

Academic Policies & Procedures

1. Code of Conduct

All members of Rosedale Academy must:

- Comply with Academic and Operational Policies;
- Demonstrate honesty and integrity;
- Respect differences in people, their ideas and their opinions;
- Treat one another with dignity and respect at all times, especially when there is disagreement;
- Respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, creed, sex, age, family status or disability;
- Respect the rights of others;
- Show proper care and regard for school property and the property of others;
- Take appropriate measures to help those in need;
- Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- Respect the need of others to work in an environment that is conducive to learning and teaching.
- Discourage others from engaging in bullying or cyber bullying

2. Acceptable Use Policy

The Acceptable Use policy defines the ways in which a user may behave in the Rosedale Academy learning management system. It asks users to be respectful to each other, to not act in ways that are unethical or illegal, and to be aware that all actions are logged and monitored.

Rosedale's learning management system is intended for educational purposes. Commercial, illegal, inappropriate or obscene activities are prohibited. Students who use the learning management system in these ways will have their registration and access withdrawn. Disciplinary action may include suspension from the course or from Rosedale.

Your online security requires your active participation.

- Protect your username and password. Do not share it with anyone.
- Report any emails that request personal information from you from any Rosedale staff member.
- Do not attempt to damage or violate the security provisions of the learning management system.
- Do not log in anonymously or as another user.

3. Late & Missed Assignments

Independent students have up to 12 months to complete a course. There are no set deadlines for course assignments. Students can proceed through each course at their own pace.

But all course requirements must be completed prior to writing their final exam.

Cohort students follow a schedule in each course. This schedule specifies the due dates for all assignments. Students may request an extension if they are unable to meet a specific due date. Rosedale Academy reserves the right to deny any request. Late or missed assignments are not accepted without a valid reason.

4. Resubmissions

- To support student learning on language-intensive subjects, students may resubmit a maximum of two assignments in any *English, ESL, and Guidance* course.
- Resubmissions are not accepted in any other course.
- Resubmission is only accepted within 3 days after the initial grade is received.
- All formative activities in the same lesson must be completed before the resubmission is allowed.

5. Contesting Summative Assessment Grades

A request for re-evaluation of a summative assessment grade can only be requested before the final exam is written or before the final project is submitted. After the completion of the final exam/final project, summative assessments grades cannot be contested.

6. Academic Integrity

Cheating, plagiarism and any other sort of academic dishonesty will not be tolerated at Rosedale Academy. All staff and students are required to complete the Academic Integrity course and sign the Academic Integrity Contract. Any student that breaks their Academic Integrity Contract can expect to receive consequences listed below.

Cheating on Tests and Exams

Tests and exams are supervised by a classroom teacher or authorized proctor. Any student caught cheating on a test or exam will receive the following consequences:

- The submitted test or exam will receive a grade of zero.
- The student will be placed on probation and their academic work will be carefully monitored.
- The student's parents or guardians will be notified about the situation and may be required to sign a new Academic Integrity Agreement Form.
- The student may be suspended from the course for a time determined by Rosedale Academy.

Plagiarism on Course Assignments

Course assignments are completed by students in class or as homework. Any form of cheating or plagiarism will receive the following consequences:

- *First Offence:*
 - Student must submit the Academic Integrity Agreement Form to the Online Teacher. This letter requires the student to (1) convey an understanding of their mistake and explain how they will avoid repeating this mistake in the future and (2) acknowledge the consequences that will follow if there is a second offence.
 - The Academic Integrity badge will be revoked. The student will be required to complete a separate version of the Academic Integrity course.
 - The student will be allowed to resubmit the affected assignment, mark reduction may apply.
- *Second offence:*
 - The submitted work will receive a grade of zero.
 - The student will be placed on probation and their academic work will be carefully monitored.
 - The student's parents or guardians will be notified about the situation and required to sign a new Academic Integrity Agreement Form.
 - The student may be suspended for a time determined by Rosedale Academy.
- *Third Offence:*
 - The student may be expelled or denied re-enrolment at Rosedale Academy.

7. Attendance Policy

Regular attendance and participation is vital to students' academic success. Rosedale Academy expects students to attend regularly and to participate actively in all instructional activities as described in the course syllabus.

Requirements: In order to demonstrate achievement of the Ministry of Education learning expectations and earn a course credit, students must:

- Successfully complete 110 hours of online course learning activities

Rosedale Academy monitors student attendance and participation through students':

- Presence and log in on the learning management system, students are expected to login a minimum of once per week.
- Completion of course content, including online / offline learning activities, which is designed to be total 110 hours of planned learning (approximate hours allocations to activities, lessons and units etc.)
- Participation and engagement in learning activities independently or with teachers and other students
- Ongoing online discussion and communication with the teacher and other students.

When students are not active participants in course activities for more than one week, the teacher and principal will take the following actions:

- The Online Course Teacher will attempt to contact the student
- The Online Course Teacher will inform the appropriate Program Manager if the student continues to be absent
- The Program Manager will inform the principal
- If there is no change in attendance or behaviour, the principal will contact the parent/guardian, School Administrator, or student (over age 18) to determine if there are unknown or additional circumstances to consider or whether the student should withdraw from the course

The goal of these communications is to encourage students to re-engage and successfully complete the course.

- Students who wish to leave a course before it is finished are required to submit a Course Withdrawal Form.
- Students who do not re-engage with course material will be withdrawn without credit or refund