



Parent/Student Handbook

June 13, 2019

Battle River School Division #31

WELCOME

Battle River Online is pleased to offer you an alternative to studying in the classroom through self-directed learning, one of the most versatile options for earning school credits. This program allows you to complete courses at work or at home. You also have the option of working with your teachers in person, or by using phone, e-mail, or video chat.

Professional and dedicated teachers are available to ensure students are successful in their studies. Planning, implementation, accommodation and assessment of instruction is the responsibility of certificated teachers. Teacher's availability will be within defined school hours and instructional days.

Successful Online Students

Research indicates there are some characteristics that contribute significantly to a student's ability to be successful in online learning programs.

- **Good Time Management** – Students and their parents must develop and follow schedules for course completion.
- **Independent Study Habits** – Can study and complete assignments without direct supervision and maintain self-discipline to stick to a schedule.
- **Academic Readiness** – Have the basic reading, writing, mathematics and computer literacy skills to succeed.
- **Self-Motivation** – Have a strong desire to learn skills, acquire knowledge and fulfill assignments in online courses because of an educational goal.
- **Effective Communication** – Students must use course materials and suggested references as well as contact their teachers for clarification and assistance with assignments.
- **Technologically Prepared** – Are able to use online technology to assist with learning.

Student Expectations

Students attending Battle River Online are expected to 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.

Each student, with the assistance of parent(s) and teacher(s), are encouraged to:

- complete semestered courses within a semester.
- seek clarification regarding course work and assignments from teachers.
- work on one unit of study at a time in each course, submitting work as soon as it is completed, for evaluation.
- complete assignments and modules sequentially so knowledge gained in one assignment helps with the next.
- Use teacher feedback to improve in successive assignments.
- spend a minimum of 15 - 20 hours per week on schoolwork
- acknowledge the use of other people's words or ideas (phrases, sentences, or paragraphs).
- be aware that all assignments, quizzes, and exams are part of the final course mark.
- check their progress on their course website.

Parent or Guardian Expectations

Parent or Guardians are expected to be actively involved in the day-to-day education of their children. Specifically, parents or guardians will

- ensure that your child spends a minimum of 15 - 20 hours a week doing schoolwork. This includes reading, writing practice exercises, completing assignments on the computer, and perhaps viewing videos and/or other multimedia provided with a course.
- ensure that your child receives help from Battle River Online if he or she experiences any difficulties.
- ensure that your child submits assignments as they are completed, and that he or she keeps on schedule in all courses.

- ensure the lessons and assignments returned from Battle River Online are reviewed by your child. (If more explanation is needed, please phone the teacher.)
- make appropriate arrangements to have their students write the major exams at the indicated writing times.
- ensure your child completes his or her courses within the registration period.
- return all materials at the completion of a course.

Truancy Policy

Under the Alberta School Act, all students under 16 years of age are required to attend school. At Battle River Online, attendance is measured by attending to learning through the timely submission of assessments and regular communication with teachers. If the quantity and quality of assignments submitted by a student do not meet minimum standards, the student may be referred to the Division Principal who is the Attendance Officer. To assist students and parents in meeting standards, Battle River Online staff:

- ask parents to inform Battle River Online of circumstances that hinder the student's progress.
- determine the schedule for submission of assignments.
- contact students when assignments are not received regularly.
- inform parents of problems such as lack of progress.
- provide reports of student progress four times per school year (November, February, April, and year-end).
- offer student-parent-teacher interviews two times per school year.
- invite parents to request conferences with teachers and/or administration as needed.

Student Code of Conduct

Students are expected to act cooperatively and respectfully towards staff and fellow students. Students will also be treated respectfully by our staff, and we will cooperate with students and their parents to provide the best possible learning experiences. Students are expected to maintain contact with their teachers as they progress in their studies.

Academic Integrity

Academic Integrity supports intellectual growth and creates a fair learning environment. We firmly believe that cheating diminishes the value of education, damages the ethical character of the individual student and undermines the integrity of our school community.

- **Plagiarism:** Plagiarism is using someone else's words, ideas and or expressions without acknowledging the individual who wrote them, leading the reader or listener to believe they are one's own. This includes cutting and pasting of electronic information.
- **Copying:** Copying or the trading of answers from another student to an assignment intended to be completed independently.
- **Cheating:** Cheating is copying or using cheat notes on a quiz or test.
- **Sharing:** Sharing of academic work, especially after having been marked by BROL, to students for the purposes of submitting plagiarized work is, also, academically dishonest and represents a contravention of the Alberta School Act's expectation of students to comply with school rules and co-operate in the provision of the school's education program.

All instances of plagiarism/copying/cheating/sharing 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 academic dishonesty, consequences will include one or more of the following:

- opportunity to redo the project/assignment
- a call home
- no second opportunity

Depending on the severity and/or frequency of the academic dishonesty, a student will be required to speak to the Principal of Battle River Online. In such situations, a student will have only one "second opportunity" offer. A second offense will lead to a zero, without opportunity for redress. Any further offences will lead to a withdrawal from the course as well as possible withdrawal from Battle River Online.

Assessment of Student Work

Details of distribution and calculation of marks is indicated in the Course Introduction, as supplied by the teacher.

Students work will be assessed by the assigned teacher to the course. Monitoring of assessment completion is the responsibility of the Battle River Online teacher assigned to the student. Assessment and reporting of progress will follow Battle River School Division Administrative Procedure 360.

Exams

Generally all final exams must be written at Battle River Online unless other arrangements have been made with the teacher or administration.

Students can write final exams as soon as they have completed the course work. All they need to do is arrange a time with the school. After a certain date all exams must be written at the scheduled time.

Grade 6, 9 and 12 students **must** write government exams at the scheduled time.

Unfinished Work/Non-submissions

All assignments are expected to be completed. Final exams in all courses must be written or the course is deemed incomplete.

Failure to submit work, or **satisfactory** work in a **60** day period will result in **withdrawal** from the course(s).

Requirements for Junior High Students

To qualify to register at Battle River Online, the student must:

- be a Canadian citizen, a child of a Canadian citizen, or a child of an individual who is lawfully admitted to Canada for permanent or temporary residence.
- provide a birth certificate, landed immigrant, or resident documentation.
- be a resident of Alberta.
- have a completed **recommendation form** from their previous school.
- spend at least one month in their school before trying to enroll in Battle River Online.
- provide evidence prerequisites have been met for the grade level the student expects to start (i.e. a final report card from previous grade level).
- provide additional documentation in support of student needs (psychological assessment, medical documentation, Individualized Program Plan).

Requirements for Senior High Students

To qualify to register at Battle River Online, the student must:

- be less than 20 years of age as of September 1st of the current school year.
- be a Canadian citizen, a child of a Canadian citizen, or a child of an individual who is lawfully admitted to Canada for permanent or temporary residence.
- have a completed **recommendation form** from their previous school.
- provide a birth certificate, landed immigrant, or resident documentation.
- be a resident of Alberta.
- provide evidence that the prerequisites of the grade level the student expects to start at have been met, i.e., (final report card from previous grade level or high school transcript).
- provide additional documentation in support of student needs (psychological assessment, medical documentation, Individualized Program Plan (IPP)).