



# Seattle Christian Schools

January 3, 2012

Dear Middle School and High School Parents:

Happy New Year! Our students and staff are hard at work as we near the end of the first semester. As we plan for final assessments the week of January 17 – 20, 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
<b>Monday</b>	<b>Jan. 16</b>	<b>NO SCHOOL</b>	(in observance of Martin Luther King, Jr. Day)	
<b>Tuesday</b>	<b>Jan. 17</b>	Regular School Hours (modified period schedule)	7:45 – 12:55	1 <sup>st</sup> through 7 <sup>th</sup> periods
			1:00 – 2:45	7 <sup>th</sup> period exam
<b>Wednesday</b>	<b>Jan. 18</b>	Half Day (school dismisses at 11:45)	7:55 – 9:40	2 <sup>nd</sup> period exam
			9:40 – 9:55	<i>Break</i>
			10:00 – 11:45	1 <sup>st</sup> period exam
<b>Thursday</b>	<b>Jan. 19</b>	Half Day (school dismisses at 11:45)	7:55 – 9:40	3 <sup>rd</sup> period exam
			9:40 – 9:55	<i>Break</i>
			10:00 – 11:45	4 <sup>th</sup> period exam
<b>Friday</b>	<b>Jan. 20</b>	Half Day (school dismisses at 11:45)	7:55 – 9:40	5 <sup>th</sup> period exam
			9:40 – 9:55	<i>Break</i>
			10:00 – 11:45	6 <sup>th</sup> 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. Attendance will be taken in every class. Please note the order of periods on Wednesday. The second period exam takes place before the first period exam to accommodate the AP History class extended testing time.

**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 or other activities that would prevent students from attending school should not be scheduled.

Students who have a Study Hall or TA class will be permitted to arrive on campus after their scheduled period, or leave campus before their scheduled Study Hall/TA period. However, regular attendance procedures will apply. Students with a 7<sup>th</sup> period Study Hall/TA may be dismissed at the end of 6<sup>th</sup> period on Tuesday, January 17. 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. If students who have a Study Hall/TA class choose to stay at school, they are expected to be in class.

In fairness and respect to all students, teachers have been instructed not to allow students to leave classes early or to enter the classroom once the exam has started. Students have

been advised of these expectations as well. Please help your student arrive to school on time each day.

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.

Classes will not be disturbed at any time during final exams, so please do not request to have your child released from school. Disruptions impact students' assessment performance. Your support is greatly appreciated.

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 on January 18 - 20.

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 1202, or email me at [sknipp@seattlechristian.org](mailto:sknipp@seattlechristian.org) if you have any questions.

Faithfully serving,



Stephanie Knipp  
Principal – Middle and High School

Enclosures

# FINALS 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:**  
*(TA's please inform the Teacher you work for)*

TA or SH (check the boxes for either your TA or Study Hall period(s))

- 7<sup>th</sup> Period on Tuesday, January 17
- 2<sup>nd</sup> Period on Wednesday, January 18
- 1<sup>st</sup> Period on Wednesday, January 18
- 3<sup>rd</sup> Period on Thursday, January 19
- 4<sup>th</sup> Period on Thursday, January 19
- 5<sup>th</sup> Period on Friday, January 20
- 6<sup>th</sup> Period on Friday, January 20

\_\_\_\_\_  
Parent/Guardian Signature (Required for an excused absence)

\_\_\_\_\_  
Date

Tuesday	Jan. 17	Regular School Hours (modified period schedule – please see reverse side)	7:45 – 12:55	1 <sup>st</sup> through 7 <sup>th</sup> periods
			1:00 – 2:45	7 <sup>th</sup> period exam
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			9:40 – 9:55	Break
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Tuesday, January 17  
FINALS SCHEDULE

<b>7:45 AM</b>	<b>■</b>	<b>8:20 AM</b>	<b>1st</b>
<b>8:25 AM</b>	<b>■</b>	<b>9:00 AM</b>	<b>2nd</b>
<b>9:05 AM</b>	<b>■</b>	<b>9:40 AM</b>	<b>3rd</b>
<b>9:40 AM</b>	<b>■</b>	<b>9:50 AM</b>	<b>Break</b>
<b>9:55 AM</b>	<b>■</b>	<b>10:30 AM</b>	<b>4th</b>
<b>10:35 AM</b>	<b>■</b>	<b>11:10 AM</b>	<b>5th</b>
<b>11:10 AM</b>	<b>■</b>	<b>11:35 AM</b>	<b>MS LUNCH</b>
<b>11:15 AM</b>	<b>■</b>	<b>11:50 AM</b>	<b>HS 6th</b>
<b>11:40 AM</b>	<b>■</b>	<b>12:15 PM</b>	<b>MS 6th</b>
<b>11:50 AM</b>	<b>■</b>	<b>12:15 PM</b>	<b>HS LUNCH</b>
<b>12:20 PM</b>	<b>■</b>	<b>12:55 PM</b>	<b>7th</b>
<b>1:00 PM</b>	<b>■</b>	<b>2:45 PM</b>	<b>7th FINAL</b>

## **Wednesday, January 18 ~ Finals Schedule**

2<sup>nd</sup> Period Final                      7:55 – 9:40

Break    9:40 – 9:55

1<sup>st</sup> Period Final                      10:00 – 11:45

## **Thursday, January 19 ~ Finals Schedule**

3<sup>rd</sup> Period Final                      7:55 – 9:40

Break    9:40 – 9:55

4<sup>th</sup> Period Final                      10:00 – 11:45

## **Friday, January 20 ~ Finals Schedule**

5<sup>th</sup> Period Final                      7:55 – 9:40

Break    9:40 – 9:55

6<sup>th</sup> Period Final                      10:00 – 11:45