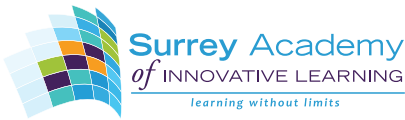


SAIL ONLINE COURSE INFORMATION



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Office Hours: Monday - Friday 9:00 am to 3:30 pm

WELCOME TO SAIL

Welcome to the Surrey Academy of Innovative Learning (SAIL). SAIL offers over 80 fully accredited BC Ministry of Education online courses at the Grade 8 to 12 level where learners can either cross enroll with us or choose our COMPASS program, allowing SAIL to be your home school. As a learner at SAIL, you can access your course work at any time. This flexibility in learning gives you the freedom to move through your course(s) at your own time and pace.

SAIL Instructors are all BC certified teachers who work to ensure that the quality and integrity of their courses meet all BC Ministry of Education requirements. Our teachers instruct, monitor, and evaluate student work and maintain open communication with parents and students. Our SAIL Counsellor and Learning Support work in conjunction to provide academic educational planning, personal, social-emotional counselling and help facilitate communication between teachers, students, and parents.

Achieving Success Online

A successful online learner is **Motivated, Connected, & Persistent**. Setting timelines and having frequent communication with instructors is the key to success.

Successful Online Learners have:

- Self-motivation & are goal oriented
- Great time management skills
- Personal academic goals and realistic timelines
- Digital and computer literacy
- A plan for success
- A schedule for regular course work
- Frequent contact with their instructor
- Academic integrity

Parents of Successful Online Students are:

- Encouraging and regularly monitor their child's progress
- Able to provide a computer and Internet access
- In regular communication with their child's teacher



Online Course Information

SAIL2GO App: Parents and students are asked to download this app to receive important notifications, emails, and text messages. To access our app, download the SAIL2GO app from the app store. When asked to select a school, please choose either STEAMX/STEAM or COMPASS.

Activation Assignment: To officially complete your registration, you must successfully complete the course "Activation Assignment." Once you successfully complete this Activation Assignment and receive feedback from your teacher, you will be granted full access to your course. It is important to note that you have **14 days** from the day you receive temporary access to complete your Activation Assignment. If you do not complete your Activation Assignment within that time, you will have to re-register for the course.

Note: English 10 students must complete activation assignments for **both** (2) two credit courses before your registration will be finalized.

Work Submission Deadlines for Learning Updates: SAIL provides 5 learning updates a year. You are encouraged to choose a targeted learning update date and meet the deadlines for student work submission. Course work must be submitted by these dates to ensure you receive a final mark on your targeted learning date.

Suggested 90% Course Completed	Work Submission Deadline	Learning Update
Oct 13, 2023	Oct 18, 2023	Nov. 3, 2023
Jan 12, 2024	Jan 17, 2024	Feb. 2, 2024
Apr 5, 2024	April 10 2024	Apr. 26, 2024
Jun 7, 2024	June 12, 2024	Jun. 27, 2024
July 22, 2024	July 29, 2024	Aug. 9, 2024

Course Completion Policy: Students have 12 months to complete a course. Students are expected to communicate their targeted completion date to their teacher and work towards that goal.

Course Withdrawal Policy: To drop or withdraw from a course you must use the link on our website. If you withdraw from a course after completing the activation assignment, you will receive a "W" on your school record and report card. This "W" will not appear on your official transcript with the Ministry of Education, which is what most colleges and universities look at for admissions. Please contact the admissions offices of the post-secondary institutions you will be applying to for more information. If you would like to re-register for the course, you would have to wait 2 report periods before re-registering for the same course with SAIL.

If you withdraw and have not completed your activation assignment, you are welcome to re-register for the course right away and there will be no record of your withdrawal as you are not fully registered until successfully completing this assignment.

Inactive Student Policy: Students who are inactive in their course for 2 consecutive Learning Updates, will be made "Inactive" and access to their course will be suspended until they connect with their teacher and discuss a plan to re-engage in their learning. Students who are inactive for 3 consecutive Learning Updates will be withdrawn from the course.

Extended Absences: Please speak to your teacher if you are planning on an extended absence. It's incumbent on you to effectively communicate to your teacher.

Exam Invigilation: Students must coordinate with their teacher a plan to write all assessments. Drop-in assessments at SAIL will not be accommodated.

Transcripts: To receive an official transcript please go through the BC Ministry of Education website. A transcript is the official document that indicates successful completion of Grade 10, 11 and 12 courses and that a student has completed graduation requirements. It is your responsibility to make certain you are taking the proper courses to meet your graduation requirements and/or post-secondary entrance. For more information, please refer to our website: Online Courses: Graduation Planning Information: [Grade 12 Information](#).

Technical Support and Requirements: SAIL offers technical support for Brightspace course orientation and course login and course access. We do not provide support for installing operating systems, configuring internet connections and/or setting up home networks. To take a SAIL online course, all students must have access to a desktop level web browser with Javascript enabled (Chrome, Firefox, Edge, Safari), a high-speed internet connection, speakers, a microphone, a printer, and a scanning tool (such as Microsoft Office Lens, CamScanner or equivalent app for smartphones). It is also recommended you have installed Microsoft Office, or equivalent, Adobe Acrobat Reader, and a web camera. Currently, it is not recommended to use a tablet/iPad/smartphone browser to access our courses.

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

School District #36 Technology Use Policy: Student use of computers is to be always respectful and responsible. Inappropriate use and/or unauthorized access to other student accounts is strictly prohibited and will result in progressive discipline which may involve notification of the RCMP.

Communication with your Teacher: Teachers primarily use Brightspace as a course framework to directly communicate with their students. Our teachers also communicate with students and parents through online meetings, parent-teacher interviews, telephone, and email. To communicate with your teacher please use the email with which you registered for your course. If you use a different email, please contact our office to update your email address.

Parent Advisory Council: Our Parent Advisory Council represents our school community and meets monthly to discuss current school programs and initiatives. Please refer to our website for more information on our PAC.

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
- 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 and deal with retaliation against a student who has reported a breach of the code of conduct.

SAIL Rules of Net Etiquette:

1. **The Golden Rule:** Treat others as you would like to be treated.
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.
3. **Respect Others’ Copyrights:** 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 fines and/or lawsuits.
4. **DON’T TYPE IN ALL CAPS:** 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, so use it very carefully. Do not send multiple emails if you don’t get an immediate response – always allow **72 hours** for a response.
6. **Be Honest:** Faking website statistics, pretending to be someone else, or trying to cheat online is plagiarism.
7. **Use Proper Grammar & Spelling:** Using a browser with built in spell check can be a life saver for bad spellers!
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 read. Be aware that electronic messages are archived, and the archives are available for a very long time.
10. **Research Your Facts/Cite Sources:** There is so much information online, it can be very difficult to distinguish what is true from what is not true. Before posting something, forwarding emails, or going off on a tangent, make sure the information is factual and that you cite sources to boost your credibility.

Frequently Asked Questions

- ***Is an online course equivalent to a course offered in a ‘regular’ school?*** Yes! ...all our grade 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?*** For most students, 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 in BC. Students are strongly encouraged to have their own learning devices and a computer with Internet access.
- ***Do the online courses follow a textbook?*** Some courses may follow a prescribed textbook. Many courses, however, do not require a textbook. Speak to your teacher about the use of textbooks.
- ***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 on average complete a course anywhere between 6-8 months. Students are required to provide the same commitment to their online course as their traditional courses.

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