Elite High School

Students **must** download and read the Student Handbook.
Students are responsible for knowing all of the information contained within the handbook.

INTRODUCTION

Each student is unique and different. In order for students and teachers to work together successfully, given our individual differences, we must practice common courtesy and display good manners in all our interactions with each other and this is even more important in an online learning environment.

The regulations made under the Education Act include the following requirements for pupils: A pupil shall: a) be diligent in attempting to master such studies as are part of the program in which the pupil is enrolled; b) be courteous to fellow pupils and teachers; c) take such tests and examinations as are required by or under the Act or as may be directed by the Minister.

ACADEMIC DISHONESTY

Academic dishonesty includes practices such as plagiarism, cheating on tests, examinations and assignments.

Students need to be aware that any form of academic dishonesty is not acceptable and may result in a suspension of privileges and / or loss of credit. Examples of academic dishonesty include:
- cheating, using unauthorized notes or copying other's answers on tests / exams,
- inappropriately using internet / web site materials
- substituting or impersonating for another student in any aspect of the online program
- paying or asking someone else to write an essay and submitting it as your own work
- obtaining information in whole / part of an unauthorized test or exam beforehand
- giving test / exam answers to other current and potential students,
- padding bibliography references
- exaggerating or fabricating data in reports etc.
- using another's work, words or ideas without giving proper credit

PLAGIARISM POLICY

Plagiarism is a serious academic offense. As such, many education providers, including the Elite High School (EHS), purchase online services that identify plagiarism in student work.

Students should be aware that post secondary institutions frequently remove students from courses or entire programs for plagiarism and other forms of academic dishonesty.

Where a student has been found to have plagiarized material – whether a single sentence, a paragraph or an entire assignment, the following will apply:

First Incident: Your teacher will inform you as to which parts of the assignment have been plagiarized. You will be assigned a zero for the plagiarized questions and given an opportunity to resubmit those questions. Marks may be awarded for those resubmitted questions.

Second Incident: Your teacher will inform you as to which parts of the assignment have been plagiarized. You will receive zero on the entire assignment. (This may mean a zero for the assignments portion for that particular module). The Principal will be notified.

Third Incident: Your teacher will inform you as to which parts of the assignment have been plagiarized. You may be removed from the course without credit. The case will be brought to the attention of the Principal. Where a student has shown a pattern of plagiarism despite warnings, the consequence may be a loss of this credit for this student.

You should always assume that your teacher requires material to be written in **your own** words. In courses where there is a textbook, it may not be required to reference those assignments drawn form the text. However, you should always write your answer in your own words not as they appear in the text

PLAGIARISM

Working in an online environment presents students and educators with many challenges. Among those challenges for educators is creating a positive working relationship with students when the educator may never actually have face to face meetings with the student. Consequently, relationships between student and teacher are dependent upon the written word. The teacher must feel confident that the written words of a student are his or her own. Without that confidence a teacher cannot objectively evaluate a student's performance.

For this reason, the Elite High School has a strict plagiarism policy that recognizes that the relationship between student and teacher online is very different from one established in a bricks and mortar classroom.

Please carefully read over this policy before you submit assignments in any EHS courses. It would be a good idea to print the policy procedure and keep it handy before you submit any assignments in your courses.

What is Plagiarism?

Plagiarism can be defined as: using someone else's words, ideas or thoughts as if they were your own. Plagiarized material may be an entire paper, a paragraph or even a single sentence. Without exception, your teachers want you to submit your assignments in your own words, and to give credit to sources that you have used for information, data, graphics and ideas. Where you have used ideas or information from another source, you should name the source of that information in a bibliography. The format of your bibliography will be prescribed by your teacher. Paraphrasing is the technique that authors use when they would like to borrow information from sources without plagiarizing. Paraphrased information uses your own words to express the ideas of another author. To paraphrase without plagiarizing, it is a good idea to read the author's information once or twice and then put the original information aside while you rewrite it in your own words. For some examples of paraphrased material and an exercise on paraphrasing, link to

the Purdue University Online Writing Lab (OWL) at:
http://owl.english.purdue.edu/handouts/research/r_paraphr.html .

Please note that paraphrased material must still cite the information source.

Sometimes students will submit entire paragraphs in quotation marks and cite the source of information in a bibliography. You should always use your own words or ideas for the bulk of your work. Quotes should be used sparingly in your assignments. They should be used only where the author's words have special meaning. An example of this might be "Personally I'm always ready to learn, although I do not always like being taught." (Sir Winston Churchill) Clearly, paraphrasing this sentence would result in the loss of its impact. In science and geography courses there are very few occasions when you will need to use quotes.

To find more information on what plagiarism is (including examples) and how to paraphrase, visit these web sites:

Georgetown University:
http://www.georgetown.edu/honor/plagiarism.html

Purdue University Online Writing Lab (OWL):
http://owl.english.purdue.edu/handouts/research/r_paraphr.html

Students should know that their assignments will be scrutinized by state of the art software which determines how much of an assignment has been plagiarized and its point source. The software also maintains an anonymous database of previously submitted assignments and will compare your work to that of other students.

You should always assume that your teacher requires material to be written in your own words. In courses where there is a textbook, it may not be required to reference those assignments drawn form the text. However, you should always write your answer in your own words – not the text's!

Code of Conduct

Elite High School Learning Program

ACCEPTABLE AND EXPECTED BEHAVIOUR

All members of the EHS community must:

- Demonstrate honesty and integrity
- Respect the differences in people, their ideas and opinions
- Treat one another with respect and dignity especially when there is disagreement
- Respect and treat others fairly
- Respect the rights of others
- Demonstrate respect for others especially those in positions of authority
- Respect the need of others to work in an environment that is conducive learning and teaching in an online setting
- Be courteous and polite at all times especially in electronic mail exchanges

In addition all students must:

- Respect the integrity of all online systems and networks
- Respect all copyright laws
- Respect the personal information and privacy of others
- Be active and engaged participants in the learning program
- Be accountable for off-school internet services which may have a negative impact on the EHS program, teachers or students
- Obey directions from teaching and administrative staff
- Complete all assignments and work in a timely and thorough manner

UNACCEPTABLE BEHAVIOUR

All members of the EHS community must not:

- Engage in bullying or aggressive behaviour
- Threaten or intimidate others
- Engage in behaviours motivated by hate or bias
- Commit any act of vandalism that causes damage to EHS property or servers
- Create a disturbance with interrupts or disquiets the proceedings of the EHS, a class, or any learning environment
- Engage in any behaviour that would be considered as conduct injurious to the moral tone of the EHS or injurious to the physical or mental well being of others
- Misrepresent an identity or assume the identity of another by using login credentials other than those specifically assigned. This includes using email or login information issued to another including family members

In addition, all students must not:

- Share login credentials with anyone else including family members
- Knowingly upload any file or program that contains a virus, malware or other malicious code
- Reproduce course content including assessments, electronic mail correspondence, digital captures, discussion or chat threads in any fashion and to any other server without explicit written permission from the EHS principal or designate
- Use anyone else's login account
- Write, use, send, download or display any information that is hostile, insulting to others, obscene, threatening, or otherwise offensive.
- Discuss in any open forum information that is critical of another student or teacher. Discussion forums and chat threads are open to all EHS members and not inappropriate mediums for private correspondence.
- Engage in any of the following acts of academic misconduct: *Cheating*: The act or attempted act of deception, in which a participant falsely represents that he or she has learned information in an academic exercise including unauthorized collaboration with others. *Plagiarism*: Representing the words, data or ideas of another as one's own in any academic exercise. *Collusion:* Intentionally or knowingly helping or attempting to help another commit academic misconduct such as substituting for a test or completing an assignment for someone else. Collaborating with others while taking online tests or similar summative evaluation.

Students can expect that:

- Appropriate and progressive discipline will result when EHS rules and routines are violated
- While parental input is welcomed and considered, it is the responsibility of the EHS staff and administration to make decisions about discipline
- Login privileges will be revoked at the discretion of the EHS Principal for acts deemed injurious to the moral tone of the program, injurious to the physical or mental well-being of any other member of the EHS community, or contrary to the Board or EHS Code of Conduct.
- Suspension pending expulsion must be considered by the Principal for any act considered by the Principal to be significantly injurious to the moral tone of the program and/or to the physical well-being of others or for any conduct which is so refractory as to demonstrate that the student is unwilling to respect or respond to authority and/or respect the rights or dignity of other EHS community members despite having been given reasonable opportunity to do so.

ONLINE COMMUNICATION PROTOCOL

Each student is unique. In order for students and teachers to work together successfully given our individual differences, we must practice common courtesy and display good manners in all our interactions. This is even more important in an online learning environment where tone of voice and facial expressions are not used to affect subtle differences in meaning.

- You are expected to be courteous and considerate in your dealings with others.
- You are not permitted to verbally harass others, nor are you allowed to use profane or improper language during live sessions, email or any other personal or electronic communication.
- While conventional email communication often involves short forms, creative spelling and slang, you are reminded that the EHS is a high school. Any and all communication with your teachers, the Principal, the office, and the technical staff must be in full sentences, and include appropriate grammar, punctuation and correct spelling.
- You are not to give any personal information to your classmates. As within any online environment, you should never give out your address, telephone number(s), personal email address(es) or disclose descriptive personal information. In short, if you post personal information online that is accessible to the public you may receive unsolicited messages from other parties in return. Ultimately, you are solely responsible for maintaining the secrecy of your passwords and/or any account information. Please be careful and responsible whenever you are online.
- You are required to communicate with your teacher with the same degree of respect that is required in a traditional school setting. If you are disrespectful in an email, live meeting, telephone conversation or discussion area, you will be warned about acceptable behaviour. If the behaviour persists, you may be removed from the course.

PRIVACY POLICY

The Elite High School believes in and fully supports an individual's right to privacy on the Internet. We have created this privacy statement in order to demonstrate our firm commitment to your privacy. The following discloses our information gathering and dissemination practices.

"Personal Information" includes your name, e-mail address, mailing address and other information that identifies you personally.

The Elite High School (EHS) collects personally identifiable information from you during the registration process. The EHS may also collect personal information when you register for or use any Service, report a problem or submit a question about our Service or respond to a survey or other request for information.

The EHS uses personal information only for its own internal purposes, such as to deliver services to you and others; administer our web site and hosted intranet sites, provide technical support, or to contact or send information to you or other members of your group.

We will not sell, rent or release personal information to any person except with your permission. We may use demographic or usage data that is aggregated from personal information you provide or we collect. Such data will be compiled in a way that protects individual personal information.

By registering for and using the Service, you agree to abide by this Privacy Policy. You also agree to the collection, storage and use of personal information about you, in accordance with this policy.

EXAMINATIONS

Most courses offered by the Elite High School include a final examination component. Your teacher will provide you with information regarding your final examination. All final exams must be completed under the supervision of a proctor. It is the student's responsibility to make arrangements for the exam proctor. No remuneration for proctors is provided by the Elite High School. A completed proctor form **must** be returned to the Elite High School before any final marks are released.

SCHOOL REPORTS

Report cards are issued twice each semester. In addition, an at risk report is generated within 6 weeks of entry into a course and provided to let students who are not succeeding know of this and seek remediation.

COURSE SYSTEM ACCESS DEPOSITS / REFUNDS / WITHDRAWALS

System access deposits are charged at the beginning of each semester for new and returning students who have had a break in attendance. A deposit of $50.00 per course is required per semester. **Should you withdraw, you forfeit this deposit.** Additional deposits for semester 2 may be required. Course deposits are carried forward upon successful completion of Semester 1 for courses in Semester 2. Refunds for successfully completed courses are issued in July.

Once the semester begins, course deposits are forfeited if the student withdraws from a course.

You need to notify our office using your student EHS gmail account that you wish to withdraw from one or all of your courses. You can also login to your application and update your student notes. If you are under 18, a parent/guardian must email the registrar: info@elitehighschool.com with the request from their personal email account.

If you are attending another publicly funded or private school your guidance counsellor must email the registrar: info@elitehighschool.com with the request.

ONTARIO MINISTRY OF EDUCATION DIPLOMA REQUIREMENTS:

- Students must complete the 30 credits.
- 4 English (1 in each grade)
- 3 Math (1 at Grade 11 or 12)
- 2 Science
- 1 French
- 1 Canadian Geography
- 1 Canadian History
- 1 Physical and Health Education
- 1 Arts credit
- 1 half credit in Careers (Grade 10)
- 1 half credit in Civics (Grade 10)

PLUS

Group 1 - One of: English or Third Language or Social Sciences or Canadian and World Studies or Guidance Education or COOP

Group 2 - One of: Physical Education or Music or Drama or Dance or Visual Arts or Business/Entrepreneurial Studies or COOP

Group 3 - One of: Science (Grade 11 or 12) or Technology (Grade 9-12) or COOP

PLUS

12 Optional Courses.

PLUS

Ontario Secondary School Literacy Test (OSSLT)

PLUS

Forty Hours of Community Involvement

COMMUNITY INVOLVEMENT

Students must complete a minimum of forty hours of community involvement activities. These activities may be completed at any time during their years in the secondary school program.

The community involvement requirement is designed to encourage students to develop awareness and understanding of civic responsibility and of the role they can play in supporting and strengthening their communities. Students and their parents are responsible for maintaining records in this program.

GRADE TEN OSSLT

This "pass/fail" test is based on the Ontario curriculum expectations for language and communication up to and including Grade 9.

Students will write the test during their Grade 10 year. Students who are not successful will have an opportunity to retake the test. Students who do not pass the test after two attempts must successfully complete the Grade 12 Literacy Course in order to obtain the diploma.

SUBSTITUTIONS

Substitutions of courses may be made to the compulsory credit requirements. Such substitutions must be approved by the Principal and will only be allowed in special circumstances. Written parental approval for such a substitution is required for students under the age of 18. Only three substitutions may be made.

THE ONTARIO SECONDARY SCHOOL CERTIFICATE

The Ontario Secondary School Certificate will be granted on request to students who leave school before earning the Ontario Secondary School Diplomas, provided that they have earned a minimum of 14 credits distributed as follows:

Compulsory Credits (Total of 7)

2 credits in English

1 credit in Canadian Geography or Canadian History

1 credit in Mathematics

1 credit in Science

1 credit in Health and Physical Education

1 credit in the Arts or Technological Education

Optional Credits (Total 7)

7 credits selected by the student from available courses.

The provisions for making substitutions for compulsory credits also apply to the Ontario Secondary School Certificate.

CERTIFICATE OF ACCOMPLISHMENT

Students with special needs will be eligible for a Certificate of Accomplishment on completion of their Secondary School Program. See student services staff for more information.

FULL DISCLOSURE

An Important Notice to Students enrolled in grade 11 & 12 courses:

As of the 1999/2000 school year, the Ontario Student Transcript will include (among other things):

- full disclosure for all secondary students taking grade 11 & 12 credit courses
- all grade 11 & 12 courses taken or attempted, and credits earned

Further:

If a student withdraws from a grade 11 or 12 course within five instructional days following the issue of the first provincial report card in a semestered or non semestered school, the withdrawal is not recorded on the OST.

Students who withdraw from credit courses offered through continuing education (night school or summer school) or through distance education, including the Independent Learning Centre, are also allowed an equivalent amount of time to withdraw from a course. The principal who oversees the continuing education or distance education program will determine the amount of time allowed before the withdrawal must be recorded on the OST. If the student withdraws from a course after the time allowed, the withdrawal is recorded on the OST by entering a "W" in the "Credit" column. The student's percentage grade at the time of the withdrawal is recorded in the "Percentage Grade" column.