

BISHOP TONNOS CATHOLIC SECONDARY SCHOOL
STUDENT INFORMATION PACKAGE
EXAM REVIEW AND END OF SEMESTER 2 - JUNE 2019

Mr. C. Barone, Principal

Mr. A. Macaluso and Ms. A. McCabe, Vice Principals

Please read this information carefully and keep this sheet readily available. It is your responsibility to share this information with your parents and/or guardians. It is also your responsibility to comply with each item as it may apply to you.

EXAMINATION DATES AND PROCEDURES

DATES:

Examinations will take place **Thursday, June 20th, 2019 to Wednesday, June 26th, 2019**. All exams begin at **8:30 a.m.** and will be written in the designated locations under the supervision of the classroom teacher. The length of the exam will vary according to grade.

There will be a Professional Activity Day on **Thursday, June 27th, 2019**. Students are not expected to be at school on this day.

Friday, June 28th, 2019 is the day when students will attend school in order to view their exams and discuss final marks with their teachers. Teachers will be available in assigned rooms from **8:10 a.m. until 11:15 a.m.**

EXAM SCHEDULE:

Students are aware of the examination schedules and will follow the protocol outlined using the Exam Day-Class Period model. This mirrors the students' daily timetable for course and section, teacher and classroom.

INCLEMENT WEATHER/SCHOOL CLOSURE:

In the case of school closure, the schedule will be delayed by one day. Information regarding school closures will be made public through the local media and the Hamilton Wentworth Catholic District School Board Website, www.hwcdsb.ca.

Television and Radio Stations: CH-TV Morning Live, Oldies CKCO 1150 AM, 900 CHML AM/Y108 FM, 820 CHAM AM, K-Lite 102.9 FM and WAVE 94.7 FM.

DRESS CODE FOR EXAMINATIONS:

Students are expected to be in **FULL UNIFORM** on exam days whether they are writing the examination or not. Students will not be allowed on campus to study unless they are in uniform. It is an instructional day and all school rules apply. Further, non-uniform items may not be brought into the exam area. Backpacks, book bags, and coats should be placed in lockers prior to the exam. Students in breach of the uniform policy must report to the vice-principals.

BOOK COLLECTION AND OUTSTANDING ACCOUNTS:

Students are required to hand in the textbooks that were assigned to them by their course teachers at the start of the semester. If books have not been submitted prior to exam week, they must be returned at the time the student writes their exam in the designated location under the supervision of the classroom teacher.

Students must clear all outstanding accounts prior to the start of exams. This includes the return of teachers' materials, texts, library books and school equipment including uniforms. Returned items must be in good order and any lost or damaged items will be replaced by the student or the replacement cost will be paid to the school. If there are difficulties, please see a Vice-Principal to make arrangements.

NOTE: Students who have dropped courses MUST ensure that they return all textbooks to the teachers of those courses.

PUNCTUALITY:

Students must be on campus to submit their textbooks prior to the exam in the designated areas and must be prepared to enter the exam area no later than **8:20 a.m.**

LATE ARRIVALS:

Up to 45 minutes late: Students may enter the examination area if they are late within the first 45 minutes. The late-arriving student must report to the supervising teacher in the examination area. Extra time will **NOT** be provided and the exam will end at the scheduled time.

Between 45 minutes and 60 minutes late: Students must report directly to the Attendance Office and a vice-principal will escort the student to the exam area. Extra time will **NOT** be provided and the exam will end at the scheduled time.

After 60 minutes late: Students will **NOT** be allowed to write the exam and may receive a grade of **ZERO (0)**.

COMPLETION OF EXAM:

Each student must remain in the exam area and may only leave in the last half hour of the exam. For example, for an exam that is 1.5 hours long, a student may only leave after the full hour has passed. Students must submit the exam and all pertinent materials to the supervising teacher before leaving the exam area. NO exam or part of the exam will be accepted by any teacher once the student leaves the examination area.

ABSENCE FROM AN EXAM:

It is the responsibility of each student to be present for the scheduled exam for his/her course. A student who is absent for an exam **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) may be awarded.**

ACADEMIC DISHONESTY and PERSONAL ELECTRONIC DEVICES:

Cheating on exams is a serious offence and any student found to be in breach may receive a grade of ZERO (0) on the examination.

Personal electronic devices are strictly prohibited and may be confiscated by the supervising teachers in the examination area. **DO NOT BRING THEM WITH YOU INTO THE EXAMINATION AREA.** Students who are in breach of this provision will face consequences which include, but are not limited to, confiscation of the item, removal from the exam area, and possible sanctions imposed by the administration.

Please note that non-programmable scientific calculators are allowed contingent on the instructions of the classroom teacher and head of department.

STUDY HALL:

The **CAFETERIA** is the **ONLY** designated area for **QUIET** study prior to writing exams. **Cafeteria services are not available during exams.**

LEARNING COMMONS:

The library will be closed during final examinations and will be used for students writing exams with resource assistance.

GUIDANCE AND STUDENT SERVICES:

During the examination week, counsellors will be available for timetable adjustments and other inquiries from 9:00 a.m. to 2:30 p.m. Please contact the Guidance Office if you have any questions or concerns.

SCHOOL BUS TRANSPORTATION:

School buses will be on **regular schedules** for exam days from June 20 to June 26, 2019. As exams conclude no later than 11:30 a.m., students are encouraged to find their own transportation home or remain on campus in the cafeteria for study hall.

LOCKER CLEAN-UP:

Please clean up your locker of debris or garbage. Any lockers that have writing or vandalism on them must see a Custodian to receive the appropriate materials to clean these lockers before leaving for summer holidays.

SPECIAL TIMETABLE FOR JUNE 28th, 2019:

Students will be able to review their final examinations and will follow a modified timetable. Students are expected to be in full uniform on this day.

PERIOD	START TIME	END TIME
OP (anthem/prayer)	8:10 a.m.	8:15 a.m.
1	8:15 a.m.	8:50 a.m.
2	8:50 a.m.	9:25 a.m.
3	9:25 a.m.	10:00 a.m.
4	10:00 a.m.	10:35 a.m.
5	10:35 a.m.	11:15 a.m.

NOTE: Any concerns regarding final exams or marks **MUST** be addressed on **June 28, 2019** with the classroom teachers during exam viewing sessions.

GENERAL TIMELINES:

DATE	ACTIVITY	TIMELINES
Wednesday, June 19 th , 2019	Last day of classes for Semester 2	Regular Timetable
Thursday, June 20 th to Wednesday, June 26 th , 2019	Final Exams – <i>Full uniform required</i>	All exams begin at 8:30 a.m.
Thursday, June 27 th , 2019	P.A. Day	No school
Friday, June 28 th , 2019	Semester 2 Exam Review/Mark Review AM	8:10 a.m. – 11:15 a.m. <u>BUSES WILL PICK UP STARTING AT 11:20 A.M.</u>

BISHOP TONNOS CATHOLIC SECONDARY SCHOOL
EXAMINATION SCHEDULE
SEMESTER 2 – JUNE 2019

	Thur., June 20	Fri., June 21	Mon., June 24	Tue., June 25	Wed., June 26
EXAM TIMES	PERIOD 1 COURSE EXAMS ROOM	PERIOD 2 COURSE EXAMS ROOM	PERIOD 3 COURSE EXAMS ROOM	PERIOD 4 COURSE EXAMS ROOM	PERIOD 5 COURSE EXAMS ROOM
8:30 - 10:00 a.m.					
8:30 - 10:30 a.m.					
8:30 - 11:00 a.m.					
Students may ONLY dismiss ½ hour before the end of their scheduled exam times.					
After exam completion	Home to Study	Home to study	Home to study	Home to study	

Important Information for Students

- You must be in full uniform.
- If you miss an exam for any reason, the Attendance Office must be notified; illness must be accompanied by a medical note; emergencies (such as hospitalization, bereavement...) must be accompanied by a phone call and a legitimate note must follow.
- It is your responsibility to arrive on time (ALL exams begin at 8:30 a.m.), prepared with materials, and in the correct location for your scheduled exam.
- If you do not have a class in the period being examined, you do not have to be at school.
- After each exam, you are asked to leave the building unless you have a scheduled appointment with a teacher; or if there are extenuating circumstances, please see your VP. Please have parents pick you up at the **BACK** of the school (football field/parking lot area). If you must stay, please congregate in the cafeteria.
- If you are here for extra help on a non-exam day, you must be in uniform
- All text books must be returned on/before the day of the exam as per arrangements made by your teacher
- **P. A. Day:** Thursday June 27th, 2019 – no classes
- **Exam Viewing:** Full uniform day: Friday June 28th, 2019
- **Last Day of School:** Friday June 28th, 2019. Students will be dismissed at 11:15 a.m. Busses will be departing shortly thereafter.
- In the event of school closure, the schedule will be delayed by one day, e.g. Thursday being school closure day exams scheduled for that day will be moved to Friday and so forth to complete the examination cycle.

MY JUNE FINAL EXAM SCHEDULE IS: *(please print out your schedule below)*

	THUR. JUNE 20	FRI. JUNE 21	MON. JUNE 24	TUE. JUNE 25	WED. JUNE 26
	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	PERIOD 5
TIME ▶	8:30 a.m. -	8:30 a.m. -	8:30 a.m. -	8:30 a.m. -	8:30 a.m. -
COURSE CODE ▶					
LOCATION ▶					

Exams will be written in your regular daily scheduled period classroom location unless your teacher tells you otherwise; check with your classroom teacher for any special instructions.