



School Policies

Students, please read thoroughly before beginning your semester. If you have any questions about school policies, please feel free to contact us.

I, as a registered St. Gabriel online student, understand and accept the following:

- **"DOUBLE DIPPING":** I declare that I am NOT currently and actively taking any of the courses that I have registered for with St. Gabriel at any other school. Double enrollment will not be permitted.
- **MARKS / PROGRESS:** I am responsible for checking my own progress and marks in Powerschool. Please contact administration staff (not teachers) for help with Powerschool logins and passwords. (Call: 403-314-9393 or toll free 1-877-314-9382). Please contact your teacher, however, for information on posted grades.
- **COMMUNICATION:** I am aware that it is my responsibility to check, read and respond as required to moodle messages from my teacher(s) in my course(s).
I agree that I will log in and communicate with my teacher

on a regular basis. I will contact my teacher as soon as possible about absences from my online learning.

- **ALL FINAL GRADES ARE SUBMITTED:** I am aware that all final grades will be submitted to Alberta Education. This includes non-passing grades/ non-completion of a course. Students can voluntarily withdraw from the course within 30 days of registering if they feel completion is not possible. However, registration fees are non refundable. Please communicate your intentions to withdraw within 30 days of registering by emailing or messaging your teacher.
- **PLAGIARISM:** I understand that "cheating" or plagiarism is copying work from another person, another student, another source. I am aware that there is no collaboration allowed on assignments or tests. Plagiarism includes words, but also ideas, phrases, parts of sentences, any work in written word or numerical notation that is not my own. Plagiarism or copying of any kind will result in no credit for that assignment or test and referral to administration.
- **SPECIAL NEEDS:** I am aware that it is my responsibility as a student to notify my teacher of any documented special accommodations (physician's document or other assessments) that I receive for test writing. This must be communicated when beginning the course.
- **DUE DATES:** I am aware that online learning allows flexible but paced learning. If the suggested due dates do not work for me, I will communicate to my teacher, my specific alternate dates/ plan for completion. I will follow

the suggested due dates or I will provide a written alternate plan with dates, remaining in communication with my teacher. Failure to follow a completion plan or non-communication will result in account suspension, followed by withdrawal.

- **SEMESTER COMPLETION:** I understand that all high school, (grade 10, 11, and 12) courses are to be completed within one semester.
- **TEACHER AVAILABILITY:** I am aware that teachers are available Monday-Friday during their posted hours. Teachers are NOT available evenings, weekends, or holidays. However, it is up to the teacher's discernment if he/she will reply to a message outside of school hours.
- **TESTS: I am aware that all tests are supervised by St. Gabriel teaching staff, unless otherwise stated in the course.**

Test supervision will be in person, on site, or at a designated site with a St. Gabriel teacher or with a Red Deer Catholic School Division designated school supervisor (for St. Dominic's / Ecole Secondaire Notre Dame/St. Joseph's student) or with a St. Gabriel teacher by video session. (see individual courses for instructions)

I am aware that in order to write my tests remotely by video session, I will require a computer with a webcam and clear, working audio and video. Cell phone use for test writing by video session is NOT permitted.