

DATE: Thursday, June 13, 2024
TO: Staff
FROM: Administration and Student Services
RE: Year End Procedures

IMPORTANT DATES IN JUNE:

Friday June 14	Locker Clean Up – Period 2
Tuesday June 18	Last day of classes – regular dismissal.
Tuesday June 25	Graduation rehearsal 12:05 P.M. in the gym. All Grade 12 teachers <u>please attend</u> . Sanctions pending. Lost and Damaged Textbook forms returned to Ashley by 3:30 p.m. ALL FAILURES DUE BY 3:30 pm – online form
Wednesday June 26	Graduation Ceremony – 1:00 pm at the Cathedral of the Holy Family – all staff expected to attend and participate as per memo.
Thursday, June 27	Marks, comments and learning behaviours are due and must be submitted by 8:30 am. Year-end staff meeting @ 1:00 pm in the library, lunch 12-1
Friday, June 28	Year-end Mass at St. Anne’s @ 10 am Treats in the Commons after mass.

1. FINAL ASSESSMENTS SCHEDULE

	Wednesday, June 19	Thursday, June 20	Friday, June 21	Monday, June 24	Tuesday, June 25
8:30 – 9:30 (60 Minutes)	Period 1 – Last Class Mandatory Review/ Instructional Time	Period 2 – Last Class Mandatory Review/ Instructional Time	Period 3 – Last Class Mandatory Review/ Instructional Time	Period 4 – Last Class Mandatory Review/ Instructional Time	Period 5 - Last Class Mandatory Review/ Instructional Time
9:40 – 11:50 (130 minutes)	Period 1 Assessment	Period 2 Assessment	Period 3 Assessment	Period 4 Assessment	Period 5 Assessment
11:50-1:10 (80 Minutes)	Supported Open Learning Time – Teachers Available for Support or Recovery of Outcomes	Supported Open Learning Time – Teachers Available for Support or Recovery of Outcomes	Supported Open Learning Time – Teachers Available for Support or Recovery of Outcomes	Supported Open Learning Time – Teachers Available for Support or Recovery of Outcomes	Supported Open Learning Time – Teachers Available for Support or Recovery of Outcomes
1:10 – 2:10 (lunch)	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
2:10 – 3:00	Teacher Grading Time	Teacher Grading Time	Teacher Grading Time	Teacher Grading Time	Teacher Grading Time

2. LOCKER CLEAN UP

Locker clean-up will take place during Period 2 on **Friday, June 14, 2024**. Teachers are asked to check their Semester 1 Period 2’s students’ lockers. Teachers on prep please support the clean up where possible.

3. LOST/DAMAGED TEXTBOOKS

- a. **Students must return textbooks before they write the final exam.**
- b. If the student has not returned their textbooks send them to the office **before they write the final exam to make arrangements if needed.** An announcement will be made prior to the exam beginning.
- c. Use the Lost/Damaged Textbook Form which will be sent out by Melaine.
- d. **Return Lost/Damaged Textbook Form to Melaine by 3:30 P.M., Tuesday June 25**
- e. **All payments and book returns should be made to Melaine in the main office.**

4. REPORTING – Semester 2 and Full Year Report Cards.

- a. **Students who are unsuccessful or haven't completed the class** – After your final, if a student has less than 50% or has not completed your class (missing assessments), please complete this form: <https://forms.office.com/r/unbPrX6KVJ> . **WE ARE NOT USING INC or NM.** A mark must be entered. Failures must be submitted **by 3:30 pm on Tuesday, June 25.**
- b. Credit extension is available for students until June 27th at 3:20pm. Complete the failure form and when the work is complete change the mark in student services (see Ngozi). Do not use INC or NM. Place the current mark into your gradebook.
- c. If you determine that a final mark needs to be altered after your final marks and report cards have been sent/submitted, please see Ngozi in student services.
- d. It is expected that the home of every student who is unsuccessful in your classes will be contacted by phone by 3:20 Thursday, June 27th. **Do not contact home until after the Period 5 final assessment is over but before Friday June 28, 8:30**
- e. **Please turn off "Show Average" in EDSBY** from the first day of final assessments until report cards have been published to parents and caregivers. This can be done in "Gradebook Set-up".
- f. Please retain all student final exams/assessments for one year.

5. ENTERING MARKS

Please ensure that you have Learning Behaviours and at least one comment entered for each student.

- a. Only enter marks for the classes you are currently teaching. Use "S" (Successful) and "U" (Unsuccessful) for GPA90. "NM" (No Mark) can be used for EAL, LAT and TUT tutorials. All other classes need a numerical mark.
- b. Report cards will be made available to parents on **Friday, June 28** through EDSBY.

6. YEAR-END PROCEDURES

- a. **EMB** - Please return all Emergency Measures Booklets by **Thursday, June 27** to the main office for updating.
- b. **STAFF MEETING** - We will have our year end **STAFF MEETING on Thursday June 27 at 1:00 pm** in the library. All staff are expected to be in the building and engaged in professional activity during the morning.
- c. **GRADUATION MASS AND EXERCISES** will take place at the Cathedral of the Holy Family on **Wednesday, June 26 at 1:00 pm**. All staff are expected to attend the Mass and Exercises.
- d. **REPORT CARDS** will be published in EDSBY on **Friday, June 28**
- e. **STAFF MASS** will be celebrated on **Friday, June 28 at 10:00 am**. There will be treats and fellowship in the Commons after mass.
- f. **LAST DAY FOR TEACHERS** – Teaching staff are expected to be in the building until 12:00 noon on Friday June 28th and must be available by phone until the end of the workday (sanctions pending).
- g. **KEYS** - Staff members not returning in the fall are asked to return all school keys to Melaine.
- h. All rooms should be tidied in preparation for summer cleaning. Please do not leave anything on the floor.
- i. **IN CASE OF A MARK APPEAL**, all teachers must leave a phone number with Jason. Students will have until **Tuesday, July 2** to appeal any marks.