



# 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 email the student and parent. Students will be provided the Drop Form. Teachers **will fill out the drop form on the fourth absence** as the learning requirements have not been met. Technical difficulties are not an excuse and they will be considered an absence.

### 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 access their eLearn course daily. By not accessing the course, it is considered an absence. Daily access is required to ensure students are moving through the content. Teachers will fill out the Drop Form for students that do not access the course for 3 days. 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.