

Elementary Distance Learning Program - EDLP Student and Family Handbook

September 2020



Table of Contents

[Welcome to Distance Learning](#)

[What to expect in a day of learning?](#)

[What can you expect from your educator?](#)

[What will a typical day look like?](#)

[Your virtual learning environment](#)

[What learning materials will you need?](#)

[Digital Citizenship](#)

[Support for Students](#)

[Attendance](#)

Welcome to distance learning



We are so glad you are here!

Welcome to distance learning! This mode of learning will be new for everyone and an exciting journey for all!

Our goal at the Waterloo Region District school board is to have you continue your learning journey with flexibility, predictability and engagement. We believe that *all* learners can thrive in distance learning classrooms that are engaging, learning-focused and inclusive.

Your distance program educators are committed to getting to know you as a person and a learner so that you can do your best learning during this time.

What can I expect from my educator?

Your educators will:

- Provide a safe and inclusive learning environment
- Follow the Ontario Ministry of Education curriculum guidelines
- Provide you with a timetable of your day and week
- Provide regular feedback so you can build upon your learning
- Evaluate your work and provide a report card at the required times
- Provide independent, small group and large group learning opportunities

Cohort C (primarily tech- enabled environment)	Cohort D (primarily tech-free environment)
<ul style="list-style-type: none">● Communicate with you and your family on a regular basis through your VLE platform, email, or the telephone	<ul style="list-style-type: none">● connect with students and families approximately 3 to 5 times per week via the telephone at agreed upon times● provide learning materials for families to pick up at their boundary school

What can I expect in a day of learning in Cohort C ?

The learning expectations online and in the classroom are similar

You will be...

- Attending each day for the full day of school following your start and end times on your provided timetables
- Following a schedule with specific subjects and times that include nutrition breaks
- Participating in both large and small group activities and independent work time
- Completing and submitting work to your educator
- Collaborating with peers and educators
- Receiving ongoing and timely feedback on your work

Things to think about...

- Listen attentively during small group and whole group learning
- Be on time when joining a meet
- Mute your microphone if you are not speaking
- Have your camera on when possible
- Be considerate when responding to the ideas of others
- Consider your environment while on a video Google Meet e.g., posters on your walls, people in the background, personal items visible by others in the chat

What can I expect in a day of learning in Cohort D?

The learning expectations for Distance Learning and in the classroom are similar

You will be...

- Attending each day for the full day of school following your start and end times on your provided timetables
- Following a schedule with specific subjects and times that include nutrition breaks
- Participating during discussions with your educator, as well as participating in small group instruction via a conference call
- Completing and submitting work to your educator
- Receiving ongoing and timely feedback on your work

Things to think about...

- How will you ensure that you are prepared for learning each day?
- How will you ensure that you are prepared and on time for the 1:1 or small group learning opportunities with your educator that may occur during the week?
- How will you organize your time so that you can avoid distractions?
- Where in your home will be the best place for you to focus on your learning?

A day in the life of a student

Grades 1-3

[Cohort C Sample Schedule](#)

[Cohort D Sample Schedule](#)

Grades 4-6

[Cohort C Sample Schedule](#)

[Cohort D Sample Schedule](#)

Grades 7-8

[Cohort C Sample Timetable](#)

[Cohort D Sample Timetable](#)

French Immersion

Grades 1-6

Your educator will provide your class schedule

French Immersion

Grades 7-8

Your educator will provide your class schedule

Your Virtual Learning Environment (VLE)

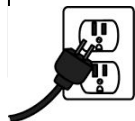
(Some students in cohort D may be choosing to not use a device so this information does not apply to you)

You will be using Google Classroom or the Desire to Learn (D2L) platform as your virtual learning environment (VLE)

- [Instructions on how to sign into Google Classroom](#)
- If you are using D2L, go to wrdsb.elearningontario.ca and sign in using your WRDSB email and password
- All elementary student PAL passwords have been reset to their Student ID number. Please contact your teacher if you have forgotten your email and/or password.
- Students are able to change their own password through WRDSB MyPassword <http://mypassword.wrdsb.ca>.

Tips for Creating Strong Passwords

- All elementary student passwords need to be a minimum of 8 characters.
- Use a simple-to-remember pattern, phrase or combination of unrelated words.
- The longer the password the better.



Ensure that your device is always charged and ready to be used

Learning Materials

Ensure you have all of your learning materials ready for the day (e.g., paper, pencils, calculators, etc.) and a space where you can work



- Students in Cohort C and Cohort D will use materials other than a Virtual Learning platform. You may already have some of [these items](#) in your home. Your educator will check in with you about items you will need as the weeks unfold.
- Students in Cohort D will receive education packages from their educators on a weekly basis. These packages will be available through arrangements with the classroom teacher.

Digital Citizenship

**Please review virtual digital norms
with your child before their first
synchronous meeting.**

Access the link here

[WRDSB website for Families](#)



Supports for Students

You may be wondering...

How will my child access Special Education Resource Supports or be supported as an English Language Learner?

Distance Learning has the same supports and procedures as your brick and mortar school.

Together we will ensure that your child's experience in the distance learning environment will be a positive and rewarding one. Connect with your child's classroom teacher regarding your child's specific needs.

Attendance - Cohort C and D

In **Cohort C** your child's educator will be taking attendance in the morning and **immediately after the 1st Nutrition Break** based on synchronous learning times, an email exchange between the student and teacher, phone call, submission of assignments and activities or login confirmation.

In **Cohort D** attendance will be taken for the morning and the afternoon. Attendance will be based on interactions between your child and the teacher during the week. These interactions could be an email exchange between the student and teacher or a phone call.

What should I do if my child will be absent?

An e-mail address and an attendance phone line will be set-up for the distance learning programs.



Resources to Support You at Home

Community Services Resources

