

# Canadian Rockies Public Schools Distance Education

## 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 Learning by emailing [distance.education@crps.ca](mailto: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 Student:**

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

### **Outreach Student:**

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

### **FLexible Learning Student:**

- An OutReach Student or
- A Distance Education Student or
- A CRPS Student who
  - Is taking 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 Flexible Learning/Distance Education

**Summer School Student:**

- Summer School are courses taken in July and August.
- Students may be students of CRPS or from another school district.
- Is credit based.
- Students may take summer courses to upgrade their marks.
- Permission from the principal is required for students taking a course for the first time.

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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 the course credit limit for Distance Education courses is 10 credits per school year. This limit does not include Summer Courses.

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 for Flexible Education (i.e. Distance Education,, Outreach course or self paced course) or Summer School:**

**Students who currently attend a school within CRPS should:**

- Speak with their school counselor regarding their request to enroll in a self paced course.

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

- Inform their school counsellor/administration that they want to take a self paced course being offered by CRPS.
- Get approval from their school administration to take the course(s).
- The priority school will agree to proctor cumulative examinations if applicable as well as register students of Grade 12 Diploma courses. Students will write diploma examinations at their priority school.

**Students who do not attend a school 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).
- If applicable student would have to 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
- **Diploma Exams** - It is the student's responsibility to 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](#).

**Students who do not attend a school in CRPS or any other school division but want to engage in upgrading should:**

- Contact CRPS by phone (403-678-0859) or email (distance.education@crps.ca) to discuss enrollment in a self-paced course.

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 self paced course at a time.

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

Students wishing to register for a Summer School Course should register by completing the [Summer School 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 14th of June 20th).

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## **Student Commitment to Online 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.

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 online courses if the student fails to:

- meet the deadlines within the course completion plan and
- does not reach out to 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, 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, 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.

### **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, 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.

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## Course Completion

All distance education courses should be completed by **June 20** of the school year in which the registration occurred.

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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