

## **Switching from In-Person Learning to DDSB@Home (Secondary)**

September 28, 2020

### **Subject Line:** Process to Transfer from In-Person and Virtual Learning

Dear Parents/Guardians,

We understand that some of you are considering a transfer to the DDSB@Home virtual school and other families are currently on the waitlist. We also know that many of you are choosing to continue with in-person learning at our school. At Eastdale C.V.I. we are making every effort to ensure that our school continues to be safe to attend, and we are committed to open and transparent communication with you during the COVID-19 pandemic. Students and staff have been doing a great job thus far in following the protocols and we encourage everyone's continued vigilance so that school can remain open.

Due to the complexity of student timetables and ensuring classes are available for students, we are working towards allowing student transfers for Quadmester 3, which is scheduled to start on February 2, 2021. While we understand that for some families this will feel like a long time away, this is necessary in order to ensure students both in-person and virtual can continue in the courses they have for the first half of the school year.

Although it may appear simple to be able to transfer students, it is a very complex process. There is more demand to move from in-person to virtual and this would result in teachers being transferred to virtual. With a limited number of teachers, this will have an impact on the course selections for students transferring likely result in a very different timetable. It also has an impact on current classes and could result in significant timetable changes for all students. Courses are determined by enrollment and as enrollments shift, then so do available courses. At the secondary level, with the compulsory requirements, we will need to ensure that changes do not impact students being able to access courses required for graduation.

At this time, we will be looking at transfer requests on a case-by-case basis as we would need to assess each student's timetable individually to see if there is space in DDSB@Home to make the switch work. Even in this situation, student course selections may have to change. Central staff are also investigating creative options to try and accommodate as many people as possible.

### **Using Technology for Learning**

We have also received questions from families lately about what type of technology is acceptable for learning. Here are a few key points:

- **Any web enabled device** can be used to access the learning that educators are providing to your child(ren). A DDSB Chromebook is not a requirement.
- The Grade 10 Chromebook refresh has been cancelled for this school year. This means that students in Grade 10 will continue with the Chromebook issued to them.
- If your child(ren) are now attending in-person learning and have a "loaner" Chromebook, we ask that you return the device to provide access for learning while in school.
- Devices will not be issued to students on the waiting list for DDSB@Home until their transfer request is completed.

We have included instructions below on how to request a transfer and some frequently asked questions on this topic for you. While we hope to continue to have your child(ren) attend in-person, we will work to support you as best as possible. Thank you in advance for your patience and understanding as we work through this complex process.

Sincerely,

Michelle Monk  
Principal  
Eastdale C.V.I.

#### How do I request a transfer?

You can request to be added to the waitlist by logging into the [parent portal](#), clicking the DDSB@Home Waitlist button in the navigation menu and following the instructions on the page. [Click here](#) to see an example of the page. You can opt to be added or removed from the waitlist this way and can change your selection there. Please do not e-mail the school office to request a transfer as the page on the parent portal is the best way to make this request. If you are having trouble logging into your parent portal account, please e-mail [parentportal@ddsb.ca](mailto:parentportal@ddsb.ca)

#### What will my child(ren) be doing if they are not attending in-person and are on the waitlist?

For students not attending in-person, they should continue to attend their scheduled virtual classes and follow the instructions of the teacher in terms of completing assigned coursework. The virtual component currently represents 75% of the time allocated in a student's schedule. Teachers will also be providing additional support for those students, where possible.

#### Why can't my child(ren) transfer sooner?

We initially set a deadline for families to choose between in-person and virtual on August 12, 2020. In order to respond to many additional requests, we communicated that we would accommodate all requests up to September 2, 2020. Having virtual learning while offering an in-person option requires temporarily transferring teachers assigned to the DDSB@Home virtual school. We require the time to assess the number of students on the waitlist and to implement a transfer that is as orderly as possible to avoid disruptions to learning and courses in progress.

#### Will there be changes to my timetable?

For students transferring to DDSB@Home, there may be changes to your timetable and course selection depending on class availability. A guidance counselor will connect with you prior to the transfer to ensure that you are enrolled in courses.

For students remaining at their in-person school, it is possible there may be changes to course selections depending on how many students shift to the virtual school, but we will do our best to limit this as much as possible. We need to better understand how many students wish to transfer before we can begin our analysis and make decisions to best support the learning of all students. This analysis will begin in early November and registrations for the virtual school will be closed at that time so that we can plan an orderly transfer for both students and staff.

#### What will happen if schools are required to close again?

In accordance with the direction of the Ministry of Education, we are planning to continue with in-person learning at this point in time. However, if the Ministry of Education directs that schools close,

your child(ren)'s learning will continue virtually in the same class that they are in right now until students can to return back to in-person learning. Our school and educators are preparing for this scenario in the event schools close again.