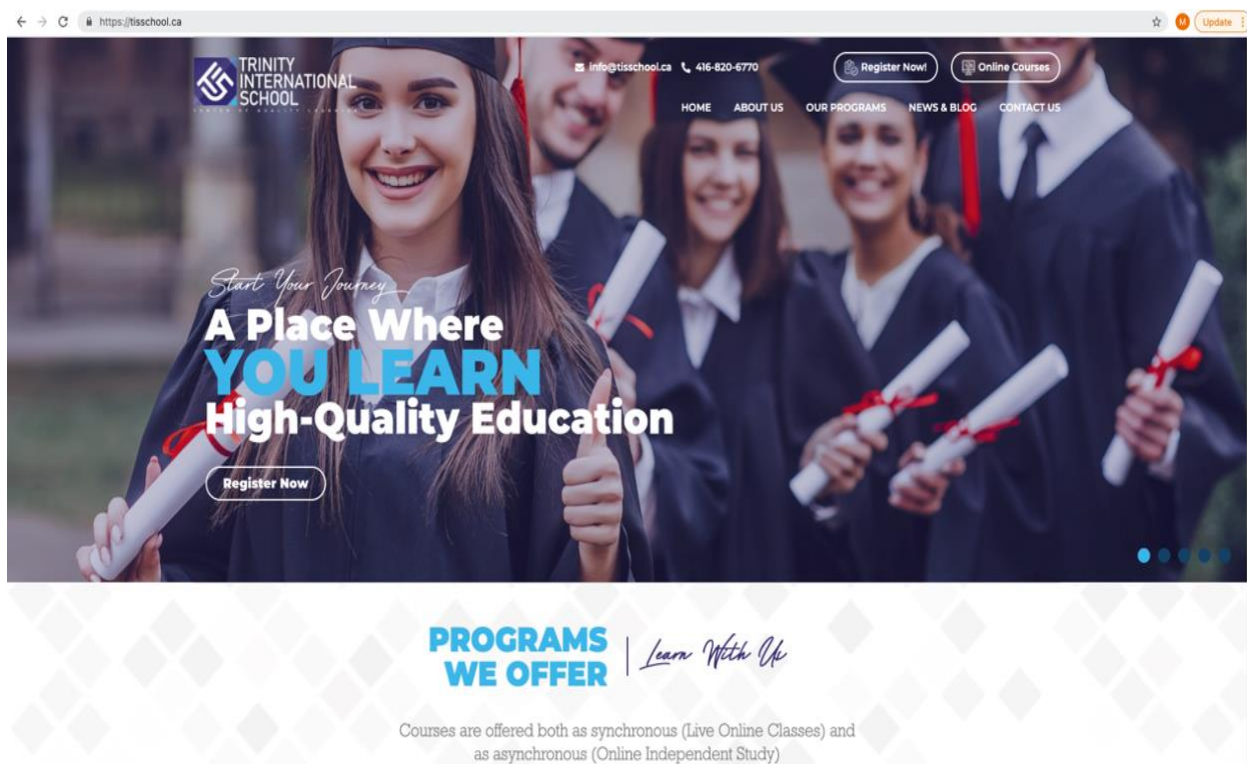# WELCOME PACKAGE

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.

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 y our online classroom discussions and communicate with your *instructor/classmates on a re gular 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.

-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

- 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 the course(s)?
You need to notify our office by an email that you wish to withdraw from one or all your courses. Office will confirm the accuracy of the email with you and your parent/ guardian, when needed.
Full Disclosure:
The Ministry of Education has a policy of full disclosure. This policy states that all grade 11, 12 courses attempted by students must be recorded on Ontario Student Transcripts. Full disclosure does not apply to students in Grades 9 or 10. Any Grade 11, 12 course completed, dropped or failed will appear on a student transcript along with the marks earned in the program.

> The full disclosure date will be posted to students each semester which occurs **5 school days after the midterm reports have been issued**. This means senior students (grade 11 or 12) have until the posted date to withdraw from a course without it showing up on their transcript. The **withdrawal date** will be sent to each student through email depending on the start of the course with their "Welcome Package" email.

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.
- 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's refund policy stipulates that **refunds are only granted if requested in writing within the initial 24 hours of online course(s) registration,** **this registration timeframe commences from the scheduled course opening date, starting at 9:00 AM EST.** Prior to the scheduled date & time of the course(s) registered, the student will receive a "Welcome email", which contains vital information such as "TIS-Login Information" and the "Welcome Package & School Policies," along with details about the course(s).

In the event of withdrawal within the first 24 hours, the nonrefundable administration fee of $100 for each course opened will not be reimbursed. This policy is in place because, within this critical timeframe, our administrative team is engaged in various essential tasks. These tasks include activating the student's account, finalizing the enrollment, reaching out to the teacher, establishing electronic and physical files, monitoring the enrollment for compliance with Ministry regulations, and more. Even if the student has not initiated the course, our administrative team completes this preparatory work on their behalf.

Crucial Reminder: If a student requested to start any online course(s) while awaiting the issuance of their student visa, the refund policy pertaining to online course(s) will be enforced. This policy also extends to the associated registration fees, which will be determined based on the student's registration type (in person, online, blended, etc.). This rule applies irrespective of whether the student's visa application is approved or rejected, and regardless of their chosen registration type.
If you have any questions or need any clarification about the refund policy, please email the school.

More school policies can be reviewed on the school website www.tisschool.ca

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.

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. <u>How will I communicate with my teachers?</u>
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. <u>Privacy and security:</u>
You are only able to log in your course(s) with your username & password, which is assigned at registration and send 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.