



**Pilot Mound Hockey Academy (PMHA)  
Pilot Mound Collegiate Institute (PMCI)  
Academic Policy**



Effective: February 6, 2023

**PMHA Mission**

PMHA's Mission is to provide a professional, education-based hockey program, richly embedded in community values. PMHA's Vision is to continue to grow our academy as a highly successful entity, developing elite hockey players; grounded in academics and most importantly developing overall good human beings. PMHA fosters the ability to work as part of a team environment. Student athletes moving on from PMHA will have gained strong leadership capabilities to support them throughout their eventual life pathways.

**PMCI Mission**

Our mission is to provide a safe, successful learning environment for all. We strive to provide this by working as a team and encouraging community support. We believe that by accomplishing this, we can provide our students with well-rounded education and a sense of pride in both themselves and our area.

**Definitions**

Excused Absence: An absence from class or school that has been pre-approved/supported by PMHA, PMCI or a parent/guardian

Director, Student Life: Refers to either the Director, Student Life or delegate Dorm Parent

Parent/Guardian: Individual(s) holding legal responsibility for a student athlete

Student Athlete: Individual member enrolled in a PMHA program and attending PMCI

Unexcused Absence: An absence from class or school that has not been pre-approved/supported by PMHA, PMCI or a parent/guardian

**Academic Expectations**

To support PMHA's Mission and Vision and the success of our student athletes, PMHA and PMCI have high academic expectations of our students. We expect our students to abide by all applicable PMCI school policies and to do the following in order to strive toward achieving individual academic success:



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1. Arrive to school and to each class on time and ready to learn (ideally 5 minutes early).
2. Attend class regularly
3. Actively participate in and contribute to class discussions and activities
4. Use class time wisely
5. Use opportunity/study hall time wisely
6. Seek clarification, additional direction, and/or help from teachers as needed, to ensure an adequate understanding of course content, assignments, projects, and/or tests
7. Complete assignments on time and to the best of one's abilities
8. Actively participate in and contribute to school-based activities and initiatives, including but not limited to school sports, intramurals, clubs, and leadership opportunities

**Excused Absence: Team Travel and Activities**

Student Athletes shall participate in a significant number of excused absences throughout the school year due to team travel and other PMHA initiatives and activities. The majority of these excused absences shall be planned by September of each year, or with reasonable advance notice throughout the season, through proactive written communication between the PMCI Administrative Assistant and the PMHA Scheduling and Logistics Coordinator, Director Student Life and/or coaches.

The PMCI Administrative Assistant shall notify the Principal and applicable teachers of these excused absences via the monthly school calendar. PMHA shall make every reasonable effort not to plan PMHA related initiatives and events (excluding team travel) during scheduled tests and/or exams.

While away on excused absences, teachers shall post assignments on Google Classroom daily to enable student athletes to proactively retrieve and work on their assignments in a timely manner. Teachers shall also coordinate tests to be taken prior to or upon return from excused absences due to team travel.

Coaches shall ensure student athletes are provided with ample study hall time while on the bus and/or at the hotel, which may include evening and/or weekend study hall sessions, to enable student athletes to proactively complete assignments on time and prior to their return to regular classes at the conclusion of their team travel and/or PMHA initiative or activity.



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**Excused Absence: Illness, Medical Appointments, or Family Circumstances**

Student athletes are encouraged to schedule medical appointments and family circumstances such as vacations after school, during early out days, PD days, or when at home on school breaks, in order to minimize time spent away from school.

Should a student athlete become ill or need to attend a medical appointment or family circumstance that can only be scheduled during school hours, the student athlete, Director Student Life, or parent/guardian shall follow PMCI's regular absence process of emailing [pmci@prspirit.org](mailto:pmci@prspirit.org) advising of the absence. Should the absence be submitted by the student athlete or Director Student Life, the Director Student Life shall email the parent/guardian advising of the absence. The student athlete and teacher(s) shall work collaboratively to arrange for the student athlete to have access to classwork and assignments prior to commencing the excused absence, or once they return to class.

The student athlete shall be responsible for ensuring they proactively complete assignments on time and without delay following an excused absence due to an illness, medical appointment or family circumstance..

The student athlete may not be permitted to attend a medical appointment or family circumstance should they be on academic intervention, advanced academic intervention, or academic probation.

**Excused Absence: External Academic or Sport Related Activities**

PMHA and PMCI recognizes that the opportunity may arise for participation throughout the school year in academic or sport related activities outside of PMHA and PMCI from time to time, including but not limited to writing SAT's, visiting universities and/or colleges, ID camps, tryouts, combines, and alternate team play (i.e. spring, regional, provincial and national teams).

Once a parent/guardian and/or student athlete becomes aware of an external academic or sport related activity, the parent/guardian shall submit a leave request via the [PMHA Leave Request Form](#) which provides PMHA with the parent/guardian's permission for the absence. The student/athlete shall complete the [PMCI/PMHA Leave of Absence Form](#) (available via paper copy from either the dorms or PMCI office), which involves meeting with each applicable teacher to discuss classwork and assignments that will be due upon return from leave, and obtaining support signatures from the teacher(s), principal, dorm parent, and coach. Completed leave request forms and leave of absence forms shall be placed on the student athlete's PMCI and PMHA file.

The student athlete shall not be permitted to attend an external academic or sport related activity should they be on academic intervention, advanced academic intervention, or academic probation.



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The student athlete shall be responsible for ensuring they proactively complete assignments on time and prior to their return to regular classes at the conclusion of their external academic or sport related activity.

### **Academic Intervention and Probation**

Should situations arise where the above academic expectations are not being met, PMHA/PMCI shall implement an Academic Intervention plan with student athletes in order to guide them back toward academic success:

#### **Stage One: Intervention**

Stage One: Intervention shall be initiated when:

1. Student athlete has one late/overdue assignment, or
2. Student athlete has one unexcused late to class, or
3. Student athlete has one unexcused absence

Stage One: Intervention Participants:

- Student Athlete
- Teacher
- Director Student Life
- Parent/Guardian

Stage One: Intervention shall include:

1. For late/overdue assignments or unexcused absences, the teacher shall meet with the student athlete to discuss together the issue and action plan to rectify the issue. For late/overdue assignments, the student athlete shall be given no longer than 48 hours to complete and submit the assignment. The student athlete shall be advised of their requirement to attend one or all of the available study sessions in order to conduct extra academic work and/or get caught up on late/outstanding assignments:
  - a) PMCI Opportunity Hall (Opp Hall): 9:00am – 10:10am
  - b) PMCI Opportunity Hall (Opp Hall): 2:20pm – 3:30pm
  - c) PMHA Study Hall: 7:00pm – 8:00pm (or other time as agreed to with the Director, Student Life)
2. The teacher shall send an email to the student athlete, parent/guardian, and Director Student Life summarizing the issue and agreed upon action plan.
3. Once a student athlete successfully completes the requirements of the action plan, the teacher shall send an email to the student athlete, parent/guardian, Director Student Life, and Dorm



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Parent(s) advising them of the successful completion of the action plan and that the student athlete is no longer in Stage One: Intervention.

4. For student athletes who are late to class, the principal shall send an email to the student athlete, parent/guardian, and Director Student Life summarizing the issue.
5. The Director, Student Life shall meet with the student athlete to discuss together the issue and action plan to rectify the issue, which may include but is not limited to assisting with a dorm related activity or chore.
6. Once a student athlete successfully completes the requirements of the action plan, the Director, Student Life shall send an email to the student athlete and parent/guardian advising them of the successful completion of the action plan and that the student athlete is no longer in Stage One: Intervention.
7. Should a student athlete not successfully complete the action plan, the student athlete shall move to Stage Two: Advanced Intervention.

**Stage Two: Advanced Intervention**

Stage Two: Advanced Intervention shall be initiated when:

1. Student athlete has not successfully completed a stage one action plan, or
2. Student athlete has two or more late/overdue assignments in any class, or
3. Student athlete has been late to class consistently in the past week, or
4. Student athlete has two or more unexcused absences
5. Student athlete is failing (or close to failing) a class

Stage Two: Advanced Intervention Participants:

- Student Athlete
- Teacher
- Director Student Life
- Parent/Guardian
- Assistant General Manager
- Principal

Stage Two: Advanced Intervention shall include:

1. The teacher shall meet with the student athlete to discuss together the issue and action plan to rectify the issue. The student athlete shall be advised of their requirement to attend one or all of the available study sessions in order to conduct extra academic work and/or get caught up on late/outstanding assignments, including but not limited to:
  - a) PMCI Opportunity Hall (Opp Hall): 9:00am – 10:10am



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- b) PMCI Opportunity Hall (Opp Hall): 2:20pm – 3:30pm
- c) PMHA Study Hall: 7:00pm – 8:00pm (or other time as agreed to with the Director, Student Life)
2. The teacher shall send an email to the student athlete, parent/guardian, Director Student Life, Assistant General Manager, and principal, summarizing the issue and agreed upon action plan.
3. The teacher may also identify in that email the potential need for additional academic support/tutoring, mental health supports, and/or life coaching. Should this need be identified, the Director Student Life shall work with the student athlete and parent/guardian in accessing those additional supports. Any costs associated with those supports will be discussed with, and be the responsibility of, the parent/guardian.
4. The Assistant General Manager shall evaluate the need to sit the student athlete from an upcoming period or game and send an email to the student athlete, parent/guardian, Director Student Life, and coach advising them of this decision and which period or game will be affected. The student athlete shall be expected to attend the game in order to support their teammates and conduct any game support related duties as assigned by the coach.
5. Once a student athlete successfully completes the requirements of the action plan, the teacher shall send an email to the student athlete, parent/guardian, Director Student Life, Dorm Parent(s), coach, and principal, advising them of the successful completion of the action plan and that the student athlete is no longer in Stage Two: Advanced Intervention.
6. All applicable emails shall be placed on the student athlete's PMHA file.
7. Should a student athlete not successfully complete the action plan, the student athlete shall move to Stage Three: Academic Probation.

**Stage Three: Academic Probation**

Stage Three: Academic Intervention shall be initiated when:

1. Student athlete has not successfully completed a stage two action plan, or
2. Student athlete has had an advanced intervention plan more than once in the school year, or
3. Student athlete has four or more late/overdue assignments, or
4. Student athlete has consistent/habitual unexcused lates to class, or
5. Student athlete has four or more unexcused absences, or
6. Student athlete is failing (or close to failing) more than one class

Stage Three: Academic Probation Participants:

- Student Athlete
- Teacher





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- Director Student Life
- Parent/Guardian
- Coach
- Principal
- Assistant General Manager

Stage Three: Academic Probation shall include:

1. Teacher, Principal, Director Student Life, and Assistant General Manager shall meet with the student athlete to discuss together the issue and action plan to rectify the issue, including a schedule of regular check ins and deadline to complete the action plan. The student athlete shall be advised that they shall not play games until they successfully work through the action plan. The student athlete shall be expected to attend the game(s) in order to support their teammates and conduct any game support related duties as assigned by the coach. The student athlete shall also be advised of their requirement to attend one or all of the available study sessions in order to conduct extra academic work or get caught up on late/outstanding assignments, including but not limited to:
  - a) PMCI Opportunity Hall (Opp Hall): 9:00am – 10:10am
  - b) PMCI Opportunity Hall (Opp Hall): 2:20pm – 3:30pm
  - c) PMHA Study Hall: 7:00pm – 8:00pm (or other time as agreed to with the Director, Student Life)
2. The principal shall send an email to the student athlete, teacher, parent/guardian, Director Student Life, Assistant General Manager, and coach, summarizing the issue and agreed upon action plan and timelines.
3. The principal may also identify in that email the potential need for additional academic support/tutoring, mental health supports, and/or life coaching. Should this need be identified, the Director Student Life shall work with the student athlete and parent/guardian in accessing those additional supports. Any costs associated with those supports will be discussed with, and be the responsibility of, the parent/guardian.
4. The student athlete, principal, Director Student Life and Assistant General Manager shall work together to ensure the action plan is being followed, check-ins completed, and deadlines are being met.
5. Once a student athlete successfully completes the requirements of the action plan, the principal shall send an email to the student athlete, parent/guardian, Director Student Life, dorm parent(s), Assistant General Manager, and coach, advising them of the successful completion of the action plan and that the student athlete is no longer in Stage Three: Academic Probation.
6. Should a student athlete not successfully complete the action plan by the applicable deadline, the principal, parent/guardian, Director Student Life,



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7. Assistant General Manager, and coach shall meet to discuss next steps, which may include, but is not limited to, amending/extending the action plan, academic suspension, or termination/expulsion/release from PMHA.
8. The Assistant General Manager shall advise of next steps, in writing, to the student athlete, Director Student Life, coach, parent/guardian, and principal.
9. All applicable emails shall be placed on the student athlete's PMHA file.
10. Should a student athlete be terminated/expelled/released from PMHA, all outstanding fees shall remain payable in full by applicable payment deadlines.

Last Updated: January 31, 2023

A handwritten signature in black ink, reading "Nichole Collins".

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Nichole Collins  
PMHA General Manager

A handwritten signature in black ink, reading "Nathan Ramage".

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Nathan Ramage  
PMCI Principal