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Online Junior High School

Parent/Student Information Package 2011/2012

20 Springborough Blvd S.W
Calgary, Alberta T3C 1A5
Phone 403.777.7971
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/juniorhigh.

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.

Office Location and Hours

20 Springborough Blvd S.W

Calgary Alberta

T3H 0N7

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, and parents through the teacher's CBE email.

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</p> <ul style="list-style-type: none"> » High Speed (ADSL or Cable) 	<p>Web Browser</p> <ul style="list-style-type: none"> » Netscape 7.2, for Win or Mac » Internet Explorer 6 or 7, for Win 	<p>Software</p> <ul style="list-style-type: none"> » MS Office Suite or MS Works » Firewall » Virus Protection (free from: http://www.clamwin.com/) » Spyware Removal Tool
<p>Hardware</p> <ul style="list-style-type: none"> » PC or Mac » 256Mb RAM » Pentium III or PowerPC G3 » Sound » 800x600 screen resolution 	<p>Required Configuration</p> <ul style="list-style-type: none"> » JavaScript must be turned on » Cookies must be enabled » Popups must be allowed 	<p>Note</p> <ul style="list-style-type: none"> » Firefox and Netscape 8, 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>Operating System</p> <ul style="list-style-type: none"> » Windows (ME, 2000, 2003, XP or Vista) or Mac OSX (up to 10.4) 	<p>Required Plug-ins</p> <ul style="list-style-type: none"> » Flash Player » Windows Media Player 9 or 10 » Adobe Reader » Java Runtime Environment » Adobe Shockwave Player 	

CBe-LEARN SCHOOL COUNCIL

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

The CBe-learn and Homeschooling School Council meets every month from 10:00am - 11:30am at Windsor Park Centre 5504 – 4A St SW.

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 and 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 available each term via our website
- Notification of new and current newsletters will be found on the CBeLearn website at www.cbelearn.ca/juniorhigh

Communications (e-mail, dropbox, lockers, 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.
- 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.

Teacher Information

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

Individual teacher contact information is available on the homepage of the Junior High Homeroom course.

General inquiries about the program can be sent to the Junior High Learning Leader:
Ellen Scogin (emscogin@cbe.ab.ca)

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>Students should:</p> <ul style="list-style-type: none"> • check their private discussions and email for communication from teachers. • log into each course to review the work that needs to be completed. • review their weekly schedule to keep on top of work. <p><i>Absences:</i> If you cannot attend a scheduled Elluminate session, you have an appointment, or you are sick, your parent/guardian must email 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.
- 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 contact them as you need to.
- Keep a positive attitude.

“Week at a Glance” Sample Calendar

Time:	Monday	Tuesday	Wednesday	Thursday	Friday
8 – 9	Review daily schedule / Read Announcements, Discussion postings, Email	Review daily schedule / Read Announcements, Discussion postings, Email	Review daily schedule / Read Announcements, Discussion postings, Email	Review daily schedule / Read Announcements, Discussion postings, Email	Review daily schedule / Read Announcements, Discussion postings, Email
9 – 10	Illuminate Lifeskills – Resume Writing				
10 – 11	Illuminate Social Studies – Current Events	Illuminate Math – Polynomial work sheet		Illuminate Lang. Arts – Story Craft Questions	
11 – 12			Illuminate Science – Unit 2 - 1 worksheet discussion		
Lunch					
1 – 2			Music Lesson		
2 – 3	Swimming Lesson				Workout at the Gym
Due:	Photography portfolio is due today.	Lang. Arts Novel Study is due today Math Quiz closes today at 3:00 pm	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 'Schedule Areas' with 'Schedule' and 'Settings' buttons, and a 'Date Picker' for September 2008. On the right, the 'Month View' is active, showing a calendar grid for September 2008. A red arrow points to the 'Month' tab, and another red arrow points to the 'Month' view title.

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'. The date is Wednesday, June 29, 2005. The page has a navigation bar with links like 'Course Home', 'Content', 'Discussions', 'Dropbox', 'Classlist', 'Grades', 'Quizzes', 'Chat', and 'Checklist'. Below the navigation bar, there are two main sections: 'Events' and 'News'. The 'Events' section lists three upcoming events: 'Sep 6, 2005 Registration Week', 'Sep 12, 2005 Courses Start Today', and 'Sep 12, 2005 Meet the Teacher Evening'. The 'News' section has a search bar and a post titled 'Work for the Week - Apr 18, 2005' with three bullet points: '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!'. A red arrow points from the text on the left to the 'Events' section.

STUDENT SERVICES

We have a full student services team at Cbe-learn.

Once through the intake interview and initial registration process, some of the services that are provided by the student services team 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
- Responding to teacher referrals and student or parent and queries regarding student progress

To book an appointment with a counsellor please call 403-777-7971 extension 2272 or email GAWilliamson@cbe.ab.ca.

SCHOOL LEARNING TEAM

The purpose of the School Learning Team is to assist in the identification of students who have unique needs and to plan the best possible learning experiences for them. The SLT 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 SLT 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 email the online administrator at cbelearnhelp@cbe.ab.ca . You will have to use a parent's email or an external email of your own.
- 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 .

ONGOING SPECIAL EVENTS AND OFFERINGS

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 our scheduled Open houses. For dates of upcoming Open Houses, please see our school website at www.cbelearn.ca/juniorhigh

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 CBeLearn. 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:

- Parents are contacted.
- Student may receive an opportunity to redo and resubmit the work.

If there is a second infraction:

- A meeting is held between the parents, student, teacher and administrator.
- Failure on the assignment.

Attendance Policy

Online learning provides a unique opportunity for individualized and independent learning. Students are expected to log in to their courses every day that the school is open. CBe-learn 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 advertised in the Junior High Homeroom D2L course.

Students are required to participate in every Elluminate session (the online synchronous communication tool) that is scheduled by teachers. This schedule is housed on the homepage of the Junior High Homeroom course and is static. That is, the scheduled class sessions will remain on the same day at the same time for the duration of the year. Elluminate sessions are a component of each term mark. If a student cannot attend a scheduled session, and in order for the student to be excused, an email message from the parent to the TA teacher is required.

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, timely submission of course assignments, contributing to online and Elluminate discussions, making presentations or reports and attending planned functions or events.