Aurora Virtual School Student Handbook

In order for you to begin in your courses at AVS as quickly and efficiently as possible, please ensure that you have met all the requirements of this checklist and completely filled in all registration forms.

I have read and accept:
- ☐ Student Code of Conduct
- ☐ Invigilation and Exam Policy
- ☐ AVS Student Internet Agreement

I have read and signed:
- ☐ The Work Completion Policy
- ☐ Academic Standards
- ☐ The Media Agreement Form

Student Signature: Date:

Parent Signature: Date:

Student Code of Conduct

At Aurora Virtual School we aim to provide a safe and caring environment for all learners.

All members of the AVS community (students, teachers, staff) have an obligation to:
- Respect property, environment, personal space and privacy
- Support learning
- Model courtesy, kindness and respect to self and others
- Promote safety at all times
- Respect differences in people, their ideas and opinions and treat them fairly

AVS is a safe and caring school environment and therefore free from the following in-person or digital communication behaviour:
- Bullying, cyberbullying, harassment, threat and intimidation, violence in any form.
- Misuse of cyberspace, cell phones, electronic devices, computers- students are to be aware that misuse of technology may be subject to discipline and/or confiscation of personal property.
- Interfering with the learning and working with others
- Unsafe or illegal behavior including use or possession of intoxicating, banned or controlled substances.

Responses to Inappropriate and/or Unacceptable Behaviour:
Consequences of unacceptable behaviour will consider the student's age and maturity as well as severity and frequency of actions. Whenever possible, the focus will be on restorative justice.

10 Best Rules of Netiquette

1. The Golden Rule: Treat others as you would like to be treated
2. No Flaming: FLAME is a personal insult communicated through the internet. Watch your posts and comments.
3. Don't type in ALL CAPS: people may misinterpret it.
4. Don't Spam: SPAM is any unsolicited email from an unknown source.
5. Keep it Appropriate: never write or say anything that you wouldn't let your parents/kids read. Electronic messages are archived and archives are available for a very long time.
6. Obey Copyright Laws: don't steal someone else's idea, property, and rights.
7. Use Proper Grammar and Spelling: errors diminish the credibility of the message.
8. Be Honest/ Be Yourself: tell the truth, don't pretend to be someone else.
9. Follow the TOS: Terms of Service- the rules and policies of the site you are on.
10. Research your Facts/Cite your Sources: Make sure what you post/ cite/ forward etc. is factual and cite sources where you can.

Source: https://prezi.com/nnotuagyrq0s/netiquette

School Work Completion Policy

In an effort to ensure that students have every opportunity to achieve success in their learning program, AVS has implemented the following "Work Completion Policy" to assist in monitoring student progress.

In order to verify student's participation, before students are enrolled in his/her courses, students must complete TechSmarts[1]. For students to progress effectively, active participation must be evident two weeks after the student start date of the course. Evidence includes dated examples of student work, assessment data, attendance and teacher gradebook.

As with any high school course, students are expected to consistently submit work to ensure completion of the course and to receive meaningful feedback to guide further study. If a student begins to fall behind or cannot meet the schedule laid out by the teacher, it is the student's responsibility to contact their teacher to set up a different schedule for submission of assignments. All course schedules set out by the teacher are at a minimum pace to complete the course within the given semester.

AVS teachers review their student's progress on a regular basis throughout the year. If a student is not submitting work on the schedule mutually agreed upon, the teacher will attempt to contact the student (and family where applicable) to discuss any problems that have arisen and develop a realistic time frame with the student or implement strategies, such as mandatory attendance at tutorial sessions, to assist the student in successfully completing his/her program.

If there is no valid reason for the student's lack of progress or the teacher cannot contact the student after many attempts, an Academic Probation email will be sent to the parents and students stating that the student has a defined time (set by AVS) to make arrangements for assignment submission and/or class attendance. If the work is not submitted within the required deadlines, the student will be withdrawn from the course. If a student does submit required assignments, they remain on Academic Probation for the remainder of the term. Once on Academic Probation, if the student does not adhere to the new submission schedule determined by teacher and student, they may be withdrawn from the course. Probation is lifted upon completion of the course.

Kindergarten to Grade 9 programs are linear and run from the beginning of the school year to the end. Students are expected to complete each course within this time frame.

Grade 10-12 courses begin each semester and students are expected to complete all assignments and tests within the given time-frame unless alternative arrangements with the teacher have been made. Regardless of the student's pace, it is expected that all coursework be

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[1] TechSmarts is an introductory course that only needs to be completed once upon registration.

completed by the end of the school year. Students will not be able to submit more than one unit of assignment work in the last two weeks of classes.

Parents/guardians are encouraged to monitor their child's progress through regular use of their parent moodle account. Your login information will be sent to your email address.

School Work Completion Policy

I have read, understand and agree with the conditions set out in the School Work Completion Policy.

Student Signature	Date:

I have read, understand and agree to support my student to meet the conditions set out in the School Work Completion Policy.

Parent Signature:	Date:

Note to Parents: Supporting your child's online learning
AVS will make every endeavour to support your child's learning and academic goals. Despite the many interventions we have in place to support your child in engaging with their online course, many students find learning online, outside of the structure and bells of a regular school, to be challenging. We encourage all students to share their learning experiences on Moodle with their families. Exploring Moodle with your child will give you access to a wealth of information regarding their progress in their course. Their gradebook is always accessible and contains detailed teacher comments and feedback for you to read. There is also a course outline and list of due dates provided by their teacher that will inform you as to whether or not your child is up to date in their learning.

AVS sends home monthly progress reports that outlines where your child should be in their course, what their grade is and what assignments are outstanding, along with any other important announcements. These reports are sent to the email provided on your registration form so please make sure it is up to date.

Please reach out to your child's teacher if you have questions or concerns about their learning. Their teacher's contact information can be found on our school website or on your child's Moodle course.

Academic Standards

There is so much information available in this digital world that it is easy to copy and paste someone else's work or thoughts. AVS sets high standards for its students and expects that all students maintain a high standard of integrity. Plagiarism will not, and cannot be accepted. Student work must be original and sources must be referenced properly.

Student work is routinely checked for plagiarism. It is expected that students understand what plagiarism is, and how to correctly cite another's ideas and words as well as how to identify a reputable internet source. Before proceeding with their selected course at AVS, your child will complete a module on plagiarism that explains, in detail, what constitutes as plagiarism and how to avoid it. Please review this module of the Tech Smarts course with your child.

The following steps will be taken if we discover your child has plagiarized an assignment:

- **First Offence** - you and your child will be notified of the plagiarized assignment. Your child will be given the opportunity to re-do the assignment.
- **Second Offence**- you and your child will be notified and requested to meet with our administrator. The assignment will receive a mark of zero.
- **Third Offence** - Student may be no longer eligible to receive credit for the course.

Student Signature:	Date:
Parent Signature:	Date:

Invigilation and Exam Policy

In order to ensure consistency and fairness for all students, AVS students are expected to write exams under supervised conditions. Local students will write their exams at Aurora Virtual School. AVS will set-up local invigilators for students residing outside of Whitehorse. Students must obtain permission from their teacher to write an exam.

Exam Rules

- Students are expected to write the exam without using any outside materials, websites, cell phone or other electronic devices unless approved by the teacher or supervisor
- Students cannot give or receive assistance in answering the examination questions but may ask the teacher questions for clarification.
- Students must avoid communication with others while they are writing an exam or in the exam room.
- Students must keep all test materials on the surface of the desk.

Please retain these documents for your reference. 5

AVS Student Internet Agreement

AVS uses a variety of internet tools to deliver programming. Students are required to follow the technology guidelines and polices outlined below.

Firstclass Email
- o Student email is only to be used for communication between teachers and students.
- o Students are only permitted to store curriculum related documents on their email account.
- o Your student will have already been assigned a Firstclass email account by their homeschool. If they need help logging back into their account, please let us know.

Moodle
- o Moodle (Modular Object- Oriented Dynamic Learning Environment) is a secure web-based management system that AVS uses to deliver course activities and resources. Students can access Moodle anywhere with a secure internet connection. Students submit all assignments through Moodle unless different arrangements have been made with the teacher.
- o Students can also contact their teacher and classmates through Moodle message. Remember to follow the Netiquette rules when communicating.

Zoom
- o AVS courses are delivered through the online conferencing tool, Zoom.
- o Occasionally, there will be times when webcam and video is required in an online class. Students should wear appropriate attire during these times for the safety of students and teachers.

AVS does not offer any print-based programming for grades 8-12. Students who take programming through AVS are required to have access to a computer where they can store school-work safely, access to the internet, webcam and a set of headphones with a mic. A printer/scanner or a writing tablet are also required.

Media Agreement

PIPA (Personal Information and Privacy Act) states that all photos, names, or anything else that identifies an individual or an individual's personal information are protected. There may be occasions where your child's picture or name are used on our school website or through media coverage of school events. Please indicate your permission (or not) to use your child's picture or name on the first page of this handbook.

Media Agreement

I **consent** to being involved in publications and/or media.
Yes_____   No_____

Parent/ Student Signature: Date: