

Crowsnest Consolidated High School



High School Distance Education Program Procedure

Students at Crowsnest Consolidated High School can make use of Alberta Distance Learning Centre to enhance their educational opportunities. The following are guidelines for enrollment.

1. Students should be in Grade 11 or 12 before attempting a distance education course.
2. An initial meeting between the student and Ms. Prentice needs to take place to ensure graduation requirements will be met.
3. A meeting between the student, parents, Ms. Prentice or Mr. Bole is arranged to discuss Alberta Distance Learning Courses and the high school program for the student.
4. The student is required to submit a fee of \$50.00 per course credit plus a \$75.00 materials fee.
 - I. \$325.00 for a 5 credit course.
 - II. \$225.00 for a 3 credit course.
5. Upon successful completion of the course the \$50.00 per credit will be refunded to the student, the material fee will not be returned. If the student does not receive a grade of 50% or greater on the course the total fee will be kept by the school. Alberta Distance Learning Courses require that the cumulative grade for the course must be over 50% with a final exam grade of 50% or greater to obtain credit.
6. Upon the arrival of the course materials students will meet with Ms. Prentice or Mr. Bole to go over the materials, log-ins, course timeline, and weekly meeting time. All students, before writing in their distance education materials should examine them carefully to ensure they understand and can fulfill the course requirements.
7. Students registered in a distance education course must complete a course timeline with the Teacher assigned to work with the student. This timeline acts as a contract for the completion of the course and needs to be signed by the student, parent/guardian, and administrator. Part of this contract will be a regular scheduled meeting time between the student and Teacher to ensure that the course is being completed as planned. If

completion of the course appears to be in jeopardy students will be assigned to a classroom for part of their school day where a teacher will supervise and take attendance daily.

8. Students may wish to work within the school on their course. During class time students may work in the library or another area of the school with approval. Students will not be able to work in the gathering areas during regular school hours.
9. Any extenuating circumstances regarding this policy will be dealt with on an individual basis by Mr. Wescott.