

# **Xspace Program Policies 2020-2021**



This document outlines the main rules and policies in Xspace Programs.

## Table of Contents

<b>CODE OF CONDUCT .....</b>	<b>3</b>
CLASSROOM RULES .....	3
TECHNOLOGY REQUIREMENTS .....	4
STUDENT OWNERSHIP OF LEARNING.....	4
<b>MISCONDUCT RESPONSE PLAN.....</b>	<b>4</b>
LEVEL 1 MISCONDUCT.....	5
LEVEL 2 MISCONDUCT.....	5
LEVEL 3 MISCONDUCT.....	5
DISCIPLINARY PROCEDURES FOR ADDRESSING STUDENT MISCONDUCT .....	6
<b>ATTENDANCE POLICY .....</b>	<b>7</b>
VACATIONS & EMERGENCIES (BC FULL-TIME PROGRAM ONLY).....	7
<b>ACADEMIC MISCONDUCT POLICY .....</b>	<b>8</b>
PLAGIARISM.....	8
CHEATING .....	9
<b>BULLYING POLICY.....</b>	<b>9</b>
<b>STUDENTS ON PROBATION .....</b>	<b>10</b>
<b>LATE ASSIGNMENT SUBMISSIONS .....</b>	<b>10</b>
<b>WRITING EXAMS.....</b>	<b>11</b>
EXAM CANCELLATION AND RESCHEDULING .....	11
<b>MARKS &amp; REPORTS.....</b>	<b>12</b>
STUDENT PROGRESS REPORTS .....	12
FINAL MARKS.....	12
REQUESTING INTERIM MARKS FOR UNIVERSITY APPLICATIONS.....	12
MARKS APPEAL.....	12
<b>COURSE SELECTION &amp; WITHDRAWAL.....</b>	<b>13</b>
COURSE SELECTION & CHANGE (FULL-TIME PROGRAM) .....	13
COURSE WITHDRAWAL .....	13
<b>COMMUNICATION.....</b>	<b>13</b>

## 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
- Smoking or vaporizing within 6 meters of the office building or an air intake
- 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 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 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 mischievous acts from others that can compromise the integrity of 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, study advisor, and counsellor.

## Misconduct Response Plan

The Program's response plan to student misconduct 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
- Skipping class
- 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.

Misconduct	Action Plan
Level 1	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> offence: Staff (including Facilitators) will intervene with verbal warning.</li> <li>• 2<sup>nd</sup> offence: Study Advisor will meet with the student to discuss behaviour.</li> <li>• 3<sup>rd</sup> offence: Academic Coordinator will issue written warning and notify parents/guardians and Counsellor; offence escalates to a Level 2 Misconduct.</li> </ul> <p><u>Additional consequences may include and are not limited to:</u></p> <ul style="list-style-type: none"> <li>• Apology to offended parties</li> <li>• Counselling referral</li> <li>• Detention</li> <li>• Removal from classroom</li> </ul>
Level 2	<ul style="list-style-type: none"> <li>• 1st offence: Academic Coordinator will meet with the student to discuss behaviour, issue a written warning, and notify parents/guardians and Counsellor.</li> <li>• 2nd offence: Academic Coordinator and/or Counsellor will invite parents/guardians in for a meeting.</li> <li>• 3rd offence: Student and parents will be invited to meet with the Program Director. Student will be suspended from the Program for 3 days; offence escalates to a Level 3 Misconduct.</li> </ul> <p><u>Additional consequences may include and are not limited to:</u></p> <ul style="list-style-type: none"> <li>• Community service</li> <li>• Apology to offended parties</li> <li>• Reflective essays</li> <li>• Counselling referral</li> <li>• Detention</li> </ul>
Level 3	<ul style="list-style-type: none"> <li>• 1st offence: Student and parents will be invited to meet with the Program Director. Student will be suspended from the Program for 3 days, and will be placed on Probation upon return to the Program.</li> <li>• Breach of Probation terms: Student will be dismissed from the Program.</li> </ul> <p><u>Additional consequences may include and are not limited to:</u></p> <ul style="list-style-type: none"> <li>• Community service</li> </ul>

	<ul style="list-style-type: none"> <li>● Responsibility for cost of repairs of any damage as a result of the misconduct</li> <li>● Apology letter(s)</li> <li>● Reflective essays</li> <li>● Counselling referral</li> </ul>
--	--

## 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. This includes:
  - Regular virtual classes
  - One-on-one advisory sessions with the Study Advisor
  - In-person meetings with the Counsellor
- Students are expected to have their cameras on for the duration of class in order to be counted as present. **Failure to have cameras on 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 = 2 or 3 absence of classes based on the student's timetable.
- **Absences due to illness/injury will only be excused with a doctor's note** (the note must come from a doctor registered with the College of Surgeons and Physicians of British Columbia).
- 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.

### Calculation of lates and absences:

- 3 lates (less than 30 minutes) = 1 absence
- 1 late (30 minutes or more) = 1 absence

The following disciplinary steps will be taken to address absences:

- 1-3 absences: Verbal Warning & Notice to Parents
- 4 absences: Written Warning & Notice to Parents
- 5 absences: Parent Meeting
- 5 absences in a single course: Course Withdrawal
- 15+ absences: Program Withdrawal (applicable to Full-Time Program)

Vacations & Emergencies (BC Full-Time Program only)

There are scheduled Winter and Spring breaks throughout the academic year during which students may take a vacation. No other vacation time will be granted.

There are times of emergency which may require a student to leave BC. Please note that government policy requires students to be ordinarily resident in BC during their full-time studies in a BC school. Students who need to leave BC outside of scheduled breaks in the academic calendar must provide a written request to Xspace with a valid reason and a return date that is within 2 weeks of departure. Unapproved departures from BC will result in suspension and possible dismissal from the Program.

## 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"> <li>• Verbal &amp; written warning sent through e-mail to student</li> <li>• Parents will be notified</li> </ul>
Second Offence	<ul style="list-style-type: none"> <li>• Formal written warning</li> <li>• Parents will be invited to meet with the Academic Coordinator and/or Program Director</li> <li>• Student will be placed on Probation</li> </ul>
Third Offence	<ul style="list-style-type: none"> <li>• Student will be withdrawn from the Program</li> </ul>

## Plagiarism

Plagiarism occurs when taking someone else's work without accreditation and present as his 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

All instances of plagiarism will be recorded. Plagiarism may result in an automatic zero on course assignments.



## 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 can 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.

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 is as follows:

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

## 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 the Program Director.
- Students may be required to meet individually with the Academic Coordinator and/or Counsellor once a week for an extended meeting during Probation.
- 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.

## 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.

Students who have 5 or more outstanding assignments in a single course during monthly progress report periods will be issued a warning/reminder letter, and their parents/guardians will be notified. Students who have chronic issues submitting their assignments on time will be 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 face changes in the course (i.e. assignment, exams or other requirement changes) if the course lapses into the following term.

## Writing Exams

All tests and exams are written that require formal invigilation are written under supervision at Xspace's testing center unless special permission is granted.

- In the case where alternate invigilators have been approved, the invigilators must sign an exam supervision form.

## Exam Cancellation and Rescheduling

- Students who are 30 minutes late for the exam will not be allowed to write in that sitting, and will be considered to be a no-show. The exam will need to be rescheduled.
- Students are expected to respect and commit to their reserved exam time slots. Students are only permitted to reschedule exams **one time** per term.
- Subsequent rescheduling of exams will result in a rescheduling fee of **\$30** each time an exam is rescheduled
- Students are expected to write during designated exam times at Xspace. If a student requires alternate exam arrangements, an additional service fee may apply.

## Marks & Reports

### Student Progress Reports

Student progress reports will be emailed to students and their parents/guardians at the end of each month for full-time students, and at the mid-course and course-end checkpoints for cross-enrolled students. 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 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 will be delayed if students do not adhere to the due date schedule and submit assignments in bulk at the end of a course.**

### Requesting Interim Marks for University Applications

Interim marks can only be provided when students have completed at least 50% of their course. This means that students have completed all assignments and tests up to a course's midway mark.

Students who require interim reports for university applications must request this **at least one week in advance** by speaking to their Study Advisor or Counsellor.

### 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 interim and final marks cannot be appealed.

## Course Selection & Withdrawal

### Course Selection & Change (Full-Time Program)

Students in Xspace's Full-Time Program make their course selection for the entire school year upon enrolment into the program. Program administrators decide which courses to assign to students each semester based on class groupings and facilitator schedules, not based on individual students' preferences. In December of every year, students will have an opportunity to make changes to their Spring Term course assignment if necessary.

Requests for change in course selection or assignment will only be granted if there is space available and no conflict with the program's overall timetable. Any requests for course change must be approved by the Counsellor. **No requests for course change will be granted once the school year or semester has started.**

**Full-time students cross-enrolling in other online schools for courses must notify and gain approval from the Xspace counsellor prior to doing so.**

### Course Withdrawal

Students who wish to withdraw from courses must seek approval from the Xspace Counsellor. 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. Full-time students who withdraw from a course will automatically receive a spare/study block in place of the withdrawn course.

## 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.

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/XspaceProgramPolicies.pdf>).