

# **SEDA Policies**

## **1. General Code of Conduct**

**Respect and Courtesy:** All students are expected to behave respectfully and courteously toward one another at all times.

**Professional Communication:** Language used in forums, discussions, and assignments must be professional and free from offensive or inappropriate content.

**Timeliness:** Students must adhere to deadlines for assignments, exams, and class attendance.

**Dress Code:** Students must dress appropriately for video classes (ex: No offensive attire).

## **2. Attendance and Participation**

**Attendance:** Students must attend all scheduled classes unless excused by prior notice.

**Participation:** Active participation is required during class, including discussions, group work, and other assignments.

**Absence Policy:** Repeated unexcused absences will result in warnings and may lead to academic penalties.

## **3. Academic Integrity**

**Plagiarism:** Any form of plagiarism, cheating, or academic dishonesty is strictly prohibited.

**Collaboration:** Unless otherwise instructed, assignments and projects must be completed independently.

**Consequences for Violations:** Violations of academic integrity will result in disciplinary action, including potential suspension or expulsion.

## **4. Technology Usage**

**Device Requirements:** Students must ensure they have the required technology (ex: computer, camera, microphone) to participate in online classes.

**Internet Connectivity:** Stable internet is necessary for attending classes. It is the student's responsibility to resolve connectivity issues.

**Cybersecurity:** Students must not engage in hacking, spreading viruses, or other illegal online activities that compromise school or peer security.

**Platform Use:** The school's learning management system and communication platforms (email, forums, etc.) must be used appropriately. Misuse can lead to disciplinary action.

## 5. Privacy and Data Protection

**Personal Information:** The school is committed to protecting personal data according to applicable data protection laws. Student data will not be shared with third parties without consent.

**Class Recording:** Students are prohibited to Record online classes.

**Confidentiality:** Students must respect the privacy of others and refrain from sharing personal details or confidential school material without consent.

## 6. Disciplinary Action

**Warnings:** Minor infractions will result in a verbal or written warning.

**Suspensions:** Repeated or severe violations will result in suspension from the class or school.

**Expulsion:** Serious breaches of the rules (ex: illegal activity, repeated academic dishonesty) can result in expulsion.

**Appeals:** Students have the right to appeal disciplinary decisions within a set period (ex: 5 business days).

## 7. Fee Structure and Payments

**Tuition Fees:** All fees must be paid according to the specified schedule. Failure to make payments on time may result in suspension from classes or withholding of academic records.

**Refunds:** All payments are nonrefundable.

**Payment Methods:** The school will accept payments through designated online platforms (ex: Online Bank Transfer), and no cash transactions will be permitted.

## 8. Student Support and Wellbeing

**Mental Health:** The school provides access to counselors or online support services for students facing personal or academic challenges.

**Academic Support:** Tutors or extra help sessions may be available for students who need additional assistance.

**Grievance Redressal:** A formal process is in place for students to file complaints or grievances related to academic or non-academic issues.

## **9. Parental Involvement (for minors)**

**Parent-Teacher Communication:** Regular updates will be shared with parents regarding their child's progress, attendance, and behavior.

**Monitoring:** Parents are encouraged to monitor their child's online activities during school hours to ensure proper engagement and conduct.

## **10. Anti-Bullying and Harassment Policy**

**Zero Tolerance:** The school has a zero-tolerance policy for bullying, harassment, or any form of discrimination (based on race, gender, religion, etc.).

**Reporting:** Students and staff are encouraged to report incidents of bullying to the school administration.

**Investigation:** All reports will be investigated confidentially and resolved in a timely manner.