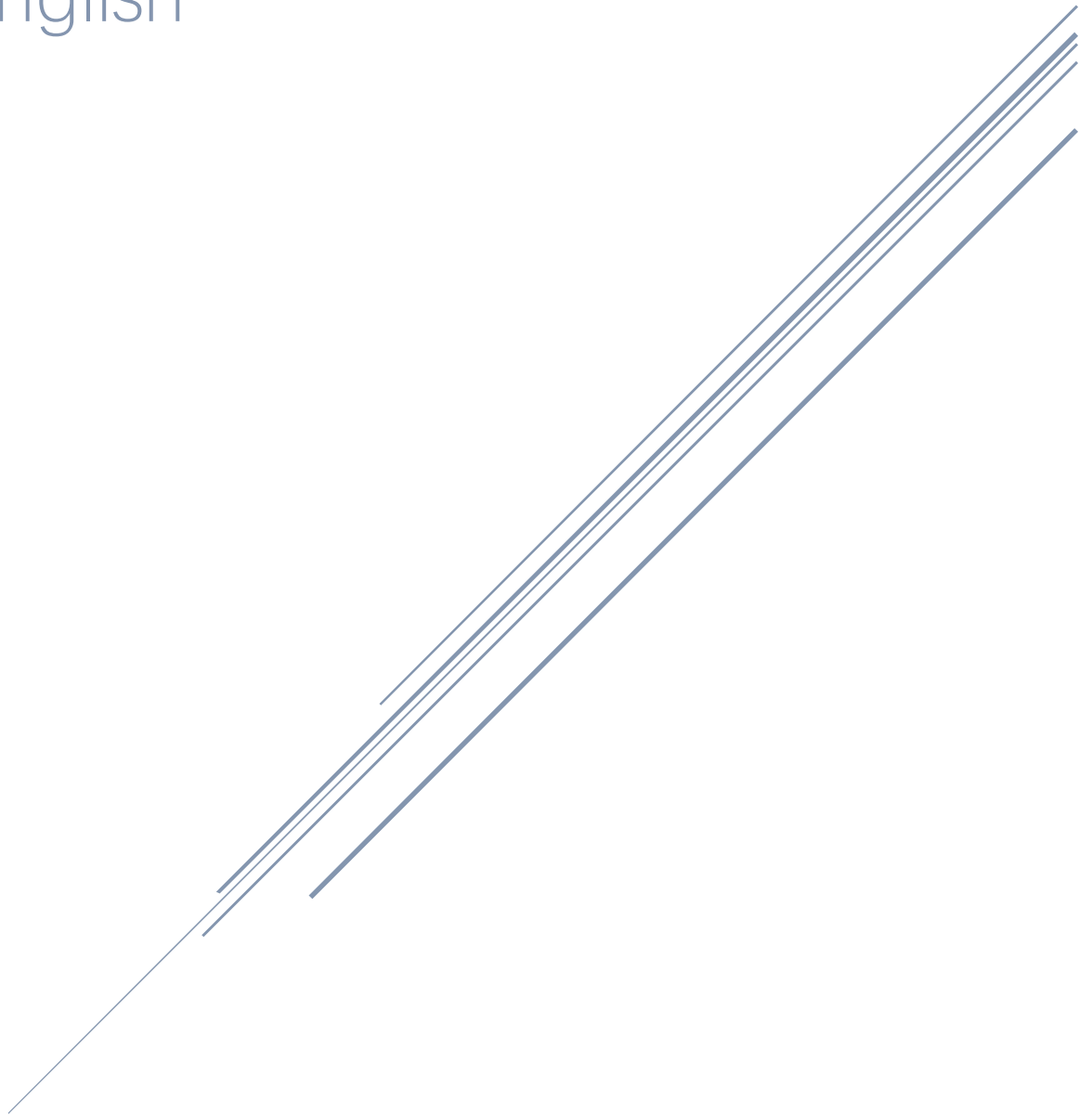


Concordia Ontario Academy
Students registration
Manual & Code of Conduct
In English



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Concordia Ontario Academy (COA) Registration Procedure

1. Fill up the application form
2. Submit the required documents listed in the application form

All submitted documents need to be in English or translated by certified translator into English

 - a. Passport True Copy
 - i. In the case passport copy can not be submitted, please submit 2 piece of photo ID before getting the passport
 - b. For the application currently Grade 7-9
 - i. True copy of the previous 2year transcript
 - c. For the applicant currently Grade 10-12
 - i. Middle school graduation certificate
 - ii. Previous high school transcript true copy
 - d. Proof of language proficiency
 - i. Duolingo Online English test recommended
 1. TOEFL and IELTS equivalency
 2. Tested online
 3. 1 hour test, result can be received after 2 days
 - ii. For the students who already have IELTS,TOEFL,Duolingo test scores
 1. Rate according to ESL Rating guideline
 2. True copy needed for above test scores
 - iii. For the students who are not available to provide language test scores
 1. Take Concordia Ontario Academy Internal test
3. Submit the application form to COA admission office
 - a. Send email to : admissions@concordia-academy.com when documents and application form ready
 - b. Email topic: [Student name]+ Registration Package from + [institution name--if have]
 - c. Content for the email should include all the required documents,and the attachment needs to be clearly marked and compressed to a reasonable size
4. Recruiter from Concordia Ontario Academy will set up an interview with the student
5. Principle and our admission officer will check and determine whether the student is qualify.
6. Admission office will issue LOA and invoice if accepted by Concordia Ontario Academy
7. After paying the full amount of tuition fee, Concordia Admission office will issue receipt and create student's school email,Canvas learning portal access code etc and send it via student's email
8. Student activate their account ,finish Online Orientation

Congratulations! You are all set to go!
Enjoy your study with Concordia Ontario Academy

CONCORDIA ONTARIO ACADEMY – STUDENT CODE OF CONDUCT

The Ontario School Code of Conduct sets clear provincial standards of behavior for all students. It specifies the mandatory consequences for student actions that do not comply with these standards. Concordia Ontario Academy fully supports these provincial standards of behavior, and all students studying online courses must adhere to these rules and procedures, and will face consequences for non-compliance of our Code of Conduct.

Expectations of Students:

- To ensure optimal student success, education must be a consistent process, requiring continuous and active participation in the learning environment. Students must learn to work not only as individuals, but also with each other.
- All members of the school community are to be treated with respect and dignity, especially those in positions of authority. The administration and staff of Concordia Ontario Academy have the duty to create a positive and safe online environment for all.
- Concordia Ontario Academy values the standards of student conduct which are necessary for effective learning to occur, for the safety of others, and for the smooth operation of the school. School discipline is a shared responsibility. Students, parents, teachers, residential supervisors, and administrators all share in this endeavour and responsibility.

Student responsibilities include:

- **Regular Attendance** - All OSSD online courses require a minimum of 110 hours of instruction, and all students must consistently engage in the learning process on a regular basis
 - Students who fail to log in the minimum 3 times per week for asynchronous learning for multiple weeks will be emailed a notice and their parents will be informed (if applicable) regarding their inactivity, and encouragement to return to the learning platform.
- **Academic Honesty** - Members of Concordia Ontario Academy are expected to maintain high standards of honesty throughout the many aspects of their life and study at the school. Practicing honesty and integrity including, but not limited to, not participating in, or encouraging plagiarism, misrepresentation of original work, use of unauthorized aids, theft of evaluation instruments, or false representation of identity. Students who have evidenced academic dishonesty may be made subject to disciplinary procedures including but not limited to: receiving a warning; marks deducted for work submitted; dismissal from the course; suspension or permanent dismissal from the online school.
- **Respect for Self and Authority** - Concordia Ontario Academy is deeply committed to helping students develop their talents, build character, and pursue excellence. To accomplish these goals, students must always demonstrate integrity with their online presence and have respect for themselves and others. As such Concordia Ontario Academy pays close attention to student behaviour, as guided by the expectations in our Code of Conduct.

ESL Rating Guideline

Level	OSSD COURSRS	CEFR/IELTS/TOEFL Equivalency	Concordia Ontario Academy Internal Test
E	Advanced Academic English	<ul style="list-style-type: none"> • CEFR: C1 • IELTS: 6.0-6.5 • TOEFL: 68-91 • Duolingo: 95-110 	<ul style="list-style-type: none"> • Can participate in academic discussions or debates • Can read a variety of academic texts • Can write informational academic essays, letters, and presentations
D	Academic English	<ul style="list-style-type: none"> • CEFR: B2 • IELTS: 5.5 • TOEFL: 56-67 • Duolingo: 85-90 	<ul style="list-style-type: none"> • Can state opinions on academic topics • Can read a variety of different types of texts independently including essays with academic vocabulary • Can write basic essays, reports
C	Daily to Academic English	<ul style="list-style-type: none"> • CEFR: B1 • IELTS: 4.5-5.0 • TOEFL: 32-55 • Duolingo: 65-80 	<ul style="list-style-type: none"> • Can make complex social conversations and short presentations • Can read long stories, basic academic texts • Can write informational paragraphs, official letters or emails
B	Advanced Daily English	<ul style="list-style-type: none"> • CEFR: A2 • IELTS: 4.0 • TOEFL: 20-31 • Duolingo: 55-60 	<ul style="list-style-type: none"> • Can make simple social and polite conversations • Can read short stories and informational texts • Can write basic paragraphs, e.g. letters to friends
A	Daily English	<ul style="list-style-type: none"> • CEFR: A1 • IELTS: <4.0 • TOEFL: <20 • Duolingo: <55 	<ul style="list-style-type: none"> • Can make simple daily conversation talking about travel, weather, etc. • Can read signs, simple instructions, and texts • Can write basic sentences telling things in the past,

			present or future
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