



ARKTOWN

Secondary School Online

Student Handbook

2022-2023

Table of Contents

Welcome Message	3
Who are we?	3
What do we do?	3
Why choose us?	3
Our beliefs	3
Our Mission	4
Our Values	4
Getting Started	5
System Requirements	5
How to Register and Login	5
Users Policies and Code of Conduct	6
Acceptable Use Policy	6
Respect in the Virtual Classroom and Maintaining a Safe Environment	6
Plagiarism Policy	7
Login/Activity Expectations	8
Online Courses	10
Textbooks/eBooks	10
Prerequisite Documentation	10
Course Start/Duration	11
Teacher Contact	12
Quizzes, Tests, and Exams	12
Mandatory Video Assessment	12
Exam Scheduling	12
Report Cards	12
Refunds, Credits, and Transfers	12
Withdrawals	12
On-site Teacher Supervision	12

Welcome Message

Who are we?

Arktown Secondary School is a private coeducational day school for Grades 9 through 12 located in Markham, Ontario. In addition to Ontario accredited courses, we also offer private tutorial sessions covering a wide array of enrichment courses aimed to cultivate foundational, critical thinking, speaking, and writing skills.

Arktown Secondary School has been offering top quality education to High School students ranging from Grades 9 through 12. We understand that to succeed, students must be given the right resources and support to reach their goals. As such, Arktown offers many ways for students to gauge their performance and to best tailor their resources for their success. Government inspected for quality and merit, Arktown proudly offers accredited high school courses, to obtain an Ontario Secondary School Diploma (OSSD). In addition to accredited courses, the school offers a plethora of services to students and their parents: from tutoring services, to community engagement activities, accommodation guidance and even assistance with Visa applications, Arktown is a school that offers everything a student needs.

What do we do?

We provide services that are specifically tailored for each individual student, and our team of consultants specialized in admissions to top universities across Canada and the America. Prior to taking our courses, each student is appropriately assessed to gauge their abilities and improve test scores. Classes are small and interpersonal which creates the environment where specific skills are targeted and weaknesses are addressed. With offerings for TOEFL, IELTS, COPE, and more, Arktown builds students for success in their admission.

Why choose us?

The world demands well-rounded, intellectual and passionate leaders for tomorrow. In order to find individual “success”, students are expected not only to excel in academics, but to excel in personal, emotional and mental growth as well. Arktown Secondary School is a school that focuses on shaping intelligent, well-rounded and passionate leaders. Students will not only excel in academics, we strive to carve their personal passions into “potential” and “opportunity”. Arktown stands by our mission, vision, and values to guide your child in the pathway they desire to take.

Our beliefs

Arktown Secondary School is founded on the belief that students should receive all the support and resources they need to thrive on a robust education. We believe in nurturing individual strengths to help our students achieve their goals. We recognize the need to rigorously prepare every student both mentally and physically, for an increasingly competitive academic environment and world. We know that our students need to be able to grow and develop skills on their own. We believe that we can offer the best support to cultivate every student’s academic growth so they pursue every possibility in their future.

Our students can testify that Arktown is a truly unique and wonderful school to attend, especially for those who come from overseas.

Our Mission

No matter what the age, we believe everyone has enormous potential to do great things. We are committed to partnering with our students and to helping in building strong skills that will prepare them for a successful future in their communities. It is our goal at Arktown Secondary School to ensure the academic and personal success of students by addressing different learning styles and cultural backgrounds. We strive to equip our students with the skills they need to become successful global citizens in today's complex world.

Our Values

- Responsibility: We encourage our students to take full responsibility for their individual learning
- Integrity: Personal integrity, as well as academic integrity, fosters self-respect
- Empathy: Promotes healthy social interaction that is crucial to the global community
- Community: We recognize the roles of both the family and the larger community in promoting well-rounded and well-balanced citizens
- Diversity: We value the unique experiences each student brings to the classroom

Getting Started

System Requirements

Students should have the following minimum requirements to participate in Arktown Secondary School programs:

Hardware

- A PC running Windows XP or higher or
- A Mac running OS X or
- A Chromebook running Chrome OS
- 2GB of RAM
- High speed internet connection
- A sound card with speakers or headphones
- A functional webcam and microphone
- A laptop is required for final exams written

In some cases, a scanner or phone/camera may be required to submit handwritten assignments.

Software

- Adobe Reader
- Adobe Shockwave
- Adobe Flash Player
- Java
- A typical Office Suite including a word processor application, equation editor and spreadsheets (Google Docs will also suffice)
- Browser
- Mozilla Firefox 4 or higher or
- Internet Explorer 7 or higher or
- Safari 5 or higher or
- Google Chrome 11 or higher

Users Policies and Code of Conduct

Acceptable Use Policy

Students recognize that the primary purpose of the school website is for learning. The following are the terms of agreement for using the school facilities and reflect the values and rules:

1. Students will not seek out or transmit materials that are racist, sexist, pornographic, homophobic, or dangerous, that contain portrayals of illegal acts, or that are against other Arktown Secondary School policies.
2. Students will immediately report to a teacher the accidental discovery of any material mentioned above.
3. To avoid possible computer viruses, students will not submit any executable files in the assignment Dropbox or upload any onto the school discussion forums.
4. Students will NOT give out personal information such as address, telephone number, or parents' work numbers without the permission of the teacher. In addition, students will not give out personal information about other people.
5. Students will make absolutely sure that their communications on-line or through the use of email are research-related, respectful, responsible and ethical.

Respect in the Virtual Classroom and Maintaining a Safe Environment

Arktown Secondary School intends to provide and maintain a safe environment in which learning can occur. Protection of a person's dignity and self-esteem is critical.

1. All students of Arktown Secondary School are expected to treat their teachers and fellow students with respect in all interactions online and offline.
2. All students will accept the authority of the teachers and all teachers will demonstrate respect for all students.
3. No form of discrimination is tolerated in the virtual learning environment. This includes but is not limited to the use of racial epithets, homophobic or sexist speech, insults relating to mental ability, et cetera.
4. Threats, remarks, abuse, or harassment by any individual which impairs the health and welfare of any student or staff member is not permitted and is to be reported to the Principal immediately.
5. Pictures used for profiles or other assignments should be innocuous in nature, and therefore should not include gang signs, swear words (in any language), depictions of blood, gore, or violence, or drug/alcohol related imagery.
6. The Principal will discipline the student using a variety of means including counselling and contacting home. Violation of any of the above rules may also result in suspension and/or expulsion from Arktown Secondary School Online without warning or refund.

Plagiarism Policy

In the event of incidents of academic dishonesty, the student and Principal will be notified of the occurrence, of the consequence, and of the potential consequences of

subsequent incidents. The following is a list of academic violations along with their respective consequences:

IMPROPER CITATION

The student fails to utilize a citation method in the piece. Teachers will generally specify which citation method is required, however, should this guidance not be given, students are expected to follow either MLA or APA formatting.

Grades 9 and 10

The First Instance: A warning and an opportunity to redo the piece.

Subsequent Instance: A warning and an opportunity to redo the piece.

Grades 11 and 12

First Instance: A warning and an opportunity to redo the piece.

Subsequent Instance: An opportunity to redo the piece to a maximum grade of 75

UNACCREDITED PARAPHRASING

The student uses an idea (in different wording) from a source and portrays it as their own without a citation. To be safe, students should use a citation when in doubt.

Grades 9 and 10

First Instance: A warning and an opportunity to redo the piece.

Subsequent Instance: An opportunity to redo the piece to a maximum grade of 75%.

Grades 11 and 12

First Instance: An opportunity to redo the piece to a maximum grade of 75%.

Subsequent Instance: An opportunity to redo the piece to a maximum grade of 50%.

UNACCREDITED VERBATIM

The student uses an idea that is word-for-word from a source and portrays it as their own without a citation.

Grades 9 and 10

First Instance: An opportunity to redo the piece to a maximum grade of 75%.

Subsequent Instance: An opportunity to redo the piece to a maximum grade of 50%.

Grades 11 and 12

First Instance: An opportunity to redo the piece to a maximum grade of 50%.

Subsequent Instance: A grade of zero. No opportunity to resubmit.

FULL PLAGERISM

The student uses a piece written by someone else and attempts to pass it off as their own work.

Grades 9 and 10

First Instance: A grade of zero. No opportunity to resubmit. Subsequent Instance: A grade of zero. No opportunity to resubmit.

Grades 11 and 12

First Instance: A grade of zero. No opportunity to resubmit.

Subsequent Instance: A grade of zero. No opportunity to resubmit. Student may be removed from the course.

Login/Activity Expectations

Attendance/Logins

Students are expected to complete their course within 6 months of registration but are free to work at a faster pace. Students should log in regularly depending on their completion plans. It is recommended all students log into their course at least ten (10) hours a week to ensure they keep up with course content. Students are not expected to login daily but should log in at least three (3) times every week.

Hours Spent on Activities

All Arktown Secondary School credit courses are designed to be 110 hours of planned instruction. Each unit within the course is given an hour value and all units combined add up to 110 hours. Students are expected to come close to the planned hours of instruction timing within reason. Activity completion time will vary depending on the student's comfort level with that particular subject matter.

Student Learning Logs

1. All students are obligated to track their hours spent online and offline working on course materials as part of their virtual classes. Students must use the established template (Student Learning Log.doc) to record their time.
2. The total amount of time as recorded in the learning log must be equal to, or greater than, 110 hours by the end of the course to grant a credit.
3. Learning logs can be found in the Course Information under Student Learning Log.
4. Finished learning logs will need to be submitted to the Student Learning Log Dropbox. The credit for the course is granted once the Learning Log is submitted and reviewed.

Online Courses

Arktown Secondary School offers many online courses. Students have 6 months to complete these courses, and have access to their teacher via the course communication tool, office hours, and feedback on assessments. Students will earn Ontario credits upon completion of these courses.

Textbooks/eBooks

Upon registering for the courses and submitting prerequisites, a course packaged with an E-Book, the instructions how to access it, along with an E-Book code, will be sent to the student via email within 48 hours. Generally only Math and Science courses are supported by E-Books. E-Books will be provided to students at no cost; however, the eBook registration expires after 6 months.

Important note: E-Books and print textbooks do not necessarily follow the same order, even of the same title and publisher. For example, the printed version of the Principles of Mathematics, Grade 9 published by Nelson is different than the Principles of Mathematics, Grade 9 E-Book by Nelson. Students trying to follow a course using a print

textbook will run into difficulty when trying to locate references from the course.

Prerequisite Documentation

Prerequisites are requirements that student must successfully complete before they can register for the course. The students registered for Arktown Secondary School online course are required to submit their proof of prerequisite courses to the following email admin@arktown.com. The proof of prerequisite must be in the form of scanned copy of Ontario Student Transcript (OST), final report card or Credit Counselling Summary ONLY. Prerequisite documentation must clearly show the student's legal the name, Ontario Education Number (OEN), course code, and final grade. Screenshots of Career Cruising, My Blueprint, OUAC, etc., **will not** be accepted.

It is students' and their parents' responsibilities to ensure the students have the correct prerequisite(s) for the course(s) in which they are enrolling. Visit the [course offerings](#) section of our website to confirm required prerequisites. Refunds will not be provided in cases where students do not have the correct prerequisites.

If a parent or mature student (a student who is eighteen years of age or older) requests a prerequisite be waived, the Principal will determine whether or not the prerequisite should be waived. The Principal may also initiate consideration of whether a prerequisite should be waived. The Principal will make a decision in consultation with the parent or the mature student and appropriate school staff. If the Principal waives a prerequisite because it is in the best academic interest of the student, it will be documented in the student's Ontario Student Record.

Course Start/Duration/ Completion

Student can enroll into the Arktown Secondary School online courses any time of the year. Upon registration, students will receive a welcome email within 24 hours containing login instructions. Once logged in, students are free to start the first unit immediately. It is essential for the registered students to read all pages of the detailed information in the introduction unit to help them learn how their course works.

Students have 6 months to complete their course from the date of registration. The student's enrolment will automatically expire at this time and the student will lose access to the course.

Students have 30 days from the expiration date to purchase an extension.

A three-month extension can be purchased for \$199. Extension is issued based on the original expiration date, rather than the date payment is received.

Once a course has been expired for one month (7 months from the registration date), the course will be considered failed and the student will be unable to purchase an extension or request a transfer. Students will need to repurchase the full course if they wish to start the course again.

Average course completion times vary from student to student. Course completion time varies greatly depending on a number of factors, including reading speed, comfort level with online learning tools, understanding of the subject matter, and more. Students are welcome to complete courses in a shorter time-frame, but must complete all required components of the course in the order they are presented. There are no due dates in the course other than the 6-month course duration. Courses have been designed in a manner where students who complete all course components will generally meet or exceed 110 hours of planned instruction.

Arktown Secondary School has a minimum requirement of 14 days enrollment for students to be eligible for a midterm report card and 28 days enrollment to be eligible for a final report card.

Arktown Secondary School Online recommends students make a plan to complete their course(s), and decide on a target date for completion from the outset. Students should look at the breakdown of the units in the course and spread them over their available time. Students should account for other commitments and periods when they will be able to spend more time on the online course, and times when they will be busy with other aspects of life.

Arktown Secondary School Online also recommends students share this plan with parents and teachers to keep them accountable to their completion goals. Students who require further assistance with planning may consider on-site teacher's supervision and should email to admin@arktown.com for more information.

Teacher Contact

Access with Arktown Secondary School online communication with the teachers is available to students via the online platform. There is a built-in communication tool Message My Teacher within the learning environment that students must use. Students must not contact the teachers by phone; all communications should be performed online. Students are welcome to send internal communications to their teacher at any time; however, the teacher will respond within 24 hours. During peak times and/or holidays, teachers may take slightly longer to respond. If students are in need of an immediate response regarding course content, it is recommended they check some of the discussion forums built into the course, as it is likely that their question has been publicly posted and answered previously. Students experiencing a lack of the teacher response should contact admin@arktown.com to report the issue.

Teachers will hold one office hour per week. During this time, students can count on their teacher being online. Students are able to book appointments during this time to meet with the teacher via video conference. These appointments are scheduled on a first-come, first-served basis, so students should schedule appointments with teachers well in advance to ensure availability. These appointments are scheduled directly with the teacher through the internal communication tool. We recommend students utilize the office hours when they have numerous questions or need in-depth assistance. If a student is sending multiple questions to the teacher, they may recommend meeting during office hours.

Teachers work remotely and are not located on-site in the main Arktown office. Teachers will also grade work submitted to the course and leave detailed feedback. This feedback is found directly within the assignment or quiz and in the Grade Overview. In some cases, teachers may send additional feedback via the course communication tool. Teachers will return graded work with feedback within three days; however, during peak times and/or holidays, this may take an additional one-to-two days. If a student wants to fast track evaluation, feedback or grades in order to complete the course by a deadline, this should be arranged directly with the teacher. Teachers may or may not be able to accommodate this special request, depending on their current workload. Once the final exam is written, teachers have ten days to finish grading all of the course work and to submit the final grades to the Arktown office. In cases where students submit a large portion of work right before writing the final exam, this time might be delayed.

Quizzes, Tests, and Exams

Students must write quizzes, tests, and exams alone without the assistance of friends, parents, in tutors, or any other person. Students are not to access any outside material, including coursework and/or notes with the exception of formula sheets in certain assessments where it has been indicated as permitted by the teacher and in the assessment details. Students that copy information from their course, their notes, or any other source and present them as their own answers will be given a grade of zero on the entire assessment. Answers that are very similar to those given in the course content will be investigated to determine whether they could be committed to memory or not, within reason.

Any violation of the aforementioned is considered a serious academic offence and a grade of zero will be applied to the entire assessment and students may be removed from the course without credit.

Completion of the final exam is a requirement for earning the credit for a course at Arktown Secondary School Online. Exams must be proctored (supervised). Students with health concerns or concussions will be required to write their final exams, however, accommodations will be made to assist them. Please contact the Arktown Secondary School Online office at admin@arktown.com to discuss further as these scenarios are handled on a case-by-case basis.

A student's performance on the final exam will be compared to their overall performance in the course. If there is a major discrepancy between coursework and the final exam performance, Arktown Secondary School Online reserves the right to investigate the situation, which may or may not include re-writing of unit tests, re-submission of assignments, and a web conference discussion surrounding the contents of the final exam. Arktown Secondary School Online also reserves the right to remove students from a course without earning a credit in cases where severe levels of academic dishonesty have been found.

Exam Scheduling

ARRANGING THE FINAL EXAM

Students must arrange to sit for the final exam at least three days in advance and need to have all coursework finished. It is the student's responsibility to ensure they have submitted all coursework before writing the final exam. Students will not be able to schedule their final exam until the required assignments and tests are completed.

Students have two options for taking the exam:

Option 1: Take it at the Arktown Campus

It is recommended students write final exams at the Arktown campus if they live within a reasonable distance. Students can schedule the exam by emailing final exam request to Arktown office at admin@arktown.com. Students are required to use their own laptop for exams on campus. The final exam might take two to four hours, and it is student's responsibility to bring laptop charge.

Option 2: Arrange Your Own Proctor

You are permitted to arrange your own proctor (supervisor). Students are required to use their own laptop.

The proctor must be approved by Arktown and is to supervise the exam at their place of work, or at a public place such as a library. Some libraries and study centers offer this service themselves. Exams cannot be written at anyone's home (including home businesses) nor can it be written in other tutoring/learning centers.

The proctor must be a working professional (e.g. teacher, doctor, businessperson, and must provide a work email address for correspondence (Gmail, Hotmail, etc. cannot be used). Arktown Secondary School reserves the right to send a member of its administration team without any prior notice to inspect the exam writing conditions for those arranged with a private proctor. Academic penalties will be applied where exam regulations are not being upheld.

Report Cards

Arktown Secondary School will produce an official report card once students have reached the midterm and final points of their course(s). Should the student have any specific questions in regards to achieving the midterm point of their course, they must contact their teacher. An official hard copy of the midterm and final reports will be mailed to the student's current day school, where they will reside in the OSR. The day school will then be responsible for updating the Ontario Student Transcript to reflect the course completion once the final report card has been obtained.

In addition to the day school, an electronic copy of the report will also be emailed to the student's email address. If the student requires a hard copy of a report card, this request must be sent to admin@arktown.com. A midterm and final report card will only be

released if a student has provided appropriate prerequisite evidence for their course. If prerequisite evidence has not been provided, reports will be held, and the credit will not be issued.

Once the teacher has submitted a midterm or final report card to the office, it will be generated and processed by the administration team within 3 business days. All documents will be mailed by standard mail via Canada Post. Students must anticipate the mailing time may take up to 1-2 weeks. If a document is required sooner than the suggested Canada Post timeframe, students are welcome to schedule an overnight courier via Purolator at their own expense. When scheduled via Purolator, the expense generally ranges from \$30 - \$40. For instructions on how to schedule the courier, the student must reach out to admin@arktown.com. The courier must only be scheduled once the report card is prepared and ready to be mailed out. If scheduled sooner, the pickup time may be missed and the student will not be reimbursed by the Arktown.

Refund Policy

There are no refunds through Arktown Secondary School.

Withdrawals

In Grades 11 and 12, all attempts, withdrawals, and repeats of courses are recorded on the Ontario Student Transcript (OST). If students in Grade 11 or 12 courses withdraw within five login hours following the midterm point of the course, the withdrawal is not recorded on the OST. If a student withdraws after 5 login hours following the midterm point of the course, the withdrawal is recorded on the OST by entering a “W” in the “Credit” column. The percentage grade at the time of the withdrawal is recorded in the “Grade column”. Withdrawal from Grade 9 or 10 courses is not recorded in the OST.

END OF HANDBOOK