



Dear Parents and Students,

We hope you had a wonderful and restful summer! As we begin a new school year, we are excited to welcome you back to our school community.

This year is filled with opportunities for learning, growth, and new experiences. Our dedicated teachers and staff are ready to support each student and ensure a safe, engaging, and successful school year. We look forward to working closely with you to make this year a positive and memorable one for every student.

Attached are the registration form, Attendance and Reporting Policy, Hardware and Software Requirements, and Virtual Classroom Rules. These policies are designed to help all students succeed in a safe, supportive, and effective learning environment.

Please complete registration form and submit it along with the payment and prerequisite documents at your earliest convenience.

Thank you for your continued trust and support. Let's make this school year our best yet!

Warm regards,
TFS Team

Attendance and Reporting Period

Once a student registers into a course, they are expected to login to their course at least twice in a single week and complete their coursework.

If a student fails to login to their course at least twice in a single week then an absence will be recorded on their report card. If the student fails to login for three (3) weeks in a row then an email message will be sent, either to the parents of a student under 18 years of age or to the student who has reached the age of majority, requiring an explanation and the immediate resumption of online attendance. If the student continues to be truant from their course, then phone call(s) will be made to the telephone number provided on the registration forms. If the student fails to attend classes for 59 days then the students' online account will be suspended. All work will remain intact, and resumption of the online course will be determined by the principal in consultation with the student, teacher and parents (if applicable). If student attendance issues cannot be resolved, the administration will be informed and possible consequences may include regular student and parental/guardian contact, attendance contracts, or even removal from the program.

Students who do not complete their course within 12 months will be removed from the course and will not be reinstated unless there are extenuating circumstances that can be verified by appropriate documentation.

If this occurs before the midterm point of the course, there will not be any academic penalty. If this occurs after 5 business days from when the midterm report card has been issued a "W" (Withdrawal) will be reported on their transcript. This only applies to grade 11 and 12.

TFS operates on a continuous entry and exit model where there is no defined start date or end date. Students have one year to complete their course. They are expected to log in regularly.

Attendance is monitored via login tracking system. It is imperative that students spend time logged into their courses if they want to be successful in them. Credit courses require students to show they have been logged in and working for 110 hours to earn the credit. Teachers will contact students that lack a reasonable number of logins or if there is a long period of time without a login. If students expect a long delay in course login, it is best practice to let your teacher know ahead of time.

Hardware and Software Requirements

- A reliable computer, laptop, or tablet with a working camera and microphone.
- Stable internet connection (minimum recommended speed: 10 Mbps).
- Updated web browser (Google Chrome, Microsoft Edge, or Safari).
- Recommended software includes Adobe Acrobat Reader and word processor and spreadsheet applications such as Microsoft Word and Excel.
- Installed applications as required by the school (e.g., Zoom, Google Classroom).
- Headphones are recommended for better audio quality.

Virtual Classroom Rules (Synchronous Class)

- Log in on time and be ready before class starts.
- Keep your camera on (unless otherwise permitted by the teacher).
- Mute your microphone when not speaking.
- Participate actively and respectfully in discussions.
- Use chat responsibly (for class-related questions only).
- Dress appropriately for online learning.
- Ensure a quiet, distraction-free workspace.