



Junior High Online Handbook

2015/2016



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WELCOME

This handbook is aimed at the CBe-learn Junior High School community. It is intended to provide basic information about learning electronically, as well as answer some of the usual frequently asked questions. 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: http://schools.cbe.ab.ca/cbe-learn//overview_jrhigh.html.

CBE-LEARN VISION AND VALUES

As a CBE school, we are committed to providing and supporting flexible, personalized learning experiences for all our students.

GENERAL INFORMATION

General Inquiries:

(403) 243-4500

Monday – Thursday | 8:15 am to 4:00 pm

Friday | 8:15 am – 3:00 pm

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

Office Location and Hours

Lord Shaughnessy High School
2336 53 Ave S.W, Calgary Alberta T3E 1L2

A map to our facility can be found on our website:
<http://schools.cbe.ab.ca/cbe-learn//contact.htm>

Registration

Monday – Thursday | 8:15 am – 4:00 pm

Friday | 8:15 am – 3:00 pm

Technical Requirements for Online Learning

Please see the technical requirements on our website: <http://schools.cbe.ab.ca/cbe-learn//tech-req.html>



COMMUNICATIONS

Website

CBe-learn maintains a website that is populated with comprehensive information regarding all learning options, extra-curricular opportunities, community partnerships, course information, upcoming events, Internet resources, etc. It is updated regularly. The comprehensive CBe-learn website is located at <http://schools.cbe.ab.ca/cbe-learn/>. Also located on the website is the CBe-learn Junior High Calendar of Events.

Communications (dropbox, lockers, discussion)

Students will be given several modes of communication through which they can contact their teachers, and classmates. These modes are secure and can be accessed only through the use of a password.

- The Discussion areas within Desire2Learn (D2L), allow students to contact teachers with questions, as well as contact other students when working collaboratively. This tool is organized into forums and topics.
- The Dropbox within D2L gives the student a place to deposit completed work for marking and to access assessed, 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 D2L 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.

Parents are able to communicate with teachers via their CBE email accounts. This information is available on the homepage of the Junior High Homeroom course in D2L.

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

Please note: The junior high teachers do not work onsite consistently, so they cannot be reached directly by phone. The best way for students to contact their teachers is online through Desire2Learn (D2L) private discussions; parents can contact teachers through CBE email. Teacher email addresses are located on the homepage of the Junior High Homeroom course.



SYNCHRONOUS CLASS SESSIONS

Weekly synchronous class sessions are held in an online classroom. These sessions are for students to meet in real time with their teacher and classmates once per week per course. In these sessions, students will be involved in live discussions, tutorials, question and answer, etc. If a student cannot attend a scheduled session, the parent or guardian must contact the appropriate teacher via email.

Schedule

Weekly Online Room Schedule				
	Monday	Tuesday	Wednesday	Thursday
Grade 7				
9:00 am	Science	Junior/Senior High Teacher Staff Meeting	Math	
10:00 am			ELA	
11:00 am	Social			PE/LS
Grade 8				
9:00 am		Junior/Senior High Teacher Staff Meeting		
10:00 am	Social		Math	PE/LS
11:00 am	Science		ELA	
Grade 9				
9:00 am	Social	Junior/Senior High Teacher Staff Meeting	ELA	PE/LS
10:00 am	Science			
11:00			Math	



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	<ul style="list-style-type: none"> • Check discussions for communication from teachers. • Log into each course to review the work that needs to be completed. • Review the weekly schedule to keep on top of work. <p>Check your individual course home pages to see if there are new announcements and to review your “Work for the Week”. Check for due dates, synchronous class session dates and times, etc.</p>
9:00 – 10:30 am	<p><i>(If no synchronous class session in progress)</i> 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. Get to work on your assignments / attend synchronous class sessions as required.</p>
10:30 – 10:45am	<p><i>(If no synchronous class session in progress)</i> 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	Continue working on assignments or attending scheduled synchronous class sessions.
12:00 – 1:00 pm	Have a healthy lunch and get some exercise. Walk your dog, do one of your Phys. Ed. activities, etc.
1:00 – 3:00 pm	<p>Continue working on your course work.</p> <ul style="list-style-type: none"> • Finish up assignments that are due and submit them for marking according to the assignment instructions. • Check off work completed. • Clean up your work area for a quick start the next morning.



ORGANIZATION SKILLS

Organizational skills are essential to success in an online learning environment. If students do not possess these skills now, we hope that they will build them as they begin their work with CBe-learn online. Our 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.
- Keep a weekly calendar/whiteboard/table/agenda at the workstation and:
 - Every Sunday evening, look through each course news item and write the priorities for the week on the weekly agenda. For example, record all of the synchronous class 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.
- 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 necessary.
- Keep a positive attitude!



“Week at a Glance” Sample Calendar

Time:	Monday	Tuesday	Wednesday	Thursday	Friday
8 – 9	Review daily schedule / read announcements and discussion postings.	Review daily schedule / read announcements and discussion postings.	Review daily schedule / read announcements and discussion postings.	Review daily schedule / read announcements and discussion postings.	Review daily schedule / read announcements and discussion postings.
9 – 10	Synchronous class session Science – Unit 2.1 discussion	Time to focus on course work	Go for a walk	Synchronous class session Lifeskills – Resume	Go for a run
10 – 11	Time to focus on course work		Synchronous class session Language Arts – Story Craft	Fitness	Time to focus on course work
11 – 12		Yoga DVD	Synchronous class session Math – Polynomial	Synchronous class session Social Studies – Current Events	
Lunch					
1 – 2	Time to focus on course work	Time to focus on course work	Music Lesson	Time to focus on course work	Time to focus on course work
2 – 3	Swimming Lesson		Time to focus on course work		Workout at the Gym
Due:	Social Studies chapter summaries are due today.	Language Arts Poetry discussion is due today.		Math Quiz closes today at 3:00 pm.	Science Lab 5 is due today.



STUDENT'S PROGRESS

Both parents and students should check on progress regularly. Each course has a Grades area where student's progress is updated as work is assessed. Parents can also check the Dropbox area to make sure that student assignments have been submitted and the student has read the teacher feedback. Parents can either sit with their child to check on the progress, or use the parent login. Parents should use the Grades area within the courses as an ongoing report card.

Parents are an important support to their children in this online environment. Please see the **Parent Quick Guide** available on our website for 6 things every parent should know in order to support his or her online learner:

http://schools.cbe.ab.ca/cbe-learn//overview_jrhigh.html

STUDENT SERVICES

We have a full Student Services team at CBe-learn.

Once the intake interview and initial registration process is complete, 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 the need arises or by request.
- Providing one-on-one support for learners experiencing difficulties.

For information regarding our Student Services, or to book an appointment, please call 403-243-4500.



SCHOOL LEARNING TEAM

The purpose of the School Learning Team (SLT) 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 school administration, junior high online teacher, student services personnel, and CBE systems specialist as required. Parent input is vital to the planning and work of this group. Following the SLT meeting, the Teacher Advisor (TA) will communicate with parents/students to explain the Individual Program Plan (IPP) and seek their input 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 CBe-learn staff to be cognizant of any modifications and accommodations 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
- Desire2Learn (D2L) Accessibility Issues
- Password Issues

Where to get help

- If you are having problems logging into Desire2Learn then please email the CBe-learn helpdesk at cbelearnhelp@cbe.ab.ca . You will have to use a parent's email or an external email of your own. Please make sure that you identify yourself by name and CBE ID# and give a complete description of your issue.
- If you are having problems with course content and how to access it then please contact your TA.

If you are having problems configuring your browser, or Blackboard Collaborate (BBC), for synchronous class sessions then go to Support → Technical Help found at <http://schools.cbe.ab.ca/cbe-learn//tech-help.html> and read the technical FAQ's and configuration tutorials to make sure you have your browser and BBC setup correctly. If you are still having technical difficulties then contact your TA teacher.



ONGOING SPECIAL EVENTS AND OFFERINGS

Open House

CBe-learn provides opportunities for parents, students, CBE personnel, and the public to have a first hand view of what CBe-learn 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/. For junior high Information Evenings, please see our website at http://schools.cbe.ab.ca/cbe-learn//overview_jrhigh.html.

Field Trips and Learning Events

CBe-learn provides opportunities for students to attend a variety of field trips and learning events. The schedule for these can be found in the Junior High calendar located in both the Junior High Homeroom course and on our website at http://schools.cbe.ab.ca/cbe-learn//overview_jrhigh.html. Parents are responsible for transportation to and from the field trip/event locations. There is a small fee.



POLICIES

Student Code of Conduct

All students are expected to:

- Always treat classmates, teachers, support staff and guests with respect, including while onsite at Lord Shaughnessy High School, Windsor Park and online.
- Demonstrate tolerance and respect for others, regardless of race, gender, physical characteristics, ethnic group, sexual orientation, national origin, religion, disability or learning differences.
- Contribute to a positive school climate by the choice of language and tone of their online comments.
- 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:
 - Copying others' academic work at any time. This includes tests, assignments, books or Internet. Please consult the Academic Honesty Policy (following).



Attendance Policy

Online learning provides a unique opportunity for individualized and independent learning. Students are expected to log in to their courses on a consistent basis. CBe-learn follows the Calgary Board of Education's traditional school year calendar. 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 synchronous class session (the online synchronous communication tool provided by Blackboard Collaborate) 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. These sessions are assessed on participation and are a component of each semester's report card. If a student cannot attend a scheduled session, in order for the student to be excused, an email message from the parent to the Teacher Advisor (TA) teacher is required.

Submission of schoolwork is expected on the due date for each assignment. Teachers have discretion about how late assignments are handled in each class, and for individual students.

Students are expected to actively participate in the program. Indicators of participation include responding to discussion postings in a timely fashion, contributing to online and live discussions, submitting course work, making presentations or reports and attending mandatory planned functions or events. Attendance at voluntary functions or events is at the discretion of the family.

Please contact the CBe-learn Principal, Charlotte Arbuckle (cbarbuckle@cbe.ab.ca) if you have any questions or concerns with these guidelines.