

STUDENT INSTRUCTIONS – January 2019

1. **Students must make certain that they know the time and location for each examination they are required to write. All exams start at 9:00am.** It is the sole responsibility of the student to be present at the required time and place as indicated on the schedule. Late students must report to the main office before reporting to the examination room. Students who arrive late will have the time remaining to complete the examination with a minimum of two thirds of the scheduled time permitted.
2. During examinations the corridors in which exams are being written are out of bounds. Students using the cafeteria must remain in this area until their exams are about to begin. The Library is closed. **THE CAFETERIA IS FOR QUIET STUDY ONLY.** Room 113 is also open for quiet study between 8:00am and 10:00am daily.
3. Students should arrive in their examination room 15 minutes before the start of exams.
4. Elearning students with an exam must see Mr. Gibb to confirm exam location and time.
5. Maintain good health habits during examinations. Get adequate rest.
6. Bereavement or medical concerns are the only reasons accepted for absence during examinations. If absent, a medical certificate indicating the period of absence must be submitted to the office no later than 24 hours after the exam that was to be written.
7. **Thursday, January 31st** – special accommodations (medical) and alternate exam day in case of an emergency or weather closure.
8. **Please return all outstanding textbooks and library books. All borrowed material is to be returned to the Library by Wednesday, January 23rd. All fines (i.e. library, lost textbooks, etc.) must be paid by Friday, February 1st. Students are responsible for the replacement cost of lost textbooks.**

SCHOOL BUS SCHEDULE

All school buses will run at the regular time.

Note: Buses will depart at the regular time at the end of the exam day (2:15 p.m.).

Missing your bus is no excuse for missing your exam. In the event you miss your bus it is your responsibility to get to school to write your exam in the remaining time.

PRESTON HIGH SCHOOL CANCELLATION POLICY AND PROCEDURES

If Preston High School is closed, or its school buses are cancelled on an examination day, the following procedures are to be followed:

- all examinations for the cancelled day will be postponed to the next school day
- the order and sequence of all examinations will remain the same as printed on the original schedule.
The only change will be in the DATE of the examination.
- all scheduled examinations **will** be written

For example, should inclement weather cause cancellation of our school buses on **Tuesday, January 29th**, exams scheduled for that day would be moved to **Wednesday, January 30th** and exams scheduled **Wednesday, January 30th** would be moved to **Thursday, January 31st** **NOTE: Friday, February 1st will remain a PA Day.**

If there is ever a doubt about the opening of Preston High School or the operation of our buses, students and parents are advised to tune into one of our local radio/TV stations including:

CKGL 570 AM (Kitchener)
OLDIES 1090 AM (Kitchener)
CHYM-FM 96.7 (Kitchener)
CKCO-TV (TV 12)

GOOD LUCK!

