



ACE Acumen Academy

21 Coventry Road, Brampton, Ontario, Canada L6T 4V7 Telephone: (416) 756-7227 Facsimile: (416) 756-2732

ESL Rules and Policies

Ace Acumen Academy believes that students must attend and actively participate in classroom activities if they wish to learn a second language. Because of that, the criteria for completion of all program courses include the following:

Progress: Students must achieve an average mark of 70% or higher to pass the course.

Attendance: Students must attend a minimum of 70% of their classes to pass the course. Students are required to bring a note for each absence on the day that they return to school. A student returning without a note will be recorded as absent. Students are also expected to be on time for all of their classes. A student who comes 15 minutes or more into class is considered late. Coming late two times stands for an absence.

Participation: Acumen understands that learning styles vary across cultures and students may take time to actively participate in class activities. However, Acumen also believes classroom participation to be one of the rudiments of the language learning process. That is why our program and teachers positively reinforce it and make sure that our students benefit from our courses as much as possible. Although participation is not graded in our program, we do encourage active classroom involvement and address lack of thereof.

Testing: Students are expected to fulfill their tests/quizzes/examinations as scheduled. In the event of an emergency, students must contact the instructor prior to the test/quiz/examination to explain the reason for the absence. Absences for medical reasons need to be supported with a doctor's note. Students who do not follow this procedure will receive a grade of zero for the missed test/quiz/examination.

Assignments: Assignments are due on the date stated. Unless a student has a doctor's note to support his/her inability to fulfill an assignment on time, the grades for late assignments will be assigned as follows:

- a) Assignments which are late up to one week will receive 10% deduction.
- b) Assignments which are late between one week and two weeks will receive 50% deduction.
- c) After two weeks, assignments will not be accepted.

Cheating & Plagiarism: Academic misconduct, including cheating of any form, are not tolerated. Consequences may include, but are not limited to, a warning, a grade "0" on the assignment/test/examination, or a failing grade on the course.



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Food & drinks: Food and beverages are not permitted in the classroom. This includes plate lunches, drinks, candy, etc. whether opened or not.

Cellphones: Cellphones are not allowed in class. They need to be turned off or put on vibrate and stored in students' backpacks. If a student expects an emergency call, s/he should put the phone on vibrate and give it to the teacher.