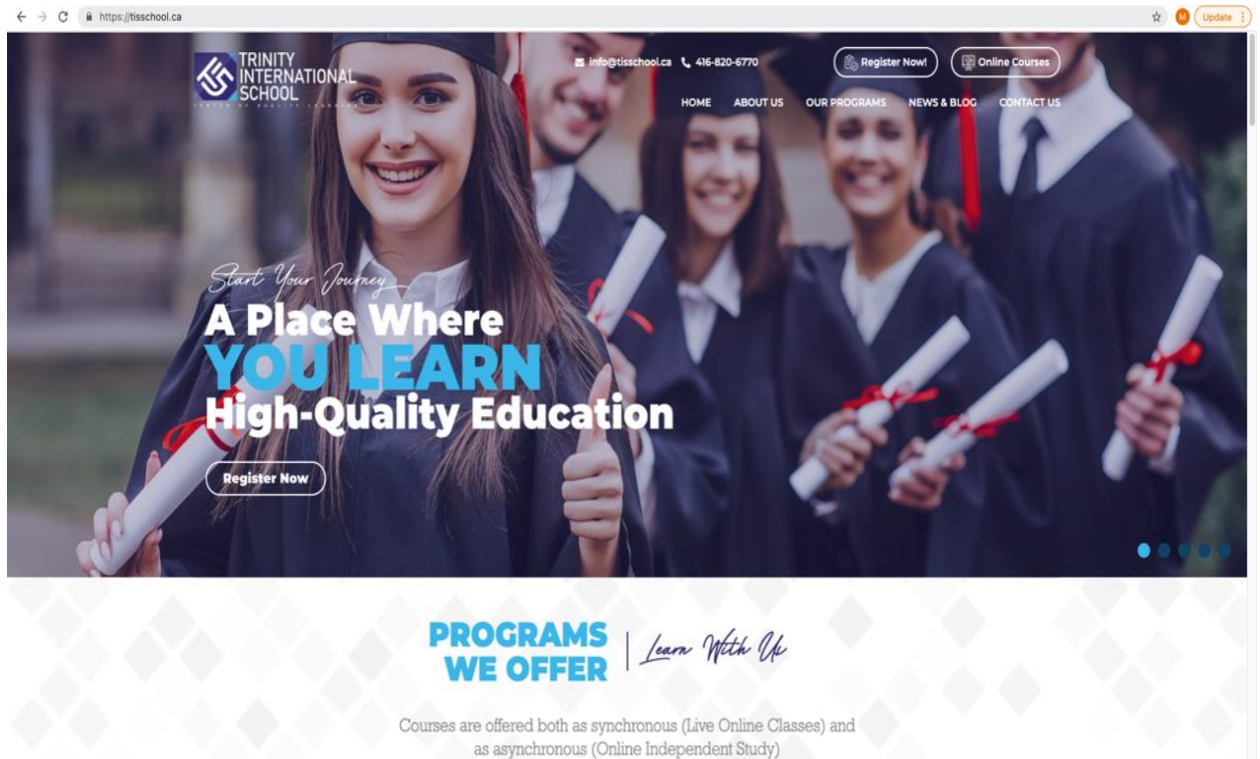


WELCOME PACKAGE

On behalf of our staff, we would like to welcome you to **Trinity International School Online**

We are pleased that you have joined our community of online learners. This is an exciting time in education; the focus of Trinity International School education plan is to provide learners with relevant, individualized, flexible, engaging, high quality learning experiences. Our teachers work Collaboratively to support our learners in finding new and innovative ways to pursue their passions while preparing for their future.



The screenshot shows the homepage of Trinity International School. The top navigation bar includes the school logo, contact information (info@tisschool.ca, 416-820-6770), and buttons for 'Register Now' and 'Online Courses'. A main menu lists 'HOME', 'ABOUT US', 'OUR PROGRAMS', 'NEWS & BLOG', and 'CONTACT US'. The hero section features a group of graduates in caps and gowns, with the text 'Start Your Journey A Place Where YOU LEARN High-Quality Education' and a 'Register Now' button. Below this is a section titled 'PROGRAMS WE OFFER | Learn With Us' with a note: 'Courses are offered both as synchronous (Live Online Classes) and as asynchronous (Online Independent Study)'.

Please make sure you read the entire Welcome Package.

Once the registration process is complete, an email will be sent to you including the student's username and a temporary password and instructions on how to log in. Typically, this email is sent out within 24 hours of registration.

1. Students have 3 months to complete their courses.
2. If not completed, they have the option to pay for course extensions. They are only allowed one extension of one month.
3. The extension of one month has an additional charge of \$100

School Policies**1- Attendance Policy:**

Please note that you must work regularly in the course, and you must log in at least 3 days/week, if you are not active in the course you may be dropped by the school with no refund.

The online program requires attendance in our web classrooms. You need to contribute to our online classroom discussions and communicate with your *instructor/classmates on a regular basis*. This will vary depending on the course and the teacher.

Login Expectations: Students are instructed to log-in to their course on a regular basis. Students can assume that 110 hr. course, can be completed in 2-3 months, students are expected to work at their own pace and are free to complete the course, as they are able. Courses have been carefully designed to take 110 hours and units and activities have been broken down to meet this expectation. Students are expected to login minimum of 3 times each week, not including scheduled holidays, for the entire duration of their course. If a student fails to login to their course three times in a single week, then an absence will be recorded on their report card.

Your login dates, times, and the areas of the course that you visit are logged and monitored to ensure your regular attendance.

Your teacher will clarify what is required to do in terms of course participation.

A minimum 3 days per week to log in your course and participate in your class is required. This includes:

-As you go over lessons to learn your new topic.

-As you go over activities to finish the posted assessments.

-As you work on evaluations, assignments, tests, etc.

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-As you review materials and post items by teacher and classmates.

-As you participate in class discussions

❖ If students are not active, do not participate regularly and submit their assignments regularly, the school has the authority to drop them from the course. The school administrators will do their best to communicate with the students/parents in case the students are not active for more than 3 days to remind them of the attendance policy before a decision is made to drop them from the course(s) if the inactive status continue.

Late/Missed Assessments Policy:

Students are responsible for providing evidence of their achievement of the overall expectations within the time frame specified by the teacher; and in a form approved by the teacher. There are consequences for not completing assignments for evaluation or for submitting those assignments late.

Missed Evaluations

Students who do not submit assignments may be given a zero. A mark of zero will normally result in a gap in the record of achievement of curriculum expectations because the teacher lacks evidence of the student's knowledge or skills. The student might have missed tests, not handed in assignments, or might have been absent for presentations. Students are responsible for providing the teacher with evidence of their learning.

Missed Assessments: may be written at the earliest date of availability.

Homework Policy:

Homework is expected to be completed whenever it is assigned. Success in this course depend on keeping up with homework and timely completion of assignments.

Online Discussions: There will be a few online discussions throughout the semester. You are required to participate in them. Be reminded that this is an online community so you should have outmost respect in your writing language towards your fellow classmates and any other online user. Any remark that is deemed offensive will be removed and the school administration will follow up with you with regard to this issue.

Plagiarism Policy:

It is expected that all students will complete their own work, in their own words. It is commonly believed that plagiarism is only copying and pasting information from the internet, but it includes all the following:

- Copying another student's work (homework, lab reports, papers)
- Taking information from the internet or another source without citing it

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- Taking credit for anyone else's work
- Lab partners may have similar work, but they should not be identical

In the case of plagiarism, the student may be reminded by the teacher not to do it again and asked to complete the assigned work within the stipulated timeframe (the next deadline). Upon repeated wrongdoing, the administration and the principal will be notified to take an appropriate action with the consultation of the teacher.

A zero (0) may be awarded, parents/guardians will be contacted (based on student age), So don't do it!! If you are not sure how to properly cite sources, let the teacher know!

Withdrawal Policy

What happens if I want to withdraw from a course?

Students must notify the school office by email if they wish to withdraw from one or more courses. The office will confirm the request with the student and, when necessary, with a parent/guardian.

Full Disclosure

The Ontario Ministry of Education has a *Full Disclosure Policy*. This means that all Grade 11 and 12 courses attempted by a student must appear on their Ontario Student Transcript (OST). Full disclosure does not apply to Grade 9 or 10 courses.

- Any Grade 11 or 12 course that is completed, dropped, or failed will appear on the transcript, along with the final grade or mark at the time of withdrawal.
- Students have until the **Full Disclosure Deadline**, which is **5 school days after the midterm report card has been issued**, to withdraw from a course *without it appearing* on their transcript.
- After this deadline, the course and grade will remain on the transcript, regardless of withdrawal.

Final Exam Policy

Final Evaluation (30%) consists of (Final Project and Final Exam), the Final Exam takes place **towards the end of the semester, after completion of ALL Assessments and Evaluations including the Final Project** and provides the final opportunity for students to demonstrate what they know, and the skills they have learned, based on the overall expectations.

- Students need to arrange their final exam 7 days in advance. All coursework should be completed and submitted before writing the final exam.
- The exam will be two hours in duration.
- Your Final exam will be supervised by a proctor/your teacher through zoom , google meet or any other similar platform, you will receive the details and access information by email from the school.

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- If you cannot write your final exam on the scheduled date/time, please contact your teacher and/or school to inform them & reschedule your final exam at least 24 hours ahead.
- **Important Note: please be advised that once the exam is written, any outstanding coursework will be given a grade of zero.**

Refund Policy:

Trinity International School grants refund only under the conditions outlined below. Please read carefully before completing registration.

1. Eligibility for Refunds per course registered:

- Refunds may only be requested **in writing by email to school within 24 hours** of online course registration.
- The 24-hour window begins from the official course opening date, which starts at **9:00 AM EST** on the specified **START date** you will receive with your Welcome Package by email.
- The refund will be for the total paid less \$100 non-refundable registration fee per course.
- Prior to the course start date, students will receive a **Welcome Email** containing:
 - TIS login information
 - Welcome package and school policies
 - Student Access Information
 - Course details (**start/end date**, teacher, course code, course title)
 - Refund Policy information
 - School Policy on course submission & Deadlines
 - Your invoice

2- Withdrawal/Drop Course Refund Policy:

No refunds will be issued for any course dropped or withdrawn after the 24-hour period from the course start date/time.

If a student violates any school policy or becomes inactive, the school reserves the right to withdraw the student from the course without a refund.

3. Administration / Registration Fee (Non-Refundable)

- A **non-refundable Administration and/or Registration fee** applies based on the type of registration (individual course or full year registration)
- This fee covers essential administrative work already completed, including:
 - Account activation

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- Enrollment finalization
- Teacher assignment
- File creation (electronic and physical)
- Compliance monitoring with Ministry regulations
- Administration of OSR student file if applicable.

Even if the student has not accessed the course, these tasks are completed once registration form received.

4. Students Awaiting a Visa

- If a student chooses to begin any online course(s) while awaiting a student visa, the **standard refund policy will apply**.
- This includes all registration fees and administration fees, regardless of the registration type (in-person, online, or blended).
- Refunds will **not be impacted by the outcome** of the visa application (approval or rejection) if the student has already started any course while waiting for the visa.
- If the student **has not started any course** and the visa application is rejected, a refund will be issued for the total amount paid, **minus the Administration fee**, provided that the school receives the official visa rejection letter.
- **No refunds** will be granted once a visa has been approved.

5. Questions or Clarifications

If you have questions or require clarification about this policy, please contact the school via email at: info@tisschool.ca

6. Additional School Policies

More school policies are available on our **school website/Moodle** system.

2. Internet Connection: You need to have a stable connection to the Internet through an Internet Service Provider (ISP). Arranging and maintaining an Internet connection is the student's responsibility. In most cases, no special hardware or software is required. Courses that require additional software provide links to these applications and there is no associated cost.

3. Planning: *Course outline indicates that the course will take 110 hours and highlights the breakdown of each unit.* Please keep in mind that the 110 hours reflects the number of hours a student may spend on the lessons and activities and the time the students may take to complete assignments but does not include the time you spend to prepare for tests or examinations.

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4. **Learning Log Assessment:** All the time you spent on studying the material, completing the assessments, must be recorded clearly in the **Learning Log** sheet for each unit (you will find the sheet after each unit), we encourage you to print the sheet or download and complete as you go, then submit the sheet at the end of each unit. This requires you to record time, date and name of assessment, and the time spent on each.

5. **How will I communicate with my teachers?**

TIS has highly qualified instructors who are dedicated to helping our students achieve their goals. You will be able to contact your teachers via email, phone calls or chat messages within our Moodle website.

6. **Privacy and security:**

You are only able to log in your course(s) with your username & password, which is assigned at registration and sent to the student email. You need to change your password once you log in the first time with the logging information sent to you. Please do not share your username and password.

If you have any questions or concerns about any aspect of your course, do not hesitate to contact us at:

Guidance & General Inquiry: info@tisschool.ca

Principal: mlabib@tisschool.ca

We wish you an enjoyable learning experience with Trinity International School.

Best of Luck from All of us at Trinity International School.

Administration Team.