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A. Code of Conduct

All students and staff must comply with the Code of Conduct set out by Rosedale Academy:

- Demonstrate honesty and integrity
- Treat others with dignity and respect, especially when there is disagreement
- Respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, creed, sex, age, family status, or ability
- 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 needs of others to work in an environment that is conducive to learning and teaching
- Discourage others from engaging in bullying or cyber-bullying

B. Standards of Behaviour Conduct for Students

1. Acceptable Use

Rosedale's Learning Management System (LMS) is reserved solely for educational purposes. All participants are required to conduct themselves in a respectful manner and to avoid unethical or illegal activities. The LMS logs all online activity for all users. Participants who do not use the LMS for its intended purpose will have their registration and access withdrawn. Disciplinary action may include suspension from the course or expulsion from Rosedale Academy.

To protect your LMS account, ensure that you **keep your log-in credentials secure. Do not share your log-in credentials with anyone.**

2. Academic Integrity

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

Cheating on Tests and Exams

Tests and exams must be proctored by a Classroom Teacher, Administrator or through live video. The following actions will be considered as cheating:

- Viewing or using tests or examinations without permission of the proctor
- Using notes, translators, or other unauthorized aids in an examination
- Getting help from other people (teachers, tutors, administrators, other students) during a test or exam
- Sharing or allowing another student to copy or use his/her test or exam
- Theft of a test or examination

Consequences for Cheating:

First Offence:

- The submitted test or exam will receive a grade of zero
- An Academic Integrity Violation report is added to the student's LMS profile and sent to the Partner School administrator.
- The student's parents or guardians will be notified about the incident and required to sign an Academic Integrity Report and Agreement Form

- The student cannot re-take the test/exam

Second Offence:

- An Academic Integrity Violation report is added to the student's LMS profile and sent to the Partner School administrator.
- The student may be withdrawn from the course without credit. Rosedale is not responsible for any delay in graduation date that may result from the withdrawal.

Plagiarism in Course Assignments

Plagiarism is the theft or improper use of someone else's work. This includes the unacknowledged use of another person's words, ideas, arguments or research. Plagiarism includes (but is not limited to):

- Using the words or phrases of another writer directly without inserting quotations and adding a citation
- Using the ideas of another writer without proper citations
- Using graphs, charts, figures or images from an external source without citation

Consequences to Plagiarism:**First Offence:**

- The submitted work will receive a grade of zero for major infractions or a 20% deduction in grade for minor infractions.
- An Academic Integrity Violation report is added to the student's LMS profile and sent to the Partner School administrator.
- The student may be allowed to resubmit the affected assignment (within the regular resubmission window) if the course allows resubmissions, and he/she has resubmission credits (see [Resubmissions](#) policy section).

Second Offence:

- The submitted work will receive a grade of zero.
- An Academic Integrity Violation report is added to the student's LMS profile and sent to the Partner School administrator.
- The student's parents or guardians will be notified about the situation and required to sign an Academic Integrity Agreement Form.
- If the student does not return the signed Academic Integrity Agreement Form, he/she may be suspended for a time determined by Rosedale Academy.
- Re-submission for the plagiarized assignment is not allowed.

Third Offence:

- The student may be withdrawn from the course without credit. Rosedale is not responsible for any delay in graduation date that may result from the withdrawal.

3. Attendance

Success in each course is directly related to regular and punctual attendance and logins to the Rosedale Learning Management System. All Rosedale course material is designed to be 110 hours of planned instructions.

All Rosedale students are expected to:

- Complete their course within 1 year of registration.
- Log in regularly. It is recommended that students log into the LMS at least once every school-day. Rosedale Academy monitors and records student attendance and participation.
- Complete all course readings and assessments.

Students who are part of a Partner School are expected to:

- Notify the Classroom Teacher or School Administration of any planned absence at least 48 hours prior to the absence.
- Notify the School Administration if they are sick and cannot attend class.
- Make up all work missed due to absences.

C. Academic Policies

4. Missed Deadlines

The following section only applies to students in classes with activity deadlines (due dates). Students studying independently or without a Classroom Teacher (self-study) are not required to follow deadlines. Students without deadlines are advised to make their own submission schedule.

Students who do not submit their work by the deadline will receive a grade of zero on that assignment.

- **If technology issues are encountered when trying to submit the assessment:**
 - Email your assignment to the Classroom Teacher BEFORE the deadline. Your Classroom Teacher will then verify assignment completion and set a deadline extension if required. You will then be able to submit it when your Internet connection improves.
- **If an unexpected sickness or circumstance occurs and you are unable to submit by the deadline:**
 - Notify your Classroom Teacher immediately. Your Classroom Teacher and administration will then evaluate your situation and set a deadline extension if approved.

- If you are away from class due to an external examination or other:
 - You are still expected to meet the deadline and submit your work.

Students who miss a deadline without a valid reason, may submit the assignment within 10 days of the original deadline by making the request through their *My Progress Page*; however, **it will be treated as a missed assignment and a 20% grade deduction will be applied.**

5. Wrong File Submissions

Students who submit the wrong or incomplete assignment will receive a grade of zero. Students may submit the correct assignment within 10 days of the original deadline by making the request through their *My Progress Page*; however, **it will be treated as a missed assignment and a 20% grade deduction will be applied.**

Students are expected to carefully check their work before uploading to the Learning Management System. Once a file has been uploaded, the students will be prompted to agree to the following statement before submitting to the Grading Teacher:

I acknowledge that this assignment is complete, is my own work and that I have followed proper academic integrity rules. I understand that I will receive a ZERO grade for wrong or incomplete submissions and any type of academic integrity violation, including:

- *Submitting the wrong file or incomplete file*
- *Copying words or ideas from another source*
- *Not including proper citation*
- *Copying content from translation tools*

Students are also expected to:

- Follow the instructions on the assignment page and submit the correct file format. Accepted formats are as follows: **.doc, .docx, .pdf, .ppt., .pptx., .ppts, .zip, .mp4.**
- To check if your file is correctly uploaded: Once the file has been uploaded, click on the file name to open it before submitting. Ensure that the file opens properly and that it contains the proper content.

6. Resubmissions

To support student learning, students may resubmit assignments in some courses. The following resubmission rules apply:

- **English, Guidance, Canadian & World Studies, Humanities courses:** a maximum of **two** summative assignments may be resubmitted.
- **ESL and EAP courses:** a maximum of **four** summative assignments may be resubmitted.
- Resubmissions are not allowed in any other subject.
- Once an assignment has been graded, the student will have **72 hours** to resubmit by clicking the “Resubmit” button in their *My Progress Page*.
- There is no resubmission allowance for mid-term projects, unit tests, and final projects/exams.
- A student is only allowed to resubmit when all the following conditions are met:
 - The course allows assignment resubmissions
 - The resubmission time period has not expired (72 hours after grade is received)
 - The student has at least 1 resubmission token remaining
 - The student has a “High” *Participation Power* level

7. Grade Appeals

A student may appeal a grade on any summative assignment if they believe the grade is an unfair assessment of their work. The following process must be followed:

- 1) The student must first ask his/her Classroom Teacher to review the matter. If the student is a self-study student, they may go to the next step.
- 2) The Classroom Teacher (or the self-study student) may contact the Grading Teacher directly to request clarification on the grading.
- 3) If the student still wants to appeal the grade after consulting with the Grading Teacher, the Classroom Teacher must submit the [F18 – Grade Appeal Form](#) on behalf of the student. Self-study students may submit the form directly.
- 4) The Grade Appeal Form must be submitted within **4 school days** after the grade is awarded. If it is outside this time window, assessment grades can no longer be appealed.
- 5) Students will receive the results of their appeal within 5 business days after the Grade Appeal Form is received.

It is important to note that, if a neutral third-party is required to regrade the assignment or test, the updated grade is the final grade, and it may be higher or lower than the original grade.

8. Test and Exams

i) Supervision

- All tests and exams must be conducted under the supervision of a Classroom Teacher or a School Administrator either through video proctoring or in-class proctoring. Independent students should refer to their *Welcome Letter* for proper test/exam procedures.
- All Rosedale tests and exams require the use of *Safe Exam Browser (SEB)*. Student must ensure that they have downloaded and tested SEB at least a week prior to their first test.
- During a test/exam, students may not ask proctors, or any other person, questions about the content. **Proctors cannot answer any questions related to content or to clarify concepts on a test.**
- Any academic dishonesty, as mentioned in the [Academic Integrity policy](#), will result in a zero grade on the assessment and a flag in the student's academic records.

ii) Final Exams

- The final exam is the **final point** of a course. Once the exam is submitted, the course is completed and is closed.
- Missed assignments will not be accepted after the final exam has been submitted.

9. Report Cards

At the conclusion of the final exam, report cards for the course will be sent to the School Administrator for distribution. For independent students, these report cards will be sent directly to the email address on file. For students that attend another Ontario school in a full-time capacity, a copy of the report card will be sent to the home school. Report cards are sent 10 business days following the completion of a course.

Once a report card is sent, the grade is final, and it will be recorded in the student's OSSD transcript.

10. Course Withdrawal

Students may withdraw from courses at any time by notifying the School Administrator.

- Course fees are not refundable once the student is enrolled in the course.
- Withdrawals must be completed before the mid-term point. In grade 11 and 12 courses, if a student withdraws from a course after the midterm assignment grade has been awarded, the grade will be shown in the student's OSSD transcript.

11. Course Retake

When retaking a course:

- Students **must** submit new assignments. Students cannot re-submit work that was graded in the past.
- Rosedale Grading Teachers have tools that allow them to match new assignments to previously submitted assignments. If a student resubmits the same assignment, a zero will be given.