

# Study Week Guidelines

## Background

These guidelines are the result of discussion among students, teachers, parents, counselors, classified staff, and administration, and input via a survey given to teachers and students.

## Goals

- Establish a clear definition of the days prior to finals
- Alleviate stress and reduce anxiety leading up to finals (for students, teachers and families)
- Outline policies that will help students focus on academics so they can perform to the best of their abilities

## Definition

The week before final exams in the fall and spring semesters will be known as Study Week. Study Week is a time in which students focus on their academics and limit their extracurricular activities.

## Guidelines

**Administration/Counselors:** During Study Week there should be no activities that pull students from other classes or occur outside school hours; this includes field trips and counselor/Wellness Center passes (except in emergencies). Outside performances and mandatory athletic practices or competitions will be kept to a minimum.

**Teachers:** Teachers should not pull students from other classes. Teachers should avoid teaching new content if students will not have adequate time to learn the material before the final exam. We recommend that students have time in class to prepare for, or take, their final exam, project, or performance. The time needed will vary for each class and group of students. We suggest that teachers avoid giving students large assignments or assessments during Study Week that would take away from their ability to prepare for their finals.

**Students:** Students should reduce social obligations during Study Week and plan on taking extra time to prepare for finals. Students should attend class each day, arrive prepared, stay focused, and communicate with their teachers.

**Parents:** During Study Week and finals, parents should not schedule any non-essential appointments or trips that will take students out of class or limit their time to study. Parents should encourage and support good time management and study habits.

**Athletic Coaches:** Mandatory athletic practice or competitions should be kept to the minimum amount possible while balancing student and team conditioning.