



YCDSB Continuing Education

CODE OF CONDUCT

Please review this before the start of your class.

ABSENCES

Attendance is mandatory and students must be present for the entire duration of the class.

Students are granted a **3 Absence Maximum**. On the **second absence**, the teacher will inform the student and parent that if another class is missed they **will be removed from the class** as the learning requirements have not been met.

PARTICIPATION

Students are required to participate in the class when called upon, unless alternate arrangements have been discussed with the teacher.

ASSIGNMENTS

Students are required to complete all assignments/tests on time in order to achieve a grade unless alternate arrangements have been discussed with the teacher.

Deadlines are required to be met.

Extensions are not guaranteed, regardless of work schedules or if students are in multiple classes.

ELEARN

In asynchronous learning, the class starts and ends on certain dates and students are required to login daily. By not logging into the D2L it is considered an absence. Students that do not log in after 3 days will be removed from the class. Daily log in is required to ensure students are moving through the content. Deadlines are still required to be met in order to continue with the course. At times, the teacher may require live conferencing with the student regarding their work.

ACADEMIC INTEGRITY

If there is concern or suspicion of academic dishonesty in student work, (for example, plagiarism, using AI-generated work for submission such as ChatGPT, Quillbot, etc., or the hiring of an outside source) students may be asked to attend a meeting for supplemental questions of their work with an administrator present. If the student cannot satisfactorily demonstrate the required knowledge, then the student will be given a mark of zero.