

# Baig Academy - Online Welcome Package

**On behalf of our staff, welcome to Baig Academy !**

We are pleased that you have joined our community of online learners. This is an exciting time in education; the focus of Baig Academy education plan is to provide learners with relevant, individualized, flexible, engaging, high quality learning experiences. Our teachers work collaboratively to support our learners in finding new and innovative ways to pursue their passions while preparing for their future.

*If you have any questions or concerns about any aspect of your course, do not hesitate to contact us at:*

**General Inquiry:** [info@Baigacademy.org](mailto:info@Baigacademy.org)

**Principal:** [baigacademy@gmail.com](mailto:baigacademy@gmail.com)

**Please make sure you read the entire Welcome Package. The essential tasks listed below are your responsibility to complete when you study at Baig Academy.**

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Once the registration process is complete, you are receiving this email which includes your username and a temporary password and instruction on how to log in. Typically, this email is sent out within 24 hours of registration.

- ❖ Students have 3 months to complete their courses, or 1 month for summer courses (July & August)
- ❖ If not completed, they have the option to pay for course extensions.
- They are only allowed one extension of one month.
- This month has an additional charge of \$100

**Refund Policy:** Baig Academy ONLY issues refunds **within the first 24 hours of registration**, counted from the time the Welcome Package is sent to the student. In case of withdrawing within the first 24 hours, the \$100 non refundable administration fee will not be refunded since within hours of enrollment, our administration undertakes many tasks including activating the student account, completing the enrollment, contacting the teacher, establishing electronic/physical files, tracking the enrollment for Ministry purposes, etc. Even if the student does not begin the course, the preliminary work in our office will be completed.

## **Student's responsibility:**

### **1. Attendance:**

You do not have to come to our location but, yes, our online program requires attendance in our web classrooms.

You need to contribute to your online classroom discussions and communicate with your instructor/classmates on a regular basis. This will vary depending on the course and the teacher.

Your login dates, times and the areas of the course that you visit are logged. Your teacher will clarify what is required of you in terms of course participation.

A minimum 3 times per week participation in your class is required. This includes:

- As you go over lessons to learn your new topic.
- As you go over activities to finish the posted assessments.
- As you work on evaluations (assignments, tests, etc.)
- As you review materials and post items by teacher and classmates.
- As you participate in class discussions (at least once a week).

❖ If students are not active, do not participate regularly and submit their assignments on time, the school has the authority to drop them from the course with no refund.

### **2. Internet Connection:** You need to have a stable connection to the Internet through an Internet Service Provider (ISP). Arranging and maintaining an Internet connection is the student's responsibility. In most cases, no special hardware or software is required. Courses that require additional software provide links to these applications and there is no associated cost.

### **3. Planning:** Course outline indicates that the course will take 110 hours and highlights the breakdown of each unit. Please keep in mind that the 110 hours reflects the number of hours a student may spend on the lessons and activities and does not include additional time students may take to complete assignments or prepare for tests or examinations.

### **4. What happens if I have to withdraw?**

You need to notify our office by an email that you wish to withdraw from one or all of your courses. Office will confirm the request with you and your parent/ guardian, when needed.

### **5. Full Disclosure:**

The Ministry of Education has a policy of full disclosure. This policy states that all grade 11, 12 courses attempted by students must be recorded on Ontario Student Transcripts. Full disclosure does not apply to students in Grades 9 or 10. Any Grade 11, 12 course completed, dropped after due date or failed will appear on a student transcript along with the marks earned in the course.

The due-date of your course(s) registered will be included in your welcome package. It occurs after the midterm reports have been issued, however, for courses scheduled for one month during summer the due-date is after 2 weeks of the courses start date, the school may not issue Midterm Report card for courses scheduled for one month but the due date is still valid. This means senior students (grade 11 or 12) have until the posted date to withdraw from a course without it showing up on their transcript. The withdrawal date will be sent to each student through email depending on the start of the course with the welcome package.

## **6.Final Evaluation:**

Final evaluation (30%) includes ISP & final Exam takes place **towards the end of the semester, after completion of ALL Assessments and Evaluations**, and provides the final opportunity for students to demonstrate what they know, and the skills they have learned, based on the overall expectations.

**The summative evaluation will consist of a Final Exam, which will be written, IN PERSON at school or supervised through zoom access.**

*\*Proctor supervision may apply for students outside Ontario.*

\*Parents/Relatives/Tutors of the student writing the exam are not permitted to proctor the final exam.

*Awarding of Course Credit: Students who demonstrate evidence of achievement of overall expectations, and earn a mark of 50% or greater, will earn one credit for the course.*

## **7. How will I communicate with my teachers?**

The school has qualified instructors who are dedicated to helping our students achieve their goals. You will be able to contact your teachers via email, phone calls (arranged by school) if required, we encourage all students to use the chat messages system in our Moodle website as the primary communication tool.

## **8. Privacy and security:**

You are only able to access your course(s) with a password and login, which is assigned at registration and private to the user. No personal information is accessible to anyone else. Privacy is governed in the same way as it is in the regular day school program. **Please DO NOT SHARE YOUR PASSWORD AND USERNAME.**

If you have any questions, please feel free to contact the school. Good Luck!