

Rosedale Academic Policies

1. Code of Conduct (All Students and Staff)

All members of Rosedale Academy and Partner Schools must:

- Comply with Academic and Operational Policies;
- Demonstrate honesty and integrity;
- Respect differences in people, their ideas, and their opinions;
- 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 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 needs 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 (All Students and Staff)

The Acceptable Use policy defines the ways in which a user may behave in the Rosedale Academy learning management system. All participants are required to conduct themselves in a respectful manner and to avoid unethical or illegal activities. Please note that the learning management system logs all online activity for all users.

Rosedale's learning management system is intended for educational purposes. Commercial, illegal, obscene, and other inappropriate activities are prohibited. Participants who do not follow these guidelines will have their registration and access withdrawn. Disciplinary action may include suspension from the course or expulsion from Rosedale Academy.

3. Submission Deadlines (for Partner School Students)

- Assignment Submission deadlines are noted on the course schedule, which is created by the *Classroom Teacher* at the start of the course. Moodle (i.e. the online learning management system) will not accept submissions after the due date, and a grade of zero will be applied.
- If there was an unforeseen incident that prevented a student from completing the work on time, the student can request an extension from the *Classroom Teacher*. If the reason is determined to be valid, the *Classroom Teacher* must submit a ***Request to Extend Due-date*** form to the *Online Teacher* for approval.
- Extension requests are meant to accommodate students in exceptional situations. *Rosedale Academy* reserves the right to deny any request.

4. Resubmissions

To support student learning in language-intensive subjects, students may resubmit assignments based on the following policies:

- **English and Guidance courses:** a maximum of **two** summative assignments may be resubmitted.
- **ESL & EAP courses:** a maximum of **four** summative assignments may be resubmitted.
- Resubmissions are not allowed in any other subject.
- In all courses allowing resubmission, once an assignment has been graded, the student will have **48 hours** to resubmit.
- There is no resubmission allowance for mid-term projects, unit tests, and final projects/exams.
- A select number of **formative activities** must be completed successfully before a resubmission is allowed.

5. Appealing a Grade

- A student may appeal a grade on an assignment or test if they believe the grade is an unfair assessment of their work.
- Classroom students must submit their appeal request to the Classroom Teacher. If approved, the *Classroom Teacher* will then submit a Grade Appeal Form on their behalf.
- Non-classroom students may submit a Grade Appeal Form directly by following the instructions contained in the form.
- The Grade Appeal Form must be submitted within **48 hours** after the grade is awarded. Students will receive the results of their appeal within 3 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 may be higher or lower than the original grade.**

11. 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 who breaks their Academic Integrity Contract can expect to receive consequences listed below.

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 incident and required to sign an **Academic Integrity Agreement Form**.
- The student may be suspended for a time determined by Rosedale Academy.

Course Assignments

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

- First Offence:
 - The student will be required to submit the **Academic Integrity Agreement Form**. 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 may be allowed to resubmit the affected assignment. A 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-enrollment at Rosedale Academy.

12. Attendance Policy (for Partner School Students)

Success in each course is directly related to regular and punctual attendance. Attendance tracking and enforcement is done by the local school administration and shared with Rosedale Academy. Any student that is chronically absent or late may be suspended from his or her courses. Students are responsible to make up all work that missed due to absences. The attendance policy for your local school should be posted in your classroom bulletin board. Rosedale Academy reserves the right to deny credit to any student that does not adhere to the attendance policy.

13. Managing and Supervising Tests and Exams (starting Nov 18, 2019)

All tests and exams must be conducted under the supervision of a verified Classroom Teacher or School Administrator with a Rosedale badge, as displayed on the Rosedale LMS Dashboard. The use of any other supervisors must be approved by the Senior Academic Manager. Some tests will be conducted online while others will be paper-based. In both cases, the following protocol must be followed.

1. Checking delivery date and requesting password
 - 1 week before the test date, check your Deadline Manager to ensure that the scheduled date is correct.
 - Request the test password or paper-based test from the Online Teacher. For unit tests, make the request 3 business days before the scheduled test date. For midterm and final exams, 5 business days before the scheduled test date.
2. Preparing the room
 - Tests must be written in a classroom with separated desks or tables.
 - Ensure that walls do not have any text or posters that are relevant to the test being conducted.
3. Preparing the students
 - Ensure that student desks are clear of any objects, including notebooks, and electronic devices. Dictionaries and calculators are not allowed unless explicitly stated on the exam.
 - Announce the time that is allotted for the test/exam as well as any rules for bathroom breaks.
4. Supervising the test/exam:
 - Please stay in the room for the entire test period. Remain vigilant and make periodic walk-arounds for closer inspection.
 - Provide clarification on question instructions only.
 - If you catch a student cheating, collect his/her work and remove him/her from the room.
5. For online tests, ensure that all students submit their responses before the test timer expires. For paper-based tests/exam, follow this process:
 - Gather student's work and the question-paper.
 - Scan the test or the exam using a scanner or scan app (e.g. iScan or CamScanner).
 - Submit all exams in PDF format by email to the OT or by uploading to OneDrive
 - Store paper responses in a secure (locked) location for 10 days then shred all papers (do not put in trash can).

Recording Midterm Tests and Exams

Mid-term tests and final exams must be recorded with a video camera, and saved for a minimum of 12 months, according to the process outlined below. **Unit tests must also be recorded if they are NOT supervised by a registered Classroom Teacher or School Administrator.**

- Before the test/exam begins, place the camera at the back of the room and in such a position that it captures all students on the screen. You may use 2 cameras if necessary.
- Once the camera starts recording, announce the start of the test/exam
- The recording should be done in one continuous take. Ensure that the audio is also recorded.
- Upload the video to a cloud service in your local country and send an email to Academic Manager, along with the following information:
 - Name of your school
 - Name of test and exam supervisor
 - Exact name of the course, as shown in Moodle
 - Date and time of the test
 - Link to the video recording

Availability of Online Tests and Exams

- Classroom Teachers are able to preview unit tests before the scheduled test date.
- Classroom Teachers are not able to preview midterm tests and final exams. All multimedia and preparatory information will be provided to the Classroom Teacher at least 3 days before the test date.