

June 2013

OVERVIEW of YEAR END PROCEDURES

These important year end items will be read and thoroughly explained to students during their BLOCK ONE class at the start of class on THURSDAY June 6.

Final Exams

- Exam schedule is posted on the school web site and in various spots around the school
- Students only come to school to write exams – explain clearly to grade 8s
- Make sure students are familiar with the exam rules, missed exam school policy, and provincial and school based rules
 - teachers have copies posted in their classrooms
- Final exam missed policy - read out
 - Select a few to emphasize
- STUDENTS NEED TO KNOW THEIR EXAM SCHEDULE
- Check schedule carefully to ensure students know when exams are
 - This is solely their responsibility
 - Make sure they have returned textbooks to teachers prior to writing the exam
 - Bring all exam supplies– calculator, pens, erasers, pencils.
- If students have an exam conflict, need to go to the office and complete the exam conflict sheet and see Mrs. Barter
- All conflict exams will be written on June 19 at 1:00 in the gym

- If you have questions regarding exam schedule or conflicts see Barter

- Provincial exam bulletin
- Students need to set up an account to get their exam results
- See counselors for information

Summer School

talk to Counselors about this NOW rather than later

Community and Service Hours

- Need to be completed by end of year
- If you have not completed hours see Ms Dolha - for one more chance

June 2013

Homeroom/Locker Clean out Day

Friday, June 14th, 2013 @ 2:30pm

- You **cannot** use your locker after Friday, June 14th.
- You are responsible for the locker you were assigned in September
- Bring some bags from home for your books and personal items.
- From your homeroom teacher, pick up your personalized **LOCKER FORM**, **LOCKER COMBO TAG** and any **OUTSTANDING STUDENT FEES**.
- Clean out your locker. Your locker must be clean – completely free of posters, graffiti, photographs and other unwanted materials – both inside and outside. Cleaning materials will be available in the halls.
- Write your combo on the tag and attach it to your lock. The combo must match the combo on your locker form.
 - Ask any staff member to sign **Part 2** of your **LOCKER FORM**.
 - Return the **LOCKER FORM** and **LOCK WITH COMBO TAG** to your homeroom teacher.
- Uniforms need to be returned to the athletic department ASAP
- Textbooks need to be returned to your classroom teachers prior to the subject exam
- There will be a late fee associated with any item not returned
- All fees will be processed as of June 20
- You will not get a yearbook or a report card if you have any debts
- All debts can be settled in the office

LAST DAY PROCEDURES

Report card day June 26

- **REPORT CARDS AND YEARBOOKS WILL NOT BE RELEASED UNTIL ALL DEBTS ARE CLEARED.** Bring cash or a cheque if you have fees to pay.
- On the final day of school, each grade is assigned an arrival time:

• Grade 8	• 9:00
• Grade 9	• 9:30
• Grade 10	• 10:00
• Grade 11	• 10:30
• Grade 12	• 11:00

- Use the **SE** door of the small gym to enter.

- Proceed to **Alpha table** and receive report card (if you have no debts) or fees due letter (if you have debts).

GRADE 9 HCE9

All grade 9 students should check the lists outside of the counselling office for Health and Career missing assignments. Catch up sessions will be held in E202 at 8am from June 10-14.

Assignments for missed workshops can be downloaded from the class website - students are welcome to submit missing assignments until June 14, either by email or in print.

CLOSING REMARKS

- Attendance
- Focus
- End the year on a positive note
- Complete all your required tasks
 - Community and service
 - Personal Project documents
- Study hard for exams
- Ask your teachers questions about format content etc

- Thank your teachers
 - Retiring
 - Show appreciation