

STUDENT INSTRUCTIONS – June 2015

1. **Students must make certain that they know the time and location for each examination they are required to write.** 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. **School rules still apply during exams (i.e. headwear rule, proper dress).**
3. During examinations the corridors in which exams are being written are out of bounds. Students using the library and/or cafeteria must remain in this area until their exams are about to begin. **THE LIBRARY IS FOR QUIET STUDY ONLY.**
4. Students should arrive in their examination room 15 minutes before the start of exams. Backpacks, coats, hats, cell phones, MP3 players, or other listening devices may **NOT** be taken into the examination room.
5. Any student who thinks they may have an exam conflict should see [Ms. MacLeod](#) immediately.
6. Maintain good health habits during examinations. Get adequate rest.
7. 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. All other absences may result in an incomplete for the course, possible loss of credit and may impact the student's eligibility to enroll at summer school.
8. **Please return all outstanding textbooks and library books. All borrowed material is to be returned to the appropriate department. All debts/fines (i.e. library, lost textbooks, etc.) must be paid. Students are responsible for the replacement cost of lost textbooks.**

SCHOOL BUS SCHEDULE

Morning

All school buses will run at the regular time in the morning.

Noon Hour

The routes and times are posted in the **Main Office**. **It is your responsibility** to check for your pick-up location. Bus pick-up starts at approximately 10:30 a.m. for students writing in the afternoon. The buses will arrive at Preston High School between 11:00-11:10am each day. There will be a return run home at 11:30 for students who wrote exams in the morning.

Afternoon

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

All times are approximate – be out at your pick up locations at least ten (10) minutes before the indicated time. 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.

LOCKERS AND REPORT CARDS

Lockers

All lockers must be cleaned out by the end of the day on [Tuesday, June 23rd](#). Any lockers still occupied at the end of the day will have their locks cut and contents removed.

Report Cards

If you would like your report card mailed, please provide the office with a stamped, self-addressed envelope. Oversize envelopes require extra postage.

If you would like your report card picked up by a family member or friend, please provide the school with a note giving permission for the release of your report card.

REPORT CARDS WILL BE AVAILABLE
MONDAY, JULY 6TH – WEDNESDAY, JULY 8TH 7:30 A.M. – 3:00 P.M.

GOOD LUCK!

