



January 8, 2025

Dear Holy Cross Students, Parents and Guardians,

Please review this memo regarding the final assessment schedule and end of the semester information.

IMPORTANT DATES:

Monday, January 20 – last day of semester 1 classes (regular schedule day)

Tuesday, January 21 (Day B)	
Period 1 class (Mandatory review/Instructional time)	8:35 – 9:50
Period 1 Assessment	10:00 - 12:10
Lunch	12:10 – 1:00
Supported open learning time	1:00 – 2:15

Wednesday, January 22 (Day A)	
Period 2 class (Mandatory review/Instructional time)	8:35 – 9:50
Period 2 Assessment	10:00 - 12:10
Lunch	12:10 – 1:00
Supported open learning time	1:00 – 2:15

Thursday, January 23 (Day B)	
Period 3 class (Mandatory review/Instructional time)	8:35 – 9:50
Period 3 Assessment	10:00 - 12:10
Lunch	12:10 – 1:00
Supported open learning time	1:00 – 2:15

Friday, January 24 (Day A)	
Period 4 class (Mandatory review/Instructional time)	8:35 – 9:50
Period 4 Assessment	10:00 - 12:10
Lunch	12:10 – 1:00
Supported open learning time	1:00 – 2:15

Monday, January 27 (Day B)	
Period 5 class (Mandatory review/Instructional time)	8:35 – 9:50
Period 5 Assessment	10:00 - 12:10

Tuesday, January 28 & Wednesday, January 29 – No school for students

Thursday, January 30 (Day A) – First day of Semester 2 (regular schedule day)

1. End of Semester Assessments - Morning

Grade 9 and 10 classes won't have cumulative/comprehensive final assessments while Grade 11 and 12 classes may have final exams. Assessments are created to be no more than 2 hours in length.

It is mandatory for Grades 9 - 12 students to be in their classes in the morning. This time will be used for instruction, review and/or assessment (unit/midterm tests, presentations, projects, support for completing outcomes). It is important for students to attend this class to fully prepare for their final assessments.

Classes will remain in session for the scheduled times. A tone will sound to begin and end the period. Students are to remain seated until the tone sounds. Students should remain quiet in the classrooms and hallways during the assessment time and are encouraged to bring study/reading material to each class. If announcements need to be made on the intercom, they will be made at 12:05 pm. The tone will then sound at the end of the announcements. Students will be dismissed only after the tone sounds.

2. End of Semester Assessments - Afternoon

The supported open learning time in the afternoon is for extra help and is intended to be a quiet time for students to study. This is optional unless students are required to attend to receive support to complete outcomes that they may still have outstanding to earn their credit. Students may attend any of their teachers supported learning times on any day. Teachers will be available in their regular space from 1:00 – 2:15 pm or communicate to the students where they will be located. Students who remain at school after 1:00 pm are expected to be working in a classroom as it is very distracting for those choosing to study when the halls are noisy. Students will not be able to hang out in the hallways/commons during this time.

3. Access to the School during Final Assessment Week

Families are reminded that the school is closed after the supported open learning time and arrangements should be made to have students picked up by 2:20 pm. All extracurricular activities are suspended during the final assessment week and will not resume until Monday, January 27 in the afternoon.

4. Attendance

Attendance will be taken as usual during each of the periods. Students are to be in attendance for the **class** (8:35 – 9:50) and **assessment** (10:00 – 12:10) unless previous arrangements have been made with the principal.

5. Day A/B Alternating Classes

Grade 9 Phys. Ed, Band and Arts Education are Day A/B alternating classes as well as Band 10/20/30 and the corresponding classes in the upper grades.

Students attend the class of which day it is first (for example if it is Day A, attend the Day A class first and Day B class second).

First Group:	8:35 - 9:50	Instructional time
	9:50 – 10:00	Break
	10:00 - 10:25	Instructional time
Second Group:	10:25 - 12:10	Instructional time

6. Textbooks

Teachers will be advising students of the procedure for returning textbooks. Students who don't return their textbook and/or library materials to their teacher or the library prior to writing the exam will be sent to the main office to speak with an administrator. **Students who have outstanding accounts for fees, or charges for lost and damaged texts will receive bills. Outstanding student fees should be paid prior to Monday, January 20 to avoid disruption to your final exams.**

7. Transportation

During the final assessment week, buses will operate on their normal schedule for arriving at school. City transit has been notified of our dismissal time and will adjust the busses accordingly to 12:20. The afternoon pick-up time will be 12:20 pm for rural buses.

8. First Semester Report Cards

Report Cards for the first semester will be made available to parents through Edsby by 4:00 pm on Thursday, January 30.

9. Students Not Returning

Students not returning to Holy Cross for semester two are asked to notify Student Services prior to the beginning of final assessments.

10. Semester 2 Timetables

Students can access their Semester 2 timetables through Edsby or My School Sask.

- In Edsby, on the right-hand side under alerts, students can scroll to January 30 to see their classes for semester 2.
- The My School Sask tile can be found on the GSCS portal on your student account. When My School Sask opens, click on "My Info" and choose "Schedule".

11. Semester 2 Timetables

The office will contact students if they were not successful in a semester one class to reschedule, if needed. If there are any errors or omissions in your Semester 2 classes, please make an appointment with a counsellor in Student Services. Timetable changes will not be made based on a teacher, friend and/or spare requests. Schedule changes will be made for educational reasons only and only if there is room in the class. Please do not request a change for personal convenience or preference.

Schedules will not be changed after Friday, January 31.

12. Waitlist

If you are on the waitlist for a class and a spot opens up, the counsellors will make the timetable change and contact you through Edsby. If you haven't been contacted by Friday, January 31, your request was not able to be fulfilled.

13. Cafeteria Services

The cafeteria will only be open during the break time during final assessment time (January 21 – 27). No breakfast or lunch service will be available.

Have a great end of the semester and wishing students all the best on final assessments!