



**Algonquin and Lakeshore Catholic District School Board
Summer School 2019**

Principal: Rob Gilmour

Phone (613) 544-3361 Fax (613) 547-0999

1440 Princess Street, Kingston, ON, K7M 3E5

Summer School 2019

eLearning Registration Package



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Welcome

We trust that you will enjoy the experience of learning online. This handout outlines some of the rules and obligations when taking a summer online course. We ask that you read it carefully and keep it in your binder/notebook.

1. Summer School Schedule

eLearning courses will run from Tuesday, July 2nd – Monday, July 29th, 2019.

2. Course Scheduling

Please note that courses will run only if there is sufficient enrolment. You will be notified if your course is cancelled due to insufficient enrolment by June 27th, 2019.

3. Accessing the eLearning Course

Once you are registered by your home school guidance department, you will receive an email to your office 365 ALCDSB email within two days. **If you do not receive this information within two days of registering, please check your junk mail folder. If there is no confirmation e-mail there, then please contact Jennifer Wilson as soon as possible at 613 544-3361 ext. 233.** All ALCDSB students will login to <http://my.alcdsb.on.ca> and will use their ALCDSB username and password. If you are unsure of your username or password please contact your homeschool guidance department before the end of the semester.

NOTE: ANY STUDENT WHO HAS NOT LOGGED INTO THEIR COURSE BEFORE MONDAY JULY 8, 2018 WILL BE AUTOMATICALLY DEMITTED FROM THEIR COURSE.

4. Orientation and Support

If you need help accessing your online course or with the content, please note that teachers are available every Tuesday and Thursday mornings from 8:30am – 11:30am at the Loyola Kingston (1440 Princess St.) and the Loyola Belleville (41 Octavia St.) locations. If you have technical issues you can also call Loyola Kingston (613-544-3361) the morning of July 2, 2019. **Students are encouraged to try logging into their course the week of June 24-28th for orientation and to make sure they are able to log in.**



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5. Workload and Attendance

Summer school is a very intense process. Students can expect to spend 5.5 hours per day on course work. Assignments must be completed on time and must reflect your best effort. Your teachers want you to succeed, so please ask them for assistance. If a student misses two consecutive submission dates, a warning will be issued via e-mail to the student's eLearning e-mail and the parent's e-mail (if provided). After a third consecutive missed submission date, a student may be withdrawn from the course.

NOTE: ANY STUDENT WHO HAS NOT LOGGED INTO THEIR COURSE BEFORE MONDAY JULY 8, 2018 WILL BE AUTOMATICALLY DEMITTED FROM THEIR COURSE.

6. Course Material

All materials presented in the course meet the Ministry of Education's expectations. All students must have an e-mail address and access to Microsoft Word or Google Docs. Some of the activities in this course will require the installation of some free software "plugins" on your computer. Normally, the computer will prompt you to install the plugin when you need it, but you may want to install them ahead of time. Installing these plugins is easy, and you will be given step by step instructions. Please note that some of these installs can take some time if you are using a dial up Internet connection.

- Apple Quicktime
- Shockwave, Flash & Authorware
- Adobe Acrobat Reader
- Real Networks RealPlayer
- Microsoft Media Player

Most readings and texts are presented in an online format. If there are hard copy texts required for your course you will be notified when you login to the course homepage. Text books and novels can be picked up at the Loyola Belleville and Loyola Kingston locations. A \$25.00 refundable deposit will be required to sign out text resources. Cheques will be cashed, only if the resource is not returned. Please make cheques payable to the Algonquin and Lakeshore CSDB.



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7. Exams

Courses which require a final exam will be proctored. If you are a regular day school student who attends an Algonquin and Lakeshore Catholic Board high school you will be required to go into either the Loyola Kingston or Belleville campus on Monday, July 29th, 2019 for 9:00 am. Your teacher will inform you if you are required to write a proctored final exam. If you are a student who does not attend an Algonquin and Lakeshore Catholic Board high school you'll be required to find a proctor for your exam. Your teacher will provide additional information regarding these requirements.

8. Dropping a Course

The last official day to drop a course without academic penalty is Friday, July 12th, 2019. Please inform your teacher by e-mail if you choose to be removed from the course prior to this date. Any student who is on the class list after this date will have a mark entered on his/her transcript, even if you withdraw after this date. Students who wish to drop a course and are under the age of 18 must have parental consent. Parents can provide consent to allow their son/daughter to drop a course by providing an email to the teacher on or before the drop date of July 12th.

9. Final Report Cards

All students will have a copy of their final report card mailed to both their homes and home school. Reports cards will be printed and mailed out the second week of August.



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eLearning Program Information for Parents

eLearning education may be a new experience for everyone. It is an exciting way to present information to students.

- Students are better prepared for the independent learning environment at university and/or college.
- Students develop time management and organizational skills.
- Students get the opportunity to take a course that may not be offered at their home school or that will not fit into their timetable.

Students are able to go through the lessons as often as they wish. The course material is always available.

What is involved?

Course Material

Each course is made up of units. Each unit contains a set of lessons and assignments. All materials presented in the course meet the Ministry of Education's expectations.

Time

Students have some flexibility with scheduling the time they spend on and off-line. The teacher will set due dates for assessment. The student is responsible to meet those deadlines. Regular attendance in the course makes the difference between success and failure. **A daily commitment of approximately 5.5 hours per day is required.**

Parental Role

Thank you for taking an interest in your child's education. Parental involvement increases the chances of your child doing well in school and in this course.

Spending a few minutes a day with them will increase their chance of success greatly. Ask your child to show you how to check for due dates. They will also be able to share how they can check their grades and get feedback from their online teacher.

Important Information

If your son or daughter is enrolled in an eLearning course and under 18 years of age and decides to drop their course, you must provide permission to their teacher on or before Friday, July 12th via email. Students who remain on the class list after July 12th will have a mark entered on his/her transcript.



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Summer School Course Evaluation

Plagiarism and/or Cheating

- Plagiarism of print or Internet material on assessment/evaluation tasks is illegal and, therefore, forbidden.
- Cheating on tests/examinations or submitting assessment tasks copied from another student is forbidden.
- Plagiarism and/or cheating will result in a mark of zero for the assignment.
- Administration and parent/guardians will be notified of a student plagiarizing/cheating and the incident will be recorded.
- The use of computerized translator software is forbidden for foreign languages.
- Use of website services must comply with the ALCDSB information Technology Acceptable Use Policy.

Participation in summer school courses is a privilege. You are expected to behave in an appropriate manner. Any inappropriate use of language, use of site facilities for purposes other than course related activities or malicious actions taken against others through these facilities are not permitted. These violations will be dealt with in a severe manner and may result in suspension or expulsion from the school. Please remember, your actions within the online and in-class environments will be monitored. Any communications on the Internet, whether through email, private chat room, or other methods are not private. Be aware that anything you communicate can be viewed by others. If you don't want it known, do not type it into your computer.

Grading Policies

Assessment

Students will be provided with numerous and varied opportunities to demonstrate the full extent of their achievement of the curriculum expectations, across all four categories of the Achievement Chart. Progress will be monitored on an on-going basis using a variety of assessment tools, including written work, formal testing, quizzes, teacher-student communication, discussion boards and chat rooms.



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Final Grade

The final grade will be determined as follows (in accordance with Ministry of Education standards):

Term Work Based on evaluations conducted throughout the course.	70%
Summative Evaluation A final evaluation such as exam or culminating activity	30%

Learning Skills and Work Habits Achievement

Learning skills and work habits are instructed, assessed and evaluated separately from academic work. Students are assessed on their level of achievement in the following six learning skills and work habits (e.g. through conferences with your teacher, observation, and completion of assignments where specific learning skills are addressed). Learning skills and work habits will be evaluated using a letter grade (E=excellent, G=good, S=satisfactory, N=needs improvement).

- **Responsibility**
- **Organization**
- **Independent Work**
- **Collaboration**
- **Initiative**
- **Self-Regulation**

For any inquiries during the month of July, please contact Jennifer Wilson at (613) 544-3361 ext. 233 or stainroj@alcdsb.on.ca.