



(Non-Negotiable)

Course Drop Policy

- A course is dropped automatically from your course list after maximum of 10% missed hours at principal's discretion.
- If a course is intended to be dropped:
 - After the first session tuition is free of charge.
 - After the second session only 70% of the tuition is refundable.
 - After completion of the midterm exam the tuition is not refundable.

Attendance Policy:

Regular attendance and punctuality are crucial to your success in high school; they are the most important factors in student achievement. Student and their parents have the responsibility for maintaining prompt and regular attendance.

Absence:

The following are valid excuses for absences:

1. Illness, health condition, family emergency or religious purposes
2. Parent approval activities
3. Absence resulting from disciplinary actions or short-term suspension
4. Extended illness or health condition.

Missed Exam Policy:

Exams are an important part of the assessment process in all courses at Alpha High School. The primary purpose of these exams is to evaluate individual student learning within these courses. As such, all students who have examination are required to write them during the school examination period.

If, for some reason a student is unable to attend the examination session he/she will be assigned a "zero" letter grade (0) for the exam. A make-up exam may be requested due to medical or compassionate grounds, a relevant documentation (Doctor's note) or a fee of CAD 70 must be present upon writing the examination.



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Late Arrival:

It is the responsibility of all students to be in class on time in order to minimize classroom disturbances. Students are required to obtain a late slip from the Attendance Office if they are more than 15 minutes late. If students are more than 30 minutes late, they must be excused by a note or phone call from a parent/guardian.

Harassment:

Alpha is committed to a safe, civil learning environment where all students, employees, volunteers, work, learn and participate in an environment free from bullying, harassment or intimidation. Therefore, any racial, sexual harassment, physical contact or foul language are strictly forbidden for **Alpha** Students.

The School has Zero Tolerance for Plagiarism and Cheating

Plagiarism:

1. Using writings, passages, ideas of others and passing them off as your own, including but not limited to, faxing, duplication file sharing or transmittal using any technology.
2. Using an outside source (Any work, published or unpublished, by a person other than you) without proper acknowledgement
3. Submitting or using falsified data or records

Cheating:

1. Misrepresenting someone's work as your own
2. Assisting or allowing someone to copy your work and represent it as their own
3. "Wandering eyes" (Allowing your eyes to stray to another person's work on quizzes or tests)
4. Using unauthorized material including textbooks, notes, calculators or computer programs during an examination or other assignments
5. Sharing test questions and/or answers with students in your class or in another class
6. Receiving test question and/or answers from a student in your class or another class.

Quizzes and assignments policy:

The deadlines for quizzes and assignment are not extended unless for illness or inevitable situation (at instructors' discretion)



Student Registration Form

Date of Entry: _____

Student Information

Surname: _____ Middle Name: _____ First Name: _____

Gender: _____ Male _____ Female Date of Birth: _____ (yyyy/mm/dd)

Home Address: _____

Country: _____ City: _____ Postal code: _____

Mailing Address: _____

Country: _____ City: _____ Postal code: _____

Home Phone Number: _____

Cell-phone Number: _____

Email Address: _____

Birth Country: _____ Status in Canada: _____

First Language: _____ Language Spoken: _____

Previous School Attended: _____

Language of Instruction: _____

I am aware of the fact that there is no guarantee for high marks. I will earn what I deserve.

Signature of Student _____ Date: _____

Signature of Guardian _____ Date: _____



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Permission to Use Photograph:

I hereby grant permission to Alpha High School and its representatives to photograph and video me, and otherwise capture my image, and to make recording of my voice. I further grant to Alpha High School and its representatives the right to reproduce, use, exhibit, display, broadcast and distribute these images and recordings in any media now known or later developed for promoting, publicizing or explaining Alpha High School and its activities and for administrative, educational or research purposes. Photographs, video images and voice recordings are the property of Alpha High School.

Student's First And Last Name (Print)

Signature (if 18 years or older)

Date

Parent/Guardian's Signature (if subject under age 18)

Date