



Prairie Rose School Division

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PRAIRIE ROSE SCHOOL DIVISION VIRTUAL COMMUNITY SCHOOL COURSES HANDBOOK

INTRODUCTION

Students in all high schools in Prairie Rose School Division (PRSD) have the opportunity of taking courses for credit via our virtual community school programs. Courses offered virtually give our students more choice selections via a reliable virtual connection. The goal is to provide the best possible academic experience while staying connected as a community of learners. We will use technology resources we currently use, primarily Google Classroom, Google Meets, and GoGuardian.

PRSD high school virtual courses, Applied Commerce, and Advanced Placement options will be posted annually in March and distributed to students (grades 8-11) in each of our high schools for student selection and registration. An annual divisional information session will take place prior to registration. Students will register through their local high school registration process in the spring of each year.

TECHNOLOGY REQUIREMENTS

- Teachers and students will use Google Classroom and Google Meet to deliver synchronous and asynchronous learning.
- Students must use Google Chrome as their browser, and they must be logged in with their school Gmail account.

Computer:

PRSD will supply each student with a reliable Chromebook for use while taking a virtual course.

Students should not be using a cell phone, iPad, or other tablet for joining classes or completing assignments on Google Classroom. We strongly recommend having a computer or Chromebook for each student due to complications that arise with sharing a devices.

High-Speed Internet Connection:

All students will have access to high-speed internet through Wi-Fi at each of our high schools. From other locations (home) you will need access to high-speed internet, preferably access via ethernet cable right into your computer, or Wi-Fi. The faster your internet, the better. We recommend using a connection with a download/upload speed of 5/1.5 Mbps or better. Students who do not have reliable internet can contact our ICT department (Tyler Oakes: tyleroakes@prsdmb.ca) who may be able to assist students with a solution.

Webcam:

Students may use an external webcam or one that is built into the computer. Chromebooks supplied by the division have a webcam built in.

Headset:

We recommend using earphones with a microphone rather than the built-in microphone and speakers on a device. Using a headset or earphones with a mic reduces the level of background noise heard by the entire class. We prefer students to purchase their own personal headsets where possible.

Google Meet:

Prairie Rose School Division uses a web conferencing software called Google Meet for our classes, which enables students and teachers to gather face to face in real time. Google Meet is free to download and easy to use. Google Meet is also integrated in Google Classroom, meaning that Google Meet recordings can be saved automatically. All recordings must respect the privacy of all staff and students.



STUDENT EXPECTATIONS

- Attend all classes, complete all assignments, and function as a full participant each class, contributing to the class dynamic and success of the entire class
- Be on time to class and remain in class for the duration of the class period or as instructed by the teacher
- Students who are unable to attend will be expected to check Google Classroom and complete missed work/assignments
- Eat during breaks between classes, and not during classes, as a courtesy to others, as well as to protect their devices from potential damage
- Give one's best effort and exhibit appropriate classroom behavior as per "PRSD Student Code of Conduct" and Administrative Procedure #507 – Academic Responsibility, Honesty, and Promotion/Retention
- Come prepared to class with all necessary materials: books, paper, notes, pencil, etc.
- Do not share a class link with anyone who is not a member of that class or invite others to class with you
- Keep cameras on and mics muted until instructed to do otherwise

ROLE OF PARENT/GUARDIAN

- Help your child manage their online learning by requiring them to attend classes and finish and upload all assignments
- Check on your child's planning, organization process, and academic progress through the student information system
- Encourage your child to communicate their needs with teachers as soon as needs arise
- If attending class from home, create a comfortable, distraction-free place for your children to work and attend online.
- If attending from home, out of courtesy of others please ensure that distracting things do not appear on screen during class, such as but not limited to pets, gaming devices, cell phones, or food.
 - Parents and siblings should not appear on screen during class, have conversations or do things that distract the student from class
 - If at home, encourage your children to incorporate physical activity and healthy breaks from classes during the day
- If a parent has a concern about a virtual course, or specialized programming for their child, they should:
 - Contact the teacher of the virtual course first
 - If the concern is not resolved, contact the principal of the school that the child attends
 - If still not resolved contact the assistant superintendent

VIRTUAL TEACHER RESPONSIBILITIES AND BEST PRACTICE

- In collaboration with the IT Department, create a Google Classroom and course (Manitoba curriculum), and send students the enrollment key or invite students to join the classroom via their PRSD Gmail account
- Create a teacher profile to introduce yourself to students in Google Classroom

- Add your course outline to Google Classroom and a welcome message to the course
- Introduce yourself to parents and add parent emails to Google Classroom to receive status reports or updates
- Inform parents how to contact you if they have concerns
- Communicate how student results will be shared with parents, including learning behaviors, formative and summative assessments
- Make arrangements with school administration for textbooks, resources, and/or paper packages to be delivered to each student when necessary
- Communicate with the student’s school resource team for Student Specific Plans (SSP) or any other adaptations or supports needed
- Reply to messages and post grades promptly and regularly
- Contact the student’s parent and principal in regards to student behavior and code of conduct

ACCESSIBILITY

Student accessibility requirements will be provided upon request.

VIRTUAL TEACHER CONTACTS

Teacher Name	Teacher Email	Course
Jeff Baty	jbaty@g.prsdmb.ca	Science 20FA
Roseanne Massinon	rmassinon@g.prsdmb.ca	Biology 30SA
Mary Reimer	mreimer@g.prsdmb.ca	English Language Arts 20FA English: Transactional Focus 30SA
J.P. Jamieson	jjamieson@g.prsdmb.ca	Introduction to Calculus 20SA
Laurie Anne Vermette	lvermette@g.prsdmb.ca	Applied Commerce Courses
David Berglund	dberglund@g.prsdmb.ca	French 30S French 40S
Lori Arnason	larnason@g.prsdmb.ca	Psychology 40S
Lynn Rempel	lrempel@g.prsdmb.ca	Law 40S Global Issues 40S

PRSD COURSE OFFERINGS AND SCHEDULE 2021-2022

Advanced Placement

- Introduction to Calculus 20SA
- Applied Mathematics 30SA
- English Language Arts 20FA
- English: Transactional 30SA
- Science 20FA
- Biology 30SA

Applied Commerce

- Business Innovations
- Personal Finance 20S
- Entrepreneurship 20S
- Creative Promotions 20S
- Business Communications 30S
- Accounting Essentials 30S
- Business Management 40S

- Accounting Systems 40S

Virtual Courses

- French 30S
- French 40S
- Psychology 40S
- Law 40S
- Global Issues 40S



Semester I

SEMESTER ONE				
Time	Grade 09	Grade 10	Grade 11	Grade 12
0' Canada				
PERIOD ONE 9:00-10:02	AC Bus. Inno. (RO-Even Day)	AP ELA 20F(A) AP Intro. PC /A Math (B)		
PERIOD TWO 10:05-11:12		AC Entrepenuership AP Science	AC BUSINESS COMMUNICATIONS	
PERIOD THREE 11:15-12:22		AP ELA 20F (B) AC Finance (A)		IT GLOBAL ISSUES
LUNCH 12:22 - 1:22				
PERIOD FOUR 1:22-2:29		AP Intro. PC/A Math (A)	IT FRENCH 30S	AC BUSINESS MANAGEMENT
PERIOD FIVE 2:32-3:39			AC ACCOUNTING	IT PSYCHOLOGY

Semester II

SEMESTER TWO				
Time	Grade 09	Grade 10	Grade 11	Grade 12
0' Canada				
PERIOD ONE 9:00-10:02	AC Business Innovations (RO-Even Day)	AP ELA Trans 30S AP Math (Applied 30S)		
PERIOD TWO 10:05-11:12				AC ACCOUNTING SYSTEMS
PERIOD THREE 11:15-12:22		AP ELA Trans 30S (B) AP BIO AC Finance (B)		IT LAW
LUNCH 12:22 - 1:22				
PERIOD FOUR 1:22-2:29		AP BIO AP Math (Applied 30S) AC Creative Promotions		IT FRENCH 40S
PERIOD FIVE 2:32-3:39	AC Business Innovations			