

## Table of Contents:

[Tips for Parents](#)

[Tips for Students](#)

[Communicating with the Teacher/Educator](#)

[Supporting your Child](#)

[Use of Technology & Digital Citizenship](#)

[Accessing my D2L Account](#)

[Accessing my HCDSB Google Account](#)

[Accessing Microsoft Teams](#)

[Office365 Login & Overview](#)

[Learning in a Virtual Environment & Behavioural Expectations](#)

[Attendance](#)

[School Attire](#)

[Balanced Day Sample Schedule](#)

[Catholic School Council](#)

[Code of Conduct](#)

## HCDSB Virtual Catholic Elementary School Staff

*At the HCDSB Virtual Elementary school, our teachers and support staff are committed to providing a thriving Catholic educational environment for our students.*

“The digital world can be an environment rich in humanity: a network not of wires but of people. Let us boldly become citizens of the digital world.” ~ Pope Francis



**Catholic Learning Environment** At HCDSB Catholic School we use language and conversation that reflects the gospel values of mutual respect, care and value for the dignity of each person. We are dedicated to reading the Scripture, celebrating the Sacraments, praying and engaging in symbols and rituals of the Catholic Church.



**Catholic Community** We are a community committed to loving and serving as a people of faith in our community, and our society, and to living out the Gospel message through justice and charity. Love of God and our neighbor is the first and greatest commandment basic to our Christian faith.



**Catholic Curriculum** Our Catholic School teaches the Ontario Ministry of Education curriculum that is grounded in the Religion and Family Life education programs. Our goal at HCDSB Virtual Catholic School is to help our students see the world through a Catholic lens, as they become critical Catholic learners.



**Catholic School Staff** Staff at HCDSB Virtual Catholic School share a common focus on faith and considers and treats each child as a unique and special gift from God with individual talents and abilities. We teach our students to respect the rights and dignity of all people in a caring community.

[Return to Table of Contents](#)

## Tips for Parents: How to set up your student for success in the Virtual School

Supporting your child's virtual learning experience is an essential part of their success while learning from home. Just like in a conventional, face-to-face classroom learning model, all curriculum subjects/frames are taught and reported on.

During virtual learning, your child is expected to participate in instruction and complete assigned learning activities each day. They will show proof of participation in daily virtual learning by satisfactorily engaging with assigned learning activities and completing assignments to demonstrate their learning by the assigned due date. For students with special education needs, this will include instructional and assessment accommodations/modifications as identified in their Individual Education Plan (IEP).

Educators may engage with students through a variety of means including Microsoft Teams, D2L, telephone, email and there is no expectation for educators or students to be in a Microsoft TEAMS meeting all day.

## Communicating with the Teacher/Educator

During virtual learning, your child is expected to participate in instruction and complete assigned learning activities each day. Staying up to date with communications is an essential component to providing support for your child's virtual learning experience.

- Consistently monitor the communication from your child's educators
- Make sure you know when and how to best communicate with the educators (i.e., email, phone)
- Recognize that educators are teaching during the instructional day, just like in a conventional, face-to-face classroom, and interruptions during instructional time negatively impact teaching and student learning
- Address concerns regarding your child or instruction during the times provided by the educator, such as before or after school, as doing so while the educator is online with students is not appropriate and would not occur during conventional teaching
- Make sure you and your child stay in communication with their educators when in need of additional learning support

## Supporting Your Child

No one expects parents to be full-time teachers or to be content matter experts. One of the goals for students is to become independent, and that takes lots of practice! Checking in with your child throughout the day will support them in processing instructions and communication from their educators. For younger children, this means supporting them at the beginning of the day and with check-ins throughout the day. Longer check-ins in the morning or evening may provide older children the support they need.

- Remember, you do not have to be the teacher to ensure that your child learns
- Avoid hovering over every lesson. Your child needs to make mistakes, interact with others, and learn to attend, all of which may be hindered if you are watching everything that they do
- Provide support and encourage your child while expecting them to do their part
- Resist the urge to help by providing your child with the answers...struggling is allowed and encouraged and that is how learning happens! Your child's educators need to know what they can do independently
- The virtual classroom is designed to support teaching and learning. Respect and honour the classroom space, just as you would a regular classroom

Here are some questions that might help spark a conversation with your child:

In the morning, you might ask:

- What will you be learning today?

At the end of the day, you might ask:

- How far did you get in your learning tasks today?
- What did you learn/practice/read today?
- What learning did you enjoy most today?
- What was easy or challenging for you?
- Do you have any questions for your teacher?
- What could we do to make tomorrow a good day?

[Return to Table of Contents](#)

## Use of Technology and Digital Citizenship

We want our students to be well-prepared to be successful in an evolving society. This includes the ability to use technology responsibly to gather, evaluate, construct and share knowledge in a 21st Century world. As per Policy I-43, technology resources include, but are not limited to, computers, tablets, phones, cellular/mobile technology, servers, networks, Internet services, computer applications, data, email, and collaboration tools as well as third-party Internet services provided to the Board.

### Students are responsible for:

- Using Board technology for curriculum-related/educational purposes only
- Using personally owned technology for curriculum-related/educational purposes only while on Board property
- Demonstrating digital citizenship through the appropriate use of technology, as outlined in the school's code of conduct
- Reporting any inappropriate use of email, data, or unauthorized technology to a teacher or administrator immediately
- The care, maintenance, and security of their personal devices – the Board is not responsible for the replacement of lost, stolen, or damaged items

Individuals who do not comply with this policy will be subject to appropriate consequences consistent with the School Code of Conduct, progressive discipline, and Safe Schools Legislation.



[Return to Table of Contents](#)

## Accessing Virtual Learning Environments

### My D2L Account?

- Link: <https://hcdsb.elearningontario.ca/d2l/home>
- Your login format is firstname.lastname.3digitsassigned@students.hcdsb.org  
eg: John Smith would be John.Smith.789@students.hcdsb.org  
**You can get this from your teacher**
- Your password is the same password you enter for your school account

**Lost or forgot your password?** Password resets are made through the HCDSB Help Desk. Please let your teacher know to get this process started. To **update** your password, visit <https://adfs.hcdsb.org/adfs/portal/updatepassword/>  
Please note, Google Chrome and Mozilla Firefox web browsers are strongly recommended. Older versions of Internet Explorer are not supported



### Accessing my HCDSB Google Account?

- Visit [Google.ca](https://www.google.ca) to sign in
- For elementary students, your login format is First.Last.3digitassigned@[school-specific-4digitcode].hcdsb.org  
*eg: John Smith from Home School CODE would be John.Smith.123@mary.hcdsb.org*
- **Lost or forgot your password?** Password resets are made through the HCDSB Help Desk. Please let your teacher know to get this process started.
- To **update** your password, visit <https://adfs.hcdsb.org/adfs/portal/updatepassword/>
- **If need help, please contact your teacher, your school's Computer Technician, or another staff member for assistance**



### Accessing Microsoft Teams?

- Microsoft Teams links will be posted through the homeroom D2L shell for students to access

[Return to Table of Contents](#)

## Office 365

[Go to Office 365](#)

[Login](#)

What's included?

- A full, installed Office experience across PCs, Macs, Windows tablets and iPad and Android tablets, and most mobile devices.
- Install on up to five PCs or Macs, five tablets (Windows, iPad, Android), and five mobile devices with Office Mobile.
- Updated regularly, as often as monthly, with new features, unlike non-subscription versions of Office.
- It includes the applications that you're familiar with, including Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, OneDrive, and Teams.
- Applications can be used to connect with Office 365 services such as SharePoint Online, Exchange Online, and Skype for Business Online.

Office 365 apps include:



Outlook



Word



Excel



PowerPoint



OneNote



Access  
(PC only)

Office 365 services include:



OneDrive



Teams

[Microsoft Office Student help center](#)

The Microsoft Office365 team has pulled together support that can help spark your creativity and launch your best work yet. Whether you use these Microsoft tools already, or it's your first time diving in, this page offers helpful information and tutorials to students.

[View Page](#)

What is OneDrive?

OneDrive is the Microsoft cloud service that connects you to all your files. It lets you store and protect your files, share them with others, and get to them from anywhere on all your devices.

**Benefits:**

- Securely store all your files
- Create, upload, and edit files from your desktop, browser, or mobile devices
- Collaborate in real-time and easily share files with other users
- Sync files across supported devices and access them from anywhere, at any time, both online and offline
- Quickly find your files and documents through intelligent search
- Access to Office Online (web-based versions of Excel, Word, PowerPoint, OneNote, and Outlook)

[Return to Table of Contents](#)

## How do I access my HCDSB Microsoft Office 365 Account?

Visit <http://office365.hcdsb.org>

- Your Login format is firstname.lastname.3digitsassigned@students.hcdsb.org  
eg: John Smith at St. Mary would be John.Smith.789@students.hcdsb.org  
**You can get this from your teacher**
- Your password is the same password you enter for your school account

**Lost or forgot your password? Password resets** are made through the HCDSB Help Desk. Please let your teacher know to get this process started.

To **update** your password, visit <https://ads.hcdsb.org/ads/portal/updatepassword/>

[Return to Table of Contents](#)

## Learning in a Virtual Environment and Behavioral Expectations

While it may look and feel a bit different, it is important to keep in mind that school is still in session. We realize that many people may use video conferencing apps such as Google Hangouts, Gaming programs, or Zoom already for social purposes however, the kind of communication students' do for school should look different than social interactions online. The purpose of being online, in this case, is not social, it's academic, and your behavior should reflect that. Compliance with the Parent/Student handbook continues to be an expectation, even in a virtual school setting. Here are some additional behavioral expectations and reminders for our virtual learning environment.

- Students must demonstrate respect for themselves, for others, and the responsibilities of citizenship through acceptable behaviour
- Respect the privacy of the class, just as you would in a bricks-and-mortar school. Students are not allowed to video or audio record classes, nor are they allowed to take a screenshot of the teacher or a classmate
- Be respectful of what you say and type to your peers. Students can be suspended for inappropriate behaviour
- Remember to keep your microphone muted and turn it on when speaking to peers and or the teacher
- Minimize distractions, make sure you are working in an environment that is conducive to your child's learning
- Be aware that you are on camera during class. Your teacher and classmates can see your facial expressions and behavior. Make sure those represent respect and attentive scholarship
- Practice active listening skills
- Know that our expectations regarding academic honesty are still in full force. Be aware of the additional challenges and temptations that conducting work remotely produces in this arena. When in doubt of using a resource or working with a partner, ask your teacher for guidance about how much online assistance you can use.

## Attendance

Student attendance will be taken twice a day by teachers using PowerSchool. Parents should continue to report student "absences" through the <https://www.hcdsb.org/parents/report-your-childs-absence/>. For long or unusual absences, please email your child's teacher and the secretary, Mija Simovic at [SimovicM@hcdsb.org](mailto:SimovicM@hcdsb.org). Teachers to take attendance during morning announcements through Microsoft Teams. Teachers will mark students late if they are not logged in, with their camera on, at the appropriate time during the class block, which teachers will communicate to students.

## School Attire

Students are expected to wear school-appropriate clothing while attending virtual class (that includes appropriate logos on clothes) just as they would if they attended bricks-and-mortar school.

## Balanced Day Sample Schedule

**Start Time** – 8:30 am  
**Period 1** (60 min) - 8:30 am - 9:30 am (Morning exercises included in this time)  
**Period 2** (40 min) - 9:30 am - 10:10 am  
**Morning Nutrition Break** (40 min) - 10:10 am - 10:50 am  
**Period 3** (40 min) - 10:50 am - 11:30 am  
**Period 4** (40 min) - 11:30 am - 12:10 pm  
**Afternoon Nutrition Break** (40 min) - 12:10 pm - 12:50 pm  
**Period 5** (40 min) - 12:50 pm - 1:30 pm  
**Period 6** (40 min) - 1:30 pm - 2:10 pm  
**Period 7** (40 min) - 2:10 pm - 3:00 pm  
**Dismissal** - 3:00 p.m.

## Catholic School Council

Virtual School Council is established for the purposes of developing, encouraging, and promoting activities, which will enhance the quality of school programs and improve levels of student achievement. The School Council provides advice to the Principal and where appropriate, to the School Board, on issues outlined by the Ministry of Education. Elections take place in the Fall.

We extend our thanks to our School Council members for all they do during the school year. Council meetings are held on the first Monday of the month at 7 p.m. via Microsoft Teams. Schedule and invitation to meeting will follow.

[Return to Table of Contents](#)

## Student Code of Conduct:

### Roles and Responsibilities of the Student

Students are to be treated with respect and dignity. Students have the right to learn in a safe, orderly, and stimulating Catholic environment and to be conscientiously instructed by the teaching staff. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour.

Students are expected to:

- Treat other students and school staff with dignity and respect.
- Represent only themselves online. Students should never pretend to be someone else or allow someone else to pretend to be them.
- Complete all work assigned to the best of their ability while adhering to rules around plagiarism.
- Always protect their password(s) and schoolwork so others cannot take advantage.
- Use appropriate and encouraging language when posting opinions, critiquing others, and chatting on school platforms.
- Immediately contact the teacher if they are having issues with class platforms (e.g., password no longer working, difficulty submitting work, concern about cyber-bullying, etc.).
- Notify their teacher should they feel their work has been compromised, copied, or used without their permission.
- Be aware that inappropriate behaviour online could result in disciplinary action as per our Progressive Discipline policy
- Follow the Ontario Catholic School Graduate Expectations while engaging in distance learning

We are committed to working with you to ensure a safe and productive learning environment for all members of our school community.

### Roles and Responsibilities of Teachers and Other School Staff Members

Teachers and other school staff members, under the leadership of administrators, maintain order in the school and are expected to hold everyone to high standards of respectful and responsible behaviour.

Parents play an important role in the education of their children and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students.

### Progressive Discipline

The following Code of Conduct is referenced from the following HCDSB policies:

[Policy No: II-39](#) – Progressive Discipline and Safety in Schools/Code of Conduct Suspension & Expulsions

[Policy No: II-40](#) – Bullying Prevention Intervention

Progressive discipline is a whole-school approach that makes use of a continuum of interventions, supports, and consequences, building upon strategies that promote positive behaviours. The range of interventions, supports, and consequences used by the Board and all schools must be clear and developmentally appropriate and must include learning opportunities for pupils to reinforce positive behaviours and help pupils make good choices. For pupils with special education and/or disability-related needs, interventions, supports, and consequences must be consistent with the expectations in the student's Individual Education Plan (IEP) and/or his/her demonstrated abilities.

The Board, and school administrators, must consider all mitigating and other factors, as required by the *Education Act* and as set out in *Ontario Regulation 472/07*.

In some cases, a short-term suspension may also be considered as a useful progressive discipline approach. The Board supports the use of suspension and expulsion as outlined in *Part XIII* of the *Education Act* where a pupil has committed one or more of the infractions outlined below on school property, during a school-related activity or event, and/or in circumstances where the infraction has an impact on the school climate.

[Return to Table of Contents](#)

## Suspension

The infractions for which a suspension may be imposed by the principal include:

- Uttering a threat to inflict serious bodily harm on another person;
- Being under the influence of alcohol;
- Swearing at a teacher or another person in a position of authority;
- Bullying;
  - Aggressive and typically repeated behaviour causing harm to another through verbal, electronic (“cyber-bullying”), written, or other means
- Any act considered by the principal to be injurious to the moral tone of the school;
- Any act considered by the principal to be injurious to the mental well-being of members of the school community;
- Any act considered by the principal to be contrary to the Board or School Code of Conduct

## Expulsion

Expulsion is a possible consequence in extreme circumstances. Refer to pages 6 & 7 of Policy No: II-39 Progressive Discipline and Safety in Schools/Code of Conduct Suspension & Expulsions.

## Mitigating and Other Factors

Before imposing a suspension, the principal, as required by the *Education Act*, must consider any mitigating and other factors as set out in the Student Discipline Procedures. For the purpose of the Student Discipline Procedures, the Board interprets the provisions of the *Education Act* and Regulations consistent with the *Ontario Human Rights Code*

## Tips for Students

### 1. Find a quiet and comfortable space where you can work:

A table, countertop, or desk is better than a couch or bed.

### 2. Be on time:

You should log in at least 5 minutes before your session begins. If you are unable to attend the scheduled session, a video of the lesson will be uploaded for later viewing.

### 3. Dress appropriately:

Uniforms are not required, but we do expect you to dress appropriately for learning.

### 4. Mute your microphone when you're not speaking:

Although you may not be speaking, microphones on devices can pickup background noises such as coughs, whispering, and typing.

**5. Be respectful of your educators and classmates:** You are expected to behave as you would in the classroom, including using appropriate language and interacting positively with your classmates and educators.

**6. Using the camera on your computer is optional:** Remember, if the camera is on, everyone will be able to see you and what is going on in your immediate area. Consider your background environment before using your camera.

**7. Your educator will let you know how questions can be asked:** Be sure to take the opportunity to ask questions if you are unclear about something.

### 8. When the session is over, your educator will ask you to leave the web-conference:

Be sure to leave the conference when asked. Your educator will be the last one to leave.

**9. Although online learning is not for everyone, try your best:** There are important lessons and learning that will happen before school ends. Your educator is here to help you be as successful as you can be. Give it your best shot!

### 10. Never share your password!

You are invited to read [Policy No. I-43](#) and [Procedure No. VI-62](#) for more information around the Use of Technology and Digital Citizenship.



[Return to Table of Contents](#)