



Livingstone Range
SCHOOL DIVISION NO. 68

LRSD VIRTUAL SCHOOL 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.

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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 while maintaining accommodation and support. 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 Crowsnest 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.

INSTRUCTIONAL DESIGN

Guided by the Alberta Teaching Quality Standards, and the Alberta curriculum of Studies, Professional educators will work with students to achieve the curricular outcomes of the course while incorporating numeracy, literacy, critical thought, problem solving, information management, innovation, multiple literacies, creation of opportunities, global and cultural awareness, communication skills, career and life skills. Planning, implementation, accommodation and assessment of instruction is the responsibility of certificated teachers. Teachers availability will be within defined school hours and instructional days. Virtual School teachers looking to collaborate with other virtual school teachers in LRSD can arrange to meet on the three LRSD interschool collaboration days to pursue further professional development in this area. Teachers working in the Virtual School are invited to attend multiple professional learning opportunities throughout the year. Teachers new to teaching in the Virtual School are welcome to contact

Darryl Seguin, Deputy Superintendent for more information on how to take advantage of the Teacher 2 Teacher mentorship assistance.

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. Course content is provided by ADLC, Wild Rose School Division, Alberta Moodle Group, Learn Alberta or Teacher created. Courses created by LRSD employees are the property of LRSD. 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, academic accommodations, counselling support and options. Students from outside the division must contact Division Office (403) 625 3356, or email Virtual.School@lrsd.ab.ca
2. Student that require technical support need to contact their homeschool or outreach.
3. Students are to review the technical requirements for working online (located on the website)
4. Students download, print, and complete the registration form which is available online, acquire signatures needed and submit to Virtual.School@lrsd.ab.ca . Course selection will be identified on the form.
5. Students attend an orientation meeting with their assigned teacher(s) virtually or in person.

Students returning to LRSD Virtual School:

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

COMMUNICATION

LRSD Virtual School Website: www.lrsd.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 course information and student progress through the PowerSchool Portal and 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.

FEES

There are no registration fees to Livingstone Range students. Students from outside LRSD pay \$140.00 per course for registration. Fees associated with resources are course dependant and are the responsibility of the student's home school or outreach to collect. Some print resources are available through our Learning Commons in schools. Please contact Division Office for International, Out of Division and Out of Province students. Students are responsible for print material.

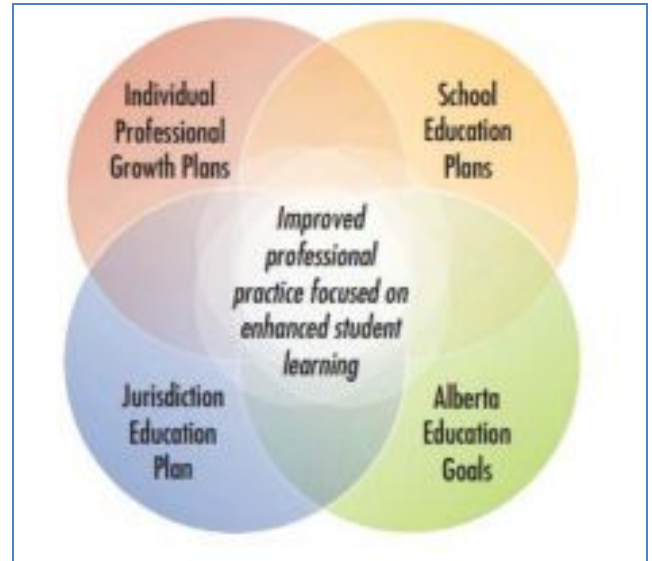
STAFF SCHEDULE

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 Shalk

STAFF PROFESSIONAL LEARNING

In LRSD, professional development of teachers is a shared responsibility among individual teachers, school staff, the ATA, the school jurisdiction, regional consortia, Alberta Education and post-secondary institutions. Throughout the year LRSD will seek input and feedback from teachers and/or school staffs in regards to Professional development needs in relation to the Virtual School and how these needs can best be met. Information about professional development activities will be disseminated through the Virtual School Calendar and meetings. Virtual School teachers looking to collaborate with other virtual school teachers in LRSD can arrange to meet on the three LRSD interschool collaboration days to pursue further professional development in this area. Teachers working in the Virtual School are invited to attend multiple professional learning opportunities throughout the year.



VIRTUAL SCHOOL STAFF MEETINGS

Staff in the Virtual School will meet quarterly during school hours to discuss course quality, curriculum alignment, advancement of student outcomes and progression in attaining the goals of the Virtual School. Meetings will be held virtually.

COURSE DEVELOPMENT

The following document will support staff in the development of online courses. Courses will correspond with the Alberta Education Program of Studies and Ministerial Order on Student Learning

Research-based Effective Practices: Online Courses

Instructional Design	Content	Assessment
Clear Course Goals and Support: <ul style="list-style-type: none"> <input type="checkbox"/> Course outline <input type="checkbox"/> Instructor contact information <input type="checkbox"/> Onboarding 	Course content aligned and responsive/rigorous: <ul style="list-style-type: none"> <input type="checkbox"/> Higher-order thinking skills <input type="checkbox"/> Adapted learning support <input type="checkbox"/> Culturally sensitive <input type="checkbox"/> Personalized, authentic (choice) <input type="checkbox"/> Multiple learning paths 	Grading policies (rubrics, rationale and/or grading indicators) are provided for: <ul style="list-style-type: none"> <input type="checkbox"/> The course as a whole <input type="checkbox"/> Each graded assignment
Sound Instructional Design: <ul style="list-style-type: none"> <input type="checkbox"/> Logically organized, <input type="checkbox"/> Clear navigation <input type="checkbox"/> Grade-level appropriate, <input type="checkbox"/> Engaging learning opportunities 	Synchronous learning opportunities are available with instructor: <ul style="list-style-type: none"> <input type="checkbox"/> Schedule of sessions posted <input type="checkbox"/> "Office hours" available 	Opportunities for feedback are present and ongoing in the course: <ul style="list-style-type: none"> <input type="checkbox"/> Formative <input type="checkbox"/> Summative
A variety of instructional methods and materials are used: <ul style="list-style-type: none"> <input type="checkbox"/> Restrained use of PDFs <input type="checkbox"/> Use of rich media (video, podcasts, simulations, etc.) <input type="checkbox"/> Project-based, inquiry, constructivist learning 	ICT skills and tools are: <ul style="list-style-type: none"> <input type="checkbox"/> Embedded in instruction (not assumed) <input type="checkbox"/> Tools are easy to access or install <input type="checkbox"/> Necessary <input type="checkbox"/> Free to the student 	Multiple versions of tests and other resources that support alternative evaluation are available: <ul style="list-style-type: none"> <input type="checkbox"/> Tests <input type="checkbox"/> Other assessments
Engagement and Course Completion support are present: <ul style="list-style-type: none"> <input type="checkbox"/> Badges + gamification <input type="checkbox"/> Frequent, prompt feedback <input type="checkbox"/> Early Intervention for non-starters 	Digital Citizenship guidance is present and ongoing: <ul style="list-style-type: none"> <input type="checkbox"/> Communication skills <input type="checkbox"/> Plagiarism <input type="checkbox"/> Personal Information Privacy and Safety 	Communication + Interaction (Frequent interaction between): <ul style="list-style-type: none"> <input type="checkbox"/> Teacher - Student <input type="checkbox"/> Student - Student <input type="checkbox"/> Teacher - Parent

References and additional resources:

INACOL - *National Standards for Quality Online Courses* (<https://goo.gl/B2M72b>), *National Standards for Online Programs* (<https://goo.gl/tBpc08>) and *National Standards for Quality Online Teaching* (<https://goo.gl/yBp4Ns>)
Quality Matters (<https://www.qualitymatters.org/>), **ISTE** - *Digital Citizenship in Schools* (<http://www.iste.org/docs/excerpts/DIGCI2-excerpt.pdf>)

VIRTUAL SCHOOL IMPORTANT DATES

Please visit the LRSD Virtual School Calendar to stay current with important dates.

Calendar of Events						
June 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
	Diploma Exams					
19	20	21	22	23	24	25
	Diploma Exams PAT	National Aboriginal Day	Diploma Exams PAT			
26	27	28	29	30	1	2
	Diploma Exams					
		Last Day of School				

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

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. Teachers are asked to use divisional approved software to record student academic information (PowerTeacher, Dossier). Monitoring of assessment completion is the responsibility of the Virtual School teacher assigned to the student. 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.

ALBERTA GRADUATION REQUIREMENTS

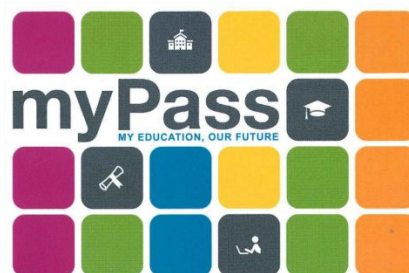
Students must earn a minimum of 100 credits including:

- 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

Registering to take a Diploma exams is the responsibility of a student's homeschool in collaboration with the Virtual School teachers and the student. Students are encouraged to use myPass self manage academic progress.

myPass: myPass.alberta.ca



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

- View diploma exam results and request rescores
- 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

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](#)
- [National Standards for Quality Online Courses](#)
- [National Standards for Quality Online Teaching](#)
- [Quality Matters](#)
- [ISTE - Essential Conditions of Digital Citizenship](#)

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](#)

FORM: Request to Obtain Course through LRSD Virtual School

Click on the title for a downloadable form: [Request to Obtain Course Through LRSD Virtual School](#)



**Request to Obtain Course Through
LRSD Virtual School**

Reset Form

Date: 06/14/2016

School Name: List of Schools

Student's Name: _____

ASN: _____ Current Grade: 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: _____