

# St. Thomas More Catholic Secondary School



## STUDENT INFORMATION PACKAGE JANUARY 2019

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.**

Tuesday, January 22<sup>nd</sup> - NOON DISMISSAL (12:10 School Bus Departures)

### EXAMINATION DATES AND PROCEDURES

#### **Exam Schedule:**

Examinations will take place Wednesday, January 23<sup>rd</sup> to Tuesday, January 29<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	Wednesday, January 23 <sup>rd</sup> , 2019	Period 1 Classes write exams
2	Thursday, January 24 <sup>th</sup> , 2019	Period 2 Classes write exams
3	Friday, January 25 <sup>th</sup> , 2019	Period 3 Classes write exams
4	Monday, January 28 <sup>th</sup> , 2019	Period 4 Classes write exams
5	Tuesday, January 29 <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.**

### **INCLEMENT WEATHER / SCHOOL CLOSURE:**

In the case of school closure on an exam day due to inclement weather, 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 ([www.stm.hwcdsb.ca](http://www.stm.hwcdsb.ca)) and through local television and radio stations. *In the event of a school closure or bus cancellations (even if schools are open) exams will be pushed back to the next day (ex. Wednesday's exams will be written on Thursday).* **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 (ex. cell phones, smart phones/ watches and other handheld devices) are strictly prohibited and will be confiscated by a teacher or Vice-Principal. **DO NOT BRING THESE ITEMS 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 **Tuesday, January 22** 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. Please take the opportunity to verify your textbook with your teacher in the week of Jan. 14

**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. Student timetables will not be printed.

Counsellors are available for timetable adjustments from 8:30-11:30 a.m. between Wednesday, January 23<sup>rd</sup> and Tuesday, January 29<sup>th</sup>. Students need to make appointments using the online booking system with their counsellors.

**Wednesday, January 30<sup>th</sup>, 2019 is a P.D. Day for teachers. There is NO SCHOOL for students**

**Thursday, January 31<sup>st</sup>, 2019 – Last Day of Semester 1 – Exam Viewing (Full Uniform Day) HALF DAY**

Period	Time	Semester 1 Timetable	Length
1	8:20 – 9:07	Anthem, Prayer & Class	42 minutes
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	

**Friday, February 1<sup>st</sup> – First Full Day of Semester 2 (Regular Timetable)**

**Friday, February 8<sup>th</sup> – Report Card Distribution in Period 1 (Electronic copies available on MyPath)**

**STUDENTS LEAVING STM:**

Students who are leaving STM after the first semester because of graduation or school transfer are reminded to clear out 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.

Report cards not received in Period 1 on Friday, February 8 will be available through the Main Office as of Tuesday, February 12<sup>th</sup>, 2019. We wish all students the best as they continue their academic/work careers.

**SCHOOL BUS TRANSPORTATION:**

School buses will be on a **regular** schedule for exam days from January 23<sup>rd</sup> to January 29<sup>th</sup>, 2019. Please check H.S.R. School Extra by visiting the web site 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, January 21<sup>st</sup>, 2019.