



**BUCKINGHAM
BROWNE & NICHOLS
SCHOOL**

Dear Parents of the Class of 2018:

In an effort to give seniors the time needed to complete the many end-of-trimester tasks, BB&N has designed a Senior Work Week to conclude the first trimester. Senior Work Week will take place from Monday, December 11 – Friday, December 15. This week not only provides a structured and supportive setting in which to accomplish school and college-related work, but it also provides students with some autonomy in organizing the way in which the work is completed. A secondary goal of Senior Work Week is to protect Winter Break time for our senior students. The plan below will soon be presented to all of the seniors. Please let me know if you need any clarification about the expectations of Senior Work Week. I am happy to talk with you.

Katie Gayman, Senior Class Dean
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SENIOR WORK WEEK

ATTENDANCE

- **Seniors need to attend school every day until all responsibilities have been met and all necessary signatures have been acquired.** Historically, completing these tasks has taken significantly longer than students anticipate.
- There will be a mandatory class meeting Monday, December 11 at 9:00 a.m.
- Seniors will check in every morning in the Community Room between 8:30 – 9:00 a.m. and must stay in the building until at least 11:00 a.m.
- Seniors must sign out with a senior grade team member or Ms. Shea when leaving campus.

RESPONSIBILITIES

- **Exams:** Each senior is aware of his or her exam schedule. Some seniors have no exams but many have one or two depending on the student's specific courses. Exams are held from 9:00 – 11:00 a.m. (to 12:00 p.m. for students who receive extended time).
- **Senior English Essay:** The Senior English Essay is due on Tuesday, December 12 by 11:00 a.m. For seniors who have an exam on Tuesday, the deadline is Wednesday morning at 11:00 a.m.
- **College Applications:** Each senior, regardless of his or her current status in the college application process, will need to obtain the signature of his or her College Counselor indicating that the student has made sufficient progress on essays and applications.
- **Senior Spring Project:** Each senior will meet with his or her Senior Spring Project mentor to discuss a general plan for Senior Spring Project and create a "to do" list.
- **Yearbook page:** Each senior must submit his or her yearbook page by Friday, December 15 at 12:00 p.m.

COMPLETION

Ms. Gayman or a member of the senior grade team will give final approval for each senior's ability to attend all required components of the week, complete these tasks, and obtain all required signatures on the "exit ticket." Families should avoid making travel plans until the afternoon of Friday, December 15 (or Saturday, December 16 should exams be cancelled on Friday due to a snow day).