



PCHS MEMO TO STUDENTS

December Examinations: December 16-20, 2024

1. All exams start at either 8:30 a.m. or 11:50 a.m. Students will not be admitted later than 30 minutes after the listed starting time. No exam will be extended for late students. ***Time late is time lost.***
2. The only excuses accepted for missing an exam are: 1) a medical illness with a note from a MEDICAL professional, 2) death in the immediate family or 3) a court appearance. The school administration reserves the right to request further information of absence from the appropriate parties.
3. Students are to leave books, bags, jackets, cell phones, etc. **in their locker.**
4. Upon entering the exam room, students are expected to be calm and quiet. They are to find a seat, get organized and wait quietly for the beginning of the exam.
5. All students are required to sign the exam attendance sheet at the beginning of the exam.
6. **NO ELECTRONIC DEVICES:** During exams, students are strictly forbidden to have in their possession any electronic device, including a cell phone, **Smart watch, ear phones,** etc. Any student who violates this rule will be expelled from the exam room, will be considered to have cheated on the exam and will receive “0” for the exam.
7. Any student cheating or communicating with another student during an exam will be given an automatic “0” for that exam. Borrowing is not permitted during an exam.
8. **Junior** students must remain in their exams for 75 minutes, they can only leave with the teacher’s permission. Students may bring a novel to read if they finish early. They must remain quiet for the entire exam period in order to respect their peers who are still writing.
Senior students may leave after the midway point (60 minutes) of their exam, and then leave only with the teacher’s permission.
9. In between exams, students are not permitted to loiter in the Academic hallways. They are to report to the Library to study quietly, remain in the cafeteria or leave the building. As per school rules, **Junior** students are expected to remain on campus during the entire day. **Senior** students are expected to leave the building before the end of the day and not take the school bus. Arrangements must be made for students to be picked up or to take public transportation. Students writing **only in the afternoon** should arrive 30 minutes before their exam unless they are participating in a preset tutorial.
10. Tutorials are optional for senior students who wish to review, study and/or have questions before their exam. Teachers will communicate the times of their tutorials with their students.
11. If the school is closed for a particular examination day due to a snowstorm, power failure, etc., the exams scheduled for that day will be held the following day, and the entire schedule will be moved up by one day.
12. From December 16 to 19, please take note that the Cafeteria will be open with a reduced menu from 10:30-11:30 a.m. The Cafeteria will be closed on December 20th. The students will end school at 11:30 on December 20th.

Lucia Coretti
Principal

Nathalie Cheff
Vice-Principal

Allan Fink
Vice-Principal