



## Quebec Virtual Academy - Student Handbook

The goal of Quebec Virtual Academy to maintain the standards that have been set in all other Quebec schools. In doing so we strive to create an innovative and rich environment that follows the curriculum as established by the Ministry of Education. Our mission is to help students achieve academic success and to prepare them to become responsible, productive, and contributing members of society.

As a new initiative and pilot project, Quebec Virtual Academy is school offering a virtual education for Kindergarten (K5) to Secondary 5 as part of the English Montreal School Board. It is understood that there will be an ongoing period of discovery for students, parents, and staff alike. This is an opportunity to employ both existing and new strategies and practices that allow for optimal learning.

### Communication:

- Parents and students will receive contact email addresses from the teachers who work with them; parents are encouraged to contact teachers when they have questions.
- For any administrative questions or concerns, you can contact the school by email at [gva@emsb.qc.ca](mailto:gva@emsb.qc.ca) (please allow for a 48-hour response delay)
- The Quebec Virtual Academy website will serve as a medium for communication, announcements and listed resources for students and parents.

### School Schedule:

- Classes will follow a five-day schedule from Monday to Friday, with class times as listed below:

<b>Period 1 - Class</b>	8:30 - 9:15
<b>Break</b>	9:15 - 9:30
<b>Period 2 - Class</b>	9:30 - 10:15
<b>Break</b>	10:15 - 10:30
<b>Period 3 - Class</b>	10:30 - 11:15
<b>Lunch</b>	11:15 - 12:15
<b>Period 4 - Class</b>	12:15 - 13:00
<b>Break</b>	13:00 - 13:15
<b>Period 5 – Class OR Teacher Remediation</b>	13:15 – 14:00
<b>Teacher Remediation</b>	14:00 – 15:30

\*In some special circumstances, a student may have class during Period 5

\*Arriving at school/logging in on time is fundamental. Tardiness is not acceptable.

\*Teacher Remediation times will vary depending on teacher. A master schedule will be sent out to parents.

\*Classes begin immediately as per the schedule above. A loss of valuable learning time and classroom organization may hinder your child's success.



- Students will have a set number of classes on their student schedules based on grade level with respect to maximum time recommended online.

<b>Level</b>	<b># of 45 min online periods per/wk</b>	<b>Number of hours of independent work provided by the teacher per week</b>
<b>Elementary Cycle 1 (Grades 1-2)</b>	14	3 hours
<b>Elementary Cycle 2 (Grades 3-4)</b>	18	5 hours
<b>Elementary Cycle 3 (Grades 5-6)</b>	18	7.5 hours
<b>Secondary (Grades 7-11)</b>	20	7.5 hours

\*Note that some support classes or remediation sessions may occur outside of these periods.

**School Calendar:**

- Students will follow the QVA Academic Calendar which will be posted on the QVA webpage.

**Important Dates:**

<b>August 24-29</b>	Board Ped Days	<b>February 6</b>	School Ped Day
<b>September 5</b>	Holiday	<b>February 22</b>	End of Term 2 (20%)
<b>Sept 7</b>	School Ped Day	<b>March 1</b>	Term 2 Report Card
<b>Sept 14</b>	School Ped Day	<b>March 2</b>	Virtual Parent Teacher Interviews
<b>Sept 16</b>	Board Ped Day	<b>March 3</b>	School Ped Day
<b>Sept 21</b>	School Ped Day	<b>March 6-10</b>	Spring Break
<b>Oct 3</b>	Board Ped Day (Provincial Election)	<b>April 7</b>	Holiday
<b>Oct 10</b>	Holiday	<b>April 10</b>	Holiday
<b>Oct 14</b>	Board Ped Day	<b>April 28</b>	Snow Day – Ped Day TBD
<b>November 11</b>	End of Term 1 (20%)	<b>May 19</b>	Snow Day – Ped Day TBD
<b>November 18</b>	Term 1 Report Card	<b>May 22</b>	Holiday
<b>November 24</b>	Virtual Parent Teacher Interviews	<b>May/June</b>	Exam Dates to be Determined
<b>November 25</b>	School Ped Day	<b>June 22</b>	End of Term 3 (60%)
<b>December 2</b>	Board Ped Day	<b>June 22</b>	Report Card
<b>December 26-30</b>	Winter Break	<b>June 23</b>	Holiday
<b>January 2-6</b>	Winter Break	<b>June 26-28</b>	Board Ped Days

### **Student Attendance/Student Absences:**

- **Excused Absences**
  - Excused absences are those resulting from illness, injury, family emergency or another reason deemed valid by the *Administration*. A parent must notify the teacher of their child's absence via e-mail before 8:30AM, stating the reason.
- **Truancy:**
  - Parents will be contacted and asked to meet with the Administration regarding cases of chronic or suspicious absences. According to the Education Act, a child must attend school every day.
- **Family Trips:**
  - We strongly discourage family trips which result in students' missing school. We strongly recommend that parents DO NOT plan trips during formal assessment/examination periods.
- **Late Arrival:**
  - Students must be ready to log on at the start of each period. They must arrive on time with all the required materials.
  - When a student is late for class (logs on after the prescribed time), their teacher will mark them as late in their attendance platform.
- **Early Dismissal:**
  - Where an early dismissal is unavoidable, the parent must advise the teacher via e-mail by 8:30AM.

### **Snow Days:**

- Although a virtual school setting, Quebec Virtual Academy will follow the EMSB decisions for any school closure or snow day
- Announcements are made officially through the EMSB social media platforms

### **Appropriate Attire:**

There is no prescribed dress/colour code, however, appropriate dress is expected at Quebec Virtual Academy – during school hours as well as throughout any school-related activity or event.

- **Items that Distract or Pose a Safety Issue:**
- Language or graphics on clothing that display provocative, obscene, violent, sexist, or racist slogans, or refer to drugs, alcohol, smoking, etc. are not permitted.
- **Revealing Clothing:**
- Students should not wear items with holes, rips or tears that reveal the body.
- Midriffs, undergarments should always remain covered.

### **Personal Possessions:**

- Items from home that are irrelevant to the Quebec Virtual Academy instruction and distract from its functioning should not be made visible during class time.

### Cameras:

- Cameras will be always turned on unless otherwise indicated by a teacher or by the administration.
- For online tests and exams, cameras must be turned on. If the camera is not turned on, then the student will not be permitted to write the test or exam.

### Academic Integrity:

- Academic integrity is a moral expectation, whereby the student demonstrates that all work submitted is their own work. When students submit an assignment that is not their own original work, they are earning credit for learning material for which they have not demonstrated mastery.

Plagiarism and cheating are considered breaches of academic integrity.

**Plagiarism** involves copying the work of another without acknowledging the original author. A student guilty of plagiarizing work will be issued a consequence, and the parents will be informed.

**Cheating** may encompass the following:

- To purposely project deceit, fraud or trickery
- Providing questions, answers or work to another student
- Receiving questions, answers or work from another student

### Safe School Environment:

- **Violence, Aggression and Dangerous Behaviors:**

On June 12, 2012, the Quebec National Assembly passed *Bill 56: An Act to stop bullying and violence in schools*, calling upon all Quebecers, not just students, parents, and school staff, to engage in a concerted effort to put an end to bullying and violence in schools. In accordance with this Bill and the *Virtual School's* philosophy:

- Violence or aggression will not be tolerated.
- Bullying (to treat others abusively, repeatedly) will not be tolerated. Bullying includes physical or emotional abuse. Regardless of where the bullying takes place, it will be addressed by the school if the victim of the abuse feels unsafe and threatened while in school. Consequences will ensue.
- Ridiculing of any individual will not be tolerated
- Mockery of race, colour, ancestry, place of origin, religion, physical or mental disability, sex, or sexual orientation is unacceptable and will not be tolerated.
- Inappropriate aggressive outbursts toward adults or peers as well as excessive foul language will not be tolerated.
- Dangerous behaviour of any kind is not permitted.

### **Social Media Use:**

- In order to further reinforce *Bill 56*, parents will immediately be advised of any scenarios (and the accompanying disciplinary measures) regarding:
  - Verbal aggression through social media
  - Inappropriate online content
  - Posting content related to the school day
  - Defamation of the school (or in relation to the school) through online posts

### **Respect for School Property:**

- Respect for school property is crucial. Loaned equipment must be used appropriately and for pedagogical purposes only, as per the EMSB's relevant policies.

### **Students should never...**

- share login credentials with anyone else.
- establish login credentials that are deceiving or inappropriate (i.e. using an alternate name on a virtual platform).
- use anyone else's login account.
- knowingly upload any file that contains a virus, malware or other malicious code.
- share course content with outside sources (evaluations, e-mail correspondences, digital captures, discussion, chat threads, etc.) without explicit written permission from the school.
- write, use, send, download or display any information that is hostile, insulting to others, obscene, threatening, or otherwise offensive.
- discuss in an open forum personal information that is critical of themselves, another student or teacher (opt for private correspondence instead).
- use cell phones or other electronic devices to record or film students, teachers, or staff.

### **Disciplinary Measures:**

- In the event of code of conduct violations in regard to any of the aforementioned sections, the staff and administration of Quebec Virtual Academy reserves the right to decide the necessary consequences regarding student discipline as deemed fit.
- Parents will be aware of disciplinary issues. The consequences below may be imposed alone or in combination, depending on the circumstances:
  - Verbal or written warning
  - Exclusion from a particular activity
  - Reflection sheets/tasks
  - Implementation of a behaviour contract
  - Referral to professionals (CCWs, counselors, behaviour technician)
  - Receiving a zero on an assignment/opportunity to resubmit the assignment (i.e. plagiarism, cheating, collusion)
  - Parent/student/teacher conference – Phone call or virtual conference
  - Detention

- Detentions must always be served. Failure to do so will result in further action; i.e., contacting parents, the involvement of administration, etc.
- The administration can assign an alternate format of a detention as they see appropriate such as tutorial time, homework program, etc. Only an administrator may change the date of a detention at their discretion.
- Suspension
  - May be assigned at the discretion of the administration. A virtual meeting between a parent, the student, and a member of the school administration must take place

### **Netiquette Guidelines:**

- Due to the unique e-learning nature of Quebec Virtual Academy, it is essential to consider netiquette – the correct or acceptable way of communicating and behaving in a virtual classroom.
- The EMSB’s Educational Services Department has also prepared a ‘Tips for Parents’ section on the EMSB’s website, including Tips for Digital Citizenship, as well as Tips for Supporting Your Child’s Academic Learning at Home. Consult them here: <https://www.emsb.qc.ca/emsb/community/education/activities/tips-for-parents>

### **Netiquette For Students:**

#### **Make a Space for Learning**

- Choose a specific area of the home as your workspace – one that is quiet, comfortable, and strictly devoted to learning.
- This space should be designated to learning - verify where you will be seated to ensure that you are comfortable with what is visible to your teacher & peers. Students may also be given the option to blur their background if they feel more comfortable this way.
- Lighting should be placed in a way to show the student's face. Sitting with light behind them should be avoided.
- Be sure that you have easy access to the materials and supplies that you will need to work well (headphones, wireless mouse, paper, pens, office supplies, timer, etc.).

#### **Familiarize Yourself with the Designated Learning Platform**

- Once your teacher has shared information in regard to the virtual learning platform being used, explore the resources provided. Practice makes perfect!
- Test the platform and consider reviewing main tasks/accessing tools. Always ask for help if you run into difficulty.
- Keep track of login information, access codes & passwords
- Note: Rest assured that additional support and guidance will be provided by the classroom teacher.

#### **Be on Time, Prepared & on Task**

- As with in-school classes, you should have all the necessary materials nearby to avoid unnecessary delays and classroom interruptions.

- Be sure to respect your teacher's expectations regarding homework, assignments, etc. These expectations will be clearly explained at the start of the year. Consider using a planner or checklist.
- Please ensure that all necessary equipment (microphone, camera) is ready and functional before class starts to not delay the lesson.

#### **Limit Distraction**

- Until schoolwork is done, limit your use of devices to what is needed to complete your work only.
- Background noise should be kept to a minimal if not eliminated completely.

#### **Participate as Much as Possible**

- Listen actively, ask questions, and get involved so as to optimize your learning experience.
- Consider making use of your teacher's office hours/tutorials, when needed.
- Always raise your hand and wait your turn to speak.

#### **Create a Schedule**

- Think through a schedule not only for each day, but each week.
- Be sure to consider what you are responsible for accomplishing, how much time the completion of each task will take, etc. Waiting for the last minute may lead to problems with deadlines, etc.
- Work around other commitments (extra-curricular activities, etc.)
- Remember – there is a designated time for eating snacks & lunch. Students should not be eating during instructional time.

#### **Maintain Breaks**

- Take full advantage of breaks as you would usually do at school
- Whenever possible throughout extended breaks (i.e. lunch time), get some fresh air, go for a walk, and break away from your sedentary stance. Exercise in between classes may help improve your concentration!

#### **Connect with Peers**

- Outside of virtual classroom time, be sure to keep in touch with peers who are or are not following an e-learning program – keeping strong social bonds is rewarding. Fun with friends is always important. Don't forget to stay in touch!

### **Netiquette For Parents:**

- There are several ways that a parent can get involved in supporting their child. **Monitoring a child's online presence is important, however it is important to respect the fact that the classroom is restricted to the students and the teacher. This applies for many reasons, however the most important is to respect the privacy and confidentiality associated with a virtual classroom. Parents are respectfully asked to refrain from being present in and during virtual classes.**
- We thank you for your special attention to the information below:

### **Efficiently & Appropriately Communicate with Teachers**

- Building a collaborative relationship with your child's teacher is essential – be sure to read through the teacher's course outline for details in regard to their preferred communication methods. We all want success for our students, and this is best achieved through collaboration.
- Kindly consider the fact that your child will thrive as an independent learner. Under no circumstances should parents interject or interrupt during virtual classroom time to discuss matters/concerns with the teacher.
- If parents wish to meet with their child's teacher other than on the Parent-Teacher conference dates, a request should be submitted via e-mail to the child's teacher. The teacher will then set a time convenient for all.
- If further discussion is needed following a discussion with a teacher, the Administration remains available.

### **Familiarize Yourself with the Designated Learning Platform**

- Just as your child will do, take the time to get familiar with what the designated platform looks like, how your child will be using it, what resources are available
- Consider that many platforms have a parent portal, for easy and effective overview

### **Be a Motivator & Monitor**

- Make sure to allow your child to complete their own work. In this new e-learning reality, parents are encouraged to make suggestions and guide their children. All work submitted must be produced by the child according to the teacher's expectations.
- The e-learning experience should mirror the classroom setting – whereby your child is an independent learner who thinks for themselves and makes their own mistakes.



## Resources:

For issues with Google classroom login or EMSB email accounts or any EMSB loaned devices

### **Support pour les Étudiants et Parents de la CSEM**

### **IT Help for Parents and Students of the EMSB**

Tel.: (514)-483-7502

[ithelp@emsb.qc.ca](mailto:ithelp@emsb.qc.ca)

Online Learning for EMSB parents (includes information about GSuite, Google Classroom)

<https://sites.google.com/emsb.qc.ca/online-learning-for-parents/home?authuser=0>

Digital Citizenship tips for parents

<https://sites.google.com/emsb.qc.ca/dc-parents-tips/home>

How can parents help students' success at online learning – University of Alberta

<https://www.ualberta.ca/folio/2020/09/how-parents-can-help-their-kids-succeed-at-online-learning.html>

Tips for parents

<https://www.emsb.qc.ca/emsb/community/education/activities/tips-for-parents>



# Learners @ Home: Videoconferencing Netiquette



## + Appropriate Clothing

At home, like at school:

- I wear appropriate clothing.
- I take care of my appearance.

## Respect



- I speak and write correctly and politely.
- I avoid writing in all caps.
- I turn on my camera and microphone at the teacher's request.
- I wait my turn to speak.
- I respect diversity.
- I show up on time.
- I do not take screenshots or record the videoconference unless asked to do so.
- I do not share anything about the videoconference on social media.



## + Food and Beverages

At home, like at school:

- I eat during breaks.
- I drink water as needed.

## Controlled Environment



- I remove any distractions from my environment.
- I manage any elements that may disrupt the videoconference: noises, other people, etc.

