

# St. Thomas More Catholic Secondary School



## STUDENT INFORMATION PACKAGE JUNE 2019

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 parent(s)/guardian(s).**

### EXAMINATION DATES AND PROCEDURES

#### **Exam Schedule:**

Examinations will take place Thursday, June 20<sup>th</sup> to Wednesday, June 26<sup>th</sup>, 2019 according to the chart below. All examinations **begin at 8:30 a.m.** and will be written in students' regular classrooms unless otherwise indicated by the teacher.

Day	Date	Period
1	Thursday, June 20 <sup>th</sup> , 2019	Period 1 Classes write exams
2	Friday, June 21 <sup>st</sup> , 2019	Period 2 Classes write exams
3	Monday, June 24 <sup>th</sup> , 2019	Period 3 Classes write exams
4	Tuesday, June 25 <sup>th</sup> , 2019	Period 4 Classes write exams
5	Wednesday, June 26 <sup>th</sup> , 2019	Period 5 Classes write exams

#### **PUNCTUALITY:**

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

#### **COMPLETION OF EXAM:**

Students must remain in the exam area for the first full hour, after which they may submit their exams in accordance with the teacher's directions, and they may then leave the room.

#### **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 as soon as possible after the illness. 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. Upon receipt of a medical certificate, the Vice-Principal will make alternate arrangements for the exam to be written. **If a medical certificate is not provided, a mark of ZERO (0) will be issued for the exam.** **Vacations will not be accepted as a valid reason for missing a final exam.** Students who choose to be absent from school during the final exams **will forfeit their exams and will receive a mark of zero (0) for all exams missed.**

### **SCHOOL CLOSURE:**

In the case of school closure on an exam day, 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](http://www.hwcdsb.ca), Twitter account (@HWCDSB), the school's website ([stm.hwcdsb.ca](http://stm.hwcdsb.ca)) and through local 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 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) Greater than 45 minutes late:** Students will be asked to report directly to the Vice-Principal's office should they arrive after 45 minutes, the student's opportunity to write may be lost.

### **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 (phones, smartwatches, or wearable technology of any kind, laptops, tablet computers, Bluetooth devices, portable listening or recording devices – MP3 player, Ipods, etc. – cameras or other photographic equipment devices that can access the internet, and any other electronic or communication 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 food 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 **Wednesday, June 19<sup>th</sup>** 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 from previous semesters must be cleared before proceeding to second semester.

### **GUIDANCE/STUDENT SERVICES:**

Student timetables are updated each night on the MyPath App to reflect any changes made to them. Please check your account on a regular basis to ensure you have the most recently updated schedule. Counsellors are available for timetable adjustments from 8:30-11:30 a.m. between Thursday, June 20<sup>th</sup> and Wednesday, June 26<sup>th</sup>. Students need to make appointments with their counsellors.

**Thursday, June 27<sup>th</sup>, 2019 is a P.D. Day for teachers. There is NO SCHOOL for students**

**Friday, June 28<sup>th</sup>, 2019 – Exam Viewing (Spirit Day)**

<b>Period</b>	<b>Time</b>	<b>Semester 1 Timetable</b>	<b>Length</b>
1	8:20 – 9:07	Anthem, Prayer & Class	42 minute class
2	9:09 – 9:49	Class/Lunch	40 minute class
3	9:51 – 10:31	Class/Lunch	40 minute class
4	10:33 – 11:13	Class/Lunch	40 minute class
5	11:15 – 11:55	Class	40 minute class
	12:00 – 12:10	School Bus Departure	

**REPORT CARDS (NEW PROCEDURE THIS SEMESTER)**

**Students requesting a paper copy of their Report Card must sign up in Student Services prior to June 28<sup>th</sup>, 2019. Printed Report Cards will be distributed in the Main Office on July 8<sup>th</sup>, 2019. Any printed report card requests received after June 28<sup>th</sup>, 2019 are available upon request and can be picked-up at later date throughout summer vacation in the Main Office.**

**Electronic copies of the Report Card are always available on MyPath.**

**STUDENTS LEAVING STM:**

Students who are leaving STM because of graduation or school transfer are reminded it is especially important that all Outstanding Accounts be cleared before a transcript or transfer documentation can be 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 8<sup>th</sup>, 2019. 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 attendance office 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, June 19<sup>th</sup>. We thank you in advance.

**SCHOOL BUS TRANSPORTATION:**

School buses will be on a **regular** schedule for exam days from June 20<sup>th</sup> to June 26<sup>th</sup>, 2019. Friday, June 28<sup>th</sup> buses are available at regular morning times and 11:58 pick up time only. Please check HSR 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 up your locker of debris or garbage beginning Monday, June 17<sup>th</sup>, 2019. Your new locker location for the 2019-2020 school year will be noted on your timetable for next year. Remember all locks need to be **school issued locks** and can be purchased for \$10.00 in the attendance office in August 2019.

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

## ACCESS YOUR TIMETABLE ON-LINE

You can access your September 2019 Timetable and Final Report Card after June 28<sup>th</sup> through your myPath account

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

Go to [www.pathtosuccess.ca](http://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