

SEMESTER 1 SUMMATIVE EVALUATIONS– Jan 2019
STUDENT INFORMATION/GUIDELINES



A. WHERE TO GO?

1. Each of your teachers has been asked to write or post course code and section, the date, time, and room for each of your courses.
2. This information also will be posted in the main foyer, on the school website, in Edsby, and on social media sites.
3. Make sure you put these dates in a calendar, on your phone, or whatever system you use to organize yourself.

B. CULMINATING ACTIVITY ROOM PROCEDURES

1. Students must be in the designated room at **9:00a.m.** Summative evaluations will begin at 9:15, and students must remain in the room for at least one hour after the summative evaluation has started. Students who have completed their activity may leave after one hour.
2. In courses where textbook(s) have been issued students must have the textbook(s), or a proper receipt for the text(s), or a note from the office to be admitted.
3. Make sure that you have all the equipment that you will need to complete your summative evaluation e.g. pens, pencils, ruler, calculator, math set, etc.
4. Place all notes, books and other review materials at the front of the room where you may pick them up at the end of the summative evaluation. Please bring coats and outdoor gear to the designated room, as students will not be admitted to lockers after their evaluation. **Do not leave them on the floor outside the room.**
5. During the summative evaluation, any form of communication between students is forbidden, and will be considered as cheating. Students who are found cheating will not be allowed to complete the activity, and a mark of zero will be assigned for that subject.
6. Once you have completed your summative evaluation, fold all papers, **with any question papers included inside**, and place the following information on the outside:

Your Name:

Course Code and Section:

Subject Teacher:

Number of Pages:

C. LATES

1. Any student who is more than 10 minutes late for their culminating activity must report to the main office. No student will be permitted to enter the activity room late without an admit slip from school administration.

D. STUDENT ILLNESS AND FAMILY EMERGENCY

1. Any student who is ill and unable to attend the summative evaluation period must contact the school. A medical note will be expected when s/he returns to school.
2. Any student who is unable to complete their culminating activity due to a family emergency is expected to contact the Principal as soon as possible.

E. STUDY AREAS

1. The Library will be open from 8:30 – 3:00, Jan 25th – Jan 30th for silent study. Talking will not be permitted. Any student who does not abide by the “no talking rule” will be sent out of the Library immediately.
2. The Cafeteria is available for study purposes from 9:00-3:00, with the exception of Friday, January 25th in the morning, as it will be used for grade 9 math exams. Quiet conversation is permitted in this area.

F. STUDENTS IN HALLS DURING CULMINATING ACTIVITIES - LOCKERS

1. Students are not permitted to be in any hallways during the summative evaluation period. **STUDENTS WILL NOT HAVE ACCESS TO THEIR LOCKERS UNTIL 12:00PM.**
2. Students should proceed to the cafeteria or library if they are remaining at school, unless they are meeting with individual teachers for support, or attending Student Success after 12:00 to access help.

G. CAFETERIA SERVICES

Cafeteria services will not be available during the examination schedule.



H. TRANSPORTATION

1. Buses will leave the school at normal times each day

I. SCHOOL ATTENDANCE

1. Students are only required to attend school for the time required to complete their summative evaluations. When students do not have a scheduled summative evaluation, they are not required to be at school.
2. Students are encouraged to make arrangements to see teachers, submit missing work, and seek support during the afternoons of summative evaluation days.

J. POSTPONEMENT OF A SUMMATIVE EVALUATION (DUE TO WEATHER OR AN EMERGENCY)

1. If it becomes necessary to postpone a summative evaluation day due to weather, the postponed day will be moved to Thursday, January 31st, at 9:15. If a second day is postponed due to weather, the summative evaluation will be moved to Thursday, January 31st, at 12:30.
2. Local radio stations will be contacted to broadcast news regarding any postponed summative evaluation days.

BEST OF LUCK RAIDERS! TALENT AND PREPARATION = SUCCESS! CARPE DIEM!