



## **Student Handbook**

The goal of our virtual learning program is to maintain the standards that have been set in all other Quebec schools. In doing so we strive to allow as little disruption to student learning as possible by creating an innovative and rich environment that follows the curriculum as established by the Ministry of Education.

As a new initiative for the English boards across Quebec, it is understood that there will be an ongoing period of discovery for students, parent, and staff alike. While this may seem overwhelming at the onset, it is hoped that students and parents will join staff in viewing this as 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 reach out to teachers when they have questions.

Quebec Online Alliance (QOA) webpage will serve as a medium for communication; announcements, listed resources for students and parents, and a forum for parents, will be some of the webpage features.

### **Schedule:**

Classes will run Monday to Friday, as listed below:

- Preschool: 8:30 am – 12:00 pm
- Elementary: 9:00 am – 2:00 pm
- Secondary: 9:00 am – 3:00 pm

\*Please note that some support classes may occur outside of these times.

### **Learning in a Virtual Environment:**

Students are responsible for good behavior on the network. It is expected that students will always use a computer in a way that shows consideration and respect. It is not acceptable to use obscene, profane, threatening, or disrespectful language.

Students are responsible for submitting their own, original work.

Parents, as partners in supporting student learning, are expected to ensure that their child's work is authentic and original.

Using a chat system during class for anything other than instruction is not permitted. Those chatting during class time will be referred to administration.

**Acceptable and Expected Behaviour:**

It is expected that all members of the QOA community will:

- Have cameras on for all classes. Functional cameras are required equipment in QOA
- Demonstrate honesty and integrity
- Treat one another with respect and dignity especially when there is disagreement
- Respect the differences in people, their ideas and opinions
- Respect the rights of others
- Be courteous and polite at all times especially in electronic mail and chat exchanges

**Cameras:**

Cameras will be turned on at all times unless otherwise indicated by a teacher or administration. If cameras cannot be turned on due to technical, health, or other reasons, please advise the teacher right away so that the issue can be resolved as soon as possible. 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.

**Behaviours that are unacceptable in the QOA community include:**

- Any student ghosting (not responding to a teacher) will be removed from class and marked absent
- Any bullying or aggressive behaviour
- Behaviours motivated by hate or bias
- Threats or intimidation (verbal or cyber) of others
- Creating a disturbance which interrupts or disrupts a class
- Misrepresentation of someone else's identity or assuming the identity by using Office 365 login username and password other than one's own. This includes using WQSB email or login information issued to another, including family members
- Sharing of login credentials with others

Students and parents can expect that appropriate discipline will be applied when student expectations are not adhered to.

**Academic Integrity:**

Academic integrity is an ethical code, whereby the student guarantees that all work submitted is the student's own work.

When students submit an assignment that is not their own original work, there are two issues involved:

- 1) students are earning credit for learning material for which they have not demonstrated competency;

2) students are violating the policies of the school.

There are two kinds of academic integrity violations. One is “plagiarism” and the other is “cheating.”

Plagiarism - To steal and pass off (the ideas or words of another) as one’s own: use (another’s production) without crediting the source. Some examples are, but not limited to the following:

- Copying and pasting a report from the Internet and representing it as your own work
- Copying any other work and not properly citing authorship
- Cheating – violation of set rules, or trickery, deceit
- Providing and/or submitting questions/answers/ work to another student
- Receiving questions/answers/work from another student

### **Role of the Parent:**

Taking an active role in a child’s learning has a huge impact on the child’s success. As we move from the traditional physical classroom to a virtual one, the support of a parent continues to be a key component in a child’s success. **There are a number of 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.** Teachers have time outside of class to communicate with parents. Continued interruption will be dealt with by administration.

Parents are strongly encouraged to engage in conversations with their children regarding what is being learned. As well, parents are encouraged to keep up-to-date with assignments and homework their children are working on.

### **Attendance:**

Parents are asked to report absences by sending an email to the following address: [WQVabsences@wqsb.qc.ca](mailto:WQVabsences@wqsb.qc.ca). It is important that parents report their absences before 9:00 am.

### **School Calendar:**

Students of QOA will follow the QOA Academic Calendar; the calendar will be posted on the QOA webpage.

### **General Enquiries:**

All general enquiries should be directed to [QOA-Help@wqsb.qc.ca](mailto:QOA-Help@wqsb.qc.ca) .