

Mercer Island High School 2011–2012 Block Schedule

Please use this for reference as you are filling out student availability. If you need alternative times, please indicate those times in the “additional information” section of the availability sheet.

Note to Mercer Island students: During 7-period days, such as exam weeks, please contact your instructor regarding meeting times, as shortened periods may call for temporary changes in schedule.

Monday	Tuesday	Wednesday	Thursday	Friday			
1st 8 – 8:30	1st 8 – 9:45	1st 8 – 8:50	2nd 8 – 9:45	1st 8 – 8:50			
2nd 8:35 – 9:05		2nd 8:55 – 9:50		2nd 8:55 – 9:45			
<i>bridges</i> 9:10 – 10:05		4th 9:50 – 11:40		3rd 9:55 – 11:40	3rd 9:50 – 10:45	3rd 9:50 – 10:45	
3rd 10:10 – 10:40	4th 10:50 – 11:40		4th 10:50 – 11:40	4th 10:50 – 11:40			
4th 10:45 – 11:15					5A 11:45 – 12:35	5A 11:45 – 12:35	5A 11:45 – 12:35
5A 11:20 – 11:50	6A 11:45 – 12:35		5B 12:20 – 1:10	5B 12:20 – 2:05			
5B 11:50 – 12:20		6B 12:35 – 1:10			6th 1:15 – 3	7th 2:10 – 3	6th 1:15 – 2:05
6th 12:25 – 12:55	7th 1:15 – 3		7th 2:10 – 3	7th 2:10 – 3			
7th 1 – 1:30							
<i>early release</i>							

SCHOOL YEAR REGISTRATION & SCHEDULING INFORMATION 2011–2012 ACADEMIC YEAR

STEP 1: REGISTRATION

New clients turn in a registration form when they are certain of the student's available times. **Returning clients** turn in a registration form *after confirming* the student's availability. **All clients** should completely fill out and sign the School Year Registration and Availability form.

Students attending schools that require pre-approval for a credit class should allow time to get the school's approval before class begins. It is the parent/guardian's responsibility to determine if the student's school requires pre-approval, although ETC coordinators make every effort to assist in this process.

STEP 2: SCHEDULING

All registration forms must be signed before students can be scheduled. Scheduling begins on August 15. We will make every effort to give students their first choice of times, days, and teachers. Knowing that first choices do not always work, please make equally certain that your 2nd and 3rd choices are also accurate. If for any reason we cannot give you one of your choices, we will contact you to discuss alternatives.

STEP 3: CONFIRMATION & PAYMENT

Clients will be called when schedules are ready for pickup and payment at our main office. An initial deposit, determined by the number of sessions scheduled for one month, is required at the beginning of a program and is applied to the last month of services. A refund will be sent for any funds not used for that last month. Changes requested after a student's schedule is confirmed will carry a \$40 rescheduling fee. Cancellation of a program after the student is scheduled will carry a \$50 cancellation fee per teacher/class.

Instructional fees for 2011–2012

Credit course (per session): \$54	Tutoring (per session): \$52
Credit records (per class): \$60	Speech therapy (per session): \$110
Lab fee (lab sciences only): per semester \$40	Group class: Varies
Materials fee – depends on class	Registration, fall and summer: \$60

STEP 4: STARTING & ATTENDING CLASSES

Each schedule will contain information about where and when to meet the instructor. **If the need to miss a scheduled session arises, please contact the instructor's voicemail by 7 am the day of the session, which appears on your schedule.** Up to two absences per quarter are allowed at no charge with advance notice. More than two absences, or absences without advance notice, will be charged.

If classes are cancelled due to **emergency conditions/snow** in the district in which you live, or if classes are cancelled in Mercer Island School District, you will not be charged for your session(s). As soon as possible, please call your instructor's voicemail to **verify that you will not attend.** This is important, as conditions may allow for some students and teachers to keep their scheduled sessions.

Did You Know...

- Our students go to **excellent universities** including University of Washington, Yale, UC Berkeley, Tulane, Menlo, New York University, University of Oregon, Harvard, Idaho State, Seattle University, and many others!
- You can earn **Honors** credit with us!
- We offer over **100 courses approved by the NCAA!**
- We offer many foreign languages including **American Sign Language, German, Russian, Japanese, Chinese, French, and Spanish!**
- We offer **one-to-one** or **small-group** instruction for all content areas!
- We can help you prepare for the **SAT, ACT, ISEE, and HSPE!**
- We have **two convenient locations** near Mercer Island High School and City Hall!
- We have over **40 instructors** in multiple subject areas in order to **ensure the best match** for your child!
- We have a **speech-language therapist** on staff who provides therapy and support for students in everything from articulation to reading and social skills!
- Our schedule of **SAT/ACT Preparation Small Groups** is on our website at www.etcinc.org. We offer classes of no more than **8 students** and we administer **mock SATs, ACTs, and ISEEs throughout the year!**
- We are an authorized site to **deliver the SAT and ACT for students who qualify for most accommodations**, including greater than 50 percent extended time or multiple accommodations!
- We are an authorized site to proctor tests for Brigham Young University (BYU) and other online courses.
- We can help with college essays and applications.

We enroll students from over 10 local school districts!

All over the Puget Sound, students, parents, and school districts rely on ETC for excellence in reliable, student-centered, high-quality educational support. We partner with public and private schools to support the acquisition of credit using the **best curriculum** for each student, **individualized methods** for unique learning styles, and **creative support** for all educational needs. Our staff believes in the potential of every student to become a confident, independent, and life-long learner.

We consult with parents locally, nationally, and internationally!

Parents from all over our area, all over the country, and in many countries around the world contact ETC every year to receive **expert advice on testing, school placement, and learning options**. We maintain a **database of professional referrals** and we **visit dozens of schools** in order to provide sound advice on topics from testing accommodations for disabilities to structuring homework support for success. Our coordinators are here to help you **make your student's school career a success!**

Frequently Asked Questions

How long are class periods?

Tutorial sessions are 55 minutes in length. You may sign up for 1, 1.5, or 2 sessions. Credit course periods are 50 minutes in length. Shortened and block-class periods are charged (and awarded credit) at the appropriate rate.

How does ETC bill for services?

During the school year, we collect an advance deposit for the amount of one month of services. After that, bills are sent each month for the previous month's services. At the end of the program, the deposit is either refunded or applied toward the last month's balance. During the summer months, all scheduled services are prepaid. ETC accepts cash, personal checks, and Visa or MasterCard (maximum of \$5,000 per month). A 3 percent fee for credit card use is passed on to you if you choose that method of payment.

What is the charge for materials?

Once a textbook is selected, your student will need an individual copy of that book. At times, ETC's lending library may contain the appropriate book. At other times, one may need to be purchased. It is less expensive for the parent to order the student book because, by doing so, the State Use Tax is avoided. Most textbooks can easily be ordered from amazon.com, barnesandnoble.com, or powells.com. Please let us know if you would prefer for ETC to order the textbook and pass on the Use Tax to you.

If a teacher edition needs to be ordered for your course, up to 20 percent of the cost of that teacher edition will be passed on to the student. Lab fees are charged at \$25 per lab class/per semester. Photocopies and teaching aids are included in our registration fee. Any other materials or fees associated with field trips or other unusual expenses will be charged at face value.

Can my student take a group class?

Yes! Group class matches are made based on all available student information: past academic performance, current level, and personality. Check with your ETC Coordinator on the availability of group classes!

What if I need to miss a class?

Students are allowed two excused absences per quarter at no charge. Absences are considered excused if the ETC instructor receives notice by 7 am the day of the class. Absences may be phoned to the instructor's voicemail. If workable for all involved, the student and teacher may reschedule the session at no additional charge. Twenty-four-hour notice must be given for zero period classes.

Why does ETC have a strict excused absence policy?

Rather than charge quarterly or yearly tuition, ETC charges per session. In the case of lump-sum tuition, there is no money refunded for absences of any kind; we feel that our system of charging by the session allows for more fairness and flexibility for both the student and the teacher. In addition:

- since our instructors are paid hourly, a low number of excused absences helps ensure their income;
- students tend to complete classes faster and do better with their instructional goals when we set high expectations for attendance;
- if we know in advance that a session has been cancelled, we can schedule help for a student who has been waiting for tutorial assistance.