

Faculty End of the Year To-Do List and Senior Activities 2009

MAY

2 - Saturday

PROM (River Park Center)

4 - Monday – White Day

End of the 4 ½ Weeks (Grades due in IC by 9:00 a.m.)

STUDENTS PAY ALL OBLIGATIONS

Portfolio Training (Media Center) – after school

Sign up for “Senior Picnic”

Sign up for “Project Graduation” – donate \$10

IB Exam (English P1) 8:30 Learning Center

AP Exam (US Government) 7:45 Learning Center

5 - Tuesday – Blue Day

Progress Reports Go Home (Handed out during 1st block)

STUDENTS PAY ALL OBLIGATIONS

Portfolio Training (Media Center) – after school

Tentative – Messenger Inquirer Academic All-Star Awards (Auditorium) 6:00

Seniors Sign up for “Senior Picnic”

Seniors Sign up for “Project Graduation” – donate \$10

IB Exam (History P1/P2) 12:30 Learning Center

AP Exam (Spanish Language) 7:45 Learning Center

AP Exam (Statistics) 11:45 Learning Center

6 - Wednesday – White Day

STUDENTS PAY ALL OBLIGATIONS

Portfolio Scoring (Media Center) – during planning and after school

Seniors Sign up for “Senior Picnic”

Seniors Sign up for “Project Graduation” – donate \$10

IB Exam (History P3) 8:30 Learning Center

IB Exam (Biology P1/P2) 12:30 Learning Center

AP Exam (Calculus AB) 7:45 Learning Center

School Nurse and Assistant Day!

7 - Thursday – Blue Day

STUDENTS PAY ALL OBLIGATIONS

Portfolio Scoring (Media Center) – during planning and after school

Seniors Sign up for “Senior Picnic”

Seniors Sign up for “Project Graduation” – donate \$10

IB Exam (Math P1) 12:30 Learning Center

IB Exam (Biology P3) 8:30 Learning Center

AP Exam (English Literature) 7:45 Learning Center

HONORS NIGHT (Auditorium) 7:00

8 - Friday – White Day

STUDENTS PAY ALL OBLIGATIONS

Portfolio Scoring (Media Center) – during planning

The Sound of Music – 2nd (Winners) and 4th (Romeo and Juliet)

Sign up for “Senior Picnic”

Sign up for “Project Graduation” – donate \$10

Senior video pictures due to Mrs. Morris (Library) – **THIS IS THE DEADLINE**

AP Exam (US History) 7:45 Learning Center

IB Exam (Math P2) 8:30 Learning Center

11 - Monday – Blue Day

STUDENTS PAY ALL OBLIGATIONS

IB Exam (English P2) 8:30 Learning Center

AP Exam (Biology) 7:45 Learning Center

CATS Testing – at 11:40 all students report to 3rd and 4th blue day classes.

12 - Tuesday – White Day

STUDENTS PAY ALL OBLIGATIONS

Josten’s – Distributing Graduation Items 11:30 – 6:00

CATS Testing – at 11:40 all students report to 3rd and 4th white day classes.

Chorus Spring Concert (Auditorium) 6:30

13 - Wednesday – Blue Day

PAY ALL OBLIGATIONS

CATS Testing – at 11:40 all students report to 1st and 2nd blue day classes.

14 - Thursday – White Day

PAY ALL OBLIGATIONS

CATS Testing – at 11:40 all students report to 1st and 2nd white day classes.

ROTC - Change of Command Ceremony for the Cadet Corps Commander (Aud.) 4th

Academic Team Banquet – Commons Area 6:00

15 - Friday - Blue Day

CATS Testing – at 10:00 all students report to 2nd, 3rd, and 4th blue day classes.

CEC Alumni Spring Dance (Commons Area) 6:30

KOM Council Luncheon (Conference Room) 11:45

18 - Monday – White Day

IB Exam (Spanish P1/P2) 8:30 Learning Center

BOOK CHECK – All GRADES

Place the names of those students who do not have their assigned textbook on the obligation list e-mailed to you (also found in Moodle). E-mail this list to Mrs. Board. **ANY** other obligations students may have with you, (i.e. fundraiser, club fee, etc.) place on the obligation list. However, please be sure that you have contacted a parent for obligations other than a book fee (Library and Bank follow your normal procedures). **What happens if a student has an obligation? His/her name goes on a list, he/she is NOT EXEMPT from any finals IN YOUR CLASS! He/she must take *all* of them. Please direct any obligation questions to Ms. Young or Mrs. Board.**

19 - Tuesday – Blue day

KOM Trainer (Little Gym) 8:30 a.m.

SBDM Meeting 4:00

BOOK CHECK – All GRADES

Place the names of those students who do not have their assigned textbook on the obligation list e-mailed to you (also found in Moodle). E-mail this list to Mrs. Board. **ANY** other obligations students may have with you, (i.e. fundraiser, club fee, etc.) place on the obligation list. However, please be sure that you have contacted a parent for obligations other than a book fee (Library and Bank follow your normal procedures). **What happens if a student has an obligation? His/her name goes on a list, he/she is NOT EXEMPT from any finals IN YOUR CLASS! He/she must take *all* of them. Please direct any obligation questions to Ms. Young or Mrs. Board.**

20 - Wednesday – White Day

AP Exams (Late)

21 - Thursday – Blue Day

Laptop turn-in (Seniors 1st Block – Juniors 4th Block)

IB Exam (French P1/P2) 8:30 Learning Center

22 - Friday - White Day

Laptop turn-in (Sophomore 1st Block – Freshmen 2nd Block)

Sweet 16 Luncheon (Moonlite 11:45)

ALL SENIOR OBLIGATIONS MUST BE PAID BY TODAY – NO EXCEPTIONS!

25 - Monday – NO School

26 - Tuesday – Blue Day

CAP Group (8:15 – 8:30) No Channel One

- All senior locks are to be turned in!

Lockers: Teachers will send Ms. Board and email confirming either:

- 1. All students have turned in locks**
- or**
- 2. List seniors who have *not* turned in locks.**

- Go over obligation list with ALL students!
- ALL UNDERCLASSMEN OBLIGATIONS MUST BE PAID BY TODAY – NO EXCEPTIONS!**

27 - Wednesday – White Day

Seniors exempt from exams – turn in White day books
 Senior Exemptions Signed

A list of seniors who are exempt from finals due to last year’s CATS scores has been e-mailed to you and will be posted in the guidance window. ****ALL other seniors who are not exempt from finals based on last year’s CATS test scores must take finals, unless they qualify for a Renaissance “A” exemption. These seniors must pick up an exemption sheet from the guidance office today, and have it signed by appropriate teachers and turned in to the guidance office at the end of the day, Thursday. Teachers, be sure to go ahead and mark exemptions in your grade book. Those students who are exempt from their finals should have an “E” marked in the final exam column of your grade book. Please do not leave the final exam grade blank if they are exempt. This will mess up the averaging process.**

Senior Review Day

28 - Thursday – Blue Day

Seniors exempt from exams – turn in Blue Day books
 Senior Exemptions Signed

A list of seniors who are exempt from finals due to last year’s CATS scores has been e-mailed to you and will be posted in the guidance window. ****ALL other seniors who are not exempt from finals based on last year’s CATS test scores must take finals, unless they qualify for a Renaissance “A” exemption. These seniors must pick up an exemption sheet from the guidance office today, and have it signed by appropriate teachers and turned in to the guidance office at the end of the day, Thursday. Teachers, be sure to go ahead and mark exemptions in your grade book. Those students who are exempt from their finals should have an “E” marked in the final exam column of your grade book. Please do not leave the final exam grade blank if they are exempt. This will mess up the averaging process.**

Senior Review Day

Last day for Seniors!!!

Senior Walk – 11:15 (Music will be playing via intercom system)

Senior Luncheon – 11:30 (Moonlite Catering)

29 - Friday – White Day

CAP Group – (8:15 – 8:30) No Channel One

- All underclassmen locks are to be turned in!
- Teachers hand out underclassmen exemptions (report cards)

Final Exams due to Mr. Purcell by 3:15

Senior Final Exams – White Day

Lockers: Teachers will send Ms. Board and email confirming either:

- 3. All students have turned in locks**
- or**
- 4. List students who have not turned in locks.**

Faculty –graduation ceremony gowns will be placed in your mailbox.

31 - Sunday

Baccalaureate Service – Owensboro Christian Church (2:00 p.m.)

June

1 - Monday – Blue Day

Senior Final Exams – Blue Day

Underclassmen get exemptions signed

Underclassmen exempt from finals – turn in “BLUE DAY” books

2 - Tuesday – Final Exam Schedule

ALL SENIOR GRADES ARE DUE BY 10:00 A.M.

Under classmen final exams (White 1 and White 2)

3 - Wednesday

Under classmen final exams (White 3 and White 4)

Senior Picnic 11:00 a.m. to 2:00 p.m. (Atlantis Swim Club)

- Students on the obligation list will not be allowed to attend
- No cost
- Lunch will be served
- Stay in the fenced area
- If you leave the fenced area, you will not be allowed to re-enter
- Any evidence of drugs or alcohol will prevent you from participating in graduation
- Help clean up before leaving
- Be respectful of the rules at Atlantis
- Senior Class sponsors will be supervising the entire area

4 - Thursday – Final Exam Schedule

Under classmen final exams (Blue 1 and Blue 2)

Senior Class Sponsor Mtg. (Conference room) 7:30 a.m.

5 - Friday – Final Exam Schedule

Under classmen final exams (Blue 3 and Blue 4)

Mandatory Graduation Practice – 11:30 -1:30

- Seniors Bring Cap and Tassel ONLY
- Practice will begin promptly at 11:30. If you are not at graduation practice, you will be automatically placed at the end of the line.

LAST DAY OF SCHOOL – CLOSING DAY WILL BEGIN RIGHT AFTER SCHOOL!

Dinner and Retirement Ceremonies at 5:00 p.m. (Commons Area)
All grades including final exams are due in IC by 5:00 p.m.

6 - Saturday - GRADUATION DAY!!!

Mandatory Graduation Practice 9:00a.m. to 11:00 a.m.

- Seniors Bring Cap and Tassel ONLY
- Practice will begin promptly at 9:00. If you are not at graduation practice, you will be automatically placed at the end of the line.

Graduation Ceremony – 2:00 p.m. (Owensboro Sportscenter)

- Faculty are to report to the Sportscenter no later than 1:30 p.m.

8 - June

Make-Up Exams 8:00-12:00 and 1:00 – 3:00 (Library)

Senior Video Info

Pictures for the senior video, which will be played at the Class of 2009 graduation ceremony, must be turned in to Mrs. Morris in the library no later than Friday, May 8th. Seniors may turn in **two “school appropriate” pictures** of him/her during high school years, and the student’s name must be on the back of each one. These pictures can be of the students alone or in a group. Also, please ensure the pictures are “school appropriate,” or they will not be included in the video. No swimsuits, cigarettes, alcohol, hand gestures, etc. Students may begin picking up their pictures in the library beginning Monday, May 18th.

Orders for a copy of the senior video and the entire graduation ceremony with each student receiving his or her diploma are now being accepted. The cost of the video is \$20 (VHS or DVD) and prepayment is required. If you’d like to place an order, please stop by the library or send your senior to see Mrs. Morris. Your DVD or VHS copy may be picked up in the front office between the hours of 8:00 a.m. and 3:00 pm beginning Monday, June 15th.

Final Exams:

Teachers should turn in a copy of your final exams to your Department chair. Make sure each exam is labeled with the teacher name and course. Once all exams are collected by the department chair, the exams will be filed in Mr. Purcell’s office. These should all be collected by the end of the day, Friday, May 29.

Attendance during final exams: Please turn in to the **attendance office** each period during exam days, the exam and accompanying scantron forms for any student...

1. who is **expected** to take your exam because they are **not exempt**
AND
2. who did not show up to take your exam.

Make sure the student's name, your name, course name, and the class period are listed on the exam.

Final Exam Schedule

Remember, we will review and then administer the final exam!

Tuesday, June 2	White 1	White 2
Wednesday, June 3	White 3	White 4
Thursday, June 4	Blue 1	Blue 2
Friday, June 5	Blue 3	Blue 4

Final Exam Daily Schedule

8:15 to 8:30	ENL
8:30 to 9:56	Review
9:56 to 10:06	Ten Minute Break
10:06 to 11:37	Exam
11:43 to 1:39	Review/Lunch
1:39 to 1:49	Ten Minute Break
1:49 to 3:15	Exam

Records and Grades:

- ✓ Record all final exam exemptions. (Only if student is not on obligation list)
- ✓ Senior grades due in by Tuesday, June 2, 10:00, turn failures in to Mrs. Clary.
- ✓ **All** grades (exemptions, exams, etc.) entered into IC by 5:00 p.m., Friday, June 5.
- ✓ Verify Grades before you leave June 5.
- ✓ Print Grade Books by each Nine Weeks and turn in to Mrs. Kreke in Guidance, Friday, June 5.
- ✓ Department Chairs make sure copies of all final exams are turned in to Mr. Purcell.
- ✓ Grade make-up final exams and enter those grades into IC by Wednesday, June 10.

Make-Up Final Exams:

Monday, June 8, 8:00-12:00 and 1:00-3:00 (Library)

Join us at 5:00 p.m. in the commons
area to eat and celebrate retirements!!!

