

SCHOOL POLICIES

RESPONSIBILITIES OF STUDENTS

Students are responsible for:

- Ensuring academic honesty
- Providing proper documentation demonstrating completion of prerequisite courses
- Being active participants in the learning process
- Communicating with teachers when there is difficulty in meeting timelines
- Following assessment & evaluation methods and timelines for work submission

ATTENDANCE POLICY

Regular attendance is key to student success. Students who do not attend/log on regularly and/or who do not actively participate in their courses seriously jeopardize their opportunities to learn and reach their potential. Teachers will monitor attendance patterns for their respective students and will work with them, and their counsellors to support students in any way they can. If student attendance issues cannot be resolved, the administration will be informed and possible consequences may include: student and parental/guardian contact, attendance contracts, or even removal from the program.

Attendance for record keeping purposes will be based on the number of completed lessons. For example, if a course has 20 different lessons to complete and the student has completed 16 of these, the attendance register would indicate that the student was in attendance 80% of the credit course.

If a student fails to attend their course and does not participate in the planned online activities then the student, and the parent(s) of the student will be contacted by the school counselor. A meeting or online conference, with all stakeholder, will be scheduled as soon as possible to ascertain the cause of the absence from the course.

Students are expected to login to Moodle on a daily basis (Monday to Friday), except holidays. If a student fails to login to their course three(3) times in a single week then an absence will be recorded on their report card.

CHEATING AND PLAGIARISM POLICY

It is expected that students will demonstrate respect for the intellectual property rights of others and adhere to a code of honour in all course activities. Students must understand that the tests/exams they complete and the assignments they submit for evaluation must be their own work and that cheating and plagiarism will not be condoned.

Plagiarism is defined as

- The use of ideas or thoughts of a person other than the writer, without proper acknowledgement;
- The use of direct quotations, or of material paraphrased and/or summarized by the writer;
- The submission of an assignment that has been written in part or in whole by someone else as one's own; and
- The submission of material that has been obtained from a computerized source, with or without minor modifications, as one's own.

Cheating is defined as

- The buying and/or selling of assignments, or exam/test questions;
- Submission of the same piece of work in more than one course without the permission of the teacher;
- The preparation of an assignment by someone else other than the stated writer;
- Allowing one's assignment to be copied by someone else;
- The unauthorized giving or receiving of information or assistance during an examination or a test.

Academic dishonesty destroys the integrity of the program by diminishing the learning experience for the entire school community. Therefore, maintaining academic integrity is imperative. Whether intentional or through the ignorance of the policy, acts of academic dishonesty are unacceptable and will not be tolerated. These acts and the parties involved will receive a mark of zero for the assignment. In addition, all students involved will be subject to additional consequences which will be addressed on a case-by-case basis. These consequences will reflect a continuum of behavioural and academic responses and consequences, based on at least the following four factors:

- The grade level of the student,
- The maturity of the student,
- The number of frequency of incidents, and
- The individual circumstances of the student.

LATE & MISSED ASSESSMENTS POLICY

Students are responsible for providing evidence of their achievement of the overall expectations within the time frame specified by the teacher; and in a form approved by the teacher. There are consequences for not completing assessments or for submitting those assessments late.

Submitting work late is a learning skills and work habits issue and may impact on the student's grade. The Ministry requires teachers to separate evaluation of achievement of the curriculum expectations from the development of learning skills and work habits.

Students submit work late of many reasons and teachers should take time to understand the reason for a late assignment. Reasons could include:

- Legitimate explanation
- Poor time-management skills
- Poor academic skills
- Poor understanding of the assignment

Students who know ahead of time that they will submit late or miss an assessment are expected to discuss the situation beforehand with the teacher. Students who are absent on the day of an assessment for legitimate reasons are responsible for:

- The work covered and assigned during the class
- The handing in of assessment at a time negotiated with the teacher
- The writing of any missed tests at a negotiated time

If a student does not submit an assessment on the due date the teacher will contact counselor to notify of the outstanding work that day. If a student is absent on the due date, a legitimate reason must be provided to the teacher in order for the student to submit the assessment. The assessment must be submitted upon the first day the student returns.

Teachers may deduct marks for late submissions. Where in the teacher's professional judgement it is appropriate to do so, a number of strategies may be used to help prevent and/or address late and missed assignments. These can be found on page 44 of *Growing Success*.

Students who do not submit assessments after one week may be given zero.

APPROPRIATE COMPUTER USE POLICY

Learning Management System (LMS) at our school is designed for educational purposes only. All use of any LMS tool within the course for any purpose other than the intended educational purpose is prohibited. The appropriate uses include, but are not limited to, criminal, obscene, commercial, or illegal purposes. The administration has the right to review all student work in order to determine the appropriateness of computer use. If the LMS is deemed to be used inappropriately, the Administration will levy consequences which may include suspensions and/or removal from the program. In some cases, further action may be taken including contacting day schools, legal representation or the police. Students need to be very vigilant in order to prevent them from getting into a situation where they may be suspected for inappropriate use. Therefore, students are reminded to:

- Always protect their passwords and not share them with anyone;
- Always inform their teachers of suspicious messages or other incidents that they encounter;
- Always only access content that is intended for student use.