



WELCOME TO SAIL

Welcome to the Surrey Academy of Innovative Learning (SAIL). This document provides information on how to be successful in your online courses and provides answers to frequently asked questions.

At SAIL we offer over 80 online courses at the Grade 8 – 12 level. As one of our learners, you can either cross enroll with us from your home school or choose our COMPASS program which allows SAIL to be your home school.

All our courses are fully accredited BC Ministry of Education courses that have online teacher support as well as face-to-face teacher help.

Why Choose SAIL?

Students can access their online course(s) through an internet connection from anywhere in the world to allow flexibility schooling for students who are elite athletes, performing artists, or students wishing to learn in an accelerated environment. Learners may contact instructors and support staff by email, phone or in person at our SAIL office. At SAIL, we are...

Learning Without Limits!

We believe that all learners can be successful.

We are committed to providing a caring learning community that fosters respect, integrity and personal achievement in an open and innovative environment.

Success Community Innovation Individuality Communication

Our Instructors:

- Offer orientation sessions for students and parents.
- Deliver, monitor, and evaluate student work.
- Ensure the quality and integrity of their courses.
- Maintain open communication channels with parents and students.
- Respond to student/parent communications in a timely manner.
- Review teaching practices and strategies, seeking innovative ways to increase student achievement.

Our Support Services:

Our counsellor and our Learning Support Team (LST) provide a number of important services for our students.

Our Counsellor support provides, academic educational planning, facilitated interactions and communication between teachers and students, and personal, social emotional counselling.

Our LST support is provided based on teacher recommendations, school-based team referrals and student or parent requests. Individual Education Plans will be developed as required. Every effort is made to meet the unique needs of our students. Adaptations, or modifications to instruction and curriculum are based on students' needs as outlined in their IEP

Achieving Successful Online

A successful Online Learner is **Motivation, Connected, & Persistent**. Online learning is different than traditional face-to-face learning. There is both a physical separation and a social gap between students and teachers. Setting timelines and having frequent communication with instructors and is key to success.

Successful Online Learners are:

- Self-motivated & Goal Oriented.
- Great Time Managers.
- Set personal goals and have realistic timelines.
- Visual learners.
- Computer literate.
- Complete coursework, assignments, tests, etc. in a timely manner.
- Log in to the course on a regular basis and make continuous progress in the coursework.
- Maintain contact with their instructor and keep active in the course.
- Become familiar with all the structures of their online course.
- Adhere to the School Code of Conduct and Academic Integrity policy.

Parents of Successful Online Students:

- Encourage and monitor their child's progress.
- Provide a computer and Internet access for their child.
- Respond to SAIL staff communications in a timely manner.

General Contact Information

General Inquiries

Email: Sailacademy@surreyschools.ca

Telephone: 604.592.4263 or 1.888.492.4263

Office Hours

Monday, Wednesday and Friday 9:00 am to 3:00 pm
Tuesday and Thursday 9:00 am to 5:00 pm

Help Desk

Ms. L. Somers Somers_l@surreyschools.ca

Technical Support & Requirements

Technical support: is available for a variety of issues, including:

- Moodle pop-up blocker problems.
- Login and course access

Technical Requirements:

- Newer model PC or Mac (minimum: Pentium IV or PowerPC)
- High speed Internet connection.
- Sound & Microphone.
- Windows XP (or newer); Mac OS9 (or newer).
- Internet Explorer (Windows), Safari (Mac), Firefox (Windows or Mac) or Google Chrome (Windows or Mac)
- JavaScript on; Cookies enabled; Pop-ups allowed.
- Installed plug-ins (Adobe Reader, Flash Player, Java Runtime Environment (v. 1.5), Shockwave Player, Windows Media Player).
- Software: Microsoft Office, Firewall, Virus Protection, Spyware Removal.

Technical support is NOT available for:

- Installing operating systems.
- Configuring Internet connections.
- Setting up home networks.

Communication

Web Site: Our SAIL website contains timely and relevant information pertaining to all aspects of our school including links to the Surrey School District. Our website is located at: <http://www.sailacademy.ca>

SAIL2GO App: Students and parents should download the SAIL2GO app on their mobile device for timely, up-to-date information. Parents and students can get important information via app notifications, emails, and text messages. Additionally, the app includes a personalized calendar and homework organizer with daily reminders. For detailed information on how to download the app on you iPhone, iPad, iPod Touch or Android click on the following link: <http://sail2go.appazur.com/help/flyer>

Parent Advisory Council: Our Parent Advisory Council (PAC) meets monthly to discuss current school programs and initiatives and is always open to finding better ways to improve and hone communication between home and school.

Learning Management System - Moodle 3.5:

Teacher use our course framework to directly communicate with their students.

Other ... Other ways SAIL teachers communicate with students and parents include; meetings, parent-teacher interviews, telephone, email, student and parent surveys. To reach any staff member by email, please go to our Staff Directory at <https://sailacademy.ca/contact/>

Course Timelines & Report Cards

Reporting Timelines:

SAIL provides 5 report cards a year. If you wish to receive a final mark on a specific report card you must complete your course by the following dates:

November 6, 2019	for the	Nov. 21	Report Card
January 15, 2020	for the	Jan. 30	Report Card
April 1, 2020	for the	Apr. 17	Report Card
June 10, 2020	for the	Jun. 25	Report Card
July 30, 2020	for the	Aug. 7	Report Card

Course Completion Policy:

Normally, courses take 100 to 125 hours to complete. Students can work on their courses at their own pace and time to meet their needed report card deadlines. Note that, 3 consecutive months of login inactivity may result in you being withdrawn from the course.

Frequent Log-In:

Students are expected to login to their courses on a regular basis. For some students, this means logging on every day; for some, once a week, depending on the nature of the course and whether a student is away on a holiday. Unless you inform the office of an extended absence it is expected that students will log into their course(s) a minimum of once a week. Learning online offers great flexibility, however it can leave some students feeling quite alone. So please remember that your instructor is just a mouse click away!

Planning a Holiday?:

Please speak to your teacher(s) if you are planning on an extended absence and will not have access to a computer and the Internet. You have to submit an "Absence Form" for all extended absences. Please contact our office for a copy of the form. sailacademy@surreyschools.ca.

Transcripts:

A transcript is the official document that indicates:

- Successful completion of Grade 10, 11 and 12 courses;
- Does not show I's, F's & W's;
- Program participation (e.g. career preparation);
- That a student has completed graduation requirements; and
- honours standing, if the student has a Grade Point Average (GPA) greater than 3.0 (a better than B average).

To receive an official transcript please go through BC Ministry of Education Website.



Exam Invigilation Policy

All Students **MUST** get permission from your teacher and then book an appointment with your invigilator before you can write an exam. Drop-ins **will not** be accommodated. Please refer to our website for a more thorough explanation of our policy.

School Age Students: you can have your exams invigilated at the following secondary school sites:

Mondays

Fleetwood 9:00 am to 3:00 pm

Tuesdays

Clayton Heights 11:00 am to 5:00 pm
Earl Marriott 11:00 am to 5:00 pm
Fleetwood 11:00 am to 5:00 pm
Fraser Heights 11:00 am to 5:00 pm
North Surrey 11:00 am to 5:00 pm

Wednesdays

Elgin Park 11:00 am to 5:00 pm
Enver Creek 9:00 am to 3:00 pm
LA Matheson 11:00 am to 5:00 pm

Thursdays

Johnson Heights 11:00 am to 5:00 pm
Lord Tweedsmuir 11:00 am to 5:00 pm
Princess Margaret 9:00 am to 3:00 pm
Sullivan Heights 11:00 am to 5:00 pm

Adult Learners: you must have your exams and tests invigilated at our Surrey School Board Office Location.

Monday, Wednesday and Friday 9:00 am to 3:00 pm
Tuesday and Thursday 9:00 am to 5:00 pm

Alternate Site Invigilation Policy: okay

If you are eligible, you can have your exam or test invigilated at an alternate site. To apply, you must fill out our "SAIL Exam Invigilation Request Form" and submit it for approval through our office. Please contact our office for a copy of this form.

Academic Integrity Policy

SAIL sets high standards for its students and expects that all our learners maintain a high standard of integrity. Student work must be original, and sources referenced appropriately.

"Plagiarism is the passing off of another person's work as one's own, whether deliberate or accidental. Accidental plagiarism is usually the result of poor citation or referencing or of poor preparation or a misunderstanding of plagiarism. Deliberate plagiarism is an attempt to claim another person's work as one's own (<http://en.wikipedia.org/wiki/Plagiarism>)."

At SAIL, student work is routinely check by our plagiarism identification program. This highly successful program is currently used by Simon Fraser University and various other Universities and Colleges around the world. SAIL expects all students to understand plagiarism and how to correctly cite sources. Students are advised to take this seriously and when in doubt consult with your teacher.

Technology Use Policy

School District #36 expectations and policy No. 5780.2 regarding Information and Communication Technology stipulates that student use of computers is to be courteous and responsible at all times. Inappropriate use and/or unauthorized access to other student accounts is strictly prohibited and will result in progressive discipline (No. 9412.2) which may involve notification of the RCMP.



10 Best Rules of Netiquette

1. **The Golden Rule:** Treat others as you would like to be treated. This rule is an oldie but a goodie and can get you through just about any situation, online or off!
2. **No "Flaming":** Flaming is a form of verbal abuse when you intentionally attack or disrespect somebody for whatever reason. Maybe you didn't agree with something they said, but there's a nice way to share a different point of view without name calling or attacking someone. Harassing or insulting someone will not likely help you gain many online friends!
3. **Respect Others' Copyrights:** There are wonderful things online, information for everyone on just about any topic! However, these things have copyrights and licenses. Copying the works of someone else without permission or saying it is your own will not only ruin your online reputation but could land you with hefty fines and lawsuits!
4. **DON'T TYPE IN ALL CAPS:** It hurts our eyes. It makes people think you are shouting at them. It's okay to type in caps to accentuate a word or two, but please don't do it all the time everywhere you go.
5. **Don't Spam:** There's a fine line between spam and self-promotion, do it very carefully!
6. **Be Honest:** Faking website statistics, pretending to be someone else, or trying to cheat people online will not only hurt your reputation but can land you in a lot of hot water. You know the line "honestly is the best policy", it's also one of the 10 best rules for netiquette.
7. **Use Proper Grammar & Spelling:** If u rite like this lol ppl might start 2 get mad lol. :) Spelling mistakes will happen, but if it's distracting from your message, it can be annoying. Using a browser with built in spell check can be a life saver for bad spellers! Be careful not to use too much web jargon, seeing lol more than twice in a sentence or two is probably unnecessary and does not promote good internet etiquette.
8. **Follow the TOS:** Most sites have a "Terms of Service" policy that also lists rules of netiquette. Read it and abide by it! Discussions are constantly deleted because what was posted did not meet the terms of the website.

9. **Keep it Appropriate:** Never write or say anything that you wouldn't let your parents/kids read. It can really come back to haunt you if you write something that's not appropriate. Be aware that electronic messages are archived, and the archives are available for a very long time. It is generally not possible to retrieve messages once they have been sent.
10. **Research Your Facts/Cite Sources:** There is so much information online, it can be very difficult to distinguish what is true and not true. Before posting something, forwarding emails, or going off on a tangent, make sure it is factual and cite sources if possible, to boost your credibility.

SAIL Code of Conduct

The Surrey School District is committed to providing safe and caring environments in which all learners can achieve academic excellence, personal growth and responsible citizenship. Safe and caring school environments are free of acts of:

- Bullying, cyberbullying, harassment, threat and intimidation, violence in any form,
- Verbal, physical or sexual abuse/exploitation,
- Discrimination in any form,
- Theft and vandalism

Safe and caring schools do not tolerate the presence of:

- Intoxicating or banned substances,
- Weapons (or replica weapons) and explosives and
- Intruders or trespassers

It is expected that students will:

- Neither take part in, nor condone (provoke, encourage or make a spectacle of) any form of violence, including bullying, harassment, threat and intimidation, verbal, physical or sexual abuse, discrimination in any form.
- Seek to prevent violence and potentially violent situations.
- Not use, possess or sell any intoxicating, banned or controlled substances.
- Demonstrate, when using electronic resources, appropriate on-line conduct including refraining from any acts of cyberbullying.
- Show respect for the property of others by refraining from theft, vandalism, graffiti and other inappropriate behaviours.
- Not use cell phones or cameras inappropriately.
- Be present at schools and school properties for school-authorized purposes only.
- Use respectful language and refrain from using obscenity or profanity while in a school building, on school or district property and at school-sponsored activities.
- Demonstrate commitment to learning by coming to school prepared to learn and by contributing to a positive, orderly, peaceful environment.
- Practice academic honesty and personal integrity by not participating in or encouraging plagiarism, cheating, theft of evaluation instruments, use of unauthorized aids, or false representation of identity.
- Wear clothing that is discreet and appropriate. Slogans that depict, suggest, or promote drugs, sex, violence, alcohol, racism,

power groups or use or suggest profanities and the like are not permitted.

Note that steps will be taken to prevent retaliation against a student who has reported a breach of the code of conduct.

Frequently Asked Questions

Is an online course equivalent to a course offered in a 'regular' school?

Yes! ...our secondary, grades 8-12 courses, satisfy the B.C. Ministry of Education graduation requirements. Students taking our online courses can, and do, graduate from the B.C. school system to go on to take post-secondary degrees at colleges and universities.

How many online courses can I take at one time?

In most incidences, we suggest taking a maximum of two courses online at once.

How much does it cost?

Our no cost registration is open to Canadian Citizens or Permanent Residents residing of BC. Students are strongly encouraged to have their own learning devices and computer access with an Internet connection. Individual course enhancement costs may be requested based on program needs. (Please contact an administrator if there is a financial hardship.)

Do the online courses follow a textbook?

Some courses may follow a prescribed textbook. Many courses, however, are "textbookless."

How long does it take to complete an online course?

While there is no direct correlation between hours of study and course completion, we have found that most students adhere to the following completion time spans: Grades 8-9 ~100 hours. Students are required to provide the same commitment to their online course as their traditional courses.

What equipment is needed to take blended courses?

Students will need a computer (Pentium III or Mac OS9) with high-speed Internet access and a printer. Minimum software requirements include Microsoft Office, Adobe Acrobat, Flash 7, and Internet Explorer 6 (or Firefox or Safari). Any advertisement blocker (pop-up blocker) needs turning off as the online quizzes and tests are "pop-ups".

Helpful Link ...

Student Secure Web to get your Provincial Exam results www.bced.gov.bc.ca/exams



Surrey Academy
of INNOVATIVE LEARNING

learning without limits