



## SRPSD Distance Learning Centre Family Handbook

### Welcome!

We are pleased to offer K-12 online learning for our school community. Our school offers a combination of synchronous and asynchronous learning to meet the needs of all learners. Our motto, ***Building Bridges, Making Connections***, highlights how our virtual learning environment is different from other virtual schools. We are committed to providing students with the opportunity and flexibility to learn from home, while also promoting a virtual learning community for all. Our staff is dedicated to providing a positive and welcome learning environment for all students. At the SRPSD Distance Learning Centre, all students belong!

### Table of Contents

This handbook contains information related to our vision, policies, and procedures for students and families who wish to explore learning with the SRPSD Distance Learning Centre (DLC). All students and families are encouraged to read this document before registering with us at the DLC.

1. Vision and Mission
2. Registration
3. Program and Materials
  - a. K-3
  - b. Grades 4-8
  - c. Grades 9-12
4. Assessment
5. Student and Family Responsibilities
6. Communication

### 1. Vision and Mission

**Our WHY!** We are committed to ***Building Bridges and Making Connections*** with the students and families in our community. We believe in building a community of learners in a virtual environment. Students have the opportunity to learn in a safe, caring, and flexible environment. We believe in building relationships and making connections with our students and families. At the DLC, we believe in working with families to foster the parent/child relationship. In our school, all students and families belong!

## 2. Registration

- All interested students must complete a registration form. Once we receive the registration form, we will contact you to discuss our programs. We will also contact your previous school before finalizing registration.
- Student fees - \$20.00 per student. These fees must be paid at the beginning of the school year or when a student registers throughout the year. Student fees are used to provide students with additional materials and access to off site learning when it is possible.

## 3. Programs

All of our programming is based on the complete Saskatchewan Curriculum at your grade level. As in a face to face learning environment, our teachers differentiate content and processes based on student and family needs. **Distance learning is offered online.** All students who register for the SRPSD Distance Learning Centre must have access to reliable internet and an appropriate device for each grade band. Our school is currently using Seesaw for K-3, Google Classroom for grades 4-8, and students in high school are using either Google Classroom or the Sun West Moodle. This is where students will access their assignments and links to online resources. As well, this is where students will submit their completed work.

**NEW for the 2021-22 School Year** - Grades 1-4 students will access content using Seesaw and grades 5-12 will use Edsby.

Distance learning is offered both synchronously and asynchronously. Students are encouraged to attend all online class meetings as attendance is recorded. Considerations are in place for grades 10-12 students who may be taking additional courses at the DLC while attending full time at their home school, or for those who may be working during the school day.

### Materials Required

**Specific school supply lists for 2021-22 will be available in June.**

- K-3 - Students require an ipad or tablet that can be updated regularly or a chromebook or laptop. Teachers use the Seesaw App to post activities and provide daily feedback on student work and progress. Please ensure that your device can support Seesaw before registering with the DLC. **Note: Families are responsible for purchasing tech equipment.** Distance learning is offered both synchronously and asynchronously. Students are expected to attend all online class meetings. Attendance will be taken at each meeting. A textbook deposit may be required to access print materials.
- Grades 4-12 - Students require a chromebook or laptop (webcam and microphone/speakers) to adequately participate in online learning experiences. If students wish to print material at home, a laptop and printer is recommended. A scanner or scanner app is also beneficial for submitting assignments. **Note: Families are responsible for purchasing tech equipment.** A textbook deposit may be required to access print materials.

- **2020-21 School Year:** Grades 10-12 - Students can register as full time students with us and take all of their courses for the school year following the block schedule. The block schedule has 5 terms per year and it is recommended that students take 2 courses per block to ensure that they earn 10 credits per year.
- **2021-22 School Year:** Grades 9-12 - Students can register as full time students with us and take all of their courses for the school year following the Quad schedule. The Quad schedule has 4 terms per year. Distance learning is offered both synchronously and asynchronously. Students are encouraged to attend online class meetings. Attendance will be taken at each meeting.
  - Grade 9 students are automatically scheduled for their courses.
  - Grade 10-12 students must take 2 courses per Quad to earn 8 credits by the end of the year. To earn 10 credits, students are offered the opportunity to take combined courses where teachers will offer a cross curricular experience and students will earn 2 credits in one offering making it possible to earn 3 credits in one quad. The other way to earn a full 10 credits is to add an additional class in 2 of the Quads.
  - Students attending other SRPSD high schools can register to take single courses with us while remaining a full-time student at their school. Please call the DLC or talk to your principal for more information. Accommodations for class meetings will be provided for students in this situation.
  - For students who are working during the school day, accommodations for class meetings will be provided. It is the student's responsibility to discuss this with their teacher.

#### 4. Assessment

##### Dates and schedule of assessment is for the 2021-22 school year.

- **Grades 1-4:** Students will receive formative and summative feedback on a regular basis via Seesaw. Parent-teacher conferences will occur two times throughout the school year, or as often as needed. Families and teachers will co-create two Family Growth Plans that focus on individualized learning goals. Final learning reports will be provided in June 2022.
- **Grades 5-8:** Students will receive formative and summative feedback on a regular basis on assignments through Edsby, our new Learning Management System (LMS). Parent-teacher conferences will also occur two times throughout the school year, or as often as needed. Report cards will be provided for each of the three terms.
- **Grades 9-12:** Students will receive formative and summative feedback on a regular basis on assignments in our LMS. Students will receive mid-Quad reports followed up by parent-teacher conferences in each Quad. Report cards will be emailed to parents and students at the end of each Quad.
- Breakdown of the reporting times are indicated in the chart below.

**Grades 1-8**

	Term 1	Term 2	Term 3
Parent-Teacher Conferences Family Growth Plans	October 25-28	February 7-10	May 24-25* (If required)
Report Cards	November 30	March 25	June 28

**Grades 9-12**

	Quad 1 Sept. 2- Nov. 5	Quad 2 Nov. 8 - Jan. 28	Quad 3 Feb. 1- April 14	Quad 4 April 25-June 28
Mid Quad Reports	September 21	December 7	March 1	May 10
Parent-Teacher Conferences	September 23	December 9	March 3	May 12
Report Cards	November 15	February 4	April 29	June 30

**5. Student and Family Responsibilities**

Online learning is a new and exciting way for students to learn in the 21st century. Because the learning environment is different from a traditional classroom, it is important for students and families to understand what is expected at the SRPSD Distance Learning Centre.

- **Online Conduct**

- Communicate respectfully with teachers and students always.
- Participate in synchronous and asynchronous learning activities.
- Regular attendance for synchronous learning is expected. Teachers will take attendance and will communicate with families when students are absent.
- Be a good digital citizen.
- Avoid plagiarism and use of any copyrighted material without permission.

- **Academic Integrity**

- Students will complete assignments and assessments on time.
- Teachers will communicate regularly with both families and students about academic achievement and participation in course activities.
- Students will reach out to their teacher(s) when they are experiencing difficulties. Teachers can be reached via Google Meets, email, and phone.
- Students will avoid plagiarism and use of copyrighted material without permission.
- Grade 10-12 students will earn credit for their courses only if they have fully completed the required outcomes.

- **Family Responsibilities**

We ask that families designate a person to be the student's **Learning Mentor**. This person will be the main point of contact between the school and family. The responsibilities for the learning mentor are as follows:

- Ensure that students are regularly logging into courses and completing work.
- Establish a daily schedule for school work and provide a quiet space for working.
- Encourage students to connect with their teacher when needed.
- Communicate with teachers as needed.
- Support learning in the home.

## 6. Communication

We believe in maintaining regular and open communication with students and families. Staff and students can communicate with each other by email, phone, or via online meetings (google meets/zoom).

- Student email communication will occur using SRSD student gmail accounts.
- Teachers are available from 8:30-3:30, Monday to Friday. They may also respond to messages after hours, but it is not an expectation.
- Monthly newsletters are emailed out to families, and they are posted on our website.
  - Follow us online at: <https://dlc.srsd119.ca/>
  - Follow us on Facebook: @srpsddlc
  - Follow us on Instagram: srpsd dlc
  - Follow us on Twitter: SRPSD\_DLC
- We encourage students and families to check their email daily for updates!
- We will host parent information sessions at the beginning of the year and throughout the year as needed. These sessions will occur in person (if possible) and virtually. Please plan to attend.

### For more information, please contact:

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