



Students must download and read Online Class Policies & Procedures.  
Students are responsible for knowing all of the information contained within the document.

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## School Course Calendar

Because of the constant updates on the school course calendar, please refer to Google Classroom with the updated notice of each course or send a request to [info.elitehighschool@gmail.com](mailto:info.elitehighschool@gmail.com) to get access to the EHS current course timetable.

## Hardware and Software Requirements

### Hardware checklist

- a computer that runs on Windows 10 or the latest Mac OSX and has up to date virus protection software. Please note: Individual courses may have additional hardware requirements
- high-speed broadband access (Cable or DSL) is highly recommended. Some programs or courses require more advanced systems. Please refer to the program information page for information on specialized requirements



- headphones or speaker and a microphone for in-class conversations and meetings with your professors
- a webcam (may be required for specific courses)

## Software checklist

- a web browser, such as Safari, Firefox, MS Edge, Google Chrome. Please note: You may need to upgrade your web browser to access online learning tools
- online learning tools, including Blackboard Collaborate, MS Teams and Big Blue Button
- various Google products: Google Classroom, Zoom Cloud Meeting, Gmail, Google Drive
- individual courses may have additional software requirements for playing audio or video or other applications.

Note: Some applications may require you to install Student VPN to access licensed software

## Attendance Requirements

Success in this course is dependent on your active participation and engagement throughout the course. As such, students are required to complete all assignments by the due date, and to actively participate in class discussions.

Additionally, students are expected to:

- Log on at least three times a week – on the live class days to fulfill the learning hours, weekly assignments, assessments, discussions and/or other weekly deliverables as directed by the instructor and outlined in the syllabus;
- Participate in the weekly threaded discussions, this means that, in addition to posting a response to the thread topic presented, students are expected to respond to each other and comment and questions from the instructor and/or other students;  
Make sure to use the Individual Learning time (every other day in a week) to do your class review and culminating activities assigned by the teacher. Live class video provided in the class Google Drive.

If you find that you cannot meet the class's minimum discussion requirements due to such circumstances, please contact your instructor as soon as possible.



Students will not be marked present for the course in a particular week if they have not posted on the discussion forum and/or submitted an assignment/essay or complete assessment if administered in that week. Student attendance in online courses is defined as active participation in the course as described in the individual course syllabus. Online courses will, at a minimum, have weekly mechanisms for student participation no more frequently than daily, which can be documented by any or all of the following methods:

- Completion of tests or quizzes
- Discussion forums
- Submission/completion of assignments
- Communication with the instructor
- Or other course participation

As a component of attendance student email, course announcements and discussion forums should be checked frequently (daily is recommended). The student is solely responsible for checking updates related to the course. Note: nonattendance may affect final marks. If a student fails to meet the attendance requirements, he or she may be recommended for withdrawal from the course. In the case of an anticipated absence, such as military deployment, diagnosis of disease, etc., the student should contact the instructor in advance and make arrangements to complete the required assignments. In case of an emergency (illness/accident or death in family), a student should contact the instructor as soon as possible providing documentation supporting the need for any late submission of a graded event. If the student fails to log in online class, EHS has the right to contact the parent(s)/guardian(s) to provide assistance in need.

## Late and Missed Assignments, Evaluations and Exams

### Student Responsibilities for Course Work:

- Students are responsible for:
  - Meeting all course expectations.
  - Arriving to class prepared to learn and with all necessary supplies.
  - Writing in-class evaluations on the scheduled evaluation date.
  - Completing assignments by deadline dates.
  - Completing and presenting, in-person, an **Extension Request Form (NEW)** to the teacher at least three school days before the due date for an extension to be considered for teacher approval.



- Communicating with teachers immediately should an assessment and/or evaluation be missed.
- Completion of missed assignments prior to each report card.
- Legitimate absences require a note from parents/guardians, or in some circumstances, a doctor. If there is a legitimate reason for missed or late assignments/evaluations, the teacher will determine the next steps for evaluation.
- Students with a Special Education designation who require academic support will receive support according to their IEP and documented accommodations.
- Students who require academic support based on other special needs will receive accommodations based on needs, supporting documents and in consultation with school support staff and/or parents/guardians and other external agencies.

## Consequences:

Students who submit assignments late or miss evaluations must discuss the situation with the teacher(s). Consequences of not doing so may include:

- Mark deduction
- Contact with parents/guardians
- Referral to Vice-Principal
- Mark of "0"

Consequences may vary from teacher to teacher, please refer specific course outline or talk to the teacher for detailed information.

Once an assignment or evaluation has been marked and returned to the class, the students who have not submitted the work may not submit it to be evaluated for credit. They will have had the opportunity to see the corrected work of classmates and thereby have an unfair academic advantage.

## Student Moratorium

No evaluations may take place during the Student Moratorium (four school days prior to the exam period). The Moratorium is to be used for the return of evaluated/assessed materials, mark review, exam preparation or regular course activity.

## Missed Exam(s)

**Students are expected to write all scheduled exams on the exam date, with no exemptions including personal travel/family vacations.**

If a student misses an exam(s), they are responsible for providing a medical note indicating that they were too ill to write the exam. If no note is provided, the student will receive a mark of zero.



## Live Class Proctoring Exam Policies

EHS requires all the online courses to have Live Proctoring Exams as the final evaluation of students' achievement. – The course instructor supervises the exam remotely via webcam. What Is a Proctored Exam?

A proctored exam is associated with having an individual (proctor) overseeing an exam and monitoring the students. A proctor significantly impacts an exam's validity and integrity with airtight invigilation. In case a student violates the code of conduct, a proctor can discontinue the test and report the matter to the institution conducting the assessment.

### What is Subsequent Proctoring?

Subsequent proctoring is when images and logs are captured, and a video is recorded while candidates take the test, like a webcam proctored test. A proctor can later assess whether examinees engaged in illicit activities, based on the evidence from the captured images. Such exams can be taken at a time of students' convenience. They just have to log in and commence the exam without prior scheduling.

## Cheating or Plagiarism Policy

Details of the policy can be found in the EHS Student Handbook (link) which is attached to the school website. Please go to [https://elitehighschool.com/ehs\\_school\\_policies/](https://elitehighschool.com/ehs_school_policies/) to download the student handbook.