

To: Dr. Margaret Meara  
 Division Superintendent  
 From: Rick Cole  
 Principal  
 Re: Request for early closing on June 12, 13  
 Date: April 24, 2008

As you aware, the end of the year presents some unique challenges at the high school level. In order to encourage students and teachers to do their best in class and on end-of-course and nine-weeks' testing, I am requesting approval for an 11:00 AM dismissal on June 12, and if possible, a 10 AM dismissal on June 13. Shortening the last two school days would allow students and staff to make the most effective use of that time. (Please see the nine-weeks' test schedule below.)

Two nine-weeks' tests are scheduled per day June 10-12. One test is scheduled on the last student day, June 13. Once students take the nine weeks tests, the course is essentially complete, and it is very difficult to plan and conduct an effective lesson for that class after that point. If we continue with a full day after the third day of testing, we would either have to send students back to classes in which they have already taken the nine-weeks tests, or schedule long (and largely ineffective) pre-test study halls. Similarly, a three-hour test block on the last day (June 13) leaves unproductive time at the beginning or end of testing. Closing early the last two days would allow teachers more time to complete year-end tasks and to participate in collaborative planning for next year. Reducing the time with students those two days would also provide some trade-off for high school teachers who are required to attend graduation on the preceding Saturday morning (and who have the longest teaching day in the division).

We very much appreciate your consideration and assistance in this matter.

#### Proposed Fourth Nine-weeks' Test Schedule

<u>Date</u>	<u>Block Tested</u>	<u>Schedule</u>	<u>Dismissal Time</u>
June 10	5, 7	1,5,6,7	2:55
June 11	2, 3	1,2,3,4	2:55
June 12	1, 6	1, 6	11:00
June 13	4	4	10:00