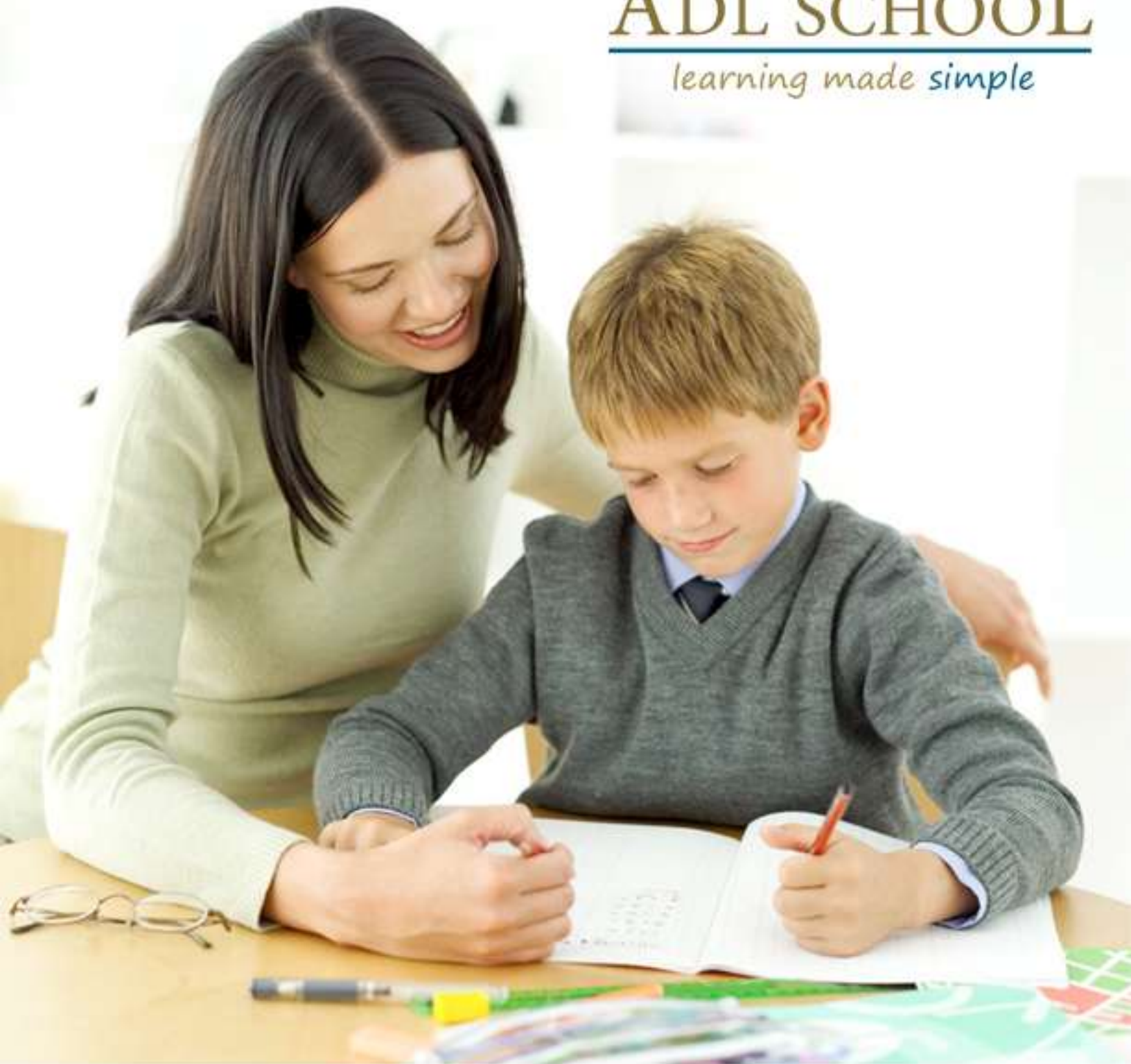




ADL SCHOOL

learning made simple



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PARENT AND STUDENT HANDBOOK

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About ADL School [\[Back to Contents\]](#)

ADL School is an independent school certified by province of British Columbia to offer fulltime and part time distributed learning programs. We offer asynchronous and continuous entry online courses. Our program offers students the flexibility and choice to learn:

Any Time ~ Any Pace ~ Any Place ~ Any Path

Programs [\[Back to Contents\]](#)

Grades K-7 Program – Coming soon

Grades 8-9 Program – Registration opens on May 01, 2011 for 2011/2012 School year
Grades 8 and 9 courses are **free** of charge for students that are **full time** students at Advanced Distributing Learning School. Grade 8 and 9 students are **not permitted** to be cross-enrolled in more than one school.

Full time grade 8 and 9 students will typically take English, Math, Physical Education, Science, Social Studies, Health and Career and two electives. Upon registering, Advanced Distributed Learning School staff will contact the parents and student to develop a full education educational program. All grade 8 and 9 students must complete all course work by June 1st.

Grades 10-12 Program

All grades 10, 11 and 12 courses are **free of charge** to part-time and full time students, excluding adults and international students, residing in British Columbia. Adult and International student must pay per course basis fee. These students **are permitted** to be cross-enrolled in more than one school. Students in grade 10, 11 and 12 may start their course any time but must complete the course within 12 months from their start date.

Courses [\[Back to Contents\]](#)

All courses are asynchronous and students enroll any time of the year. Grade 8 and 9 students must complete courses by June 1st. Grade 10, 11 and 12 students have 12 months from their registration date to complete their online courses.

(Full time grade 8 and 9 program will be available in September 2011)

Grade 8 courses [\[Back to Contents\]](#)

Art 8	English 8
Health & Career Education 8	Home Economics 8
Mathematics 8	Physical Education 8
Science 8	Social Studies 8
Daily Physical Activity	

Grade 9 courses [\[Back to Contents\]](#)

Art 9

Health & Career 9

Mathematics 9

Science 9

Daily Physical Activity

English 9

Home Economics 9

Physical Education 9

Social Studies 9

Grade 10 courses [\[Back to Contents\]](#)

English 10

French 10

Math 10: Foundations & Pre-Calculus

Planning 10

Social Studies 10

Family Studies 10

Math 10: Workplace & Apprenticeship

Physical Education 10

Science 10

Grade 11 courses [\[Back to Contents\]](#)

Accounting 11

Chemistry 11

Earth Science 11

Family Studies 11

Mathematics 11 - Essentials

Physical Education 11

Science & Technology 11

Visual Media Arts 11

Biology 11

Communications 11

English 11

French 11

Mathematics 11 Principles

Physics 11

Social Studies 11

Grade 12 courses [\[Back to Contents\]](#)

Accounting 12

Biology 12

Chemistry 12

English 12

Entrepreneurship 12

Geography 12

History 12

Math 12 - Principles

B.C. First Nations Studies 12

Calculus 12

Communications 12

English Literature 12

Family Studies 12

Grad Transition 12

Law 12

Physics 12

Graduation Program [\[Back to Contents\]](#)

In order to graduate with a Dogwood, every student in the Graduation Program has to pass certain basic courses, like English, Mathematics and Science. The links below will help with planning your graduation program. If you are full time student at Advanced Distributed Learning School, we will contact you to plan your graduation program. For part-time students we will work closely with their home school to ensure that you graduation is current.

Adult Graduation Program (Age 19+)

http://www.bced.gov.bc.ca/adult_graduation/diploma.htm

Graduation Program

<http://www.bced.gov.bc.ca/graduation/glance.htm>

Exam Invigilation Policy [\[Back to Contents\]](#)

The purpose of the exam invigilation is to assist in validating that students have demonstrated mastery of Prescribed Learning Outcomes. Which course assessments must be invigilated will be solely left to instructors discretion. Invigilation forms are required of **all** students who need to complete supervised exam. The teacher will determine if you require an invigilator.

If an invigilator is required for your course, the invigilator must belong to a professional association. Below are few examples of professional bodies that we consider acceptable within Canada.

- Accountant
- Acupuncturist
- Chiropractor
- Clergy Person
- College/University professor
- Dentist
- Dental Hygienist
- Dietician
- Doctor
- Engineer
- Insurance broker
- Judge
- Lawyer
- Librarian
- Massage Therapist
- Veterinarian
- Naturopathic Physician
- Notary public
- Nurse
- Occupational Therapist
- Optometrist/optician
- Podiatrist
- Police officer
- Psychiatrist
- Psychologist
- Physiotherapist
- Real Estate agent
- Registered Midwife
- School teacher/principal
- Social Worker

The above list is not meant be exhaustive. Other professional will be considered on individual basis.

Advanced Distributed Learning School reserves the right to deny any invigilator requests. It is parents/guardians full responsibility the invigilator selected is suitable individual. ADL School takes no responsibility for the invigilator's character and its approval does not constitute approval of invigilators character. Online Invigilator approval form can be accessed through student menu on our website. To avoid conflict of interest, we will not accept invigilator that is close relative of the student.

Online Learner Profile [\[Back to Contents\]](#)

Online courses can provide opportunities for students to attend classes anytime from anywhere. For this reason the online learning is suitable for:

- Travelling family
- Travelling Athletes
- International students
- Adult students
- Students wanting to upgrade
- Students wanting to accelerate their education program
- Students staying home due to health or safety concerns

However, studies show that often students are not ready for the challenges inherent with online learning.

In order to help you know if you will be successful learning in an online environment, please carefully consider the following characteristics of a successful online learner.

- Comfortable in using the Internet as a means of communication and research.
- Willing to devote 120 to 130 hours per course
- Willing to learn new technology
- Well organized
- Goal oriented
- Good time managers
- Able to prioritize tasks
- Able to establish and meet deadlines
- Independent thinker
- Prefers to work alone on assignments
- Self-disciplined
- Self-motivated

PSI Interim Report Transcript Requests [\[Back to Contents\]](#)

This is only applicable to students that are graduating this year and/or applying to a post secondary institution. To qualify for official PSI interim report transcript the student MUST complete a minimum of 50% of their course. Requests will be processed within 5 working days of receiving payment.

Service Fees

\$15 per copy plus taxes

Payment Options

Payment can be made with a cheque, credit card and PayPal.

Cheque

Payable to: Advanced Distributed Learning School

Mailing Address: P.O. Box 279, Lytton, BC, Canada, V0K - 1Z0

With this payment method your transaction will not be processed until your cheque has cleared. It is recommended that you send a certified cheque or money order.

Scholarships [\[Back to Contents\]](#)

Only grade 12 graduating students are eligible for scholarships. Check the links below for details:

BC Awards Online

<http://www.bcawardsonline.org/>

Scholarships Canada

<http://www.scholarshipscanada.com/index.asp>

Textbook and Resource Deposit [\[Back to Contents\]](#)

Textbook and resource deposit is required for every course taken for which textbook or resource is required. Textbooks and resource deposits are refundable upon returning materials in original condition, except for normal wear and tear. Please visit the website to see if your course requires a textbook deposit.

Payment Options

Payment can be made with a cheque, credit card and PayPal.

Cheque

Payable to: Advanced Distributed Learning School

Mailing Address: P.O. Box 279, Lytton, BC, Canada, V0K - 1Z0

With this payment method your transaction will not be processed until your cheque has cleared. It is recommended that you send a certified cheque or money order.

Shipping and handling charges

If paying by cheque, please make sure you include \$30, in addition your deposit amount, for every time you request a course resources.

Student Contact & Progress Policy [\[Back to Contents\]](#)

Advanced Distributed Learning School sets high expectations for the success of its students. We are committed to meeting the needs of all students and will work tirelessly to facilitate student success. To maintain learning momentum, students are required to demonstrate that they have completed at least 10% of the course each month and students are required to maintain contact with their instructors on weekly basis.

Any student who does not make weekly contact with instructor or demonstrate progress in the course for a period of 30 days and has not made prior arrangements with his/her instructor will be referred to the School Administration in attempt to reconnect the student with the course instructor.

The School staff will attempt to reconnect the student and parent with the course instructor to facilitate a success plan. Failure to respond to attempts to contact the student, or failure to adhere to the Success Plan created by the student and family may result in student's removal from the course with a failing grade.

Withdrawal Policy [\[Back to Contents\]](#)

Students have 28 days from their start date to drop/withdraw from a course without penalty. After 28 days a final mark will be issued. Students must complete minimum of 10% of course work every month. Failure to complete minimum amount of course work may result in student's removal from the course and/or may result in a failing grade being assigned to student's academic record.

Student Code of Conduct [\[Back to Contents\]](#)

Internet access is required for all Advanced Distributed Learning School students, but access must be used in a responsible, safe, ethical, and legal manner. Although it is impossible to control such misuses, we especially appreciate partnering with parents to teach responsible Internet use. Please review the following netiquette rules and ADL School expectations:

- Always use a computer in a way that shows consideration and respect. It is illegal to use obscene, profane, threatening, or disrespectful language when communicating with other.
- Do not cut, copy, or plagiarize Internet content or the work of your online classmates. Copying, knowingly allowing others to copy from you, and/or misusing Internet content could result in removal from our courses.
- Any communication with school staff and students is not private. Never say anything via email that you wouldn't mind seeing on the school bulletin board or in the local newspaper.
- Do not give out any personal information, attempting to arrange meetings, or engaging in personal contact with people you do not know. Alert your teacher or school staff of any message you receive that is inappropriate or makes you feel uncomfortable.
- Email with your online classmates should only be course-related. It is prohibited to send unsolicited email to your online classmates.
- Email addresses that use profanity or may be construed as offensive, shall not be permitted for Advanced Distributed Learning School correspondence. ADL School administration reserves the right to determine if student email addresses are inappropriate. When necessary, students will be asked to use an alternative email address or be refused access to Advanced Distributed Learning School courses.
- Protect your passwords, except from your parents/legal guardian.
- Advanced Distributed Learning School assumes no responsibility for any phone charges, line costs or usage fees for connectivity to the Internet.
- Advanced Distributed Learning School will cooperate fully with local, provincial, or federal officials in any investigation related to any illegal activities conducted through Internet access. In the event there is a claim that you have violated this policy, you will be provided with notice of the suspected violation and have an opportunity to file an appeal. Any violations may result in removal from course(s), as well as other disciplinary or legal action.

Grading Policy [\[Back to Contents\]](#)

Following grading system will be used in assigning a letter grade.

Letter Grade Percent Range

A	86-100
B	73-85
C+	67-72
C	60-66
C-	50-59
F	0-49

Privacy Policy [\[Back to Contents\]](#)

Advanced Distributed Learning School will abide by the **privacy guidelines** set forth by **the Personal Information Protection Act (PIPA)**. The following persons have access to student records:

- Board of directors of ADL School
- School administration and professional staff (teachers, counselors)
- Appropriate administrative support staff members and other professionals who have a legitimate educational or legal interest in student records.
- Authorized government staff.
- Authorized law enforcement.

ADL School provides an academic progress report and transcripts to the student's school of record upon completion of the online course(s), or upon any request of the student's school of record and/or student's.

All ADL School students are provided a unique password to access online courses. It is the student's responsibility to keep his/her password confidential.

More detail on **Personal Information Protection Act (PIPA)** you may visit:
<http://www.bclaws.ca/default.html>

Bullying & Harassment Policy [\[Back to Contents\]](#)

It is an expectation that all ADL School students and employees shall use all equipment and programs for the intended educational purpose. ADL School is committed to protecting its students and employees from bullying and harassment. Bullying and Harassment will not be tolerated and disciplinary action will be initiated against the perpetrator(s).

Any action by a perpetrator(s) deemed inappropriate will be fully investigated by the appropriate school administration. If necessary, law enforcement will be informed of the incidence.

Consequences for students for actions that violate the policy on bullying and harassment shall be determined by ADL school administrative staff and may include:

- Student/teacher/parent conference
- Suspension of email privileges
- Removal from the courses

Consequences for employees for actions that violate their policy on bullying and harassment shall be determined by ADL School Employee Policy and should be reported to the school authority.

Academic Honesty [\[Back to Contents\]](#)

Academic honesty is one of our core values. Students with academic honesty make decisions based on ethics and values that will prepare them to be productive and ethical member of society. It is one of the core values that all organizations look for in their employees. Academic honesty means that all work you submit is created by you and is an original representation of your work. It means that what you submit as your work is your work.

Academic dishonestly can be classified into two main categories:

1. Plagiarism

Plagiarism is commonly known as practice where one steals and passes off an idea as one's own without crediting the source.

Some examples of plagiarism are, but not limited to the following:

- Copying and pasting a report from another source and representing it as your own work
- Copying any other work and not citing the source

2. Cheating

Cheating is commonly defined as where one intends to influence or lead by deceit, trick, or artifice.

Some examples are, but not limited to the following:

- Providing questions, answers or work to another student
- Receiving questions, answers or work from another student

Consequences for Academic Dishonesty

A variety of consequences will be administered when you are caught cheating or plagiarizing. These consequences range from resubmission of an assignment up to expulsion from ADL School. Additionally, final grades may be rescinded if you are found to have cheated or plagiarized after the grade has been posted to your transcript. All incident of academic dishonesty will placed in student file.

Reporting Procedure

To report an academic dishonesty situation, please call our office or send us an email. We appreciate you taking the time to report any situation of Academic Dishonesty relating to ADL school student.

Responsibilities of Parents [\[Back to Contents\]](#)

ADL School recognizes and facilitates the important role the parents can play in their child's education.

The following are some of the responsibilities the parents are expected to take on to ensure their child is successful at ADL School:

- to help the teacher develop a student learning plan(SLP) for their child
- to help the teacher in implementing a student learning plan(SLP)
- to assist in the assessment of student learning
- to monitor students student progress on weekly basis
- to actively communicate with the teacher on a regular basis about student progress
- to assist the school in fulfilling all ministry requirements, including completing all required testing
- to be honest and ethical regarding the use of resources
- to supervise all computer and internet use related to the educational program

Responsibilities of Students [\[Back to Contents\]](#)

Student success is ultimately determined by their actions. ADL School have the following expectations of our students:

- to communicate with the instructor on weekly basis
- to complete minimum of 10% of the course each month
- to communicate openly with parent/legal guardian and teachers about their educational progress
- to seek assistance, when required
- to adhere with school policies and procedures
- to adhere with teacher instructions
- to adhere to student learning plan (SLP)

Responsibilities of Teachers [\[Back to Contents\]](#)

Teacher is cornerstone of delivering a quality educational program. Our teaching staff will perform the following responsibilities to ensure to such program is available to our students:

- to actively support the school society in delivering and implementing educational programs
- to develop a SLP for every student in consultation with the parent and the student
- to actively and regularly assess and track student learning using a variety of methods
- to be available for consultation with parents
- to log all communications with parents/students
- to attend staff meetings
- to pursue professional development
- be willing to use technology to communicate with students, parents, other staff and administration
- to provide timely feedback of student work
- to respond to student contact within 48 hours, excluding weekends and holidays

Appeal Process for Parents [\[Back to Contents\]](#)

Advanced Distributed Learning School is committed to providing education of highest standards. ADL School is committed to providing the most engaging experience possible. However, there may be times when a student, parent, or legal guardian may have a concern. Most problems can be solved if student or parent/guardian speaks directly with the instructor or staff member involved.

If a student feels uncomfortable speaking with his or her instructor, you may contact the send an email to office directly. Our staff member will forward your concern to an appropriate member of our school.

Consequently, we will make every effort to mitigate your problem. In the event that a solution is not found, you may file a grievance. The written grievance should contain the following information:

- Name of the student
- Student Number
- Course, if applicable
- Name of the instructor or staff member involved
- Date of the grievance, dispute, or dissatisfaction
- Description of the event
- Desired outcome

The written grievance should be addressed and submitted to the principal. The Principal will send written correspondence to the student/parent/guardian within 5 working days. In the event the Principal cannot resolve the disagreement, the grievance will be forwarded to the Board of Directors. The decision of the Board of Directors is final and shall be given to the customer in writing within 5 working days.

Technology Requirements [\[Back to Contents\]](#)

- High Speed Internet Connection (256 kbps or better e.g. Shaw or Telus Lite).
- Flash 10 Player (free to download from Adobe's website <http://www.adobe.com>)
- Microsoft Office
- Pop-up Blocker must be disabled in your internet browser
- Latest version Java must be installed

Hardware Requirements

- Minimum 2.00 GHz CPU
- 512 MB RAM
- Microphone
- Headset

Useful Links [\[Back to Contents\]](#)

Homework Help

<http://www.learnnowbc.ca/>

Learn Now BC

<http://www.learnnowbc.ca/>

Daily Physical Activity Logs (DPA)

http://www.bced.gov.bc.ca/dpa/dpa_requirement.htm

Provincial Exam Schedule

<http://www.bced.gov.bc.ca/exams/handbook/schedules.htm>

Past Provincial Exams

<http://www.bced.gov.bc.ca/exams/>

BC Awards Online

<http://www.bcawardsonline.org/>

Scholarships Canada

<http://www.scholarshipscanada.com/index.asp>