

1. Code of Conduct

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

The Acceptable Use policy defines the ways in which a user may behave in the Rosedale Academy Learning Management System (LMS). 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 LMS 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 Participants who do not follow these guidelines will have their registration and access withdrawn.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. 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 the consequences listed below.

Cheating

Tests and exams must be proctored. Cheating on a test or exam includes (but is not limited to):

- viewing or using tests or examinations without permission of the teacher;
- bringing and using notes, electronic or online translators, or other unauthorized aids in an evaluation or examination;
- receiving help from other people (teachers, tutors, administrators, other students, etc.) during a test/exam;
- sharing or allowing another student to copy or use one's test/exam;
- theft of a test or examination

Rosedale Academy has zero tolerance on cheating. In the event of a cheating incident, the following will occur:

First Offence:

- The submitted test or exam will receive a grade of zero.

- 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:

- The student may be withdrawn from the course.
- Rosedale and any associated Partner (home) School is not responsible for any delay in graduation date that may result from the withdrawal.

Plagiarism

Plagiarism is the theft of someone else's work. The unacknowledged use of another's words, ideas, arguments or research is plagiarism.

Plagiarism includes (but is not limited to):

- Handing in an assignment that was not written, in whole or in part, by myself
- Copying ideas, images, direct quotations, etc. without proper citation
- Self-plagiarism, re-submitting an assignment for another class
- Use of a previous term's assignments, tests, solutions
- Using a classmate's assignment as the basis or as a reference for your own or allowing someone else to do this with your assignment

To prevent plagiarism, students will learn how to properly use and cite another author's words, ideas, arguments or research during Rosedale courses and the Academic Integrity Certificate Program.

The core message of the Academic Integrity Certificate Program is simple: students should focus on expressing their own thoughts and ideas. Any thought, idea, or fact that is not the student's own must be properly cited and referenced.

In the event of a plagiarized assignment, the following will occur:

First Offence:

- The submitted work will receive a grade of zero.
- An Academic Integrity Report is sent.
- The student is allowed to resubmit the affected assignment (provided all resubmission criteria are met).

Second offence:

- The submitted work will receive a grade of zero.
- 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, they may be suspended for a time determined by Rosedale Academy.
- No re-submission of the plagiarized assignment is allowed.

Third Offence:

- The student may be withdrawn from the course.

- Rosedale and any associated Partner (home) School is not responsible for any delay in graduation date that may result from the withdrawal.

4. Attendance

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 and records student attendance and participation through students':

- Presence and log in on the learning management system, *students are expected to login to their course on a regular basis*
- 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, the following actions may take place:

- The Online Teacher will attempt to contact the student;
- If no answer is given, the Online Teacher will inform Rosedale's Principal;
- If there is no change in attendance or behaviour, the Principal may contact the parent/guardian, Partner (or home) School staff, 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 communication points is to encourage students to re-engage and successfully complete the course. All students have 12 months to complete a course unless otherwise approved by Rosedale, after a year, the student will be withdrawn from the course. Please note that students who have enrolled in a course and who have not completed the course will not receive any refund or credit for that course.

5. Resubmissions

To support student learning, students may resubmit assignments according to the following guidelines:

- **English, Guidance, Canadian & World Studies, Social Sciences 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 **48 hours** to resubmit.
- There is no resubmission allowance for midterm 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 student has at least 1 resubmission token remaining
 - The resubmission time period is open (48 hours after grade is received)
 - The student has a "High" *Participation Power* level
 - The student has not written the final exam

6. Grade Appeals

A student may appeal a grade on an assignment or test if they believe the grade is an unfair assessment of their work.

- Students must first contact the Online Teacher for an explanation of the grade. The Online Teacher may be able to provide more clarification on the grading.
- If students still want to appeal a grade after the Online Teacher's response, a [Grade Appeal Form](#) must be submitted.
- For Partner School students, the Classroom Teacher will submit the [Grade Appeal form](#) on the student's behalf.
- Non-Classroom Students (Independent students) may submit a [Grade Appeal Form](#) directly.
- The Grade Appeal Form must be submitted within **4 days** 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. The updated grade will be the final grade.**

7. Tests & Final Exams

All tests and exams must be conducted under the supervision of a designated proctor. All Rosedale tests and exams require the use of LockDown Browser.

Final Exams

- Any unsubmitted assignments will not be accepted once the exam has been written. A grade of zero will be assigned for each unsubmitted assignment or each unwritten test after the exam has been written.
- Grade Appeals and Resubmissions will not be accepted after the final exam has been written.
- Students cannot be absent from final exams for any reason except family or personal emergencies. In the event of an emergency, a certificate or official letter must be sent to Rosedale.

8. Submission Deadlines (Only applicable for Partner School Students)

- Students can see all deadlines (due dates) in the "My Progress Report" page, which is located in the Student Menu. Any student that does not submit an assignment before the deadline will receive a grade of zero.
- If an unavoidable incident prevents a student from completing an assignment on time, the student can request a due date extension from the Classroom Teacher. Students with multiple extensions in a single course may be required to meet with Rosedale staff and the Classroom teacher to review the reasons for the extensions.
- Deadline extensions are meant to accommodate students in exceptional situations. Rosedale Academy reserves the right to revoke any extension even if a grade has been awarded.