



# Algonquin and Lakeshore Catholic District School Board Summer School 2015

Principal: Dan Finn

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

1440 Princess Street, Kingston, ON, K7M 3E5

## Summer School 2015

# eLearning Registration Package



Algonquin and Lakeshore Catholic District School Board  
151 Dairy Avenue, Napanee, Ontario K7R 4B2  
(613) 354-2255 / 1-800-581-1116 Fax: (613) 354-4772



# Algonquin and Lakeshore Catholic District School Board Summer School 2015

Principal: Dan Finn

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

1440 Princess Street, Kingston, ON, K7M 3E5

## Summer eLearning Student Application

### July 2-29, 2015

Student Name: \_\_\_\_\_

Online Course: \_\_\_\_\_

Other course to be added to next year's timetable: \_\_\_\_\_  
(upon successful completion of this online course, if applicable)

Has this student successfully completed an eLearning course previously?  Yes  No

Does this student have an Individual Education Plan (IEP)?  Yes  No

Does this student need additional coaching?  Yes  No

Is this student an English as a Second Language (ESL) learner?  Yes  No

Are there extenuating circumstances for this student that the teacher should know about?  Yes  No

If yes, explain \_\_\_\_\_

Parent cellphone: \_\_\_\_\_

Student email: \_\_\_\_\_

Parent email (if student is under 18): \_\_\_\_\_

I have read the eLearning Program Guidelines, Information for Parents and Summer School Course Evaluation Policy.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I have read the eLearning Program Guidelines, Information for Parents and Summer School Course Evaluation Policy.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

### For Office Use Only

Entered into the OELC

IEP Forwarded to Summer School Office   
(if applicable)





# Algonquin and Lakeshore Catholic District School Board Summer School 2015

Principal: Dan Finn

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

1440 Princess Street, Kingston, ON, K7M 3E5

## eLearning Program Guidelines

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 Thursday, July 2nd – Wednesday, July 29th, 2015.

### 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 30<sup>th</sup>, 2015.

### 3. Accessing the eLearning Course

Once you are registered by your home school guidance department, you will receive an email to the account you listed on your registration form within two days. This will give you the link to the eLearning site, as well as, your username and password. **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.**

### 4. Workload and Attendance

Summer school is a very intense process. Students can expect to spend 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 and will be notified of this.

### 5. 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. 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





# Algonquin and Lakeshore Catholic District School Board Summer School 2015

Principal: Dan Finn

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

1440 Princess Street, Kingston, ON, K7M 3E5

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 CDSB.

## 6. Exams

Courses which require a final exam will be proctored. You will be required to go into either the Loyola Kingston or Belleville campus on Wednesday, July 29th, 2015 for 9:00 am. Your teacher will inform you if you are required to write a proctored final exam.

## 7. Dropping a Course

The last official day to drop a course without academic penalty is Wednesday, July 15th, 2015. 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 15th.

## 8. Final Report Cards

Final report cards will be mailed to each student's home school by August 10th, 2015.





# Algonquin and Lakeshore Catholic District School Board Summer School 2015

Principal: Dan Finn

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

1440 Princess Street, Kingston, ON, K7M 3E5

## 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 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 Wednesday, July 15th via email. Students who remain on the class list after July 15th will have a mark entered on his/her transcript.





# Algonquin and Lakeshore Catholic District School Board Summer School 2015

Principal: Dan Finn

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

1440 Princess Street, Kingston, ON, K7M 3E5

## 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 ALCSB 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.





# Algonquin and Lakeshore Catholic District School Board Summer School 2015

Principal: Dan Finn

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

1440 Princess Street, Kingston, ON, K7M 3E5

## 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 in the form of an exit interview	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](mailto:stainroj@alcdsb.on.ca).

