

Students Online Handbook

For Parents



Box 1241
#75 1st Ave North
Dewberry, Alberta TOB 1G0
P: 1-866-847-6299
E: SOL@btps.ca

Contacts

Barry Scinski, Principal	barry.scinski@btps.ca	780-853-2111
Linda Kjenner, Administrative Assistant	linda.kjenner@btps.ca	780-847-3639
Kimberly Bower	kimberly.bower@btps.ca	780-847-3639
Kaleigh-Anne Strickland	kaleigh-anne.strickland@btps.ca	780-847-3639
Ginnene Nichols	ginnene.nichols@btps.ca	780-847-3639
Jennifer Romanchuk	jennifer.romanchuk@btps.ca	780-853-2111
Karen Boyarchuk	karen.boyarchuk@btps.ca	780-847-3639

EXPLORE WITH US, FLEXIBLE Learning

From your Home



We know sometimes our children learn in a different way and BTPS Students Online offers another option for parents and students to explore education from your home.

We have three programs to offer those looking at a different path for education: Home Based, Parent Based or Blended.

We also support our schools in BTPS through offering school based courses that students may not have available to them through their priority school.

Distance Learning Programming

This program opens up education in another light for students and parents to complete their core subjects on their own schedule with teacher guidance.

- A certified teacher will assess student assignments and tests by providing feedback along the way to further student understanding and success.
- A certified teacher will be available for questions through email or telephone.
- All courses are delivered through the Hapara [Student Dashboard](#). These resources are based on the Alberta Curriculum and include all four core subjects; math, language arts, social and science.
- A certified teacher will provide you with a course outline which keeps you on track and in the know of the outcomes and assignments you are to complete.

- Teachers will provide students with Google Meet schedule for courses
- Students MUST be in continuous contact with their teachers all year long. Failure to communicate to a teacher within a reasonable time period may in fact result in a meeting with the principal and all involved parties

Exam protocol

- All high school exams at the 10-20 level are to be written at the Vermilion Outreach School or Students Online Office. (Exceptions may be considered for students to write at their nearest school or with an approved academic proctor).
- All Diploma Course Assessments must be written at the Vermilion Outreach School or Students Online Office. (Exceptions can be made to have diploma exams written at a provincially approved testing centre).
- Junior high students are encouraged to write exams at Vermilion Outreach or Students Online, however, they may write exams at home under the supervision of their teacher (or other staff member) over Google Meet
- Any students requiring accommodations (ie. reader) will be supplied them by their teacher or another staff member

Parent Based Programming

This program is for parents who want to develop and implement their own program for their child.

- The parents will develop a program plan based on the Alberta Curriculum and include outcomes for each core subject; math, language arts, social and science.
- The parent will choose the resources needed to run the program. These will need to have evidence of the Alberta outcomes for each subject.
- The parent will assess the work their child does and show growth of learning for the units taught.
- There is a reimbursement of \$850.00 available for parents to run the program and buy resources to do so. To receive the reimbursement they must submit receipts that are appropriate to learning. These receipts will be accepted twice a year, January and June.
- [Form For Reimbursement](#) of resources
- The parent and child will meet with the principal twice a year. In January, you will meet over google meet (virtual app) to share how you and your child are doing with your program plan. In June, you will have an exit interview to share evidence of learning. This must be completed to progress to the next grade.

Registration Forms

We have an online form available for registration and a printable one as well.

Please send registration forms to: sol@btps.ca

Link: <http://www.btps.ca/Registration.php>

School Based Programming

Classroom Registration Policy:

Rationale:

- Students Online was developed to supplement and enhance programming options within BTPS. Students Online wishes to operate in a cooperative manner with divisional schools, and this must be balanced with mutual accountability of all parties involved.

Registration Process:

- Any school based student wishing to enroll with Students Online may only do so with the approval from their school Administration.
- The Classroom registration form must be **completed in full** and sent in to Students Online. Students Online **will not** register students who have submitted incomplete forms. (incomplete forms will be returned to the school to be completed).
- Students Online **will not** issue resources materials unless it is requested by the designated school. Any non-consumable resource materials requested are expected to be returned to Students Online upon the student's completion of the course.
- Individual school sites reserve the right to require students to pay a refundable deposit on courses registered through Students Online.

Registration Form link:

<https://drive.google.com/file/d/1PWVKdg-b-ataHpu-FVPtHWaWvuZbK8Ky/view?usp=sharing>

Funding

\$50.00 per credit per course

Example: (\$50.00/1credit or \$150.00/3 credit or \$250.00/5 credit)

1) If a student is taking an SOL course that your school cannot offer in your school timetable **the school pays for the course.**

2) If a student is taking an SOL course due to their own choice or adding courses to finish early (you are offering the course in the second semester) **the student/parent pays.**

Classroom Students Extension Policy:

Rationale:

- Students Online believes in a flexible yet accountable schedule for all students. We recognize that for a variety of reasons students may require extensions.

Protocol:

- Students Online Administration **will not** grant approval to any classroom students to extend their course. Students **must get** approval from their designated school and a parent to obtain an extension.
- Extensions will only be recognized by the staff of Students Online if a **Course Extension Form** has been completed and sent to our office.

Extension Form link:

<https://drive.google.com/file/d/0B69LezebkL6xd0pVTVIBN3ZfWkZmQXRMRilwaUdYN3U3eUZZ/view?usp=sharing>

Withdraw/Drop Form link:

<https://drive.google.com/file/d/0B69LezebkL6xN3B1R25ta2NDNIhRYWINS0ZWZjd0bHZZRmNr/view?usp=sharing>

Student Withdrawal and Deadlines:

Course Requirements and Withdrawal information link:

https://docs.google.com/document/d/1E7s2M9tNFADcfluXsv9hDC2oCMWxfFPAKsq_gvK38LA/edit?usp=sharing

2020-2021 SOL Course cut off dates

To guarantee that assignments and exams can be assessed and reported on the semester's final report card, all assignments and exams must be received by Students Online no later than:

Semester 1: Diploma Course: Jan 5th Non-Diploma Courses: Jan 12th

Semester 2: Diploma Courses: June 8th Non-Diploma Courses: June 15th

Assignments and exams received after these dates will be assessed as soon as possible but cannot be guaranteed for inclusion on the semester's final report card.

- Students Online follows a Priority Marking System at semester end. This means that diploma courses, and courses that will be needed for inclusion on a Grade 12 student's transcript, will get marked first; anyone handing in full courses/courses where the timeline wasn't adhered to, will have their assignments assessed **after that** in the order they were received.

Student Progress Spreadsheet:

A spreadsheet is used to track school based students and their progress.

* Each school has an SOL Lead to regularly check this document.

- The Spreadsheet will indicate when the **last date of submission** was for that student (if any). This date will only be updated when the student submits an assignment/exam.

Miscellaneous information:

Procedure:

- Cases of academic honesty are to be dealt with by the students' home-school. The Students Online teacher may make suggestions, or be involved in the procedure, but ultimately it is the home-school's decision on how to proceed.
- Schools are to be **collecting assignments when students come to write their final exams** (assignments can be shredded by the school).
- **Schools are responsible** for providing a **supervised** time/place for course exams to be written.
- Students Online teachers may, upon receiving work from a student, make the home-school aware of any concerns and suggest streaming for said student, but it is up to the home-school and the parents if they wish the student to take a certain course.
- Aboriginal Studies assignments are not returned to students after being assessed; there are not exams in these courses and this is the best way to try and maintain the integrity of the courses