

# Inclusive Education Program

- [EA Support COVID-19 Safety Protocols](#)
- [Education Assistants \(EAs\)](#)
- [Inclusive Education](#)
- [Seed Grades 5-9 Program](#)
- [Seed Lite](#)
- [Seed Grad \(Grade 10\)](#)
- [IE HCOS Loaned Computers](#)
- [IE HCOS Loaned Computers First Login - PC](#)

# EA Support COVID-19 Safety Protocols

Due to COVID-19 being with us for the foreseeable future, we will be working in a unique environment for the 2020-21 school year. Public health officials are encouraging each of us to do our part to mitigate the impact of COVID-19 where we work, live and play by following these health and safety guidelines:

- If you're sick, stay home.
- Practise physical distancing (minimum 6 feet).
- If physical distancing can't be maintained, wear a mask.
- Wash your hand frequently - minimum of 20 seconds with hot water and soap.
- Avoid touching your face/eyes.

During COVID-19, online learning is the preferred method and should be considered. If online learning is not feasible, HCOS is preparing to provide in-person EA support to students/families in September with the following safety protocols in place. You will be notified of any modifications to the protocols below, should directives via Public Health and the Ministry of Education change.

## **Safety Measures for In-Person EA Support:**

- EA daily self-health check - fever, dry cough, tightness in chest, extreme fatigue, etc.
- Check-in with the family the morning of a scheduled session to ensure that there is no illness in the home - fever, dry cough, tightness in chest/shortness of breath, extreme fatigue, etc.
- EAs are required to wear PPE in the form of a mask if physical distancing can't be maintained. EAs are responsible for providing their own masks.
- Handwashing upon arrival and prior to leaving the student's home.
- Sanitization of workspace prior to and after a session.

## **Other Recommendations:**

- Consider hybrid learning - a mix of online and in-person learning.
- Engage in outdoor activities whenever possible.
- Use open space inside the home rather than small more enclosed space.
- Avoid sharing writing utensils or other learning materials.

## **EAs Working at Community Connections:**

- The Learning Groups team is working to be creative, flexible and innovative to make learning happen as closely to what has been traditionally offered. Learning Groups come in a variety of shapes and sizes and the LG staff is working together with venues, facilities

and coordinators to help ensure health and safety measures are met. The goal is to make any precautionary measures as routine and natural as possible.

- Please send any questions and concerns regarding a Learning Group activity to [lg@onlineschool.ca](mailto:lg@onlineschool.ca) and one of the LG team members will be happy to assist you. Please note which LG opportunity you are inquiring about.

Teachers will encourage their IE families to have disinfecting wipes/sprays available for use for high touch areas and workspaces. EAs are also encouraged to carry their own supply.

If you have concerns about possible exposure to COVID-19, call 811 and monitor for symptoms. Please contact your IE teacher immediately.

Thank you in advance for your part in helping to ensure that HCOS provides a healthy learning environment for students and Education Assistants.

# Education Assistants (EAs)

The Ministry of Education has provided funds to the Inclusive Education program of HCOS for your child. It is a privilege to have an Education Assistant (EA) working in your home. HCOS values the commitment that EAs make to students/families.

## Expectations of Parent/Guardian

- A parent/guardian or adult over the age of 18 is required to be present in the family home during EA sessions. EAs are not permitted to work in their own home with a student.
- EAs may work in a public setting, like a library, if sessions are not feasible in the family home.
- Ensure that siblings are supervised during EA sessions to avoid distraction and disruption. EAs are not responsible for the care/supervision of siblings who are not under contract with HCOS for EA support.
- Ensure the student is ready for services upon arrival of the EA, including having the necessary materials ready.
- If the EA is also working with the IE student in the family Home, supporting Community Connections (CC) homework, the EA may receive paper copies in class or forwarded emails from parents, unless special arrangements have been made to be included on the teacher's email list.
- When an IE student is supported by an EA at Community Connections or a Learning Group, notify the EA and the CC Coordinator if the student will not be in attendance.
- The CC coordinator will have EA contact information and inform EAs in the case of unexpected CC closure due to weather or other unforeseen circumstances.
- Inform the EA of sickness in the home. A mutually agreeable standard should be in place around cancelling sessions when an EA, student or other family members are sick.
- Parents/guardians cannot dismiss an EA. They are a contractor of HCOS. If there are personnel related problems, contact your IE teacher immediately.

## Education Assistants - Scope of Work

The Education Assistant is contracted to provide the following services, as requested by HCOS:

- Participate in the creation of the IEP, and if necessary, be available for collaboration on term reviews with the IE Case Manager..
- Perform and comply with the duties listed in the IEP and with any other reasonable requests from HCOS administration considered to be normal relational responsibilities between the IE Case Manager, the EA, the child(ren), and the parents/guardians of the child(ren).
- Collaborate with the IE Case Manager/parent on the acquisition, organization and modification of instructional material.
- Be in weekly contact with the IE Case Manager around student progress.
- Attend EA meetings as required

- Give advance notice to the family and the IE Case Manager if unable to complete their duties for a specific period of time (i.e., vacation, illness etc.).
- Create guidelines around provision of service pertaining to sickness of the EA, student or other family members.
- Follow the time-sensitive behaviour/incident reporting protocols.
- Collaborate with parents/guardians of the student in a respectful manner and as a team member.
- Prioritize the needs of the student.

## Cancelled Sessions

It is vital that we are good stewards of the resources and people that are in place to assist in the education and support of students.

The following policies are in place around cancelled sessions.

- Cancelled sessions are billable - hours per week as outlined in an EA's addendum are billable if the session is cancelled or if session time is shortened by the parent/guardian.
- The EA is not obligated to reschedule a cancelled session.
- EAs will use cancelled sessions for lesson preparation, completing student reporting in Encom, teacher communication, professional development and administrative-type tasks.
- An EA cannot invoice for scheduled sessions that fall on a statutory holiday unless those hours are worked.
- The EA must report all cancelled/shortened sessions on their invoice.
- In the event of inclement weather where school is cancelled in the local school division and/or buses are not running, HCOS will deem it unsafe for an EA to drive. The scheduled session can be cancelled, and hours invoiced.
- It is the responsibility of the Education Assistant to give a minimum of 24 hours' notice for any sessions that must be cancelled with a student (outside of sudden illness or other unforeseen circumstances). Unless session time is rescheduled, these hours are not billable.

If there is a consistent pattern of cancelled EA sessions by the parent/guardian, this may result in the reduction or cancellation of EA services.

## Invoicing

- The final day of EA services for any given school year is June 15.
- EAs do not provide services during the summer months.
- EA invoices are sent via email to parents/guardians mid-month. Parents are asked to review the invoice and respond to the EA office if there are discrepancies.

# Inclusive Education

## Inclusive Education (IE) Program

Our IE Program works with students who receive additional funding to help build specialized programs that aid in their success as learners. Our diverse and robust program is made up of British Columbia certified teachers who specialize in inclusive education, Education Assistants (EAs) who work directly with students in home, an experienced office support team, and a wide variety of community-based support services throughout the province. If you would like more information on our IE Program, please visit this page: [Inclusive Education](#).

## Learning Support (LS) Program

We also offer an LS Program for students who are not designated IE students but would benefit from specialized planning and, where possible, some additional support. Some students may have learning challenges that are outside of IE designations; these include but are not limited to Attention Deficit Hyperactivity Disorder (ADHD), dyslexia, speech difficulties, giftedness, and written output delays. If you suspect your child would benefit from extra help and are seeking advice with regard to their learning, please contact your support teacher with your concerns. The support teacher will then contact our LS Team to discuss how best to offer support. For more information on our LS Program, please see this page: [LS Program](#).

## Individual Education Plan

In addition to a Student Learning Plan (SLP), which all students receive, students in our IE Division and some LS supported students also have an Individual Education Plan (IEP) that outlines specifically how their education program will be adapted to help them succeed. Teachers work closely with parents and other support team members to write the IEP.

# Seed Grades 5-9 Program

## Overview

Seed facilitates a group experience in a creative environment under the guidance and direction of a HCOS Seed teacher. The Seed program brings students together with Google Workspace, including Google Classroom and many other digital resources, allowing EA or parent support to be given easily. The exciting and innovative virtual tools create expectations that encourage students to strive to reach their potential. Seed successfully captivates students, allowing them to learn at their own pace and through their personal interests. The virtual aspect allows pacing, technology in the place of handwriting, and robust support through EA and/or parents in the home.

## Success

A high percentage of students move on from Seed to a Dogwood or Adult Dogwood, when it wasn't part of the original planning earlier in their academic schooling. Seed focus on building the core competencies, building on a student's strengths and teaching students how to self-advocate for support. Seed also helps students who want academic programs when Dogwood isn't the focus. Most students end up doing 2-3 years of the Seed program due to their huge growth, an increase of self-confidence, social skills, and even taking on leadership within the small group synchronous classes.

## Vision Statement

In Seed, the goal is that all learning is planted deeply and given the opportunity to be rooted and grounded with solid comprehension. By fully experiencing learning practically and personally with authentic and meaningful projects wherein choice, collaboration, critical thinking, communication, and creativity are a part of the teaching pedagogy, students' educational experiences will far surpass mere knowledge without experience. Learners will be filled up with the richest of opportunities to grow and blossom into who God has created them to be, and also be provided with meaningful interactions and experiences with the world around them as followers of our amazing, loving God.

Ephesians 3: 16-19 Amp.

*May He grant you out of the riches of His glory, to be strengthened and spiritually energized with power through His Spirit in your inner self, [indwelling your innermost being and personality], **17** so that Christ may dwell in your hearts through your faith. And may you, having been **[deeply] rooted and [securely] grounded** in love, **18** be fully capable of **comprehending** with all the saints (God's people) the width and length and height and depth of His love **[fully experiencing that amazing, endless love]; 19** and [that you may come] to know **[practically, through personal experience]** the love of Christ which far **surpasses [mere] knowledge [without experience]**, that you may be **filled up** [throughout your being] to all the fullness of God [so that you may have the **richest experience** of God's presence in your lives, completely filled and flooded with God Himself].*

# 2025/2026 Seed Course Offerings

## ALL Seed classes follow Ministry Requirements and build towards Graduation

- Grades Five to Nine program covers five grade-level courses as a 5 course program.
  - Adapted courses available for Grades 5 - 9
  - Applied Design, Skills and Technologies
  - Christian Studies
  - Language Arts
  - Science
  - Social Studies
  - Brad Gibson ~ Grades 5-7
  - Shannon Beglaw ~ Grades 8 and 9
  - Chantal Stewart ~ Grades 8 and 9
  - Replacement (IEP) courses can be offered to grades 10-12 (contact Steve Bastian for details)  
All courses are adapted unless previous arrangements are made with Seed Teacher, IE Teacher, RA and Seed Admin
- Seed Grad for Credit - please [click here for more information](#).

## Seed Math grades 7-9

### ALL Seed classes follow Ministry Requirements and build towards Graduation

- Synchronous Math Classes 2 times a week (see schedule)
- One-on-One support
- Adaptations made for each student
- Grade 7, 8 & 9 with Matt Bacon

## Benefits

The heart and soul of the Seed Program and the Seed Teachers is to love, care, and guide each individual student along their own path, fulfilling the academic and social goals of BC's Modernized Curriculum. Through the guidance, inspiration, and support of the Holy Spirit, we, the Seed teachers, hope that the students will experience the knowledge of God's love for themselves.

Benefits of the program include:

- 1:1 support as needed on a weekly basis through regular meetings with Seed teachers on Zoom.
- Seed teachers work to build significant relationships with each of their students and caregivers.
- Social skills development within a safe group environment.

- Lessons are differentiated to support all learning styles, with multiple ways to present learning.
- Students are prepared to be ready for the transition from Grade 9 to Grad through grade-level content and the development of the competency skills needed to be successful.
- Strong emphasis on growing and developing a student's personal faith and service-oriented lifestyle.
- Interaction in Group Meeting Weekly in order to build relationships with others and gain confidence in oral skills. Literature Circles are great opportunities for students to practice sharing. Each student comes to meetings prepared to elaborate about their assigned role from a novel that is being read by the whole group.
- Safe Digital Citizenship and gaining increased technology skills.
- Efforts are significantly praised and struggles are supported with love and care.
- Formative Assessment to help students progress steadily.
- Goals and expectations are set to stretch according to where a student is in their personal journey in collaboration with parents, IE teacher, and other support.

## Student Tasks

- All courses supported with direct teaching and use of Universal Supports; Read&Write, Grammarly, Google Workplace and more.
- ADST - Possible tools: Tynker, Scratch, Minecraft and Roblox Building Projects, Digital Citizenship Course, Google Suite Tools for Education, Modules completed based on grade level Competencies, Content, and Big Ideas.
- LANGUAGE ARTS - Novel Studies complete with Literature Circle meetings (3 Novels completed each year and the list will be supplied in advance so purchases can be made early in the year. The parent can utilize Encom funds for the novels. Best to get ordered using Amazon via order in Encom as the school has Amazon Prime and it really reduces the costs of shipping.), Grammar developed through Grammaropolis for grades 5-7, Weekly Editing assignments, Shakespeare, writing development throughout the year using a variety of tasks including blogging, forums, collaboration with Google Docs, reports, essays, passion projects, comics with Pixton, hands-on projects and much much more.
- SCIENCE - Virtual Interactive experiments, hands-on activities, exploring the scientific method through completing experiments, inquiry projects, research, using Google Apps to chart data, BrainPOP, Discovery Education videos, Gizmos from Explore Learning, and more.
- SOCIAL STUDIES - Inquiry-based research projects for topics such as Turning Points in History, discrimination in history, Google Earth Voyages, virtual field trips. What in the World and The Canadian Reader are used extensively.
- CHRISTIAN STUDIES - Integrated within all the subjects. Right Now Media Bible studies, discussion and other resources.

## Class Connections

- Each new student will be **connecting 1:1** for approx 45 minutes with the Seed Teacher for the first two weeks for onboarding. After the first two weeks, the 1:1 schedule will be at least every other week. These time slots are chosen individually in consultation with the Seed teacher. As time is particularly booked to fit the student and teacher schedule at the beginning of the year, changes cannot be made during the year. If a meeting is missed, a make-up time may not be available. However, each teacher has Drop In office hours so that a particular need can be addressed.
- 1:1 schedule can be discussed and planned with your assigned Seed Teacher

## Dates 2026/2027

- Onboarding starts September 8-11th
- Synchronous classes begin the week of Sept 14-18
- Nov 2-6: HCOS staff meetings
- Dec 18-Jan 4: Christmas break
- Jan 18-22: Report card writing for teachers
- Mar 15-26: Spring break
- April 26-April 30: HCOS Connect
- Classes end the week of May 31 - June 4

## Class Schedule

| Time    | Monday | Tuesday     | Wednesday                                 | Thursday   | Friday |
|---------|--------|-------------|---|--|--------|
| 9-10    |        |             | Seed Lite ADST Module (Starting Feb 2026) | Seed (Christian Studies, English, Science, Socials and ADST) 5-7 |        |
| 10-11   |        | Seed Math 8 | Seed Math 8                               | Seed (Christian Studies, English, Science, Socials and ADST) 8   |        |
| 11-12   |        | Seed Math 9 | Seed Math 9                               | Seed (Christian Studies, English, Science, Socials and ADST) 9   |        |
| 12-1 pm |        |             |   |  |        |
| 1-2 pm  |        | Seed Math 7 | Seed Math 7                               |  |        |

## Technology & Resources Needed and Utilized

- Either a **PC** or **Mac** will work with all software and platforms within Seed
- Items Needed for all grades:
- Every computer being used for meetings needs to have either a built-in **webcam and microphone** or an external one. Video is an essential part of the program. *(In order to be*

*excused from using video in group meetings, it needs to be documented in the IEP and talked about with the Seed teacher to give an understanding of the reasons. Video in face-to-face meetings with the teacher is essential to build the relationship.)*

- **A Noise Cancelling or Sound Isolating Headset with microphone** is a requirement unless a student is working in a **completely quiet** area. Distractions from background noises cause many students sensory and focus challenges.
- **A directional microphone or headphones with mic.** Since many students are sensitive to distracting noises, having a quality microphone that won't pick up background noise is very helpful.
- **Multiple Programs will be utilized** at no cost or minimal within the lessons: Google Workspace Apps including Google Classroom, Read&Write, Grammarly, Important to use Chrome as the student's browser for doing schoolwork, Fanschool, Flip, PixtonEDU, Infographics, Screencastomatic, Zoom, etc. All instructions with significant 1:1 support will be provided as we use the programs through the year.
- **Experiential Items** are used in many lessons and practice. Your teacher will provide a list two weeks in advance of items needed and guardians are expected to purchase these items as part of their school supplies. Eg. popsicle sticks, elastic bands, plastic bottles, play doh, cardboard, glue, outdoor supplies such as twigs, stones, leaves, pipe cleaners, beads, paper clips, pasta, water colour paints or markers, poster board, fabric, seeds, food colouring, salt, sand, model supplies, baking soda, vinegar, steel wool, salt, cabbage (purple), thermometer, magnifying glass...

## Student Admittance Process

1. Only available to Inclusive Education or Learning Services **designated** students or recommended by Learning Services/Learning Coach. If you are unsure, please contact your case manager teacher to ask more about admittance.
2. The application form is completed by IE Case Manager or Learning Support.
3. HCOS considers the privacy and protection of student information of utmost importance. We also hold the value of community and the relationship between students and teachers to be paramount. In an online learning environment, this is achieved primarily through the use of technology including, but not limited to: Zoom, Google Workplace, Google Classroom, and FlipGrid.

These services, and others, allow our teachers and students to share information, share recorded class sessions and interact with each other at a distance. As such student names and faces may be visible in recordings shared with students and parents.

Prior to participating in a class that may involve some form of recorded student presence, we ask that you review our online session recordings policy and complete the question below.

### **Online Recording Policy**

Please let you IE Casemanager or LSC know that you agree with this policy for acceptance into Seed.

4. Please note that the coursework is managed through Google Classroom. Family and students must be comfortable with having a student account with Google. Legal Guardians must sign the school forms on the Google Student Policy as part of the admittance process.

5. Students and Family/Guardian will be emailed a "Get to know you form" in September to gather further information and best ensure success/support within Seed.
6. Seed is a 10-month synchronous program (September to June). We require a commitment for the 10 months from a family, student, IE Teacher and EAs to ensure success. Students sometimes hit the "proverbial wall" and may require extra effort from the entire team to climb over and proceed to success in the program. We have seen students who remain committed to a whole school year are successful and return for 2-3 more years in the Seed program. These are celebrated moments of growth.

## Seed Information Session Recording 2024

[SlideDeck](#)

# Seed Lite

Seed Lite is a small taste of the Seed program. It is an ADST module available for Grades 4-8 students in LS and IE and is a great way for a student, family, and teacher to experience the additional support for student success that is at the heart of Seed.

[Click here](#) to learn more about the vision and overview of the Seed program.

Seed Lite students use tools such as Google Workspace, Read&Write, and Grammarly that allow for natural integration of differentiation in student work. Sample topics include:

- Digital Citizenship
- Maximizing Your Learning Style
- Pixton
- Hour of Code
- Google Earth
- Brush Ninja and Google Slides

## 2026 Schedule

Classes are held on Zoom on Wednesdays at 9:00-9:45am on the following dates:

- January 28
- February 4, 11, 18, 25
- March 4, 11
- April 1, 8, 15



## Required Technology

- Laptop (PC or Mac recommended; Chromebooks may have limited functions)

- Webcam and microphone
- High-speed internet

## Application Process

The Seed Lite Application must be filled out by an IE RA, LSC or IE Case Manager. Please communicate with them. If you desire to communicate with Mr. Gibson (Seed Lite teacher) to learn more details and see if this is a good fit for your student, please email to set up an appointment at [bgibson@onlineschool.ca](mailto:bgibson@onlineschool.ca)

The application deadline is **Thursday, January 22, 2026 at 4:00pm.**

Seed Lite students are required to have Google Workspace, Grammarly, and Read&Write. Parents can fill out the Universal Supports Form.

### Universal Supports Form

Once approved for the program, students will have the course added in Encom, and your teacher will email further information, including links to the synchronous classes.



If you have any questions, please reach out to Seed Program Administrator [Steve Bastian](#).

# Seed Grad (Grade 10)

Seed Grad offers two streams where students can build their skills and gain credits towards their Dogwood while working towards success in their Grad program years.

To sign up for Seed Grad, please contact your IE Case Manager, Grad Advisor or Learning Services support.

## Seed Information Session Recording 2024

[SlideDeck](#)

## Overview

Seed facilitates a group experience in a creative environment under the guidance and direction of a HCOS Seed teacher. The HCOS Seed program brings students together with Brightspace and universal supports such as Google Workplace, Read&Write, Grammarly other resources, allowing EA or parent support to be given easily. The exciting and innovative virtual tools create expectations that encourage students to strive to reach their potential. Seed successfully captivates students, allowing flexibility and adaptations while working towards completing classes towards their Dogwood.

# Success

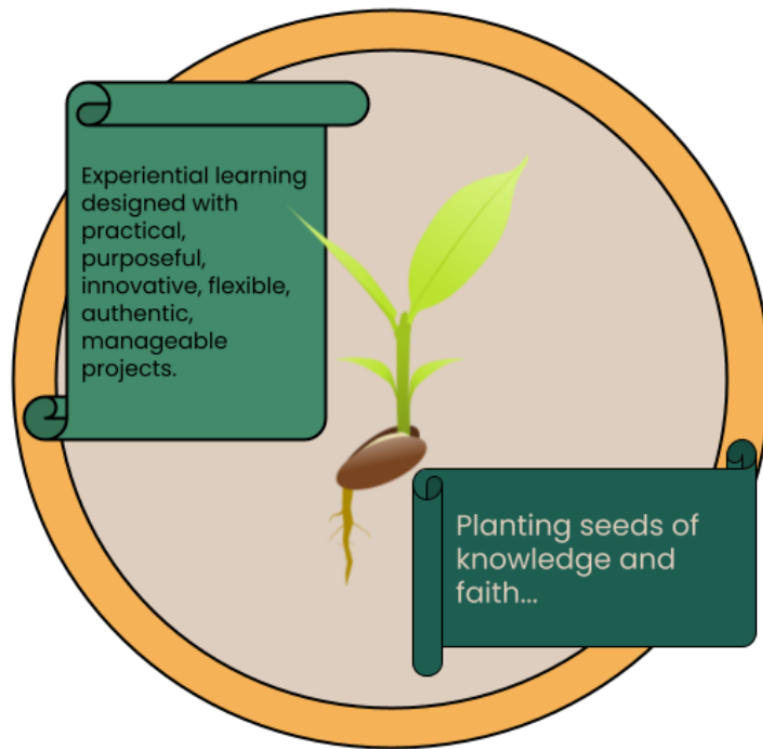
Seed focuses on building the BC core competencies, building students' strengths and teaching students how to self-advocate for support. The Seed program sees growth academically, improved executive functioning skills, and an increase of self-confidence, social skills and students taking on leadership within the small group synchronous classes.

## Vision Statement

Within the Seed model, the goal is that all learning is planted deeply and given the opportunity to be rooted and grounded with solid comprehension. By fully experiencing learning practically and personally with authentic and meaningful projects wherein choice, collaboration, critical thinking, communication, and creativity are a part of the teaching pedagogy, students' educational experiences will far surpass mere knowledge without experience. Learners will be filled up with the richest of opportunities to grow and blossom into who God has created them to be, and also be provided with meaningful interactions and experiences with the world around them as followers of our amazing, loving God.

“ Ephesians 3: 16-19 Amp.

*May He grant you out of the riches of His glory, to be strengthened and spiritually energized with power through His Spirit in your inner self, [indwelling your innermost being and personality], **17** so that Christ may dwell in your hearts through your faith. And may you, having been **[deeply] rooted and [securely] grounded** in love, **18** be fully capable of **comprehending** with all the saints (God's people) the width and length and height and depth of His love **[fully experiencing]** that amazing, endless love; **19** and [that you may come] to know **[practically, through personal experience]** the love of Christ which far **surpasses [mere] knowledge [without experience]**, that you may be **filled up** [throughout your being] to all the fullness of God [so that you may have the **richest experience** of God's presence in your lives, completely filled and flooded with God Himself].*



## 2025/2026 Seed Course Offerings

- **Humanities** - total of 12 credits (Taught by Mrs. Chantal Stewart)
  - Christian Studies 10 (details to be announced)
  - English 10 (Literary Studies 10 and Composition 10)
  - Social Studies 10
- **Math/Science/ADST** - total of 12 credits (Taught by Mr. Matt Bacon)
  - Workplace Math 10 OR Foundations of Math & Pre-Calculus 10
  - Science 10
  - ADST 10 (Technology Explorations 10, Foods 10, Media 10),
- Modified program students in grades 10-12 may be successful in joining grades 8 or 9 Seed programming. This option can be discussed with Seed teachers in consultation Seed Administration and IE RAs.

## Benefits

The heart and soul of the Seed Program and the Seed Teachers is to love, care, and guide each individual student along their own path, fulfilling the academic and social goals of BC's Modernized Curriculum and Competencies. Through the guidance, inspiration, and support of the Holy Spirit, we, the Seed teachers, hope that the students will experience the knowledge of God's love for themselves. Benefits of the program include:

- 1:1 support as needed on a weekly basis through regular meetings with Seed teacher(s) on Zoom.

- The building of significant relationships between students and teachers
- Social skill development within a safe group environment.
- Differentiated lessons to support all learning styles, with multiple ways to present learning.
- Preparation for the transition from Grade 10 Seed to other Grad classes through grade-level content and the development of the competency skills needed to be successful.
- A strong emphasis on growing and developing a student’s personal faith and service-oriented lifestyle.
- Interact weekly in synchronous classes in order to build relationships with others and gain confidence in oral and presentation skills.
- Safe Digital Citizenship and gaining increased technology skills.
- Setting goals and expectations personalized to where a student is in their journey in collaboration with parents, IE teacher, and other supports.

## Class Connections

### Individual Meetings

Each new student will connect 1:1 for 45 minutes with the Seed Teacher for the first two weeks. After the first two weeks, the 1:1 schedule will be every other week. These time slots are chosen individually in consultation with the Seed teacher. As time is particularly booked to fit the student and teacher schedule at the beginning of the year, changes cannot be made during the year. If a meeting is missed, a make-up time is unavailable; however, each teacher has drop-in office hours that students can attend.

### Group Meetings

Group meetings are on Thursdays. Details will be announced. All meetings are held via Zoom and the links for the meetings will be shared in September. If meeting links are changed throughout the year, they will be communicated to students via Brightspace and/or email. If a connection time is to be missed, please inform the Seed teacher; work due is still expected to be turned in on time.

## Dates 2026/2027

- Onboarding starts September 8-11th
- Synchronous classes begin the week of Sept 14-18
- Nov 2-6: HCOS staff meetings
- Dec 18-Jan 4: Christmas break
- Jan 18-22: Report card writing for teachers
- Mar 15-26: Spring break
- April 26-April 30: HCOS Connect
- Classes end the week of May 31 - June 4

## Synchronous Class Schedule

| Times | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------|--------|---------|-----------|----------|--------|
|-------|--------|---------|-----------|----------|--------|

|       |  |   |   |  |  |
|-------|--|---|---|--|--|
| 9-10  |  | Workplace Math<br>10<br>Science 10<br>ADST 10 | Foundations &<br>Pre-Cal Math 10<br>Science 10<br>ADST 10 |  |  |
| 10-11 |  |   | Humanities 10   |  |  |

## Technology & Resources Needed and Utilized

- Either a PC or Mac will work with all software and platforms within Seed
- Items Needed:
  - Every computer being used for meetings needs to have either a built-in or external webcam. Video is an essential part of the program. In order to be excused from using video in group meetings, it needs to be documented in the IEP and talked about with the Seed teacher to give an understanding of the reasons. Video in face-to-face meetings with the teacher is essential to build the relationship.
  - A noise canceling or sound isolating headset with microphone is a requirement unless a student is working in a completely quiet area. Distractions from background noises cause many students sensory and focus challenges.
  - A directional microphone or headset with a microphone. Since many students are sensitive to distracting noises, having a quality microphone that won't pick up background noise is very helpful.
  - Multiple software programs will be utilized at no cost or minimum within the lessons: Google Workspace Apps, including Grammarly and Read & Write. It is important to use Chrome as the student's browser for doing schoolwork.
  - Zoom, etc. All instructions with significant 1:1 support will be provided as we use the programs throughout the year.

## Student Admittance Process

The Seed program is only available to Inclusive Education or Learning Services **designated** students or students who are recommended by Learning Services. If you are unsure, please contact your **teacher/case manager** to ask more about admittance.

To be admitted to Seed:

1. Your IE Case Manager or LSC will complete the Seed application form. (Talk to your IE Case Manager, LSC or IE Grad Advisor).
2. The student and family will be emailed a "Get to know you form" in order to gather further information and best ensure success/supports within Seed.
3. Complete the **Universal Supports Form** as it is needed for all Seed students (Please choose Google Workplace, Grammarly, and Read&Write)

Students must accept and abide by the privacy policy. HCOS considers the privacy and protection of student information of utmost importance. We also hold the value of community and the

relationship between students and teachers to be paramount. In an online learning environment, this is achieved primarily through the use of technology including, but not limited to: Zoom, Google Workplace, Brightspace, and Flip.

These services, and others, allow our teachers and students to share information, share recorded class sessions and interact with each other at a distance as such student names and faces may be visible in recordings shared with students and parents. Before participating in a class that may involve some form of recorded student presence, we ask that you review our [online session recordings policy](#) and complete the [Online Recordings Consent Form](#). When asked for teacher email, please use the Seed Admin's email: sbastian@onlineschool.ca

Seed is a 10-month synchronous program (September to June). We require commitment for the 10 months, from a family, student, IE Case Manager and EAs to ensure success. Students sometimes hit the "proverbial wall" and may require extra effort from the entire team to climb over and proceed to success in the program. We have seen students who remain committed to a whole school year are successful. These are celebrated moments of growth.

Please contact [Steve Bastian](#), the Seed Administrator, if you have any questions.

# IE HCOS Loaned Computers

## IE Loaned Computers

Inclusive Education loaned computers are the property of HCOS, and can be loaned to students for use for their education. Please communicate with your Case manager around details on ordering a computer for loan.

## Repairs

If your loaned HCOS computer is requiring repairs, please get in touch with your case manager and provide them with this information so they can request repairs for you.

- Make and Model
- Details (if possible, pictures/screenshots) of the problems you are experiencing
- Have all updates been performed
- Does the computer boot up, or fails in bootup
- Has the unit been damaged (spills, drops and etc)
- Have you completed backups of the computer to save student work
- Student Username and Password for logging into the computer

## Time Machine Backups

For your HCOS Apple Computers, please use the supplied USB flash drive to create a backup (Time Machine) of your computer at least once a month. Here is a video on how to set that up.

## PC Backups

For your HCOS PC Laptops, please use the supplied USB flash drive to create a backup of your computer at least once a month. Here is a video on how to set that up.

### Windows 11

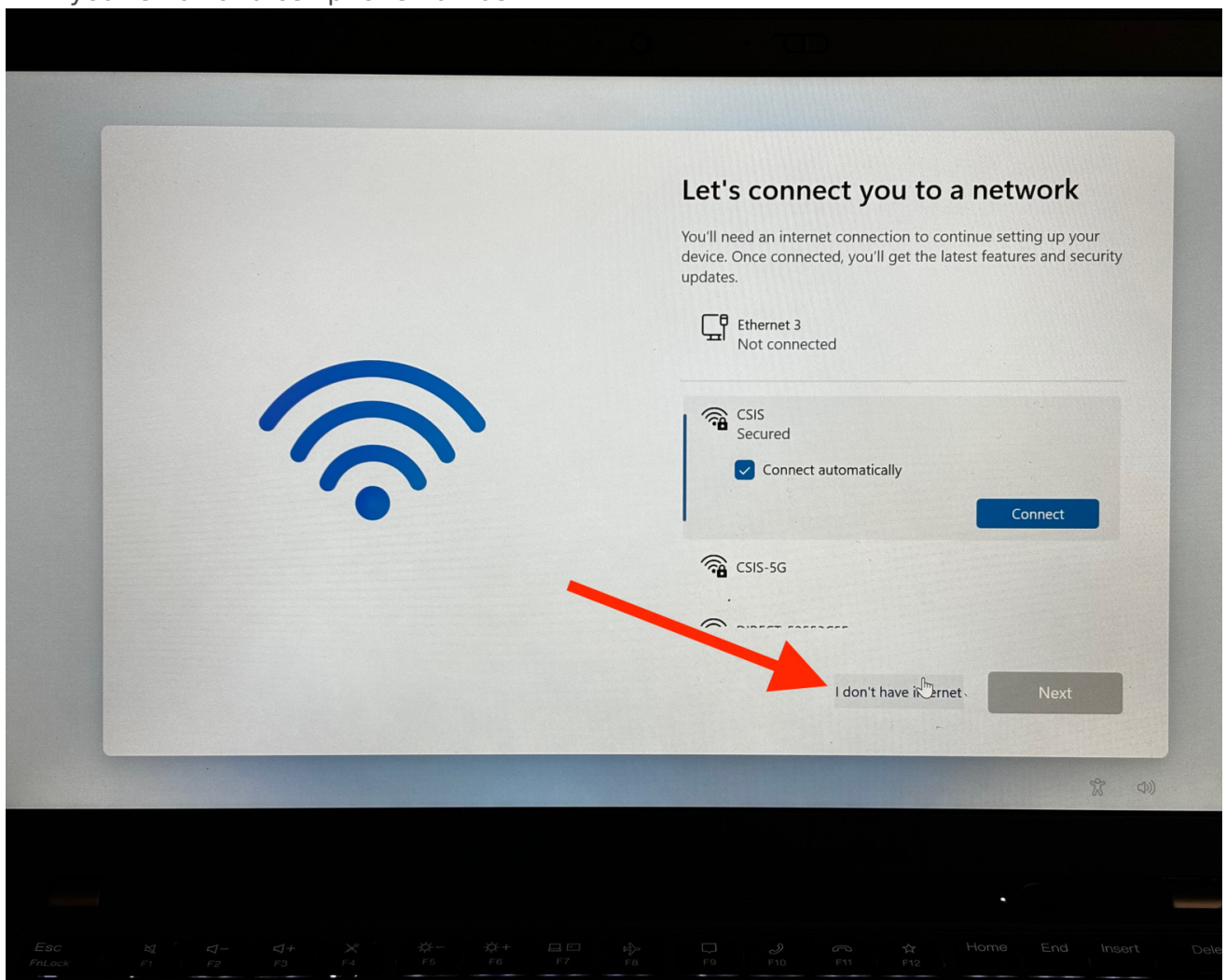
Windows 10

# IE HCOS Loaned Computers

## First Login - PC

All new PC laptops from the IE Program are Lenovo's L14s with Windows 11. All Gen 4 versions have been sent out with Windows 11 with a modified login to help simplify the process and have the necessary software pre-installed. Below are screenshots and instructions for the login process. The most important aspect is **NOT to connect** to the internet until the set-up is fully complete.

1. Turn on your Lenovo L14 computer - please have it plugged in and charging for the setup process.
2. **DO NOT** connect to the internet when prompted in the set-up. Click "I don't have internet".
  - a. If you do connect, Microsoft will require you to create or log in to a Microsoft account with your email and cell phone number.





3. Please click the "Continue with limited setup". You can always change the settings later if needed.

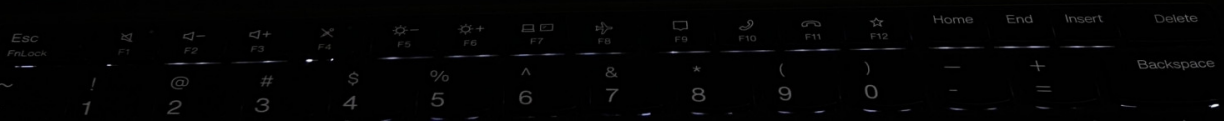
←

## Connect now to quickly get started on your device

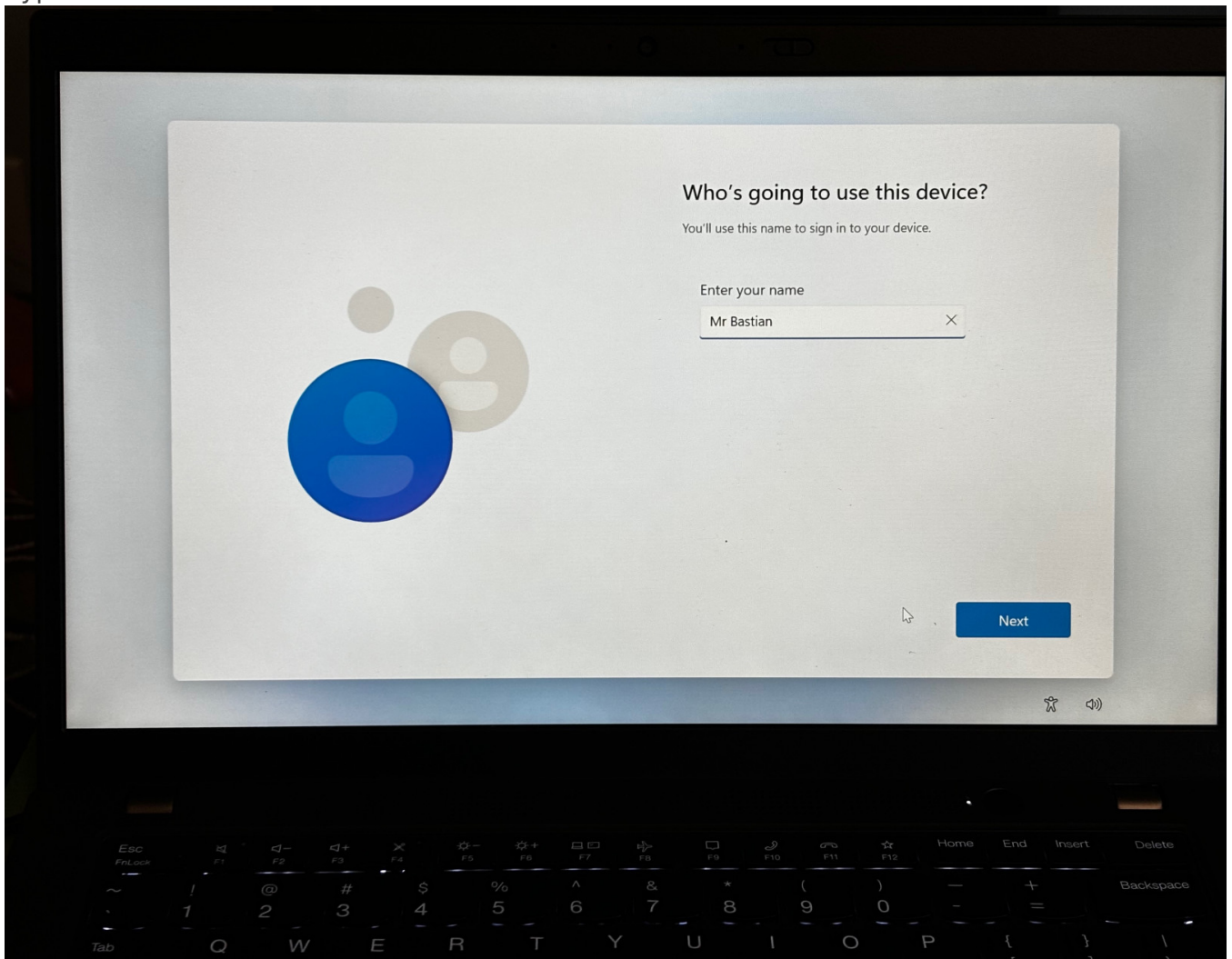
Access the full range of apps that help you work and play the way you want when you connect to a network and sign in with Microsoft. Along with being able to browse the internet, get email, and work across devices, you'll also get enhanced features and security.



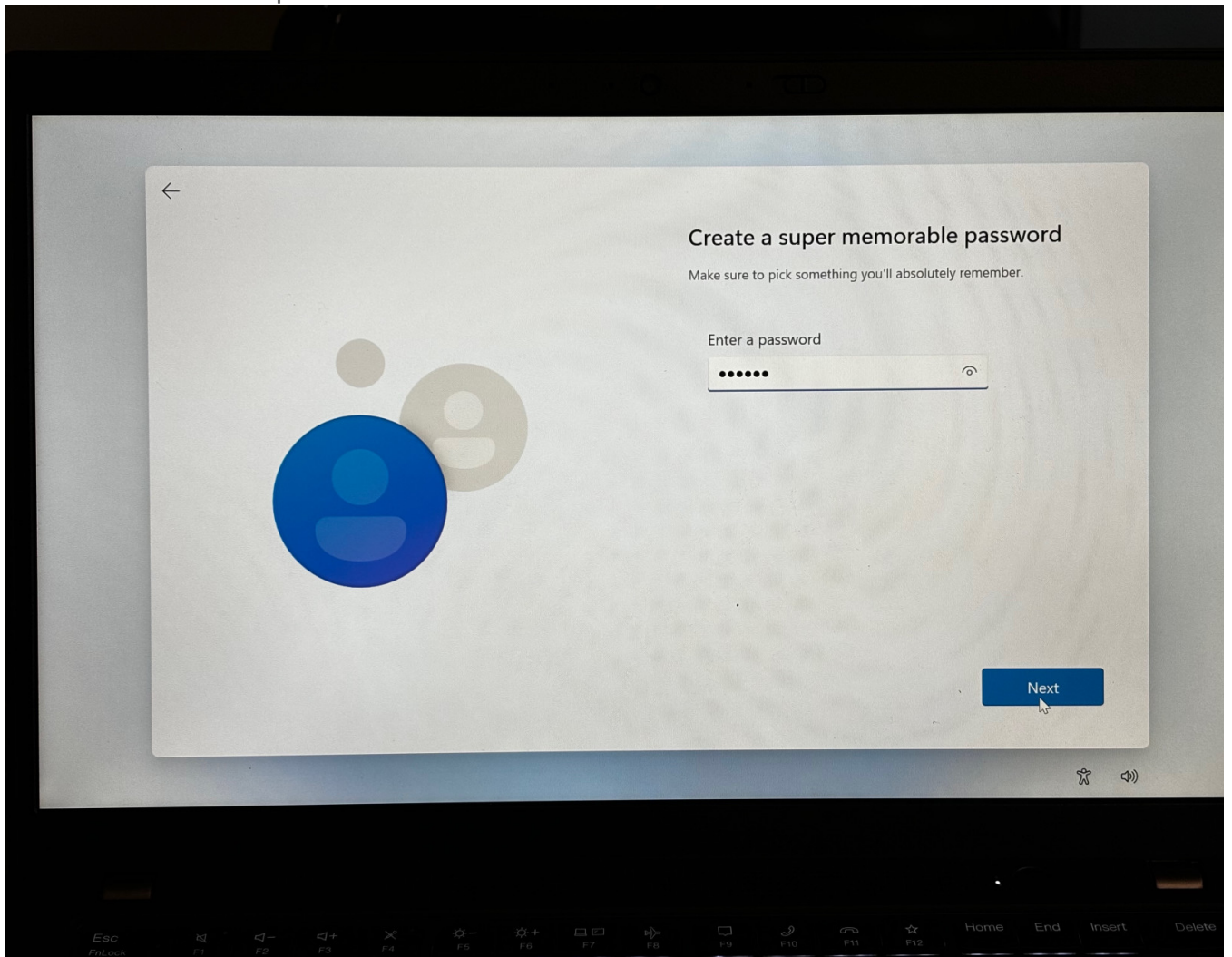
[Continue with limited setup](#)



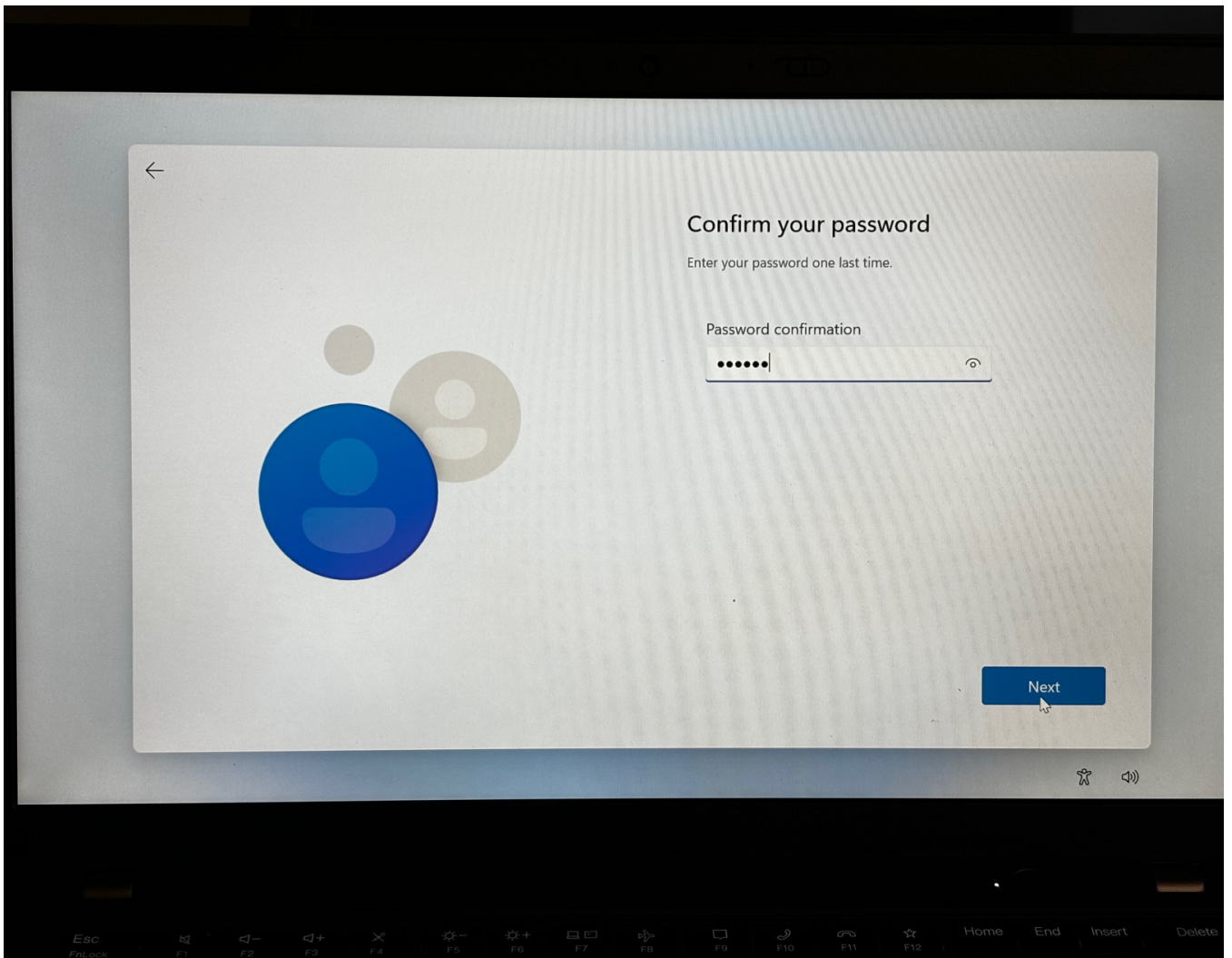
4. Type in the Student's Name.



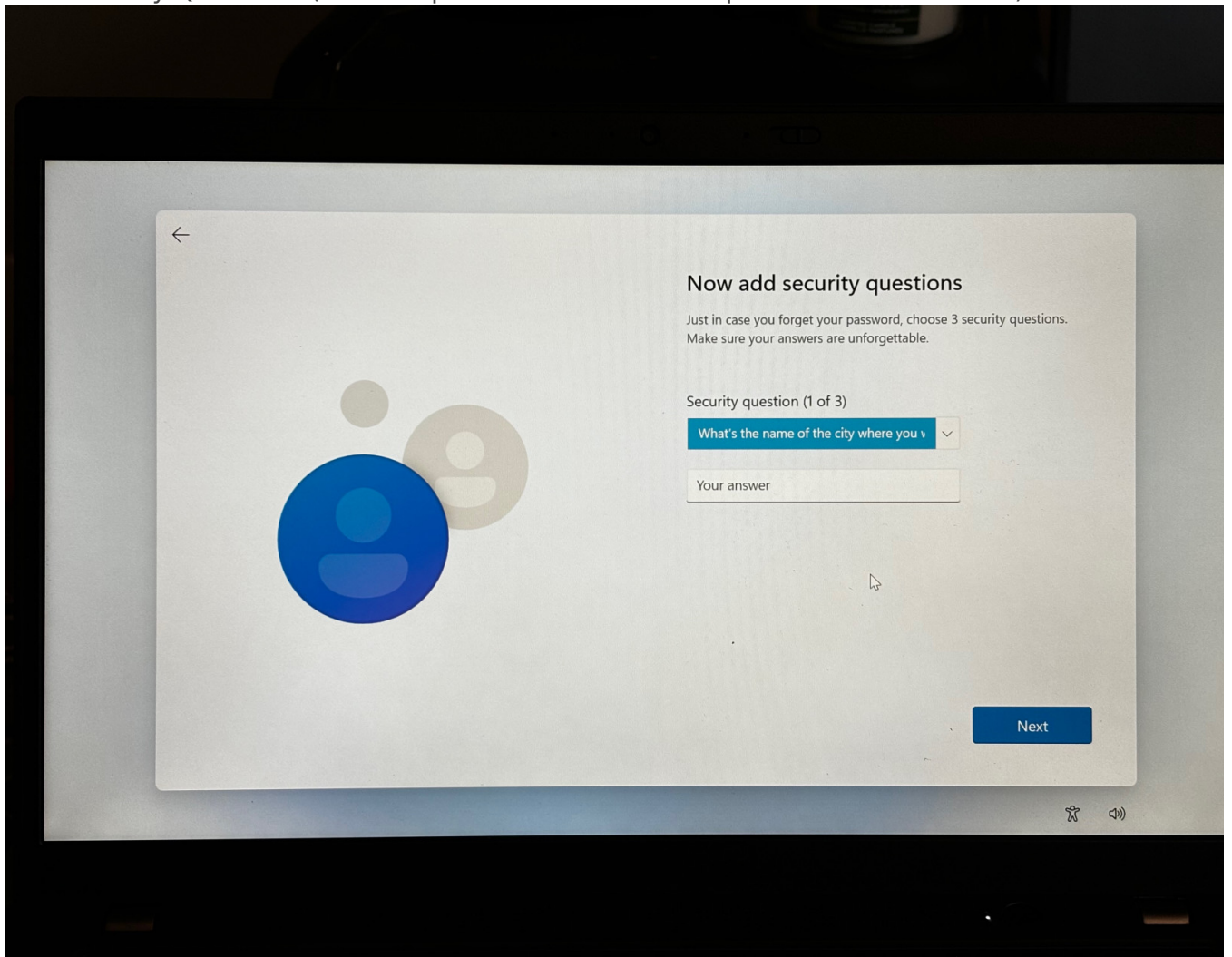
5. Create a memorable password for the student's account.



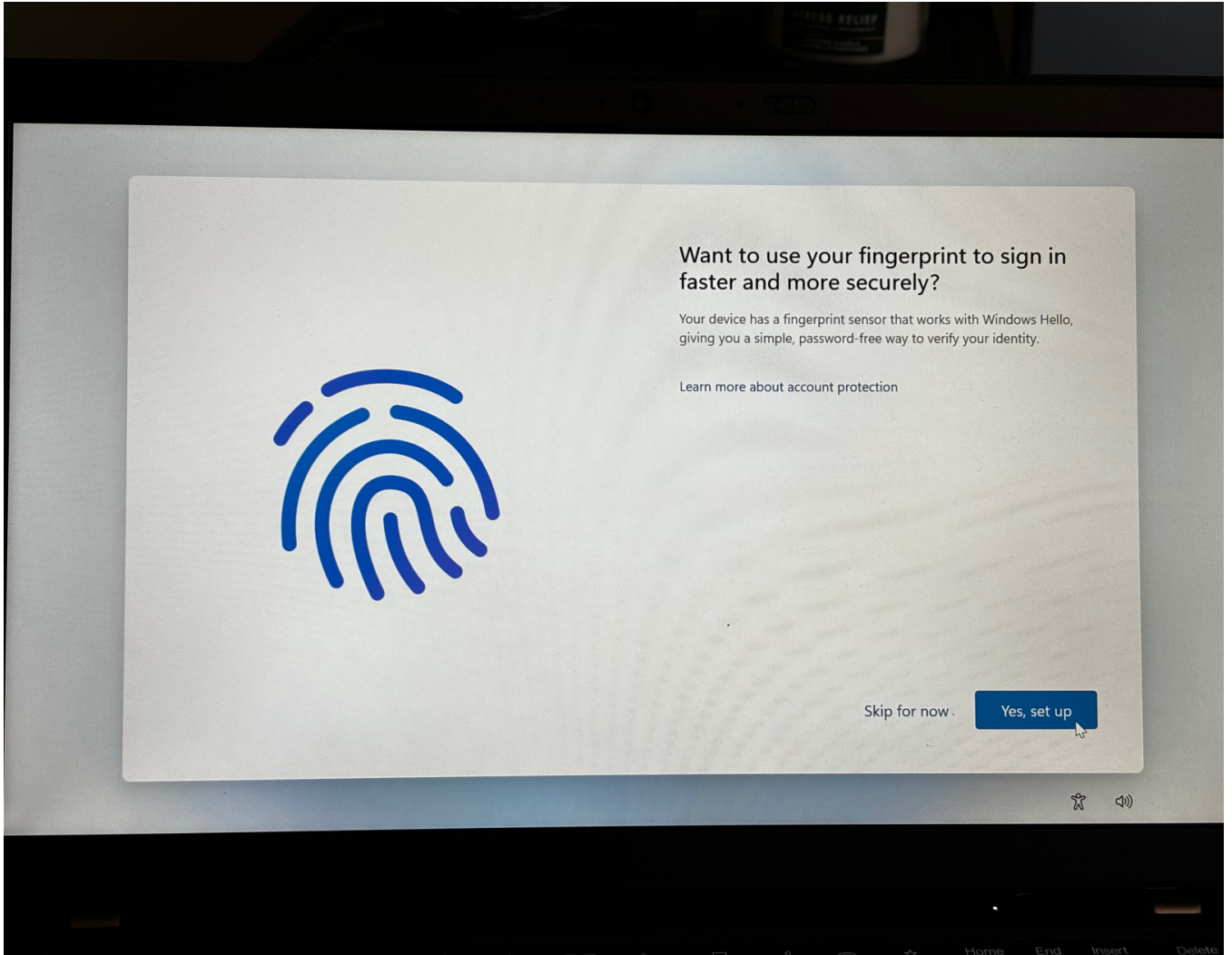
6. Confirm the Password.



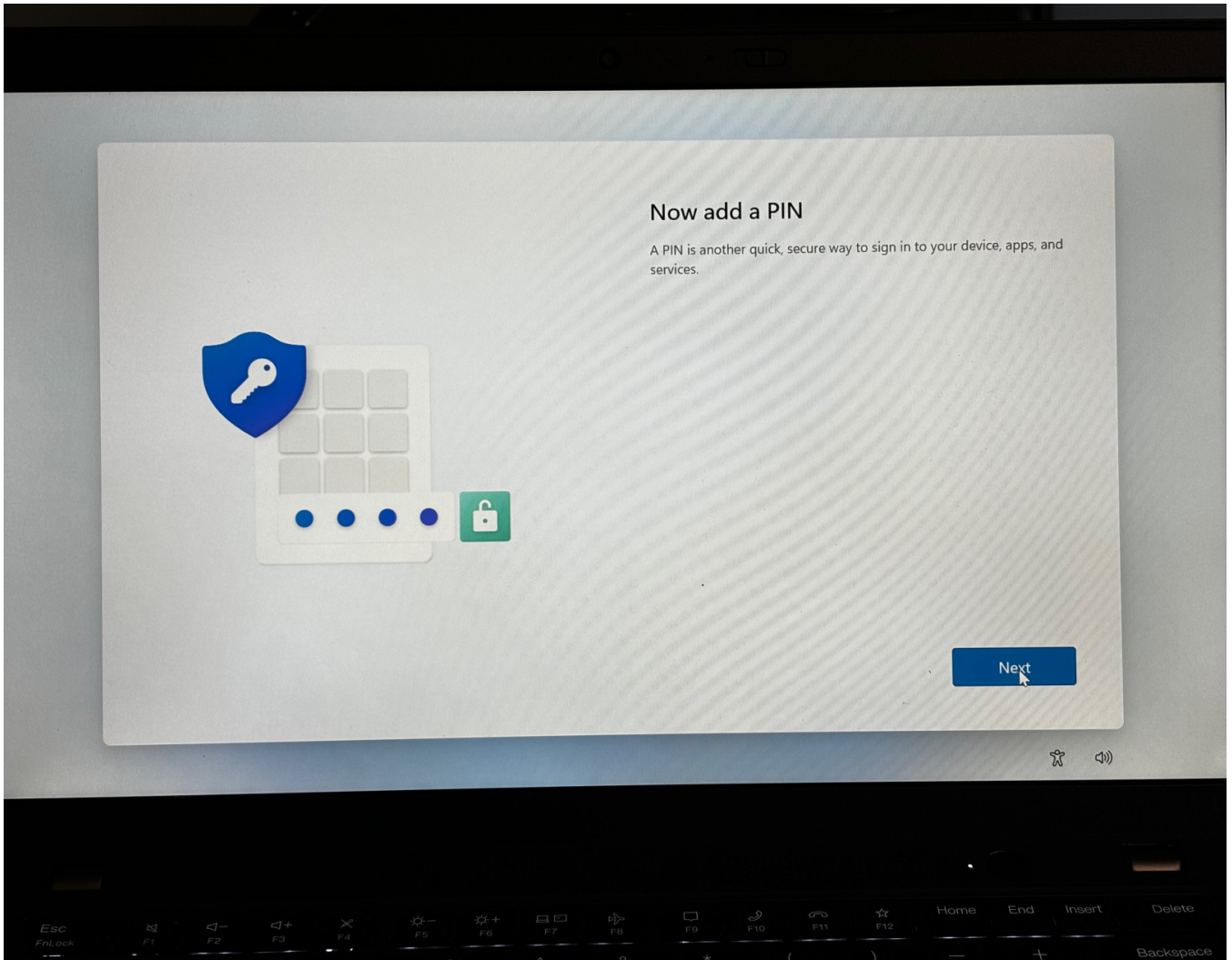
7. Add Security Questions (It will require **three different** questions with answers).



8. The L14 laptop has a fingerprint sensor; you may add that to the computer for a simpler login instead of needing a password each time. You may also choose "Skip for Now". The Sensor is the power button on the right side above the keyboard.



9. You will need to create a memorable PIN for your login. Please keep this number saved and safe.



10. The computer should now bring you into the normal Windows start-up. Once the computer has opened, you may now connect to the internet. We recommend the first thing you do is go into Windows Security and ensure Virus Threat and Protection is turned on and updated.
11. If you have questions or need help, please contact [tickets@onlineschool.ca](mailto:tickets@onlineschool.ca) for help.