

Xspace Program Policies Overseas Program



This document outlines the main rules and policies in the Xspace Overseas Program. Students should also abide to the rules and policies of their local school or place of study when Xspace classes are not in session.

Table of Contents

CODE OF CONDUCT	3
CLASSROOM RULES	3
TECHNOLOGY REQUIREMENTS	4
STUDENT OWNERSHIP OF LEARNING.....	4
MISCONDUCT RESPONSE PLAN.....	4
LEVEL 1 MISCONDUCT.....	5
LEVEL 2 MISCONDUCT.....	5
LEVEL 3 MISCONDUCT.....	5
DISCIPLINARY PROCEDURES FOR ADDRESSING STUDENT MISCONDUCT	6
ATTENDANCE POLICY.....	6
VACATIONS	7
ACADEMIC MISCONDUCT POLICY	7
PLAGIARISM.....	8
CHEATING	8
BULLYING POLICY.....	8
STUDENTS ON PROBATION	9
ASSIGNMENTS & EXAMS.....	10
LATE ASSIGNMENT SUBMISSIONS	10
WRITING EXAMS.....	10
REWRITING ASSIGNMENTS AND EXAMS	10
MARKS & REPORTS.....	11
STUDENT PROGRESS REPORTS	11
FINAL MARKS.....	11
MARKS APPEAL.....	11
COURSE WITHDRAWAL.....	11
COMMUNICATION.....	12

Code of Conduct

The Code of Conduct sets standards for appropriate student behaviors in the Program or when engaging in any activity that impacts the Program environment.

Expected Conduct:

- Respect yourself, others, the Program's facility and grounds
- Actively participate in class and engage in learning
- Attend all scheduled classes and complete all homework in a timely manner
- Promote safety of yourself and others
- Abide by all classroom rules as set up by teachers

Unacceptable Conduct:

- Bullying and cyberbullying
- Misuse of technology including identity theft or breach of security
- Threats, intimidation, violence, harassment, and discrimination of any kind
- Use of foul language
- Truancy and tardiness
- Any form of disrespectful behavior including sleeping, eating and engaging in activities that are unrelated to school work during class time
- Theft, vandalism, possession of weapons
- Possession of or being under the influence of drugs or alcohol
- Possession of cigarettes, electronic cigarettes, vape pens, or vaping devices of any sort on Program property
- Academic misconduct including any format of plagiarism or cheating

Classroom Rules

To create a learning environment that is conducive to student learning, students are expected to adhere to all classroom rules in conjunction with the Code of Conduct as well as have proper technology in place for learning to be effective. The following are examples of expected classroom behaviour:

- Students must be on time and prepared for class.
- Students must speak English in class.
- Students must have their camera on during class, showing the entirety of their face.
- Students are not permitted to eat in class (drinking water is acceptable).
- Students must have class in a study environment that quiet and free of distractions.
- Students must be dressed appropriately for class (i.e. wear a shirt!).
- Students must respect all ideas given in class.
- Students are not permitted to use cell phones during class.

- Students must not browse the internet for content that is not related to class, play games, or chat with friends online during class.

Technology Requirements

- Students must have a desktop computer or laptop with a proper keyboard for class. Use of tablets and cell phones as substitutes are not permitted.
- Students must have a functional camera, speakers and microphone for class.
 - Students may be required to have headphones with a microphone for class if quality of audio is poor.
- Students must have an internet speed that can support virtual classes and stream videos smoothly (minimum bandwidth of 3.0 mpbs).
- **Students who do not meet the above technology requirements will be asked to leave the classroom and will be marked as absent**, as failure to meet technology requirements is disruptive to the classroom and other students' learning.
- Students must use their own computers and keep their course login information in a safe place. Disclosing login information to people other than Xspace staff may result in mischievous acts from others that can compromise the integrity of the student's course work.

Student Ownership of Learning

At Xspace, students are expected to be responsible and take ownership of their learning, meaning they are expected to be engaged, motivated, and self-directed. The staff at Xspace will do their best to assist students along the way, but ultimately, it is the student's responsibility to take charge of their own learning journey, which includes reading course instructions carefully, asking questions when things are unclear, and proactively communicating with members of their learning team including their course teacher, class facilitator and study advisor.

Misconduct Response Plan

The Program's response plan to student misconduct in the classroom is separated into three levels to help staff categorize the severity of student misconduct and to outline a fair process for dealing with it. Misconduct is not limited to the conduct listed under these three levels and may take other forms.

There are additional policies after this section that address specific misconduct pertaining to **Attendance, Academic Misconduct / Plagiarism** and **Bullying**. These policies are to be applied in conjunction with and to be complementary to the Misconduct Response Plan. In the event that there is any conflict between the Misconduct Response Plan and any of those specific policies, those specific policies will apply.

Level 1 Misconduct

Level 1 Misconduct is minor misconduct by a student and includes minor rule violations. Some examples of Level 1 Misconduct include but are not limited to:

- Minor class disruptions or breach of classroom rules
- Being late to or not prepared for class
- Disrespectful behaviour or inappropriate language
- Inappropriate public displays of affection
- Use of prohibited electronic devices in class

Level 2 Misconduct

Level 2 Misconduct is misconduct whose frequency or seriousness tends to disrupt the learning environment of the Program and to seriously affect the student's own education. Some examples of Level 2 Misconduct include but are not limited to:

- Continuation of Level 1 Misconduct or multiple Level 1 Misconduct infractions
- Lying/dishonesty
- Forgery of notes or signatures
- Academic misconduct/plagiarism
- Possession or viewing of obscene materials

Level 3 Misconduct

Level 3 Misconduct is misconduct that causes or may inflict physical harm to other students, and which may be considered as potentially criminal behaviour. Some examples of Level 3 Misconduct include but are not limited to:

- Continuation of Level 2 Misconduct or multiple Level 2 Misconduct infractions
- Fighting, intent to injure another person, unwarranted physical confrontations, and/or loss of control
- Theft, including keeping an item that is "found" without permission or borrowing an item without prior permission
- Smoking and vaping
- Possession of drugs or alcohol
- Vandalism
- Possession of a weapon including knives, fireworks, pellet guns, or replicas of these items

Disciplinary Procedures for Addressing Student Misconduct

The following details the procedures the Program will follow in normal circumstances to address and respond to student misconduct in the classroom.

Misconduct	Action Plan
Level 1	<ul style="list-style-type: none"> ● 1st offence: Staff will intervene with verbal warning. ● 2nd offence: A second verbal warning will be given to the student. ● 3rd offence: A written warning will be issued to the student, which will also be sent to the parent/guardian; offence escalates to a Level 2 Misconduct. <p><u>Additional consequences may include and are not limited to:</u></p> <ul style="list-style-type: none"> ● Apology to offended parties ● Detention ● Removal from classroom
Level 2	<ul style="list-style-type: none"> ⊘ 1st offence: A written warning will be issued to the student, which will also be sent to the parent/guardian. ⊘ 2nd offence: Student will be invited to meet with Program administrators. ⊘ 3rd offence: Student will be invited to meet with Program administrators. Student will be suspended from the Program for 3 days; offence escalates to a Level 3 Misconduct. <p><u>Additional consequences may include and are not limited to:</u></p> <ul style="list-style-type: none"> ● Community service ● Apology to offended parties ● Reflective essays ● Detention
Level 3	<ul style="list-style-type: none"> ● 1st offence: Student will be invited to meet with Program administrators. Student will be suspended from the Program for 3 days, and will be placed on Probation upon return to the Program. ● Breach of Probation terms: Student will be dismissed from the Program. <p><u>Additional consequences may include and are not limited to:</u></p> <ul style="list-style-type: none"> ● Responsibility for cost of repairs of any damage as a result of the misconduct ● Apology letter(s) ● Reflective essays

Attendance Policy

Students are required to maintain regular attendance in a course to maximize their learning.

- All students are expected to attend all classes on time.

- Students are expected to their faces visible on camera for the duration of class in order to be counted as present. **Failure to have faces visible on camera will be marked as an absence.**
- **Student lateness and absences are counted based on a per class basis (not per day).**
 - For example: One day's absence would equal 2 absences if the student has 2 classes scheduled that day
- Absences due to illness/injury will only be excused with a doctor's note.
- We understand that students may have other reasons for being absent. However, attendance is crucial to a student's learning and success, and students are expected to make every effort to attend class.

The following disciplinary steps will be taken to address absences:

- 1 absence: Verbal Warning & Notice to Parents
- 2 absences: Written Warning & Notice to Parents
- 3 absences: Student Meeting & Notice to Parents
- 4 absences: Final Written Warning & Notice to Parents
- 5 absences in a single course: Course Withdrawal

Vacations

There are scheduled breaks throughout the academic year during which students may take a vacation. No other vacation time will be granted, and students are expected to make up for missed work on their own if they are absent from class.

Academic Misconduct Policy

Academic misconduct is not tolerated at Xspace. Academic misconduct includes but is not limited to plagiarism (using words or ideas that are not your own, without acknowledgement) and cheating on an exam.

The disciplinary policy for general academic misconduct is as follows:

First Offence	<ul style="list-style-type: none"> • Verbal & written warning sent through e-mail to student • Parents will be notified
Second Offence	<ul style="list-style-type: none"> • Formal written warning • Student will be invited to meet with Program administrators • Student will be placed on Probation
Third Offence	<ul style="list-style-type: none"> • Student will be withdrawn from the Program

Plagiarism

Plagiarism occurs when taking someone else's work without accreditation and present as their own, which includes ideas, words, images, videos, audios and other formats of intellectual properties. Example of plagiarism including:

- Not recognizing the work from somebody and presenting in project/papers as the student's own
- Faking somebody else's words, sentences, as the student's own
- Finding a friend or tutor to write and/or heavily edit the student's work
- Using AI software or programs to generate work

All instances of plagiarism will be recorded. Plagiarism may result in an automatic zero on course assignments and/or other consequences as deemed suitable by the course teacher.

Cheating

Cheating occurs when the student destroys the integrity of assessment, including homework, quiz, project, test, exam and other format of evaluation of performance. Examples of cheating including:

- Copying part of assessment
- Unauthorized gain/give information of assessment
- Use unauthorized resources during exam, quiz, test

In the event a student is caught cheating during a supervised test, the test will immediately be suspended, and the incident reported to the course teacher. Re-writes may be allowed only under the discretion of the course teacher.

Students are expected to follow course rules regarding assignments and closed-book quizzes and tests that may be written at home. In circumstances where there is a large discrepancy is found between a student's self-supervised work (including quizzes/tests) and Xspace-invigilated exams, the course teacher may use only the invigilated exam marks to calculate the student's final course grade. Please refer to each individual course for the course policies.

Bullying Policy

Xspace has a zero-tolerance policy towards bullying. Students are prohibited from bullying inside the classroom.

Bullying is conduct that may often be perceived as aggressive and is unwelcome to others, including other students and staff members. Unwanted physical contact, verbal abuse and threats, unwelcome remarks including jokes, teasing or insults (in verbal, written or digital form which is also known as cyberbullying) about a person's body, appearance, race, gender, (perceived) sexual orientation, or religion are all forms of bullying. Other examples of bullying may include but are not limited to:

- Physical violence such as hitting, pushing or spitting at another student;
- Stealing, hiding, or damaging another student's property;
- Using offensive names when addressing another student;
- Teasing or spreading rumours about another student or his/her family;
- Mocking another student's abilities and achievements;
- Unreasonably excluding another student from a group activity;
- Making fun of another student's appearance, way of speaking or mannerisms; and/or
- Misusing technology to hurt, intimidate, embarrass, or humiliate another person.

The disciplinary policy for bullying in the classroom is as follows:

First Offence	<ul style="list-style-type: none"> ● Verbal & written warning ● Parents will be notified ● Detention or possible 3-day suspension ● Anti-bullying assignment and reflective activity issued ● Possible police notification
Second Offence	<ul style="list-style-type: none"> ● Student will be invited to meet with Program administrators. ● Student will be suspended from the Program for 3 days, and will be placed on Probation upon return to the Program. ● Possible police notification
Third Offence	<ul style="list-style-type: none"> ● Student will be withdrawn from the Program

Students on Probation

Probation means students are placed under strict supervision for a period of time during which they must meet certain goals set out by the Program. If by the end of this period students are unable to meet the goals, they will be asked to withdraw from the Xspace Program.

- The exact length of Probation is determined by Program administrators.
- The terms of Probation may differ for individual students given their situation.

If the requirements of Probation are met after this period, the student may resume his/her studies regularly.

If the requirements of Probation are NOT met after this period, the student will be dismissed from the Xspace Program.

Assignments & Exams

Late Assignment Submissions

Students are required to submit their assignments and projects, take quizzes, tests, and exams according to the assignment submission schedules of each course.

Outstanding/overdue assignments are listed on every progress report. Students who have chronic issues submitting their assignments on time are recommended to take additional support classes and/or seek external help.

Students who continually submit assignments late and cannot adhere to due dates run the risk of not being able to complete their courses on time. They may face the following possible consequences:

- No final mark can be issued at the end of term; the student will not receive credits for that course by the end of the term.
- The student may not be able to move onto the next grade level of the course.
- The student's graduation timelines may be delayed.
- The student may find his/her course mark to drop drastically. Very few students are successful in maintaining the quality of their work while cramming multiple assignments and tests at the end of the course.
- The student may be withdrawn from the course or be issued a low/failing grade if the course lapses past the final deadline given by the online school.

Writing Exams

- All tests and exams are written that require formal invigilation are written under supervision at Xspace's testing sites unless special permission is granted.
- Students who are 15 minutes late for the exam will not be allowed to write in that sitting, and will be considered to be a no-show.

Rewriting Assignments and Exams

Unless explicitly stated in the course, students typically have **one** attempt to submit assignments, quizzes and exams.

Requests to rewrite assignments after submission are not guaranteed, and such requests must be communicated by the student to the course teacher directly. Course teachers may have their own unique policies regarding assignment rewrites.

Quizzes and exams are generally not permitted to be rewritten.

Marks & Reports

Student Progress Reports

Student progress reports will be emailed to students at the mid-course and course-end checkpoints. Progress reports reflect the student's academic progress to date, including class behaviour, marks, and overdue assignments.

At any time, students can also access their courses directly to view their grades and feedback on assignments from course teachers.

Final Marks

Final marks are typically available 2 weeks after the completion of the final exam (or submission of the final assignment of a course, for courses without final exams).

This timeline may be delayed if students do not adhere to the due date schedule and submit assignments in bulk at the end of a course.

Marks Appeal

Students who feel the need to appeal their marks for assignments and tests must contact their course teacher directly as this is a process between the student and their course teacher. The course teacher has final say in whether or not marks can be adjusted. Please note that final marks cannot be appealed.

Course Withdrawal

Students who wish to withdraw from courses must seek approval from Xspace program administrators. It is important to note that course withdrawal will **not** lead to a refund of tuition.

Students should consider course withdrawal carefully as it may impact their graduation and post-secondary plans.

Communication

At Xspace, the primary official means of communication is email. Students are expected to check and respond to their emails regularly, as well as reach out to Xspace staff via email. Any other forms of communication channels (such as WeChat, Whatsapp, Facebook Messenger etc.) are not acceptable means for formal communication between the Program, students and parents. Students are also expected to communicate with Xspace staff in English.

Students can typically expect to receive email responses from Xspace staff the next business day. Emails are responded to during regular work hours. If students still do not receive a response after 2 business days, please send a follow-up email as sometimes emails can get lost in junk mail folders.

Xspace reserves the right to update the Program Policies at any time. Please refer to the Xspace website for the most updated version (<https://www.xspacelearning.com/XspaceOverseasProgramPolicies.pdf>).