

St. Thomas More Catholic Secondary School



STUDENT INFORMATION PACKAGE

JUNE 2017

The following information items are brought to your attention to assist you in making a good transition from the first to the second semester. Please read this material carefully and keep this information readily available. It will be your responsibility to comply with each item as it may apply to you.

Please also share this information with your parents/guardians.

EXAMINATION DATES AND PROCEDURES

Dates:

Examinations will take place Thursday, June 22 – Wednesday, June 28, 2017.

Exam Schedule:

Students will write their final exam in the morning in their own classroom according to the chart below unless otherwise indicated by your teacher.

Day	Date	Period	Time
Day 1	Thursday, June 22	Pd. 1 classes will write their exam	8:30 a.m.
Day 2	Friday, June 23	Pd. 2 classes will write their exam	8:30 a.m.
Day 3	Monday, June 26	Pd. 3 classes will write their exam	8:30 a.m.
Day 4	Tuesday, June 27	Pd. 4 classes will write their exam	8:30 a.m.
Day 5	Wednesday, June 28	Pd. 5 classes will write their exam	8:30 a.m.

PUNCTUALITY:

Students should be prepared to enter the examination area at 8:20 a.m. for their exam.

COMPLETION OF EXAM:

Each student must remain in the exam area for the first full hour. Students will be permitted to submit their examination to the supervising teacher after the first hour has expired.

ABSENCE FROM AN EXAM:

It is each student's responsibility to be present for each scheduled examination. A student who is absent due to serious illness **must** present a medical certificate from a physician to the Vice-Principal within **24 hours** of the exam. The medical certificate **must** support the absence and must state the date and time for which the student was unable to write the final exam. **Otherwise, a mark of ZERO (0) will be issued.**

INCLEMENT WEATHER / SCHOOL CLOSURE:

In the case of school closure on an exam day due to inclement weather, the exam schedule will resume where it was interrupted. All examinations will be pushed back one day to accommodate the day lost in the regular exam schedule (e.g. Tuesday exams will occur on Wednesday etc.). Information regarding school closure will be announced on the Hamilton-Wentworth Catholic District School Board website www.hwcdsb.ca and through location television and radio stations. **Please do not call the school.**

LATE ARRIVALS:

- (i) **Up to 45 minutes late:** Students may enter the examination area “LATE” provided that it is within the first forty-five (45) minutes. Extra time will not be provided once the official ending time of the examination has been reached. In this case students will report directly to the examination area.
- (ii) **Between 45 minutes and 60 minutes late:** Students will be asked to report directly to the vice-principal’s office should they arrive after 45 minutes but before the first hour of the examination has expired.
- (iii) **After the first hour:** the student’s opportunity to write will be lost after the first hour has expired.

DRESS CODE FOR EXAMINATIONS:

Students must be in regular uniform on exams days whether or not they are writing an examination. Students are required to leave personal belongings and non-uniform items such as backpacks and coats in their locker. Students not in uniform must report to the vice-principal.

EXAM MATERIALS:

Students must come prepared with their own materials as instructed by teachers.

ACADEMIC DISHONESTY and PERSONAL ELECTRONIC DEVICES:

Cheating on exams is a very serious offence and any student found to be in breach will receive a grade of ZERO (0) on the examination. Unauthorized personal electronic devices such as cell phones and other handheld devices are strictly prohibited and will be confiscated by a teacher or vice-principal. **DO NOT BRING THEM WITH YOU INTO THE EXAMINATION AREA.** Students in breach of this provision will face consequences by administration.

STUDY HALL:

The cafeteria is the only designated area for quiet study prior to writing exams. Cafeteria services will not be available.

BOOK COLLECTION and OUTSTANDING ACCOUNTS:

Students are required to hand in all books assigned to them in their **non-examination** courses by **Monday, June 19th** during your regular classes. For courses with examinations, students are required to hand in books assigned to them prior to the start of the exam or as indicated by the teacher.

Students who do not have their textbooks must see their vice-principal prior to the exam to arrange for payment or book return. A receipt allowing entry to the exam will be provided by the vice-principal.

All outstanding accounts from this semester (including Library / Activity / Athletic Fees) and previous semesters must be cleared before proceeding to second semester.

GUIDANCE / STUDENT SERVICES:

Student tentative timetables for 2017-2018 are available on-line on myPath as of Thursday June 22st, 2017

Thursday June 22nd to Wednesday June 28th Examination Week:

Guidance Counselors will be available, by appointment only, between 8:30 - 11:30 am for necessary schedule changes and Summer School 2017 registration.

Ensure that you check your myPath account for possible changes prior to September 2017.

Final Report Cards will be available via myPath on June 30th.

Thursday, June 29 th	P.A. Day for Teachers	NO SCHOOL for students
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Friday, June 30th - Exam Viewing Day/Spirit Day

	8:20-8:35 am	Final Warning Bell/Morning Prayer/Announcements
Period 1	8:35-9:10 am	Class 35 minutes
Period 2	9:14- 9:49 am	Class/ Lunch 35 minutes
Period 3	9:53-10:28 am	Class/ Lunch 35 minutes
Period 4	10:32-11:07 am	Class/ Lunch 35 minutes
Period 5	11:10- 11:45 pm	Class 35 minutes
	11:45 am	Dismissal

Report Cards will be available for pick up on Monday July 10th, 2017 in the Main Office.

STUDENTS LEAVING STM:

Students who are leaving STM after the first semester because of graduation or school transfer are reminded to clear their lockers immediately after their last examination. It is especially important that all Outstanding Accounts be cleared before a transcript or transfer documentation is issued. Students also need to complete the "school leaving form" in Student Services. Final Report Cards will be available through the Main Office as of July 10, 2017. We wish all students the best as they continue their academic / work careers.

UNIFORM DONATION:

Students who no longer need the STM uniform are encouraged to donate the uniform items to the Main Office or to Student Success for our students in need. Please consider donating gently used uniform items that are no longer needed for the benefit of STM families in need. Each item donated will earn a ticket for raffle prizes to be drawn the last day of classes, Friday June 30th. We thank you in advance.

SCHOOL BUS TRANSPORTATION:

School buses will be on **regular** schedule for exams days from Thursday June 22, to Wednesday June 28, 2017. Buses available Thursday June 29th 2017, PA DAY – No School - No Bussing. Friday June 30th, 2017 buses available for regular morning pick up times with 11:58 am departure from school.

On Final Examination days, H.S.R. buses will arrive at 11:15 am. Please check H.S.R. School Extra by visiting the website for any further details. Students are encouraged to find their own way home or remain in the cafeteria for study hall at the conclusion of exams.

LOCKER CLEAN-UP:

Please clean out your locker of debris or garbage beginning **Monday June 19**. Students' new locker location for 2017-2018 school year will be noted on your timetables via myPath. Remember all locks need to be **school issued locks** and can be purchased for \$10.00 in the Attendance Office in August. If you no longer need your school issued lock, please consider donating your lock to the attendance office. We thank you in advance.

SUMMER SCHOOL REGISTRATION

Tuesday July 4th from 8:00 am to 2:00 pm onsite registration available for students interested in registering for summer school at the following three sites: Bishop Ryan Catholic Secondary School, Cathedral High School, and St. Thomas More Catholic Secondary School. Please also visit St. Charles website for registration details.

Be sure to visit our website <http://stm.hwcdsb.ca>

Thank you. Have a safe and blessed summer! Good luck on your final exams.

ACCESS YOUR TIMETABLE ON-LINE

You can access your September 2017 Timetable and Final Report Card after June 30th through your myPath account

First-time users can set up a myPath account in two ways:

Go to www.pathtosuccess.ca

1. Select the Register button
2. Enter your e-mail address
3. Enter your Student ID (this is your HWCDSB Student Number OR your OEN#)
4. Create an 8 character password
5. You will receive an e-mail containing a link to activate your account. Click on the link in the e-mail to make your account active.
6. Login to your myPath account – your timetable can be found on the dashboard
7. Log-in – your timetable can be found on the dashboard

OR

Download the FREE APP at the APP Store. Search for the APP using HWCDSB myPath.

1. Select the Register button
2. Enter your e-mail address
3. Enter your Student ID (this is your HWCDSB student number OR your OEN#)
4. Create an 8 character password
5. You will receive an e-mail containing a link to activate your account. Click on the link in the e-mail to make your account active.
6. Log-in to your myPath account – your timetable can be found on the dashboard