear are not appropriate.

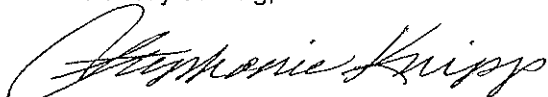
Students should come prepared with reading or study materials: All students will be expected to remain quietly in their classes for the duration of the testing period so that those students needing the entire class time to complete their exams are not disturbed.

Cell phones and electronic devices are strictly prohibited in all classes. Students should not be making phone calls or sending text messages from their classes asking for you to give them 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 June 8 - 10.

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.

Faithfully serving,



Stephanie Knipp
Secondary Principal

Enclosures:
HS Awards Assembly Schedule
Final's Week Permission Form

SK/als

Thursday, June 2
High School Awards
Assembly Schedule

Full-day for all 7th – 11th grade students
Seniors are only required to attend the
Awards Assembly

Chapel Dress Required for High School students only

Period 1	7:45 – 8:15
Period 2	8:20 – 8:50
Period 3	8:55 – 9:25
Break	9:25 – 9:40
Period 4	9:45 – 10:15
Period 5	10:20 – 10:50
Period 6	10:55 – 11:30
Period 7	11:35 – 12:10
MS/HS Lunch	12:10 – 12:40

**(Lunch in classrooms and hallways –
Senior Store Closed)**

HS Awards Assembly	12:45 – 2:45
MS Yearbook Distribution	12:45 – 2:45

FINAL'S WEEK PERMISSION FORM

FOR STUDY HALL STUDENTS AND TEACHER'S AIDES

Students planning to miss their Study Hall or TA period during Final Exams, must complete this form and turn it in to the Secondary Office in advance.

Failure to complete and turn in this form will result in an unexcused absence.

Students may choose not to attend their Study Hall or Teacher's Aide (TA) period during Final Exams, but will be expected to be in class if they are on campus. Students 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.

Students planning to leave campus early, or arrive to campus late, must sign in/out with the Secondary Office.

Student's Name

Date

I plan to miss my scheduled Study Hall or TA Period during (check one):
(TA's please inform the Teacher you work for)

- 1st Period on Tuesday, June 7**
- 6th Period on Wednesday, June 8**
- 7th Period on Wednesday, June 8**
- 4th Period on Thursday, June 9**
- 5th Period on Thursday, June 9**
- 2nd Period on Friday, June 10**
- 3rd Period on Friday, June 10**

Parent/Guardian Signature (Required for an excused absence)

Date

Tuesday	Jun. 7	Regular School Hours (modified period schedule)	7:45 – 12:55	1 st through 7 th periods
			1:00 – 2:45	1 st period exam
Wednesday	Jun. 8	Half Day (school dismisses at 11:45)	7:55 – 9:40	6 th period exam
			9:40 – 9:55	Break
			10:00 – 11:45	7 th period exam
Thursday	Jun. 9	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
Friday	Jun. 10	Half Day (school dismisses at 11:45)	7:55 – 9:40	2 nd period exam
			9:40 – 9:55	Break
			10:00 – 11:45	3 rd period exam