

SPRING EXAM MEMO – June, 2015

The 9th-11th grade exam schedule is set for June 2-5:

Monday, June 1	8:00 am – 3:25 pm	Regular classes all day
Tuesday, June 2	8:00 am – 1:00 pm 1:00 pm – 2:30 pm	Regular classes / lunch 6 th hour exam
Wednesday, June 3	8:20 am – 10:00 am 10:30 am – Noon	7 th hour exam 5 th hour exam
Thursday, June 4	8:20 am – 10:00 am 10:30 am – Noon	2 nd hour exam 4 th hour exam
Friday, June 5	8:20 am – 10:00 am 10:30 am – Noon	1 st hour exam 3 rd hour exam

Attendance and Dress Code:

- We will begin each day with **Morning Prayers** from 8:00-8:15 am.
- Regular dress code is expected during exams.
- Students are **not** to be at school when they do not have an exam. If students choose to be at school, but do not have an exam, they must report to study hall.
- **KCTC and KTC** students will be excused on the days that they have exams. Students should notify Mrs. Steenwyk regarding their exam schedule so she can communicate school related absences to KCTC and KTC.

Transportation:

- The **morning shuttle bus** will run normally during exam week.
- **NO afternoon shuttle bus** on Wednesday, Thursday or Friday of exam week.
- Students waiting for rides must wait **in the gym**.
- **Plan ahead for rides** to come **at** or **after**:
 - **2:30 pm on Tuesday**
 - **10:00 am or 12:00 pm on Wednesday, Thursday and Friday**

School Meals:

- **Breakfast** will be served from 7:50-8:10 am each morning during exam days, or a cold breakfast will be available (in the gym) Wednesday-Friday, 10:00-10:20 am, prior to the second exam.
- **Lunch** will be served Tuesday. **NO lunch** will be served Wednesday, Thursday or Friday during exams.

8th Hour

- **8th Hour** will meet the Monday (3:30-4:30 pm) and Tuesday (2:40-3:40 pm) of exam week.
- **No 8th Hour** after exams on Wednesday, Thursday or Friday.

Detention

- The last **regular** detention will be held on Tuesday, June 2 from 2:40-3:40 pm.

Special Detention Schedule:

- Detentions will also be held after school during exam week on Wednesday, Thursday and Friday from 12:10-1:10 pm in the Art Room.
- Detentions received one day will be served the next day, except Friday. *A Friday detention will be served the same day.*
- A parent must contact Mr. Clark via phone (249-8050 ext. 3815) or email (aclark@pottershouseschool) to reschedule a detention if the student does not serve it during these specified times.
- Final grades will not be released until all detentions have been served.