

Ottawa, Septembre 4, 2020

Dear parents and guardians

I hope you and your loved ones are doing well. The entire Student Virtual Learning Program (P.A.V.É.) team at the *Conseil des écoles publiques de l'Est de l'Ontario* (CEPEO) is currently mobilized to finalize preparations for the start of classes. We are all very excited to welcome our students!

In order to help you prepare for the start of the new school year, I would like to inform you of a few reminders and updates.

### **Schedule - Orientation week - September 8 to 11**

Next week, from September 8 to 11, will be devoted to orientation for students enrolled in P.A.V.É.

This is a necessary step in preparing and equipping them for a virtual learning process, which is different from what they have experienced up until now.

To this end, over the next week, students and their teachers will address the following themes essential to safe and effective virtual learning:

- Well-being and mental health;
- Netiquette and cybersecurity;
- CEPEO technological tools;
- Skills and work habits in virtual mode;
- My Blue Print and the virtual portfolio;
- Sessions to review subjects;
- Information and question / answer sessions on their academic career in virtual mode;
- Cultural animation in virtual mode.

### **Connection details**

#### **Connect to your virtual classroom**

Since we will be working together in virtual mode, we will need to connect using a technological tool. Here are the steps to follow :

#### **Step 1: Log in to the [Parent Portal](#)**

Here is a [tutorial \(in French only\)](#) for logging into the Parents Portal. When you are logged in, you will be able to find your child's CEPEO student account information in

the **Demographie** section. You need to find your child's CEPEO email address and password. In case of difficulty, we can support you.

### **Step 2: Connect to your CEPEO student account**

**If you have a Chromebook**, please turn it on and use the login details you retrieved from the *Demographie* section of the Parent Portal, that is, their CEPEO email address and password.

**If you have a computer**, access your child's CEPEO student account from the Chrome browser. Activate their account using your child's CEPEO email address and password retrieved in the *Demographie* section of the parent portal.

### **Step 3: Join a course**

Check the student's Gmail mailbox and look for emails titled: **Invitation to Join Class**. Open the emails and click on the **REJOINDRE LE COURS** button. You will be transferred to the Classroom app in each of your child's virtual classrooms.

### **Step 4: Connect virtually with the teacher**

On the home page, you will find a header that contains a link to a videoconferencing session (see image below). Click on this link to meet the teacher.



## **Class schedule**

Homeroom teachers have contacted parents and students to invite them to the first meeting of the year, scheduled for Tuesday, September 8 at 9:00 am. The class schedule for students in grades 9 to 12 will be shared by email shortly and it will be explained to students through the homeroom classes. After having read the new schedule, the parent (or the student removed from parental authority) will be invited to complete a form confirming receipt and approval of said schedule. For any needs, a virtual individual meeting with a resource person will be offered. The time slots reserved for this purpose will be communicated to you when the timetables are sent.

## **Hardware**

Please contact your home school to collect your computer equipment if you have requested it. If you need computer equipment for your child and you have not yet requested it from us, we ask you to complete this new [form](#) in order to identify your computer tools needs.

### **REMINDER - Students with an Individual Education Plan**

Individualized education plans (IEP), for students who had one in 2019-2020, will be revised in collaboration with your child's home school, taking into account a virtual delivery mode. It will be implemented by the P.A.V.É. teacher.

### **REMINDER - Questions and Answers Form**

So that you have all the information you need for the start of the school year, we have prepared a [Q&A document](#) specifically on the P.A.V.É., which we invite you to consult. In it, you will find information on the schedule, operation and type of teaching.

We invite you to regularly consult the [P.A.V.É. website](#) to find out about the latest updates.

If you have any questions, we invite you to contact us at [inscription-pave@cepeo.on.ca](mailto:inscription-pave@cepeo.on.ca)

It goes without saying that this return to school and this school year will be different from those we have seen so far. Rest assured that this return to school in virtual mode will be characterized by the same warm welcome and the same kindness as those provided by your child's school. The dedicated P.A.V.É. staff will be there to provide your child with the best virtual school experience.

Thank you for your cooperation and I wish you a great long weekend.

Marie-Josée Pouliotte, Director of the educational service and P.A.V.É. secondary (9 - 12)