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Online Junior High School

Parent/Student Information Package 2008/2009

Manning Centre – Rm.109, 3600 16th Avenue S.W.
Calgary, Alberta T3C 1A5
Phone 403.777.7971
Fax 403.777.6159
www.cbelearn.ca

WELCOME

This handbook is aimed at the CBeLearn Junior High school community and is intended to provide basic information and answer some of the usual frequently asked questions before learning electronically. Contained within are some general guidelines concerning the knowledge, skills, and attitudes we hope to foster in the students who choose to learn at home in these online courses. This information is not by any means exhaustive, however to investigate each topic in more depth it is recommended that a reader visit our website at www.cbelearn.ca .

Cbe-LEARN VISION AND VALUES

At CBeLearn we are committed to providing and supporting flexible, accredited, customized learning experiences for all our students.

Our Vision

The Calgary Board of Education is the dynamic learning community of choice.

We provide quality learning opportunities and options. Our learners take ownership by discovering and developing their potential, passions and gifts. They take their place as lifelong learners and make a significant contribution within a complex, changing world.

Our Values

Students come first.

We believe that everyone can learn. Each student is unique and worthwhile. We acknowledge, recognize and celebrate the diversity of our learners. Success for each and every student is the goal of our work.

Learning is our central purpose.

We believe that learning empowers students to achieve their potential. Attention to continuous improvement, high expectations, innovation and relationships will enable all students to reach their potential. Student learning is at the heart of everyone's work at the Calgary Board of Education.

Public education serves the common good.

Public education is essential for a vibrant democracy. The principles of democracy drive our accountability to the public and the public's participation in our work. Our school system is owned by and accountable to Calgarians and therefore, the Calgary Board of Education is accountable to Calgary taxpayers for using resources wisely to meet students' learning needs.

GENERAL INFORMATION

General Inquiries:

(403) 777-7971

Monday – Friday, 8:30 a.m. to 4:30 p.m.

When leaving a message, please include your area code, telephone number and full name (spelled) and details of your call. Your call will be answered within a 24-hour period.

All staff members have voice mail and will respond to their messages. Access the staff directory by dialing 777-7971 and then press #

Office Location and Hours

Manning Centre

(Located in Ernest Manning High School)

Room 109, 3600 16 Avenue SW

Calgary Alberta

T3C 1A5

Registration hours 9:00 a.m. – 4:00 p.m.

Please Note: Teachers do not always work from the Manning Centre. The best way for students to contact their teacher is online through D2L email/private discussions, however all teachers have voicemail boxes that they check on a daily basis.

Technical Requirements for Online Learning

Your computer **must** meet the following technical requirements before you can take courses through CBe-Learn and receive technical support.

<http://www.cbelearn.ca/support/tech-req.html> has links to required plugins.

<p>Internet Connection Speed » High Speed (ADSL or Cable)</p>	<p>Web Browser » Netscape 7.2, for Win or Mac » Internet Explorer 5 or 6, for Win</p>	<p>Software » MS Office Suite or MS Works » Firewall » Virus Protection (free from: http://www.clamwin.com/) » Spyware Removal Tool</p>
<p>Hardware » PC or Mac » 256Mb RAM » Pentium III or PowerPC G3 » Sound » 800x600 screen resolution</p>	<p>Required Configuration » JavaScript must be turned on » Cookies must be enabled » Popups must be allowed</p>	<p>Note » Firefox, Netscape 8, and Safari are <u>not</u> supported and should not be used for online learning with D2L. » Open Office is not supported by CBeLearn or D2L.</p>
<p>Operating System » Windows (98, ME, 2000, 2003, XP or Vista) or Mac OS X (up to 10.4)</p>	<p>Required Plug-ins » Flash Player » Windows Media Player 9 or 10 » Adobe Reader » Java Runtime Environment » Adobe Shockwave Player</p>	

CBe-LEARN SCHOOL COUNCIL

School Councils are provincially mandated advisory bodies that play a significant role in creating and guiding individual school communities.

The CBelearn School Council meets once a month on the second Tuesday at 6:30 pm at either Manning Center or via the Internet.

These meetings are open to all parents of students registered at CBelearn

The role of the school council is to:

- Advise the principal and the board respecting any matter relating to the school
- Consult with the principal so that the principal may ensure that students in the school have the opportunity to meet the standards of education set by the Minister
- Consult with the principal so that the principal may ensure that the fiscal management of the school is in accordance with the requirements of the board and the superintendent
- Provide input for parents in the development of the mission of the school and in the attainment of that mission
- Promote and support educational activities of the school and the school community
- Support the creation of a sense of community and spirit of cooperation among teachers, students, parents and the community at large; serve as a liaison between the parents and the school
- Promote parent understanding of the education system and teaching and learning processes.

It is recommended that each school council appoint a person in the role of “key communicator” to facilitate information exchange between the Calgary Board of Education, the school, and the parents.

The CBelearn school council will consist of the Principal, Karen Bird, at least one CBelearn teacher, at least one CBelearn student enrolled in the high school program, parents of CBelearn students (elected by parents who attend the establishment meeting) and one or more persons appointed by the members of the school council who are not parents of students enrolled in the school but who have an interest in the school.

COMMUNICATIONS

Website

CBelearn maintains a website that is populated with comprehensive information regarding all of the learning options at CBelearn, extra curricular opportunities, community partnerships, course information, upcoming events, highlighted students and teachers, Internet resources, etc. It is updated regularly. The comprehensive CBelearn and Home Schooling website is located at www.cbelearn.ca

Newsletter

CBelearn believes in keeping parents and students informed and current with information about upcoming and current events, school highlights, authorized student work, discussion forums, course news, etc.

- Newsletters will be sent home each term with the report cards and will also be available via our website
- Notification of new and current newsletters will be found on the CBelearn website at www.cbelearn.ca

Communications (e-mail, dropbox, lockers, pager, discussion)

Students will be given several modes of communication through which they can contact their teacher(s), and fellow students. These modes are secure and can be accessed only through the use of a password

- The Private Discussions/Email areas within the Learning Management System (D2L) allows students to contact teachers with questions, as well as contact other students when working collaboratively.
- The Dropbox within the Learning Management System gives the student a place to deposit completed work for marking and to access marked, returned work from the teacher. The Dropbox sorts assignment submissions by user and keeps track of submission date and time and any feedback associated with the assignment.
- Lockers are areas within the Learning Management System where students can upload and store files. All files are confidential and can only be accessed by the person to whom it is assigned unless the user chooses to make them public. Using this tool allows the user to store and access information from a central and stable location.
- Pager is an online messaging tool that can be used to send text messages directly to other users that are currently logged into the Learning Management System.
**Pager messages should only be sent to teachers in an emergency situation as the pager disrupts the screen/work environment of the teacher.*
- Discussions is a communications tool in which users can post new messages and reply to messages that others have posted without having to be online at the same time. This tool is organized into forums and topics.

Phone

All teachers, counsellors, facilitators and administrators can be contacted by phone by dialing 777-7971 and then typing in # to reach the phone directory or by talking to a receptionist.

Contact Information For Students

Students, please contact your teachers either by phone at 777-7971, voicemail #, or through internal text messaging in your course.

Contact Information For Parents

Manning Centre, Junior High: 777-7971, # for directory.

[Teacher Voicemail \(see extensions below\)](#)

Please Note: The Junior High teachers do not work from Manning Centre so cannot be reached directly by phone.

Teacher	Subject	CBE Email/Parents Only	Voicemail Extensions 777-7971
Mrs. Harrap	Math 8 & 9 Science 7	klharrap@cbe.ab.ca	7020
Mrs. Paterson	Social Studies 7, 8, 9	mapaterson@cbe.ab.ca	7021
Mrs. Scogin	Language Arts 7, 8, 9	emscogin@cbe.ab.ca	7024
Mr. Slanisky	Math 7 Science 8 & 9	cpslanisky@cbe.ab.ca	7010
Mr. Skarzynski	Guidance Counsellor	kcskarzynski@cbe.ab.ca	2211

Face to Face

Some courses will have face-to-face components and will require that students meet with their teachers as groups or complete classes.

Photo ID

A photo ID system is provided for student identification as an ongoing service and particularly at each of the Parent/Teacher Interview or exam periods. There is no cost for this service.

STUDENT WORK PLAN

For optimum success in this environment, it is important for every student to have a daily work schedule. We have suggested the following schedule as a guideline only. Parents and students should work together to create a plan that works best for the lifestyle of the family, keeping in mind that weekdays are student school days.

Suggested Daily Schedule	
8:30 – 9:00 am	<p><i>Home room check in:</i> Go to the Junior High Home Room course, read the homepage for announcements, then go to the Discussions area and check in with your TA. Read your teacher’s morning message, press the reply button and type in a good morning message. Please click the submit button in the bottom right corner to post the message.</p> <p><i>Absences:</i> If you cannot check in at the regular time, you have an appointment, or you are sick, your parent/guardian must call in and leave a voicemail message for your TA teacher. That teacher will then let the others know of your absence.</p> <p>Check your individual course home pages to see if there are new announcements and to review your “Work for the Week”. Review the course calendar for due dates, Elluminate session dates and times, etc...</p>
9:00 – 10:30 am	<p>Prioritize the list of assignments and work for your day or your week. (*Please see the section on Organizational Skills for helpful hints)</p> <p>You might find that keeping a paper list of assignments and due dates beside your computer is a good way to keep yourself organized. Check them off as you complete them.</p> <p>Get to work on your assignments / attend Elluminate sessions as required</p>
10:30 – 10:45am	<p><i>(if no Elluminate session in progress)</i></p> <p>Take a stretch and snack break. It is important to take care of yourself when you are working on a computer for long periods of time. Periodic breaks are a must.</p>
10:45 – 12:00 pm	<p>Continue working on assignments or attending scheduled Elluminate sessions.</p>
12:00 – 1:00 pm	<p>Have a healthy lunch and get some exercise. Walk your dog, do one of your Phys. Ed. activities, etc.</p>
1:00 – 3:00 pm	<p>Continue working on your course work and your option work.</p> <p>Finish up assignments that are due and submit them for marking according to the assignment instructions.</p> <p>Check off work completed.</p> <p>Clean up your work area for a quick start the next morning.</p>

ORGANIZATION SKILLS

Organizational skills are essential to success in an online learning environment. If students do not possess those skills now, we hope that they will build them as they begin their work with us online. The teachers have come up with some suggestions that may help:

- The student workspace should be in a place in the house that is away from daily distractions.
- If other family members use this workspace, it should be clear that the student's work materials are not to be touched or moved and the workspace cleaned off.
- Keep a weekly calendar/whiteboard/table/agenda at the workstation and:
 - Every Sunday evening or Monday morning, look through each course and calendar and write the priorities for the week on the weekly agenda. For example, record all of the Elluminate sessions that must be attended; all assignments that are due on which days; or tests/quizzes that must be taken. * See the example on the next page.
- Keep a regular schedule. Set your alarm clock to go off at the same time each day. This is healthier for your body and will foster good daily habits.
- Take breaks during the day. It is very important for you to get up and move regularly. Take your dog for a walk, stretch, do a PE activity. It is also important for your eyes to have a break from the computer monitor. Don't forget to come back to work!
- Keep your work area tidy. Work on one project/course at a time.
- Run a weekly virus / spyware scan on your computer and defrag your files monthly.
- If you have any questions, ask them immediately. Don't wait as it could put you behind in your assignment completion. The teachers are there to help you through your work. Don't be afraid to email/phone as you need to.
- Keep a positive attitude.

“Week at a Glance” Sample Calendar

Time:	Monday	Tuesday	Wednesday	Thursday	Friday
8 – 9	Check-In / Read Announcements	Check-In / Read Announcements	Check-In / Read Announcements	Check-In / Read Announcements	Check-In / Read Announcements
9 – 10	Illuminate Lifeskills – Resume Writing	Illuminate Phys. Ed. – Presentation today!	Illuminate Math – Polynomial work sheet		
10 – 11				Illuminate Lang. Arts – Story Craft Questions	Illuminate Social Studies – Current Events
11 – 12		Math Quiz closes today at 3:00 pm	Illuminate Science – Unit 2 - 1 worksheet discussion		
Lunch					
1 – 2			Music Lesson	Illuminate Outdoor Ed.	
2 – 3	Swimming Lesson				Workout at the Gym
Due:	Photography portfolio is due today.	Lang. Arts Novel Study is due today	Science Lab 5 is due today. Social research is due today.	Lifeskills project is due today.	Math – Unit 6 is due today.

STUDENT PROGRESS

Both parents and students should check on progress regularly. Each course has a grade book where student marks are updated on a regular basis. ***It is important that students share their login credentials with their parents and that regular course communication is established.*** Parents can also check the Dropbox area to make sure that student assignments have been submitted and teacher feedback has been read by the student.

Parents should use the student grade book within the courses as an ongoing report card. Student assignments are submitted to the teacher and after marking, the student grade is posted to the online grade book.

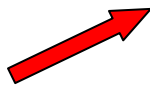
Parents should be an important support to their children in this online environment.

COURSE CALENDARS

Each course has its own calendar. Teachers use the course calendars to post due dates for assignments, illuminate times and links, holidays or special days, etc. If you click on the calendar date, it will show you everything that is in the calendar for that particular day on the right side of your screen. The calendar entries can be viewed by day, week, or month by clicking on the appropriate tab.

The screenshot shows the course calendar interface. On the left, there are two panels: 'Schedule Areas' with 'Schedule' and 'Settings' buttons, and 'Date Picker' showing a calendar for September 2008. The main area is titled 'Month View' and has three tabs: 'Day', 'Week', and 'Month'. A red arrow points to the 'Month' tab. Below the tabs is a calendar grid for September 2008, with columns for Sunday, Monday, Tuesday, and Wednesday. The dates are: Aug 31, Sep 1, 2, 3.

You can also check out the three most immediate calendar postings from your course homepage. Please see the example provided.



The screenshot shows the course homepage for 'Language Arts 7'. At the top, it says 'Wednesday June 29, 2005 My Home Course Home Discussions Locker Checklist'. Below that is the 'Calgary Board of Education Language Arts 7' header. A navigation bar includes links for 'Course Home', 'Content', 'Discussions', 'Dropbox', 'Classlist', 'Grades', 'Quizzes', 'Chat', and 'Checklist'. On the left, there is an 'Events' section with three items: 'Sep 6, 2005 Registration Week', 'Sep 12, 2005 Courses Start Today', and 'Sep 12, 2005 Meet the Teacher Evening'. Below the events is an 'Open my Schedule' button. On the right, there is a 'News' section with a 'Work for the Week - Apr 18, 2005' announcement. The announcement text reads: 'Your "Work for the Week" will be posted here.', 'You will also find announcements.', and 'Look to the left and check out the calendar postings for the month!'.

COUNSELLOR'S CORNER

Greetings from the junior high online school guidance counsellors!

Parents, we look forward to getting to know you and helping you to determine if your child would do well in the online environment.

Students, we especially look forward to helping you have a very successful year in online learning.

Once through the intake interview and initial registration process, some of our roles as counsellors include:

- Supporting learners to achieve success in their studies
- Assisting with learning strategies, study skills and motivation
- Meeting face-to-face with students and/or parents when need arises or by request
- Providing one-on-one support for learners experiencing difficulties
- Interacting with learners in the Student Center, posting important dates and monitoring content
- Initiating ongoing contact with teachers and parents of full-time learners
- Responding to teacher referrals and student or parent and queries regarding student progress
- Facilitating interaction between teachers and students
- Providing first contact and direction with students in the Introduction to Junior High online course.

Have a GREAT year!

I can be reached by email:

- kcskarzynski@cbe.ab.ca, or by calling me directly at Cbe-Learn at 777-7971, ext. 2211.

Kaz Skarzynski

SCHOOL RESOURCE GROUP

The purpose of the School Resource Group is to assist in the identification of students who have unique needs and to plan the best possible learning experiences for them. The SRG is composed of the assistant principal, school counsellor, a teacher, a School Support Services specialist and other specialists as required. This group meets once per month. Parent input is vital to the planning and work of this group. Following the SRG meeting, a meeting with parents to explain the Individual Program Plan (IPP) and seek their input will convene prior to updating or filing an IPP.

If a student is coded and has an IPP, parents are required to go to the student’s previous school and obtain copies of the IPP and the most recent specialist reports (psychologists, psychiatrists, etc...) and bring these to the initial intake meeting. This will allow CBeLearn staff to be aware of any special considerations from “day one”, and to provide optimal integration into our school.

ONLINE LIBRARY

Visit our online library at:

<http://schools.cbe.ab.ca/curriculum/library/juniorhigh/spacelibrary1.html>



STUDENT HELP DESK

The Help Desk is staffed with employees who can assist you with these primary issues:

- Browser Configuration
- Elluminate Configuration
- D2L Accessibility Issues
- Password Issues

Other information that you can receive:

- General information about operating in the Desire2Learn environment.
- Where to find common plugins for your browser such as Adobe Reader and Macromedia Flash. Many of these are provided on the right hand side of the initial D2L page.

Where to get help

- If you are having problems logging into Desire 2 Learn then please contact the online administrator at 777 – 7971 ext. 2230.
- If you are having problems with course content and how to access it then contact your teacher.
- If you are having problems configuring your browser or Elluminate then go to the Help Area found on www.cbelearn.ca and read the technical FAQ's and configuration tutorials to make sure you have your browser and Elluminate setup correctly. If you are still having technical difficulties then contact the help desk through email at cbelearnhelp@cbe.ab.ca , or by phone at 777 – 7971 ext. 2230.

Hours

Phone support is available from 9:00 am to 4:00 pm, Monday to Friday and not on holidays.

ONGOING SPECIAL EVENTS AND OFFERINGS

Career Services

CBeLearn provides career services through a comprehensive website, access to a career planning specialist, seminars, and community connections.

Your career is your life:

By making plans and setting goals now, you can experience a whole lot of fulfillment later on.

Career planning means finding answers to questions like:

- What steps do I take to choose the best career?
- How will I know what I'm best suited for? What types of jobs and work environments will I find most rewarding?
- How do my skills and interests fit into the needs of the labour market?
- Who are the best employers? Where are the best places to find work?
- Where are the best places to get the experience, training or education I need?
- How do I develop my skills? Stay on track? Measure my success?

International Studies

CBeLearn has partnered with the International Bureau of the Calgary Board of Education to provide international study opportunities for student in grades 11 and 12.

International study opportunities give students a broader understanding of cultural similarities and differences, a broader perspective of the world, and it enriches the lives of all those who participate.

International partnerships are established that allow for exchanges and development. Information on International Study opportunities may be found on the Cyber Student Campus.

Partnerships

As a part of the Calgary Board of Education, CBelearn continually seeks out and maintains partnerships with community agencies and programs to facilitate the exposure students have to the real world, which helps them to have a broader understanding of how their learning fits into and impacts the world at large.

These partnerships have fostered learning by providing opportunities for practical work experience applications, authenticating learning, exposing students to future career paths and creating a positive outlook toward the community.

For a growing list of partners, check out the CBelearn website at www.cbelearn.ca

Open House

CBelearn provides opportunities for parents, students, CBE personnel and the public to have a first hand view of what CBelearn offers, how learning can be enhanced, and what is coming next, through the bi-annual Open house.

POLICIES

Student Code of Conduct

All students are expected to:

- Treat classmates, teachers, support staff and guests with respect both while at the Manning Centre and Online.
- Demonstrate tolerance for others, regardless of race, gender, physical characteristics, ethnic group, sexual orientation, national origin, religion, disability or learning differences.
- Respect the rights, property, and good name of others.
- Contribute to a positive school climate by the choice of language and tone of their comments online.
- Use appropriate language.
- Attend school regularly by meeting all course deadlines and expectations.

Learning Environment:

All students will support a positive learning environment by refraining from the following activities during instructional time:

- Disruptive behaviour and improper language.
- Copying others' academic work at any time. This includes tests, assignments, books or Internet. Please consult the Academic Honesty Policy (following).

Consequences:

- A violation of the Code of Conduct will result in disciplinary action, which could include contact with parents, meeting with the appropriate administrative personnel, removal from a course or school premises, suspension, or expulsion.
- Serious infractions threatening the safety and security of persons or the school will result in immediate suspension and recommendation for possible expulsion from CBE@learn. Students involved in activities of this nature will be referred to the School Administration, or Student Services and face possible criminal charges.

Academic Honesty Policy

It is CBeLearn's policy that academic honesty is expected of all students. Work submitted for assessment as your own work must be your own, and materials taken from any other sources must be clearly identified and referenced.

Intentional falsification of data, plagiarism, copying from others in class, obtaining information about exams and other violations of academic honesty are not acceptable.

Plagiarism, which is the practice of taking the writings or ideas of another and presenting them as your own, is the most common violation. There are a number of reasons why you should never consider plagiarizing:

- It wastes the time of your instructor and yourself
- It may constitute a violation of copyright law
- It puts you at risk of severe penalties
- It undermines the principles of intellectual honesty and academic integrity

You should be aware of the forms that plagiarism can take. Any of the following, without reference or acknowledgement of the original source, can be considered as plagiarism violations:

- Direct duplication, by copying (or allowing to be copied) another person's work, from a book, article, web site, another student's assignment etc.
- Paraphrasing of another person's work closely, making only minor changes to the wording but with the essential meaning, form or progression of ideas maintained
- Piecing together sections of the others' work into a new whole
- Submitting your own work which has already been submitted for assessment in another subject or course
- Producing assignments with other people (eg. Another student, a tutor) which is being assessed as your own independent work.

The usual initial penalty for academic dishonesty is failure on the paper or exam. Failure in the course as determined by the instructor and administration is a result of any future infractions.

Attendance Policy

Online learning provides a unique opportunity for individualized and independent learning. Sometimes this is interpreted to mean that attendance and completing schoolwork is discretionary. This is an inaccurate perception. At CBeLearn, we expect students to attend and we are very concerned about meeting curriculum outcomes and goals. This policy provides information to students, parents, guardians, teachers, and administration about what we mean by attendance at the CBeLearn online junior high school.

Students must log-in to their home room every day that the school is open. CBeLearn follows the regular school year calendar for the Calgary Board of Education. Generally, the school is open weekdays except statutory holidays, Teacher's Convention and professional development days. Organizational days and professional development days are announced in the home room.

In addition to logging in to their home room, students must also log-in to their English Language Arts, Math, Social Studies and Science courses daily or according to a schedule that the teacher will specify within each course.

Students must participate in every Elluminate session (the online synchronous communication tool) that is scheduled by a teacher. It is recognized that this may be difficult. If a student cannot be in the Elluminate session, then it is the student's responsibility to review the recording of the Elluminate session (if a recording exists) and indicate to the teacher what they learned through a reflection or other assignment that the teacher may request.

Submission of school work is expected on the due date for each assignment. Teachers have discretion about how this issue is handled in each class and for individual students. However, chronically overdue assignment submission is an attendance issue.

Students are expected to participate in the program. Indicators of participation include responding to e-mail in a timely fashion, contributing to online discussion, making presentations or reports and attending planned functions or events.

Please, contact the junior high guidance counsellor at 777-7971, ext 2211 if you have any questions or concerns with these guidelines.