

School Policy on Course Submissions & Deadlines

To maintain fairness, academic integrity, and compliance with school and ministry regulations, all students must follow the submission and pacing policy outlined below.

1. Submission of Work

- Students must submit assignments, assessments, and tests **according to the due dates provided by their teacher.**
- **Bulk submissions** (submitting multiple units or large amounts of work on the same day) are **not allowed.** We have limited submissions to **four per week**, and they **cannot all be submitted on the same day.** Assignments submitted before their scheduled due date will **not be accepted.**
- **Teacher may allow 2-3 submissions per day depends on the course material but must be approved in an email by your teacher before doing so.**
- **“Learning Log “ assignment must be submitted for each unit to keep track of your work.**

2. Course Pacing & Acceleration

- Students are required to follow the course **unit by unit** as directed by their teacher.
- **Skipping ahead** or accelerating through the course faster than the set due dates is **not permitted.** This can only be granted on a case-by-case basis and **must** be approved by the principal to comply with Ministry regulations regarding the minimum duration required to complete any course.
- Each unit must be completed in the correct sequence and approved by the teacher before moving to the next unit. Jumping between units is not allowed.

3. Communication with Teachers

- Students must maintain **regular communication** with their teachers.
- Emails or messages from teachers must be acknowledged within a reasonable time frame (24–48 hours).
- Failure to respond may result in temporary suspension from the course.

4. Inactivity Policy

- Students who are **inactive** (not submitting work or not communicating with the teacher) may be removed from the course.
- Re-enrolment or reinstatement will be considered on a case-by-case basis and may require reassessment or additional fees.

5. Academic Integrity

- The integrity of the course and credit must be maintained at all times. Any behavior that compromises the credibility of the work (e.g., bulk submissions, inactivity, skipping assessments, or lack of communication) may result in removal from the course.

☒ **By continuing in your course, you agree to follow this policy.**

Failure to comply may result in removal/dropping from the course and a reassessment of your credit eligibility. Fees also may apply for reenrolment after you have been removed/dropped from the course.

Thank you

TIS- Administration Team



TIS - Trinity International School

BSID#887123

Work: 416-820-6770

Website: www.TISSchool.ca