

Appendix VI: TCE Campus Addendum

Late Work Policy

All assignments are valued, and the expectation is that assigned work will be completed. If the assignment due date is not met, the following policy will apply:

1 Day Late = maximum grade of 90

2 Days Late = maximum grade of 80

3 Days Late = maximum grade of 70

4 Days Late = maximum grade of 60

5+ Days Late = maximum grade of 50

Morning Drop-Off Procedures

The back drop-off area and the front doors will be staffed to receive students at 7:15 a.m.

Students in grades PK-2 will be supervised in the cafeteria along with other students eating breakfast. Students in grades 3-5 will be supervised in the gym.

At 7:35 a.m. the front drop-off will also be staffed to receive students. Students arriving between 7:35 and 7:45 a.m. may go directly to their classrooms.

Students that arrive after the 7:45 a.m. bell will need to go through the front door to the office and obtain a tardy pass prior to going to class.

Office Hours

The front office will be open from 7:15 AM to 3:30 PM.