

ACADEMIC CONDUCT PROCEDURES

Academic Conduct – Warning

A pupil will be given an Academic Conduct Warning after having two (2) incomplete and/or unexcused homework assignments in a trimester.

An unexcused homework assignment occurs when a tutor receives no notification from parents of extenuating circumstances (illness, family travel, death in the family, etc...). The tutor is the sole party in determining whether or not the assignment is unexcused.

Parents will receive a letter from the GA Board notifying them that their child has been given a Warning with regard to Academic Conduct, and will be required to provide return acknowledgement of such notification.

Academic Conduct – Probation

A pupil will be placed on Academic Conduct Probation after having four (4) incomplete and/or unexcused homework assignments in a trimester.

The incomplete and/or unexcused home assignments are cumulative across all the pupil's classes. (i.e. 2 missed literature assignments plus 2 missed science assignments would place a pupil on probation)

Parents will receive a letter from the GA Board notifying them that their child is on Probation with regard to Academic Conduct, and will be required to provide return acknowledgement of such notification.

Academic Conduct – Dismissal

A pupil may be dismissed from Grace Academy after having six (6) incomplete and/or unexcused homework assignments in a trimester.

The incomplete and/or unexcused home assignments are cumulative across all the pupil's classes.

No refunds will be provided for pupils dismissed as a result of poor academic conduct. In addition, parents are required to fulfill their financial obligations for the full year in such cases.

Removal from Academic Conduct Probation

A pupil will be removed from Academic Conduct Warning and/ or Probation at the end of a trimester.