

Canadian Rockies Public Schools Distance Education and Flexible Learning

Student Handbook



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Introduction

Canadian Rockies Public Schools place students at the core of all of its decision making. We believe that offering students choice in not only course offerings but also in the method of delivery is important. We believe that while face-to-face learning creates optimal learning for students in most cases, there are times when face-to-face learning does not meet the needs of the student at that particular point in time. To this end, CRPS has put in place options of course delivery to meet the needs of students when face-to-face learning may not be the best method of course delivery.

Please review the information contained in this handbook. To obtain further information or if you have additional questions that are not answered in the following pages, please contact CPRS Distance and Flexible Learning by emailing distance.education@crps.ca or calling 403-678-0859.

Another resource that may be helpful in supporting the completion of online courses is available through Alberta Education and is called the [Online Learning: Student and Family Guide](#).

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Definitions

***Note:** Definitions are contingent upon the **student's** situation, NOT the course they are taking.

Students who are enrolled in online learning courses can fall into one of categories:

Distance Education Students:

- Students taking distance or blended courses with CRPS, whose priority school is outside of CRPS and/or
- Students reside outside CRPS boundaries.

Outreach Students:

- Students may live within or outside CRPS boundaries.
- Students are not taking any timetabled face to face classes in a CRPS school or in any other school within Alberta.

Flexible Learning Students:

- Outreach Students or
- Distance Education Students or
- CRPS Students who
 - takes time tabled courses through CRPS.
 - their priority school is within CRPS (we are the priority school).
 - registers, with permission from their school administrator, for one or more courses offered through Distance Education/Flex Learning

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Courses Available Through CRPS

Please follow this [link](#) to check out all the courses that are available through CRPS. Check back regularly for new course offerings.

*Please note for students who are currently enrolled in another school, courses must be taken one-at-a-time and the course credit limit for Distance Education courses is 10 credits per school year.

If students only intend to register for courses through Canadian Rockies Distance Education and Flexible Learning, on the Registration form under the heading "Current School Information", please answer Yes to the question "Is the Canadian Rockies Distance Education and Flexible Learning the only school you intend to register in this year?"

Students will be responsible for acquiring their own course resource material. This may result in extra costs depending upon the resources that are required for course completion.

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Registration

Prior to Registration

Prior to registering (i.e. Distance Education, Outreach, or Flexible Learning):

Students who currently attend a school within CRPS should:

- Speak with their school counselor regarding their request to enroll in a Flexible Learning course.

Students who currently attend a school in another school division should:

- Inform their school counselor/administration that they want to take a Distance Education course being offered by CRPS.
- Get approval from their school administration to take the course(s).
- Should ask their priority school to proctor cumulative examinations if applicable as well as register students of Grade 12 Diploma courses. **Students should write diploma examinations at their priority school.**

Students who do not attend a school currently and live outside CRPS catchment area should:

- review information about courses by contacting CRPS by phone (403-678-0859) or email (distance.education@crps.ca).
- demonstrate ability to have cumulative exams proctored by an individual who meet the following criteria:
 - Not a relative of the student
 - An accredited K-12 teacher or adult education teacher, or a person of similar qualifications
- have to provide a suitable location, not their home or a home of a relative, in which to complete cumulative examinations
- set up their Diploma Exam writing center. Start by contacting your previous school(s) and any other institutions in your area that may be offering Diploma seatings.
 - [Provincial Writing Centers](#).
 - [Register for a diploma exam online using myPass](#).

Please note: All students must be younger than 19 years of age as of September 1st of each school year.

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How to Register

Students can register for one Distance Education and Flexible Learning course at a time.

Students registering for Distance Education and Flexible Learning courses will complete the [online registration form](#).

Please Note: All students will receive a CRPS account upon registration and are expected to use their CRPS account for all course work and communication with staff.

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Registration Deadline

All courses must be completed within a semester.

Five (5) credit courses must be started within the first six (6) weeks of the semester.

Three (3) credit a course must be started within the first ten (10) weeks of the semester.

A one (1) credit must be started at least two (2) weeks prior to the end of the semester.

All course work must be completed by the end of the semester in which they are taken (eg: January 10 or June 10).

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Student Commitment to Distance Learning

Courses undertaken by students through an online format require the same dedication and attention as courses taken in a face-to-face environment. To support students in meeting with success it is important that they pay attention to time lines for the completion of assigned learning and assessment tasks.

Upon registering for a course the student must begin the course within two weeks of the registration date, unless there are extenuating circumstances. If students do not, they can be withdrawn from the course with written notice.

At the beginning of a course, and periodically throughout, the teacher and student will agree upon a course completion plan. It is the responsibility of the student to monitor the plan and ensure that deadlines are met. In the event that a student is unable to adhere to the course completion plan, it is their responsibility to contact the teacher of the course to discuss the situation and adjust the course completion plan as required.

A student will be removed from the Distance Education and Flexible Learning courses if the student fails to:

- meet the deadlines within the course completion plan,
- does not begin the course within two weeks of registration, or
- does not contact the teacher of the course for a period of one month.

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Assessment of Student Learning

Every student taking courses through Canadian Rockies Distance Education and Flexible Learning, has the right to a fair, just and accurate evaluation. Assessment should be constructive in nature, promoting continued effort by students to achieve to the best of their abilities.

All assessment materials shall be returned to the students or shall be readily available to the student. Questions concerning assessment should be made first to the subject teacher and then to the school administration.

Every student, either directly or through parents, has the right to appeal an assessment. Appeals should be first made to the teacher then to the Principal, if necessary. Appeals shall be made in writing and within two weeks of the issuing of the mark. Students will receive a written course outline containing a breakdown of course objectives, timelines and assessment criteria for each course at the beginning of the year or semester. All students must write all final examinations/final assessments. In the case of exams being missed due to serious illness, parents are asked to contact the administration, prior to the examination, to reschedule the writing of the final examination.

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Academic Integrity Policy

The Center for Academic Integrity (CAI) defines academic integrity as a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect and responsibility – principles of behavior that enable academic communities to thrive and foster a passion for learning.

At Canadian Rockies Distance Education and Flexible Learning, we hold students accountable for the principled use of the ideas and words of themselves and others, in respect for students' development as lifelong learners. Therefore, we strive to teach students the ethic of responsibly documenting the ideas of others in all formats.

Plagiarism is defined as stealing and passing off the ideas, images, data or words of another as one's own, in any academic writing or other project, without crediting the source.

Cheating is defined as using someone else's words, work, test answers, or ideas, so as to give or gain an unfair advantage

Fraud is defined as deliberate deception practiced to secure unfair or unlawful gain.

Artificial Intelligence (AI) and Academic Integrity

The core value of Academic Integrity, is the idea that a student presents ideas that are their own, that are created by them and presented as such (please reference [UCalgary](#) for an example). While it is acceptable to build on the work of others and integrate these ideas into your work, you **must** cite this work to acknowledge who authored these ideas.

In recent years, technology has created useful tools to assist people in writing (Speech-to-Text, Grammarly etc.) and in numeracy (Geogebra, WolfRam Alpha etc.). Working with their teachers, students have been using these tools to successfully help them in their learning.

The rapid development of AI has accelerated the power of these tools so that they not only aid in the creation and communication of ideas, but in some cases create the actual work. While it is acceptable to use AI tools to assist in the creation and communication of ideas, the work must still be your own and the use of AI tools in the process must be acknowledged.

Students who would like to use AI tools in their course work, **must** discuss with the teacher how and to what extent the AI tool is being used. Failure to have this conversation with your teacher, to agree upon how the AI tool is used, will be considered a breach in our Academic Integrity Policy. In plain English - this will be viewed as cheating and will be dealt with in accordance with our Academic Integrity Policy in this handbook.

Consequences and Opportunity for Learning:

All instances of plagiarism/cheating/fraud will be handled on an individual basis, to determine what options, if any, will be accorded to the student to learn from his/her first error in judgment. Upon confirmation of plagiarism, consequences will include one or more of the following:

- opportunity to redo the project/assignment
- opportunity to redo the project/assignment from an earlier, satisfactorily met checkpoint
- a requirement to add the appropriate documentation that is missing
- no second opportunity

Depending on the severity and/or frequency of plagiarism/cheating/fraud, a student will be required to speak to the Principal of CRPS Distance Education and Flexible Learning, the Principal of their primary school and/or parent (if applicable) and the teacher involved. In such situations, a student will have only one “second opportunity” before being removed from the course. If a student is removed from a course for lack of academic integrity they will not be allowed to register for any other distance education course offered by CRPS for the duration of their school career.

Use of AI to prepare for Provincial Testing

Students will use a writing centre provided secure testing environment to complete all Provincial Testing. The use of any type of Artificial Intelligence or similar applications is prohibited during both the testing and the preparation stages (ex. studying using AI resources).

Students are subject to the Provincial Testing regulations if they violate this policy. Students are responsible for knowing and being up to date on current directives from Alberta Education. This may include having an exam discounted which may affect postsecondary conditional acceptances among other consequences.

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Course Completion

All distance education courses should be completed by the end of the semester in which they are taken (eg: **January 10** or **June 10** or prior to their diploma exam).

Upon completion of courses all necessary information will be entered into Powerschool to then be live in PASI. It is important to note that when students are removed from Powerschool they will lose access to their CRPS account within 24 hours following the system sync. Please ensure that all learning materials that students may require is transferred to another account prior to losing access.

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