



TO: Memo to Parents and Students

DATE: January 13, 2023

Important Dates:

The final class in each period will take place the day of the final assessment for that class period – it is not just an optional session for studying or extra help. It is important that all students attend their final class in each period to fully prepare for final assessments. The supported open learning time in the afternoon is an opportunity for students to ask any final questions or receive support prior to their next final assessment. This is also a chance for students to complete outcomes that they may still have outstanding and need to complete to earn their credit. Students who are staying in the afternoon are expected to be working in a classroom – the library will not be open to students as it is being used for students with accommodations/ alternate arrangements writing final assessments.

Final Assessment Schedule

	Monday, January 23	Tuesday, January 24	Wednesday, January 25	Thursday, January 26	Friday, January 27
8:30 – 9:45 (75 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
9:55 – 12:05 (130 minutes)	Period 1 Assessment	Period 2 Assessment	Period 3 Assessment	Period 4 Assessment	Period 5 Assessment
12:05 – 1:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1:00 – 2:15 (75 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
2:15 – 3:10	Teacher Grading Time	Teacher Grading Time	Teacher Grading Time	Teacher Grading Time	Teacher Grading Time

Monday, January 30 and Tuesday, January 31 – No school for students

Wednesday, February 1 – First day of Semester 2

1. Library Materials
 - a. All library materials must be returned to the library **before the first final assessment**.
 - b. The library will not be open for students during final assessments week as it will be used all week for students writing final assessments at different times
2. Textbook Return

Teachers will inform students of the procedure for returning textbooks.

 - a. **All textbooks must be returned before you are allowed to write the exam. You will be sent to the main office to make payment or return arrangements before you are allowed to write the exam.**
 - b. Please check your locker and home for any school materials and return these as soon as possible.
 - c. Student will be informed of any costs for lost or damaged textbooks.
3. Semester 2 Timetables

Second Semester Timetables – Students can access their Semester 2 timetables through Edsby. They will need to look under “Classes” and then “Future Classes” (prior to February 1)
4. First Student Bussing from Warman and Martensville

The morning pick-up times will remain the same for the entire week of final assessments. The afternoon pick-up time, however, will be at 2:25 pm from Monday to Thursday. There isn’t an option to have two separate pick-up times, so the later time allows students to take advantage of the opportunity to work with their teacher to either complete outstanding assignments or study and prepare for the next day’s final assessment. On Friday, the afternoon pick-up time will be 12:25pm.