



Tricentia Academy
Administration Policy 2023-2024
Grades 7-12



Attendance

Regular attendance is mandatory, and a critical element in academic success.

- Students are expected to attend class and homeroom on-time. If you are late for any reason you must check in at the office.
- Students who are absent for the day must submit a note to their homeroom teacher upon return to be recorded as excused.
- Students who wish to leave school during the day must have a valid reason and must check in at the office before leaving. Parents are expected to call the school to notify Ms. Warren that their child will be leaving school early. Parents/guardians, who arrive at the school to pick up their children during the day, should arrive at the front door and call in to let us know that you are there and we will send your child out. Parents are not to come into the school due to COVID restrictions.

Academics

- Students are expected to pass in assignments on-time. If an assignment is late a mark of zero will be put in power school as a place marker until the assignment is passed in. The following protocols will be followed;
 - 1st day late- 10% will be deducted
 - 2nd day late- 15% will be deducted
 - 3rd day late- 20% will be deducted
 - After the 3rd day, teachers will not accept the assignment and the zero mark will remain **UNLESS** the student meets with the teacher and asks for an alternate assignment. The student and teacher will agree on a due date and 20% will be automatically deducted from the assignment. There will be NO extensions on the due date of the alternate assignment. **It is the students responsibility to ask for the alternate assignment.**
- Students missing an in class assessment (test/quiz, assignment) with a VALID reason, will write the missed assessment on the day they return.
- A note must be provided indicating a valid reason for the absence.
- One parent note per year will be accepted, after which a medical note is required to be excused.
- This is one parent note per student NOT per course. Parent notes for missed tests will be passed into the office by the teacher.

- Students who exhibit academic dishonesty (Plagiarism, Copying, etc) shall:
 - Receive home contact from their teacher.
 - Write a letter of acknowledgement and reflection. Upon meeting the conditions the teacher will decide on an alternative evaluation and date.

- Homework will be assigned on an as needed basis. Students are expected to complete homework on the night it is assigned and have it completed for class the following day. If homework is not completed for class, students will be given a warning. When a student receives 3 incomplete homework warnings, they will be referred to the principal and will receive a lunch time detention. There will not be a grace period after the three warnings. If incomplete homework continues after the first detention, parents will be notified and students will receive after school detentions.

Other Behaviour/ Expectations

- Students are expected to be on their best behaviour and respect each other.
- Students are not permitted to smoke on school grounds.
- The use of cell phones for texting, social media or recording is not permitted during instructional time. If cell phones are used during instructional time, the following consequences will be initiated:

First occurrence: Teacher will take the phone and return it to the student at the end of class.

Second Occurrence: Teacher takes the phone and returns it at the end of the day. Parents are notified.

Third Occurrence: Teacher takes cell phone, brings it to the office and will be returned at the end of the week. Parents are notified.

Fourth Occurrence: Teacher takes cell phone, brings it to the office, parent will be notified and phone will be returned when parent comes to the school to pick it up.

Please sign and date the attached form and return to your child's homeroom teacher.

If you have any questions or concerns please contact us at the school.

Thank you,

Tanya Harris
Principal

Crystal Penney
Assistant Principal



TRICENTIA ACADEMY



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Ms. Tanya Harris, Principal

Ms. Crystal Penney, Assistant Principal

Ms. Lisa Warren, Administrative Assistant

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This is to acknowledge that we have read and understand Tricentia Academy's Administration policy for the 2022-2023 school year.

Student Signature: _____

Parent Signature: _____

Date: _____