

WELCOME PACKAGE 2025/2026

Created by our Student Ambassador Team:

SECTION 1- MEET YOUR AMBASSADORS

Grade 12	Grade 11	Grade 10
Kemi A Anna D Joshua S Indiana C Aidan L Mohammad N Coco Y	Krystian F Noah C Gabriel MB	Ameer M Jhanvi M



SECTION 2 - TIMETABLE and BELLS

Note: Not all Wednesdays are Activity Days. These will be highlighted on the Google Calendar after they begin in September. Non-activity Wednesdays will run regular M/T/Th/F bells.

Two Lunches will begin for the 2025-2026 school year. This will create a flip schedule for period 4 and lunch blocks.

- There will be no music to signal the end of lunch – *it is disruptive to classes in session.*
- A warning bell will ring 4 minutes before the end of lunch – *please use this as your cue to prepare return to class.*
- Special-sounding bells apply only to one group of students – *typically those currently on lunch break.*
- Regular bells apply to all students and staff – *both those in class and those returning from lunch.*

Regular Schedule (M, T, Th, F)						
	Period	Start	End			
	1	8:30	9:30			
	2	9:34	10:34			
	3	10:38	11:38			
Lunch	11:38	12:18		4	11:42	12:42
4	12:22	1:22		Lunch	12:42	1:22
		5	1:26	2:26		
		6	2:30	3:30		

Wednesday - Activity Day						
Period	Start	End				
1	8:30	9:13				
2	9:17	10:00				
3	10:04	10:47				
Mass/Ethics	10:51	11:33				
Lunch	11:33	12:16		4	11:37	12:20
4	12:20	1:03		Lunch	12:20	1:03
Activity Period	1:06	1:56				
5	2:00	2:43				
6	2:47	3:30				

Table 2: The Three Day Cycle

Period	Day 1	Day 2	Day 3	Special Notes
1	Course A	Course A	Course C	PERIOD 1/2 for Athletic Time Note: some students in athletic programming will miss period 1 and 2 daily. Course A, B, C will not be scheduled.
2	Course C	Course B	Course B	
3	Course D	Course D	Course F	
	Lunch			
4	Course F	Course E	Course E	PERIOD 5/6 for Athletic Time Note: some students in athletic programming will miss period 5 and 6 daily. Course G, H, I will not be scheduled.
5	Course G	Course G	Course I	
6	Course I	Course H	Course H	**Students missing one block for athletic programs will also have a modified schedule

- The high school works on a three day rotation schedule. For example, on a Monday, the week could start with a Day 3, which means you have to follow your schedule for that day. The following days you go through the rotation and the cycle starts all over again.
- On Wednesdays we have a special schedule. This will begin in September and will include mass/ethics as well as an activity period to include clubs such as : drama, band, woodworking, MUN etc.

SECTION 3 - UNIFORM (At a glance)

Boys:

Regular Uniform: you will be required to wear white shirt and a tie, dress pants, black or navy socks, and your black dress shoes.

Full Dress Uniform (WEDNESDAY): the same outfit as regular uniform but with a blazer.

Fridays: you are allowed to wear the red polo shirt if you purchased one. If not you will wear the same uniform you wear on M-Th. You may also wear any spirit-wear shirt or sweater.

Girls:

Regular Uniform: you will be required to wear a white button up shirt and a tie with the bottoms of your choice (a skirt or the pants).

Skirt: **navy or black tights/nylons and length no more than 1 inch above the knee**

Pants: navy or black dress socks

Full Dress Uniform (WEDNESDAY): the same outfit as regular uniform but with a blazer.

Fridays: you will be allowed to wear any bottom piece you would like along with the red polo shirt or spirit wear if purchased.

If students are missing a uniform piece they have the option to rent one for the day or they will not be permitted to enter class

Out of uniform on themed days must be in accordance to the theme or students should wear regular uniform

SECTION 4 - SCHEDULE FOR THE YEAR

Here are some of the main dates for the school year:

- **Boarding School Opens:** August 8th, 2025
- **Welcome Meeting for Boarding Students:** August 10th, 2025
- **First Day of 2024-2025 School Year:** August 11th, 2025
- **Full Boarding Student Orientation:** August 12th, 2025
- **Labour Day Holiday:** September 1st, 2025
- **Board Holiday-Thanksgiving Day:** October 10th- October 13th, 2025
- **PD Day for students- Board Holiday:** November 14th- November 17th, 2025
- **Midterm Examinations:** December 12th-December 18th, 2025
- **Last Day of Classes Before Christmas:** December 19th, 2025
- **First Day back to class:** January 5th, 2026
- **PD Day for students- Family Day Holiday:** February 13th- February 16th, 2026
- **Last Day of classes Before March Break:** March 18th, 2026
- **First Day of Classes After March Break:** April 7th, 2026
- **Victoria Day:** May 18th, 2026
- **Final Examination Period:** May 27th – June 2nd, 2026
- **High School Graduation:** June 6th, 2026

At Ste-Cécile, our classes run full year so there are midterms before the winter break and final exams at the end of the year. **During midterms, students still have classes** and the schedule is unchanged. The midterms are taken during class, at the time when you would normally attend the course. On the contrary, **during exams, there are no classes**. Students attend school for their exam in the morning and afternoon (if they have one) and are allowed to leave at the times when there are no exams being held. Classes do not continue during the exam week period, however teachers are still available to provide additional help.

Tentative Midterm Tests Schedule – December 2025

	Friday, Dec 12 Day 1	Monday, Dec 15 Day 2	Tuesday, Dec 16 Day 3	Wednesday, Dec 17 Day 1	Thursday, Dec 18 Day 2	Friday, Dec 19 Day 3
Midterms run during usual class time periods	Day 1 - Period 3 Day 1 - Period 5	Day 2 - Period 2 Day 2 - Period 6	Day 3 - Period 1 Day 3 - Period 5	Day 1 - Period 1 Day 1 - Period 4	Day 2 - Period 4	Midterm Makeup Day (approved special exceptions only)

Final Exam Schedule for the 2025/2026 School Year:

	Wednesday, May 27	Thursday, May 28	Friday, May 29	Monday, June 1	Tuesday, June 2	Wednesday, June 3
8:30 AM	Day 1 Period 1	Day 1 Period 3	Day 1 Period 5	Day 2 Period 2	Day 2 Period 4	Exam makeup day (approved special exceptions only)
12:30 PM	Wednesday, May 27	Thursday, May 28	Friday, May 29	Monday, June 1	Tuesday, June 2	
	Day 1 Period 2	Day 1 Period 4	Day 1 Period 6	No Exams	Day 2 Period 6	

SECTION 5- CLUBS AND ACTIVITIES

ASCIS offers a large variety of programs for students to get involved in, allowing them to enrich their high school experience and gain points towards an activities medal at graduation.

<u>Clubs</u>	<u>Sports</u>	<u>Contests</u>
<ul style="list-style-type: none"> » Student Council » Yearbook Crew » Student Ambassadors » Peer Tutors » DECA » Debate Team » Model UN » Robotics » HOSA » Archery 	<ul style="list-style-type: none"> » KOM Team » Rock Band » Book Club » Writer's Club » Food and Culture Club » Design Team (Murals) » Service Trips » Concert Band » Coding Club » Story Writing Club 	<p>For athletes, ASCIS provides top facilities in our Esprit gym and turf soccer field. Train on our outdoor track and be part of an ASCIS team sport:</p> <ul style="list-style-type: none"> » Basketball » Volleyball » Soccer » Tennis » Track » Swimming » Cross Country » Badminton » Golf » Hockey » Ultimate Frisby <p>» Math: CIMC/CSMC Pascal/Cayley/Fermat Fryer/Galois/Hypatia Euclid CLMC</p> <p>» Computer Science Beaver Computing CCC SSPC TACC</p> <p>» Science: Science Olympiad UofW Science Fair</p>

For each activity joined points are awarded from the activity supervisor.

Academic Medal - 100 academic points

Activities Medal - 100 activity points

90s Club - Received for courses with grades above 90



SECTION 6- GMAIL: mail.google.com

Download: on the app store or if you use chrome, it will already be in your Apps section, or you can sign in on any search engine at gmail.com

Your Email: the office will give you an email and temporary password (you change it later)

Sample email for Jane Hobs: 2025j_hobs@stececile.ca, password: temporary

- This email is to be used for all your school communication needs. School staff will **not answer you if you use your personal emails.**

Writing a professional email is simple:

1. Include an appropriate subject and Respectful Greeting and Closing

Ex: Dear Mrs. ___, Good Afternoon Mr. ___, Thank you, [your name]

2. Proper language and punctuation

Ex: start your sentence with a capital, end with a period, the basics

Link to Google Calendar: <https://www.academiestececile.ca/secondary-calendar>



ORIENTATION

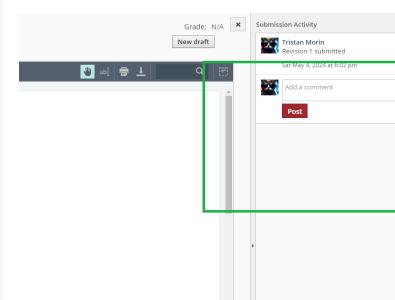
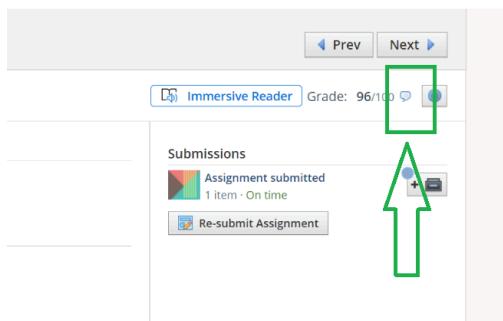
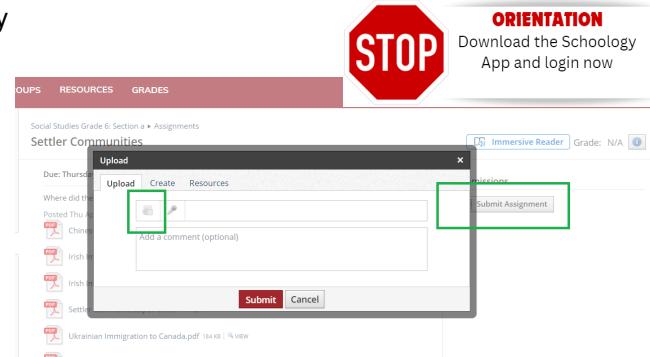
Login to your school email now and download our Google Calendar!



SECTION 7- SCHOOLOGY: stececile.schoology.com

- laptop → search schoology on the web (tip: add it to your favourite/bookmark bar)
- phone/tablet → download the schoology app from the app store
- To login:** Select Schoology.com and find our school - login using your school Gmail account
 - The classes will be populated automatically
 - Your Login should be saved for future use
- To submit:** Files should be submitted as a **SINGLE pdf** unless otherwise instructed
 - PDF IPHONE:** notes->new note->camera->scan documents-> take all photos ->save->export
 - PDF ANDROID:** download and use Microsoft Lens app to submit files
 - Feedback:** Students can see feedback in two locations on Schoology for individual assignments as well as annotations on your document.

Feedback and grades can also be found on the grade tab of your Schoology page. Remember: Your final mark will be on PowerSchool and not Schoology!



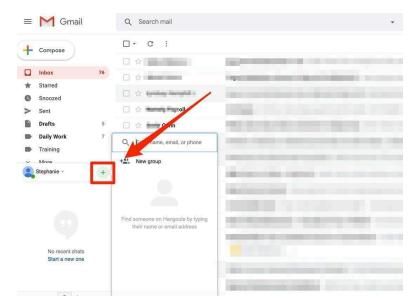
SECTION 8- GOOGLE MEET: meet.google.com

- laptop → Google meet codes work when logged in with **school gmail**
- phone/tablet → Meet is not found with the gmail app, you can download from the app store
 - You will connect remotely with your class using Google Meet
 - Naming system: (letter of first name) + lastname eg. smorin
 - Students cannot start a Google meet. A teacher will open the meet in the first few minutes of class so keep trying if you cannot enter immediately.
 - Don't forget features like: raise hand, chat and screen share on Google Meet.



SECTION 9 - GOOGLE CHATS/SPACES: mail.google.com

- laptop → chats are found on the bottom left side of gmail (as shown in the second image on the left side)
- phone/tablet → chats are found with the gmail app, access your chats and spaces via the bar on the bottom of your email.
- Chats/Spaces are great to use to communicate for group work and are often used during school trips.
- Some teachers may choose to use chats or spaces to update their classes so keep an eye on it.



ORIENTATION
Find the Google Chats area in Gmail now



SECTION 9 - POWERSCHOOL: stececile.powerschool.com

- laptop → head to the website and use your login information from the office
- phone/tablet → Powerschool is an app you can download in the app school, be sure to turn on notifications if you want to see live grade updates!
To login: you will need our school code.
School Code: JBCW and a username and password from the office.
- **The portal allows students and parents to see:** updated grades, breakdown of marks, schedule and classes, your report cards, attendance, and much more!
- **Daily Announcements:** Scroll down on the main page of the app to find your daily announcements!
- **Report Cards:** You MUST be on the web version to download your report cards. You cannot access them on the app.

The screenshot shows the Powerschool app interface. On the left, there's a sidebar with 'Attendance' and a list of events: 'Absent' (Visual Arts 12, Fri May 17), 'Late' (Visual Arts 12, Mon May 13), 'Field Trip' (Visual Arts 12, Mon May 6), 'Field Trip' (Media Arts 10, Mon May 6), and 'Field Trip' (Visual Arts 11, Mon May 6). On the right, there's a 'School Bulletin' section with a green border. It displays a message: 'THURSDAY May 23rd it is DAY 1 in the...'. Below the message are 'Value of the week: Social Responsibility.', 'Quote: You can't escape the responsibility o...', and navigation links for 'Dashboard', 'Classes', 'Calendar', 'Schedule', and 'More'.

ORIENTATION
Download the Powerschool App and login now

The screenshot shows the SEB app interface. It has a red 'STOP' button in the top right. The main dashboard area contains icons for 'Dashboard', 'Classes', 'Calendar', 'Schedule', and 'More'. Below the icons, there's a message: 'THURSDAY May 23rd it is DAY 1 in the...'. At the bottom, there are navigation links for 'Dashboard', 'Classes', 'Calendar', 'Schedule', and 'More'.

ORIENTATION
Download the SEB now!

SECTION 10 - EXAM.NET: exam.net

- laptop → this website is used to take tests in many classes. You will need it if you write a test online, along with your camera and microphone on.
- SEB → Software must be installed for high security mode.
<https://faq-en.exam.net/article/52869/install-high-security-software>

You may need an administrator password for your laptop to install this!

For all students currently joining us remotely, you need to ensure your exam.net is set up and running properly. Please follow the steps below and respond to this email with screenshots confirming access or showing errors.

STEP 1:

Install exam.net SEB software for your formal assessments this year

STEP 2:

Head to exam.net to run the test paper to see if installation was correct. Please report back with screenshots if you are unable to access the test.

Go to exam.net (do not login)

Type in the exam code: sXT7JR

Once the exam opens, select 'submit exam' to close it. Make sure you are not connected to multiple monitors and you have all apps closed.

SECTION 11- HOW TO OPEN A LOCK

- 1) Start by spinning your lock clockwise for a few rotations to clear previously entered
- 2) Starting from 0 spin your lock clockwise to your first number
- 3) Spin your lock counter-clockwise; pass your second number once and land on it the second time
- 4) Then spin your lock clockwise to your final number
- 5) Finally pull down on your lock

Video Demonstration of how to open a lock: [How to Open a Master Lock](#)

****locker information is on your new student information sheet****

SECTION 12 - EXPECTATIONS

- highschool = freedom. BUT, you must be responsible and show others that you deserve freedom.
- CHEATING AND PLAGARISM
 - Any cheating/plagiarism will result in an automatic grade of zero. **No exceptions, no redemption.**
 - This includes: Copy and pasting text from online, using AI as your own work, bringing notes phones/watches into tests, etc. Your parents will also be notified.

- Cell phones must be kept in backpacks during regular classes and during assessments all cell phones, watches and headphones are given to teachers.
- DETENTION
 - If you're late to any class, not just 1st period, you risk having to get a late slip. 5 late = detention
 - Other behavioural issues will also result in detention (disruptive, swearing, missing class, etc.)
 - Your parents will be notified via email each time you receive detention.
- BE RESPECTFUL
 - Believe it or not, in high school it's cool to be nice to people.
- ACADEMIC INDEPENDENCE
 - If you are absent, it's your responsibility to go get the notes you missed and catch up
 - Missed tests can only be rescheduled with doctor's notes or school trips - students will receive their exam or midterm mark or other absences
 - If you can not hand in an assignment on time, talk to your teacher **in advance**, they may (not guaranteed) give you an extension if you have a legitimate excuse.
 - A 5% deduction per day for all grade 9 and 10 level courses
A 10% deduction per day for all grade 11 and 12 level courses

After 2 weeks a grade of zero cannot be altered.
- ONLINE SCHOOL
 - You can join virtual if you are traveling or sick. Your teachers will be there to guide you through Google meets during class time and through email as well.
- CAMPUS RULES
 - You cannot leave campus during the school day unless you have parent permission (call or email) **Exception:** first or last period spare
 - The offices will NOT collect food orders. If sent to the office they will be discarded.
 - Food and beverages should not be brought into the classrooms (with the exception of sealed water bottles). Gum is not allowed on school grounds.
 - If you are going to be absent or virtual, student notifications are not sufficient. Any absence must be called/mailed by a parent or guardian. For our boarding students notify Ms. Temple or Mr. Romero.
- UNIFORMS
 - If students are missing a uniform piece they have the option to rent one for the day or have their parents drop it off. They will not be permitted to enter class until their uniforms are corrected.
- BOARDING AREAS
 - Day students are not permitted in the dormitories at any time during the school day. Boarding students need permission from the Head of Boarding to enter.

SECTION 13 -Supply List

1) Laptop: Apple or Windows	4) Basic pencils, pens, erasers and highlighters
2) Texas Instruments TI-30X IIS (grade 10 and up)	5) 1-2 Binders with dividers
No calculators are permitted for grade 9 students	
3) Graphing Calculator: TI 84 -Plus CE or Nspire preferred (IB Math Students only)	6) Ruler 7) Graph paper for mathematics 8) Lined paper or notebooks 9) Backpack

SECTION 14 - TOUR OF SCHOOL

- 10) JP Wing
- 11) New hall
- 12) Music hall
- 13) Dining hall
- 14) Game room
- 15) Fireplace hall
- 16) Art Room
- 17) Basement
- 18) Old gym
- 19) New gym
- 20) Track
- 21) Tennis Courts
- 22) Courtyard



SECTION 15 - KEY LOCATIONS

JP Wing: 102,103, lab, 104, 105, HS Office, 108, dance studio, 110, 111, 112, 113, 114

Main Wing: Cafeteria, Student Lounge and Day Eatery, Library, Game Room, Main Office, Chapel, IT Office

2nd Floor: 209, 210, guidance office, coaches office, 214, 215, 216

Basement: B13 (biology), B22 (fashion), Tech room, Art room, Gym, Hockey Shooting Range

Boys Bathrooms: JP Wing, New Gym, Basement across from Art room

Girls Bathrooms: JP Wing, New Gym, IT Wing past chapel



ORIENTATION

Confirm you have
downloaded and logged into
all APPs on your phone now!

PowerSchool, Schoology, Gmail