Dear Parents and Guardians:

March 12th - 14th will be final exams days for the second trimester for 9th - 12th graders. These exams will count for 15% of the students’ trimester grade. All 9th - 12th grade students are required to take exams unless medically excused. Seventh and 8th graders will not be taking final exams, but their daily schedules over these dates will be affected by the exam schedule. A rough outline of the schedule follows and a more detailed breakdown of the schedule is included in this packet.

- **Wednesday, March 12th**
  - 9th – 12th Grade:
    - Block 1 Exams in the morning from 8:00 a.m. – 10:45 a.m.
    - Block 4 Exams in the afternoon from 12:00 p.m. – 2:45 p.m.
    - *River Bend students will follow their regular schedule, except that the afternoon students will leave RA at 10:50 a.m.
  - 7th & 8th Grade will follow a modified Wednesday schedule.

  **All students will be dismissed at the regular scheduled time: 2:50 p.m.**

- **Thursday, March 13th**
  - 9th – 12th Grade:
    - Block 2 Exams in the morning from 8:00 a.m. – 10:40 a.m.
    - Block 5 Exams in the afternoon from 11:45 a.m. – 1:45 p.m.
    - *River Bend students: morning group follows their regular schedule; the afternoon group will be excused from the program to take exams.
  - 7th & 8th Grade will follow a modified Thursday Schedule.

  **All students will be dismissed at the regular scheduled time: 1:45 p.m.**

- **Friday, March 14th**
  - 9th – 12th Grade:
    - Block 3 Exams in the morning from 8:00 a.m. – 11:15 a.m.
    - Make-up exams in the afternoon from 12:00 p.m. – 2:45 p.m.
    - *(Make-up exams for medically excused students must confirmed by the student with individual teachers.)*
    - *River Bend students are excused from their program to take exams.
  - 7th & 8th Grade will meet Block 1, 2, 3, & 5, followed by lunch at 11:55 a.m.

  **All 7th-12th grade students, except those requiring make-up exams, will be dismissed at 12:30 p.m.**

At 12:30 p.m., two express buses will leave Rivendell Academy:
- One headed east on Route 25A will go all the way to Warren, dropping off students at normal stops along the way.
- One headed west on VT Route 5, Route 244 and Route 113 stopping at Samuel Morey Elementary, Westshire Elementary, Vershire Town Center and for students with stops along that route.

  **In addition to the express buses, end of the day buses will run as regularly scheduled, leaving Rivendell Academy at 2:50 p.m.**

February 25, 2014
High school students will not be allowed to leave the exam room until the end of the exam period and should have something to read in case they finish their exam early.

High School students will be permitted to leave school after completion their last exam of the day, arrive at 12:00 p.m. on Wednesday or 10:40 a.m. on Thursday if they do not have a morning exam, or be excused from school on Friday if they have no exam, with a signed parent permission form (see last page of this packet).

Students who do not have any make-up exams are expected to leave Rivendell Academy by 12:30 p.m. on Friday, March 14th. This does also include 7th and 8th grade students.

Students are expected to make-up any missed (medically excused) exams on Friday afternoon, March 14th.

Sincerely,

Keri J. Gelenian
Head of Schools
Final Exam Week for Trimester 2 – March 12-14, 2014

PERMISSION SLIP FOR PARENT / GUARDIAN SIGNATURE

Return to Academy Office as soon as possible (no later than Tuesday, March 11th) in order for student to depart early, arrive late or be excused during exam week. Phone calls will NOT be accepted.

I ____________________________ grant permission to allow my child ____________________________
(name of parent/guardian) (child’s full name)

to leave school after completion of their last exam of the day, arrive at 12:00 p.m. on Wednesday or 10:40 a.m. on Thursday if they do not have a morning exam or be excused from school on Friday if they have no exam (not applicable to River Bend students).

Signature: __________________________________________ Date: ________________