



## Student and Family Handbook for the West Elgin Secondary Full Remote Learning Program

The Full Remote Learning Program has been put in place for those students electing to learn at home for the 2021-2022 school year. While many aspects of Full Remote Learning (FRL) are the same as you would experience in a traditional high school or a traditional eLearning course, there is some important information that every student and family should understand.

### Logging in to courses

- You will log into Brightspace by navigating to: [tvdsb.elearningontario.ca](https://tvdsb.elearningontario.ca) (note: no www)
- Use your Active Directory credentials (Username: First four letters of last name, first four letters of first name, last 3 digits of student number e.g. John Smith 123456789 = smitjohn789).
- On your landing page, you will see your current courses listed on the start day for the course when teachers activate them to allow students in. On the first day of classes, click on the correct course to enter the online space.
- If on the first day of class in a new semester, you do not see your morning class in Brightspace by 8:10am, please email [westelgin@tvdsb.ca](mailto:westelgin@tvdsb.ca) and we will get you connected as quickly as possible. Do the same if you do not see your afternoon class by 11:40 am.

### Preparation Tips

- Having a dedicated workspace in a quiet area is important as much of the time students will be interacting with their teacher(s) and classmates.
- Please know that it will not be possible for siblings to share devices in the Full Remote Learning model because of the expectation of real-time connections online. If this is the case in your home, please contact your home school to request an additional device.
- Try [logging into Brightspace](#) using the instructions above ahead of time in case you have technical issues. (NOTE: You will not be able to get into your 'class' within Brightspace before it begins, but you should be able to log into the platform.)
- Once logged in to Brightspace, there is a generic student orientation that you can complete to familiarize yourself with the platform.

### Help with Technology

- If you need to be provided with a device, or the device you have borrowed from the school board is not working, please contact your **home high school** for assistance.
- If you have password issues with Brightspace or your gotvdsb account, you must contact the **help desk** – [complete this form](#) (you can also find the form at [www.tvdsb.ca](http://www.tvdsb.ca) under Technology and Software support) OR call (519) 452-2005. The form is typically faster and provides you with a record of when you contacted them. Please reach out right away to avoid delays.

## Structure of the Day/School Year

- The structure of the school year will be a [modified semester schedule](#) with two courses each week in alternating weeks.
- Each day, students will have 300 minutes of learning time, 225 of which will be directly supported online by their teacher. This is referred to as synchronous learning time. During this time, the teacher may be conducting real-time lessons or assessments with the whole class, students may be working individually on a skill with direct access to the teacher for support, or perhaps students will be working in small groups in a virtual space. Teachers will work to vary the events of the day to maintain student engagement for this synchronous time.
- The remaining 75 minutes of the school day will be asynchronous time to complete independent learning tasks such as completing assigned work or preparing for upcoming assessments. There is asynchronous time in the morning and in the afternoon.
- Students are asked to arrive promptly at 8:15am in the online space.
- Breaks will be scheduled into the day to allow for self-care, along with a 40-minute lunch break.

The Daily Schedule will be as follows:

Time	Week 1	Week 2
8:15 - 9:15	Period 1 Block 1	Period 3 Block 1
9:15 – 9:30	Break	Break
9:30 - 11:00 (Asynchronous time starts at 10:22)	Period 1 Block 2	Period 3 Block 2
11:00 - 11:45	Lunch	Lunch
11:45 - 12:45	Period 2 Block 1	Period 4 Block 1
12:45 –1:00	Break	Break
1:00 - 2:30 (Asynchronous time starts at 1:53)	Period 2 Block 2	Period 4 Block 2

## Students Timetables

- Your timetable is viewable in the student and parent portal. It is important that you scroll down in the portal to find West Elgin Secondary School instead of your home school.

- If there is a course that we were unable to timetable for you, you may also see a timetable for Woodstock Collegiate Institute. We have shared students for a course or two if needed.
- If you are taking English as a second language courses, you will find them under Central Elgin Secondary School in the portal.
- If you are scheduled to take courses with other Full Remote Learning Sites, the site that you have the majority of your classes with is considered your host school (likely West Elgin).

## Attendance

- Attendance is mandatory every day, and attendance will be taken each day for each course. You need to be present in the Google Meet during class time to have your attendance taken, not just log in to the Brightspace platform.
- As with your previous school, if you will be absent a parent/guardian will need to report this absence through School Messenger or via phone to your FRL school location. The school messenger phone number is 1-844-305-3756. If you have questions about attendance reporting, please connect with your FRL school, West Elgin at 519 768 1350.
- Attendance concerns will initiate teacher, VP, and attendance counsellor support. Prolonged absences could result in removal from the course.

## Online Classroom Etiquette

Being a courteous online student involves:

- Being on-time for class, which will start with a video conference each day.
- Using kind and appropriate language with your classmates and teacher.
- Respecting the opinions and work of your classmates and teacher.
- Understanding teacher expectations regarding how to participate in online discussions.
- Ensuring that your mic is muted when not participating.
- If on camera, ensuring that you are dressed appropriately and in a space that has minimal distraction for other participants.
- Remembering that any content you share in the online classroom is saved for accountability purposes, regardless of what you may attempt to delete.
- For security/privacy reasons, we cannot have any non-students in Google Meets. This includes parents as well. To join a Google Meet, the account signed in to Chrome must be your gotvdsb account.

## Assessment

- Students are responsible for providing evidence of their learning within the timeframe specified by the teacher.
- Students are encouraged to discuss assignments with their teachers if they need more direction or assistance.
- Teachers will give feedback on their work to inform students of next steps for improvement.
- Students must submit their own original work. Researched work must be properly cited to avoid plagiarism. Students are encouraged to use Urkund to ensure the originality of their work prior to submission.
- There will be no exams or summative tasks in any courses in the 2021-2022 school year. The final mark will be composed of 100% of term work completed throughout the semester.

- Additional assessment expectations can be found within Brightspace on the course overview which is specific to that class.

## Engagement

- As a result of the longer classes, catching up for a missed day is much more difficult in this model than in a traditional semester model. Consistent attendance is paramount for success.
- When online, students should be active participants in the learning. This could look like:
  - Being on camera during class or whole group video conferences
  - Being active in the chat (in a video conference) or discussion board (in Brightspace)
  - Having individual conversation (in a video conference or via email) with the teacher to clarify expectations or ask for support
  - Working productively with classmates on group tasks

## Support Available to Students

- Your classroom teacher is always your first line of support. Ask questions and they will help get you the support that you need. Teachers are asked to make contact with parents via email in the first week of class to establish communication.
- During your time in the Full Remote Secondary Learning Program for 2021-2022, your support will be provided by the staff connected to West Elgin Secondary School – including guidance counsellors, learning support teachers, and professional support team members.

## Behaviour Expectations

- Expectations for student behavior remain the same as they were in your previous home school. Issues with the following will be addressed by the teacher and the VP if needed.
  - Attendance
  - Plagiarism
  - Cyberbullying/Digital Safety
  - Video conferencing etiquette
  - Appropriate language
- Please review the following handout, [Online Safety Parent Handout](#), prior to starting classes.

## Online Classroom Information

- Students will be using the Brightspace online platform for all courses to ensure consistency. Each course that a student is enrolled in within Brightspace will have its own separate online space.
- We have a Brightspace support document available, in 5 languages for families.
  - [Brightspace: English - Support for Parents Using Brightspace](#)
  - [Brightspace: Korean - Support for Parents Using Brightspace](#)
  - [Brightspace: Spanish - Support for Parents Using Brightspace](#)
  - [Brightspace: Arabic - Support for Parents Using Brightspace](#)
  - [Brightspace: Chinese - Support for Parents Using Brightspace](#)

- For the live instruction, Google Meet will be utilized. Click [here](#) to preview the student view in Google Meet, or [here](#) for a visual guide.
- All assigned work will be utilized to determine students' final grade in the course. This means that each task is important and your performance on all of them will be considered.
- No textbooks will be distributed for these courses. All learning materials will be shared within the online course or are publicly available on the internet.

## Contacting the Full Remote Secondary Program

**West Elgin Secondary School** [westelgin@tvdsb.ca](mailto:westelgin@tvdsb.ca) 519 768 1350

At start up, it is recommended that families/students that need support from the full remote team email West Elgin using the email address above. We will monitor the general email closely and distribute messages accordingly.

If guardians have questions about how their student is progressing, they should contact the teacher for that class. Teachers will message students and families with their contact details within the first week of the course. Guardians should be aware that teacher's brightspace emails are not external, so please do not use emails ending with @tvdsb.mail.elearningontario.ca as they will not be received. Teachers will provide you with an email that ends in @tvdsb.ca that they regularly check.

If guardians or students over the age of 18, need to report an absence, please use school messenger as listed in the guide. If there are issues using School Messenger or there has been an error, please reach out either by phone or email to the office using the contact information above.

Guidance Support - For start up, all counsellors will work together to work through timetabling issues. Please use the google form emailed home on August 30 to request a timetable change. Please remember that space is limited and we will prioritize courses that are compulsory or that are prerequisites for post secondary plans. Once we are settled in courses, Ms. Kirsten White and Mr. Dave Burke will support our Full Remote students. We will message families the alpha division for counsellors after start up.

Learning Support - If your student has an Individual Education Plan, one of our learning support teachers will be in touch with you in September to gather input for the IEP. Sarah Clancy will be the main learning support teacher for remote students.

Administration - Mary Saunders (Principal) [m.saunders@tvdsb.ca](mailto:m.saunders@tvdsb.ca) and Brad Milne (Vice-Principal) [b.milne@tvdsb.ca](mailto:b.milne@tvdsb.ca) are happy to help if there is an issue that the teacher, office staff or support staff are unable to assist with. We are just an email away.

# 2021-2022 Secondary School Calendar



## Thames Valley District School Board Secondary School Calendar 2021-2022

SEPTEMBER					OCTOBER					NOVEMBER						
MON	TUES	WED	THURS	FRI	MON	TUES	WED	THURS	FRI	MON	TUES	WED	THURS	FRI		
			1	2	3					3-4	1	1-2	1-2	1-2	1-2	1-2
	1-2	1-2	1-2	1-2	1-2	1-2	1-2	1-2	1-2	1-2	1	3-4	3-4	3-4	3-4	3-4
6	Class Begins 7	8	9	10	4	5	6	7	8	8	9	10	11	12		
3-4	3-4	3-4	3-4	3-4	11	12	13	14	15	1-2	1-2	1-2	1-2	1-2		
13	14	15	16	17	1-2	1-2	1-2	1-2	1-2	1-2	1-2	1-2	1-2	1-2		
20	21	22	23	24	18	19	20	21	22	3-4	3-4	3-4	3-4	3-4		
3-4	3-4	3-4	3-4	3-4	3-4	3-4	3-4	3-4	3-4	1-2	1-2	1-2	1-2	1-2		
27	28	29	30		25	26	27	28	29	29	30					

  

DECEMBER					JANUARY					FEBRUARY					
MON	TUES	WED	THURS	FRI	MON	TUES	WED	THURS	FRI	MON	TUES	WED	THURS	FRI	
			1	2	3	3-4	3-4	3-4	3-4	3-4		3-4	3-4	3-4	3-4
3-4	3-4	3-4	3-4	3-4	1-2	1-2	1-2	1-2	1-2	1-2	1-2	1-2	1-2	1-2	
6	7	8	9	10	10	11	12	13	14	1-2	1-2	1-2	1-2	1-2	
1-2	1-2	1-2	1-2	1-2	3-4	3-4	3-4	3-4	3-4	3-4	3-4	3-4	3-4	3-4	
13	14	15	16	17	17	18	19	20	21	14	15	16	17	18	
20	21	22	23	24	1-2	1-2	1-2	1-2	1-2	1-2	1-2	1-2	1-2	1-2	
3-4	3-4	3-4	3-4	3-4	24	25	26	27	28	21	22	23	24	25	
27	28	29	30	31	3-4					3-4					

  

MARCH					APRIL					MAY				
MON	TUES	WED	THURS	FRI	MON	TUES	WED	THURS	FRI	MON	TUES	WED	THURS	FRI
	3-4	3-4	3-4	3-4				1-2	1	3-4	3-4	3-4	3-4	3-4
1-2	1-2	1-2	1-2	1-2	3-4	3-4	3-4	3-4	3-4	1-2	1-2	1-2	1-2	1-2
7	8	9	10	11	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	1-2	1-2	1-2	1-2	1-2	3-4	3-4	3-4	3-4	3-4
3-4	3-4	3-4	3-4	3-4	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	18	19	20	21	22	1-2	1-2	1-2	1-2	1-2
1-2	1-2	1-2	1-2	1-2	1-2	1-2	1-2	1-2	1-2	3-4	3-4			
28	29	30	31		25	26	27	28	29	30	31			

  

JUNE					LEGEND									
MON	TUES	WED	THURS	FRI	PA DAYS					HOLIDAYS				
		3-4	3-4	3-4	<b>Semester 1 Begins</b> September 7, 2021					Sept 6, 2021      Labour Day				
1-2	1-2	1-2	1-2	1-2	<b>Semester 2 Begins</b> February 7, 2022					Oct 11, 2021      Thanksgiving				
6	7	8	9	10	<b>Last Day</b> June 29, 2022					Dec 20 - 31, 2021      Winter Break				
3-4	3-4	3-4	3-4	3-4	<b>194 School Days</b> Including PA Days					Feb 21, 2022      Family Day				
13	14	15	16	17						March 14 - 18, 2022      Spring Break				
1-2	1-2	1-2	1-2	1-2						April 15, 2022      Good Friday				
20	21	22	23	24						April 18, 2022      Easter Monday				
3-4	3-4	3-4	3-4	3-4						May 23, 2022      Victoria Day				
27	28	Class Ends 29	30											

We build each student's tomorrow, every day.

Visit Us Online: [www.tvdsb.ca](http://www.tvdsb.ca)