



## Student Code of Conduct

Pathways Educational Services is an Ontario Ministry inspected private high school. Our BSID is 889191.

The mission of Pathways Educational Services is to provide best in class educational programs, opportunities and experiences that promote student achievement and life-long learning. The mission is anchored by our core values which promote academic excellence, foster leadership and prepare individuals to contribute to an everchanging landscape.

The vision of Pathways Educational Services is to empower all learners, using technology to experience scholastic success. We strive to promote students to achieve their highest academic potential at a pace and timing that best supports their personal learning style. Research has demonstrated the tremendous importance and value of completing secondary education, not only for the individual but also for the community and other stakeholders. Pathways Educational Services is committed to working with students and parents to enable all learners to accomplish their goals towards completing an Ontario Secondary School Diploma (OSSD).

## Attendance

Regular attendance is key to student success. Students who do not attend/log on regularly and/or who do not actively participate in their courses seriously jeopardize their opportunities to gain experience, learn, and reach their potential.

Teachers will monitor attendance patterns for their respective students and will work with them, and their parents/guardians to support students in any way they can. If student attendance issues cannot be resolved, the administration will be informed and consequences may include student and parental/guardian contact, attendance contracts, or even removal from the program.

Pathways Educational Services operates on a continuous entry and exit model where there is no defined start date or end date. It is therefore the students' responsibility to communicate their anticipated endpoint to the teacher and then adhere to that timeline (within reason).

### **Attendance Tracking**

Even though Pathways Educational Services is not a brick-and-mortar school, attendance is monitored and tracked. It is imperative that students spend time logged into their courses if they want to be successful in them. Teachers, through email, will contact students that lack a reasonable number of logins or if there is a prolonged period without a login. If students expect a long delay in course login, it is best practice to let your teacher know ahead of time. If student attendance issues cannot be resolved, the administration will be informed and consequences may include student and parental/guardian contact, attendance contracts, or even removal from the program.

### ***Non-credit hybrid students:***

Non-credit students' attendance is monitored by instructors and updated daily on an attendance tracking sheet. Non-credit students are expected to attend daily, excluding non-school days (weekends, holidays, etc.) and except where their individual program states otherwise. A single school day where a student is not in attendance is considered an absence.

**Virtual Credit Students:**

High school online credit students' attendance is tracked through the Learning Management System (LMS). Each log time the student logs in, the time, date and length of time logged in, are noted and are retrievable in the system. If a student in this category is encouraged to log in daily and is expected to log in at least 3 days a week. After 5 consecutive days of noted absences, the principal will send an email to the student/parent or guardian. The email will remind students of their responsibility to log in regularly to be successful. If 15 or more days go by with no attendance, the principal reserves the right to suspend the student from the course. To be reinstated, the student must provide a written reason and any documentation (if any) to support the request.

Students normally average 6 months to complete a course. If extra time is required because of personal reasons, please confirm the extra time required with your teacher. Students who do not complete their course within 12 months will be removed from the course and will not be reinstated unless there are extenuating circumstances that can be verified by appropriate documentation.

## Academic Honesty - Plagiarism Policy

**Plagiarism** is defined by Pathways Educational Services as:

The act of presenting someone else's work, ideas, or words as your own without proper acknowledgment or citation, thereby falsely representing it as original.

Academic Students who present the work of others as their own are guilty of "plagiarism" and will receive a mark of zero for the work. The details of the plagiarism will also be noted in their school records.

**Cheating** is defined by Pathways Educational Services as:

In academics, cheating refers to any dishonest or unethical behavior by students that gives them an unfair advantage in academic assessments or achievements, including but not limited to copying others' work, using unauthorized aids, or misrepresenting one's own work as original.

Students who are guilty of cheating on tests or examinations will receive a mark of zero on the test or examination and have the details of the cheating noted in their school records.

Students must understand that the tests/exams they complete and the assignments they submit for evaluation must be their own work and that cheating, and plagiarism will not be condoned. The school will develop strategies for helping students understand the gravity of such behaviour and the importance of acknowledging the work of others. The school will also develop policies that address, at a minimum, the following:

- prevention of cheating and plagiarizing
- detection of incidents of cheating and plagiarizing
- consequences for students who cheat or plagiarize

Policies will reflect a continuum of behavioural and academic responses and consequences, based on at least the following four factors:

- the grade level of the student,
- the maturity of the student,
- the number and frequency of incidents, and
- the individual circumstances of the student.

## Appropriate Computer Use Policy

The Learning Management System (LMS) at Pathways Educational Services is designed for educational purposes only. All use of any LMS tool within course for any purpose other than the intended educational purpose is prohibited. The inappropriate uses include, but are not limited to, criminal, obscene, commercial, or illegal purposes.

The administration has the right to review all student work to determine the appropriateness of computer use. If the LMS is used inappropriately, the Administration will impose consequences, which may include suspension and/or removal from the program. Students need to be very vigilant to prevent them getting into a situation where they may be suspected of inappropriate use.

Therefore, students are reminded to:

- Always protect their passwords and not share them with anyone.
- Always inform their teachers of suspicious messages or other incidents that they encounter.
- Always only access content that is intended for student use.

## Safe Schools Policy

Pathways Educational Services will attempt to provide and maintain a safe and supportive educational environment in which learning can occur. Protection of a person's dignity and self-esteem is crucial and not negotiable.

All members of the Pathways Educational Services community, which includes students, staff, and parents, will treat each other with respect in all interactions. Any actions determined to jeopardize the moral tone of the learning community including disrespectful, distasteful, abusive, harassing comments made to any of our community members will not be tolerated and will be dealt with swiftly by the principal.

Consequences may include counselling, parental involvement, suspension, expulsions and/ or the involvement of the authorities. All steps of action shall comply with the laws governed by the Province of Ontario and the *Ontario Education Act*.