



Livingstone Range
SCHOOL DIVISION NO. 68

LRSD VIRTUAL SCHOOL STUDENT HANDBOOK

2016-2017

VISION

To be leaders in providing quality education to rural students in a dynamic learning environment.

MISSION STATEMENT

To develop critical thinkers and lifelong learners who become contributing citizens. This will be accomplished through consistent delivery of high quality programming and teaching that is responsive to diverse student needs and interests in an inclusive environment.

CORE VALUES

Livingstone Range School Division models and promotes a safe and caring environment of mutual respect within the education community. Accountability for excellence in student achievement is supported by the following behaviors:

- **transparent** and effective communication;
- **collaborative** decision making;
- **commitment** to success and achievement;
- **recognition** and celebration of accomplishments.

GUIDING PRINCIPLES

- Decisions must be student centered.
- Decisions must take into account our geography and ruralness.
- Schools and communities must work collaboratively to provide the best quality educational opportunities for students.
- Decisions are best made closest to the child through site-based decision making.
- Decisions reached must be affordable now and sustainable in the future.
- Equitable access to programming opportunities for students within their communities.
- Program delivery must be flexible and responsible to student needs.
- Accountability must be built into every decision.
- Decisions must reflect board policies.

CONTENTS

[VIRTUAL SCHOOL LEARNING](#)

[REGISTRATION](#)

[Students new to LRSD Virtual School:](#)

[Students returning to LRSD Virtual School:](#)

[COMMUNICATION](#)

[TUITION FEES](#)

[LRSD Outreach Programs](#)

[Outreach North](#)

[Walshe Crossroads Campus Outreach Program](#)

[Napi Friendship Center](#)

[Outreach West](#)

[STAFF SCHEDULE](#)

[VIRTUAL SCHOOL IMPORTANT DATES](#)

[TECHNICAL REQUIREMENTS](#)

[AVAILABLE COURSES](#)

[REGISTRATION](#)

[ALBERTA GRADUATION REQUIREMENTS](#)

[DIPLOMA EXAM RESULTS AND SCHEDULES 2016/2017](#)

[ATTENDANCE](#)

[ASSESSMENT OF STUDENT WORK](#)

[STRATEGIES FOR SUCCESS](#)

[SUGGESTED LINKS FOR ENGAGED ONLINE LEARNING](#)

[STUDENT POLICY AND THE VIRTUAL SCHOOL](#)

[ADMINISTRATIVE PROCEDURE 302: FOREIGN, OUT-OF-PROVINCE AND EXCHANGE STUDENTS](#)

[ADMINISTRATIVE PROCEDURE 302: INDEPENDENT STUDENTS](#)

[ADMINISTRATIVE PROCEDURE 350: STUDENT EXPECTATIONS AND DISCIPLINE](#)

[ADMINISTRATIVE PROCEDURE 360: ASSESSMENT & REPORTING OF STUDENT ACHIEVEMENT](#)

["Request to Obtain Course through LRSD Virtual School"](#).

VIRTUAL SCHOOL LEARNING

The LRSD Virtual School is a form of online education which seeks to enhance learning opportunities for students. The LRSD Virtual School provides online programming and is a structured learning environment in which students access educational programs electronically. The planning, implementation and assessment of instruction is the responsibility of certified teachers employed by LRSD. The LRSD Virtual School is based out of our four Outreach locations in the Crownsnest Pass, Pincher Creek, Fort Macleod and Claresholm. The LRSD Virtual School offers students the opportunity to take courses, in a blended online, direct instruction learning environment. The Virtual School is another method of delivering Alberta Curriculum and assessing outcomes. Students are provided the opportunity to connect with content, instruction and support online and in person at one of our four outreaches. Students will be assigned a Virtual teacher to facilitate course instruction, additional support can be accessed through the outreach and a staff member at the student's home school.

The learning platform Moodle is used to facilitate interaction between the student and the course content. The LRSD Moodle hub is located at <https://moodle.lrsd.ab.ca> The Google Apps for Education environment is used to facilitate interaction between the student and the teacher. The Virtual School can be accessed from anywhere via a computer with internet connection. A course from the LRSD Virtual School provides students with learning opportunities through the internet, Outreach and home school. A complete listing of courses offered through the LRSD Virtual School can be found on our website: www.lrsd.ca/VirtualSchool.php. Virtual Teachers will be using PowerTeacher to record progression, students can access this information through the PowerSchool student viewer. Diploma exams and Provincial Assessment Tests will be completed under supervision at one of authorized testing facilities.

REGISTRATION

Students new to LRSD Virtual School:

1. Students new to the program must contact the Administrator at their home school to discuss program information and academic options. Students from outside the division must contact Division Office (403) 625 3356, or email VirtualSchool@lrsd.ab.ca
2. Students are to review the technical requirements for working online (located on the website)
3. Students download, print, and complete the registration form which is available online, acquire signatures needed and submit to [Virtual School@lrsd.ab.ca](mailto:VirtualSchool@lrsd.ab.ca) . Course selection will be identified on the form.
4. Students attend an orientation meeting with their assigned teacher(s) virtually or in person.

Students returning to LRSD Virtual School:

1. Students download, print, and complete the registration form which is available online and submit to VirtualSchool@lrzd.ab.ca. Home school Principals approve all virtual school registrations.

COMMUNICATION

LRSD Virtual School Website: www.lrzd.ca/VirtualSchool.php This site, available to all students, parents and staff, contains the latest news and course content. A Google calendar of events, site map, Moodle Login, other important links, as well as a list of contacts can be found here. Students and parents are encouraged to visit this site regularly. Staff will communicate using the Google Apps for Education environment which includes email, Hangouts, calendar and the website. Staff can also be reached by phone through our Outreach Schools. Students will be provided an LRSD GAFE account if they do not already have one.

TUITION FEES

LRSD Student - No fee
Students outside LRSD \$140.00 per course

Please contact Division Office for International, or out of Province students. All resources are located online. Students are responsible for print material. There may be additional fees for resources, course dependant.

LRSD OUTREACH PROGRAMS

<p>OUTREACH NORTH 5202 - 5th Street East Claresholm, Alberta T0L 0T0 Phone: 403-625-3541 Fax: 403-625-2424</p>	<p>WALSHE CROSSROADS CAMPUS OUTREACH PROGRAM 521 - 26th Street Fort Macleod, Alberta T0L 0Z0 Phone: 403-553-0318 Fax: 403-553-2905</p>
<p>NAPI FRIENDSHIP CENTER 622 Charlotte Street Pincher Creek, Alberta T0K 1W0 Phone: 403-627-4224 Fax: 403-627-2564</p>	<p>OUTREACH WEST 10A, 2802 - 222nd Street Bellevue, Alberta T0K 0C0 Phone: 403-564-4977</p>

STAFF SCHEDULE

Staff will be available to connect with students virtually or in person. The following schedule identifies when the Virtual School teacher is available during the day.

Time	Monday-Thursday	Staff Member
	Thursday , Outreach North	Peter Weeks
	Tuesday, Outreach West	Ron Gillespie
	Monday, Napi	Sarah Duncan Bryan Burns
	Wednesday, Crossroads	Karen Krammer, Chris Shaulk

VIRTUAL SCHOOL IMPORTANT DATES

Please visit the [LRSD Virtual School Calendar](#) to stay current with important dates.

The image shows a screenshot of the LRSD Virtual School website. At the top, there is a navigation menu with six blue buttons: Moodle (with a person icon), Registration (with a pencil icon), Keys to Success (with a key icon), Students (with a graduation cap icon), Staff (with a briefcase icon), and Summer School (with a gear icon). Below the navigation menu, there are two main content areas. On the left, under the heading "What's Happening", there is a news item for the "4th Annual aolc Summer Institute '16" held at Castle Mountain Resort, Southern Alberta, on August 25 and 26. The text below the image says "May 26 - 4th Annual AOLC S..." and "The 4th annual AOLC (Alberta Open Learning Consortium) will be held once again a...". At the bottom of this section is a green button labeled "More News". On the right, under the heading "Upcoming Events", there is a large empty white space. At the bottom of this section is a green button labeled "View Full Calendar", which is circled in black.

TECHNICAL REQUIREMENTS

Students participating in the Virtual School will need access to a computer and high speed internet. The following will assist students in meeting the basic requirements to participate in a virtual session.

SYSTEM REQUIREMENTS

Operating System – Minimum Windows Vista/7/8/10, Mac OS X

REQUIRED ACCESS TO

- High Speed Internet
- DVD Drive
- Speakers
- Microphone required for Collaborate online classroom sessions
- Camera
- Scanner
- Printer

REQUIRED SOFTWARE

- Google Apps for Education Account
- Application Software –Office XP (minimum), Office 2010/2013/2016 (MS Word, MS Excel, MS PowerPoint). Student versions available at Microsoft.com at a reduced cost to students.
- Chrome or Firefox Browser
- Adobe Acrobat Reader/Flash player/Shockwave player (<http://www.adobe.com/downloads/>)
- QuickTime (<http://www.apple.com/quicktime/download/>)

AVAILABLE COURSES

School	Courses
Crossroads Parent School - F.P. Walshe High School	Calm, English 20-1/20-2, 30-1/30-2
FP Walshe	Math 31 (S2)
Outreach North Parent School - Willow Creek Composite High School	Social Studies 20-1/20-2
Napi Parent School - Matthew Halton High School	Abnormal Psych, Math 10C, Science 14/24 (S2)
Outreach West Parent School - Crowsnest Consolidated High School	Spanish, French, Com 1255

REGISTRATION

Students are asked to fill out the *“Request to Obtain Course Through Virtual School”* form. To download an online fillable form, [click here](#).

A student's home school Principal will sign, date and approve all student applications. The Administrative Assistant at the home school will enroll the student in the Virtual School.

ALBERTA GRADUATION REQUIREMENTS

Students must earn a minimum of 100 credits including:

- English L. A. 30-1 or 30-2
- Social Studies 30-1 or 30-2
- Mathematics 20 level
- Science 20 or Science 24, Biology /Chemistry/Physics 20
- Physical Education 10 (3 credits) *Not needed if you are 19 years old as of September 1st of current school year.
- Career and Life Management (CALM) – 3 credits * Not needed if you are 19 years old as of September 1st of current school year.

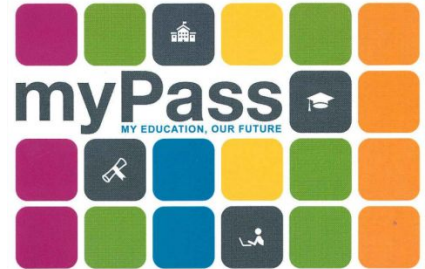
- 10 credits, in any combination, from: Career and Technology Studies (CTS) Fine Arts French and International Languages or Physical Education 20 and/or Physical Education

DIPLOMA EXAM RESULTS AND SCHEDULES 2016/2017

myPass: myPass.alberta.ca

myPass is an Alberta Education secure self-service website for Alberta students to:

- View diploma exam results and request rescors
- Register to write a diploma exam
- Order high school transcripts
- View progress towards a credential (diploma or certificate)
- View and print a Detailed Academic Report (DAR)
- Order additional copies of an awarded credential
- View student personal information



ATTENDANCE

Students attending the LRSD Virtual School are expected meet curriculum outcomes and complete coursework according to agreed upon timelines. The expectation is that coursework is to be completed at a regular pace. Teaching staff will identify expectations that will successfully guide the student through the course. Students are expected to communicate with staff regularly and participate in scheduled course activities.

ASSESSMENT OF STUDENT WORK

Students work will be assessed by the assigned teacher to the course. Assessment and reporting of progress will follow Administrative Procedure 360. Key points include:

- Curriculum, instruction, assessment and reporting all need to be aligned
- Teachers must keep accurate, meaningful records. Evidence and/or artifacts will be available to support teacher assessment of learner outcomes
- In order to effectively influence student learning, feedback must be timely, ongoing, descriptive, and contain specific direction for students.

- Reporting of student achievement and progress to students and parents will be timely, frequent and involve multiple communication strategies
- If there is not enough evidence of a student's level of proficiency because of missing summative information or academic dishonesty, the student will initially receive an incomplete. In discussion with the teacher and parents, students will be given a reasonable amount of time to provide acceptable evidence for learning.

STRATEGIES FOR SUCCESS

- Online, one to one, blended learning environment
- Personalized Learning Pathways
- 24/7 anytime anywhere access
- Personalized Learning Plans
- Student support (Outreach, Instruction, Homeschool)
- Learning Commons access
- Learning facilitated by teacher
- Student collaboration

SUGGESTED LINKS FOR ENGAGED ONLINE LEARNING

- [Time Management Instruction](#)
- [Goal Setting](#)
- [Researching on the web](#)
- [Dealing with Stress](#)
- [Online Learning Resources](#)

STUDENT POLICY AND THE VIRTUAL SCHOOL

ADMINISTRATIVE PROCEDURE 302: FOREIGN, OUT-OF-PROVINCE AND EXCHANGE STUDENTS

BACKGROUND

The Division welcomes foreign and out-of-province students into its schools. Please click on the link to the LRSD International Student Program webpage for more information: [LRSD International Student Program](#)

ADMINISTRATIVE PROCEDURE 302: INDEPENDENT STUDENTS

BACKGROUND

The Division recognizes that a student may be legally defined as "independent" upon reaching the age of 16 (sixteen), and is entitled to exercise all available rights and powers as well as receive all available benefits under the School Act. Please click on the link for more information regarding the procedures.

ADMINISTRATIVE PROCEDURE 350: STUDENT EXPECTATIONS AND DISCIPLINE

BACKGROUND

The Division is committed to establishing and maintaining high standards of conduct in the interest of maintaining safe, positive learning environments that are supported through clearly articulated positive behaviour supports. Please click on the link for more information regarding the definitions and procedures.

ADMINISTRATIVE PROCEDURE 360: ASSESSMENT & REPORTING OF STUDENT ACHIEVEMENT

BACKGROUND

Student assessment is an integral part of the teaching and learning process. The decisions made in assessment and evaluation are critical to informing instructional decisions and enhancing student learning and are always made in the best interest of the child. Please click on the link for more information regarding the definitions and procedures.

To see a full description of all LRSD Policies, please visit our [LRSD Admin. Procedures](#)

On the following page is the form,

“Request to Obtain Course through LRSD Virtual School”.

You may download this page to your computer and complete it online. Then save the completed form to your desktop, and attach it to an email to: VirtualSchool@lrsd.ab.ca



Request to Obtain Course Through LRSD Virtual School

Reset Form

Date:

School Name:

Student's Name:

ASN:

Current Grade:

I would like to take:

Course #

Course Name:

Student's Signature

Date

Parent's Signature

Date

Principal's Approval

Date

Office Use Only:

Date Concurrent Enrollment entered: _____

Completion date of Concurrent Enrollment: _____

Date copy of this application added to the Virtual School Website: _____