

LRSD Online Course Handbook (Student-Friendly Version)

Who Can Take Online Courses?

- Any student at a Louis Riel School Division (LRSD) high school or partnership school can take online courses if their school approves.
- Online courses are a good option if:
 - You want to learn online.
 - There is a scheduling conflict.
 - Your school does not offer the course.
 - You are away from school for an extended period of time (illness, sports, etc.).

What to Expect

- Online courses are just as challenging as regular classes. Plan to spend about 75 minutes per day.
- You should be able to:
 - Learn independently.
 - Manage your time well.
 - Ask questions and communicate with your teacher (using Microsoft Teams or email).
- Courses use a combination of Brightspace and Microsoft Teams. Pay attention to the welcome email from your teacher for individual course practices.

Your Responsibilities

- Meet deadlines and complete assignments.
- Take part in online discussions.
- Respond to and communicate with your online teacher.
- Stay in touch with your student services contact teacher for support.

How to Register

- Register through your high school's Student Services Department.

Courses Offered

- Applied Mathematics 30S & 40S
- Essentials Mathematics 30S & 40S
- English Comprehensive Focus 30S & 40S
- English Transactional Focus 40S
- History 30F
- Physical Education 30F & 40F (English and Français, first semester only)
- Biology 30S & 40S (first semester only)

Asynchronous Online Learning

- No scheduled class time, you can work on your course at your own pace, but plan for 75 minutes per day.
- Spend more time on hard topics and move faster through easy ones.
- Take responsibility for your learning and manage your time.

Deadlines & Progress

- Assignments have clear due dates. If you miss one, you will be asked to move forward with the next unit. If there is time at the end of the course, you may be able to revisit previous missed work.
- Incomplete assignments will get zero until you submit.
- Tests have set dates and must be supervised by LRSD or home high school staff.
- At least once per month, your teacher will email you, your parent/guardian, and student services about your progress and upcoming deadlines.

Tests & Exams

- All tests, exams, and quizzes must be supervised by a teacher at the school you are attending.
- Grade 12 English and Math students must write a provincial exam (worth 20% of your final grade).
 - Math exams are at the Louis Riel Arts & Technology Centre.

- English exams are at LRATC or your home high school, depending on where you are enrolled.

Learning Check-Ins

- Teachers may ask you to join a Teams meeting to check your understanding.
- You must join within three school days, with your camera and microphone on.
- Meetings are about 15 minutes and may include sharing your screen.

Academic Honesty: What You Need to Know

Authentic Work

- Your work must be your own. This means you write it yourself, in your own words, and you can explain how you did it.

Plagiarism

- Plagiarism is when you take someone else's work, ideas, or words and pretend they are yours. Examples of plagiarism:
 - Copying from the Internet—even if you change the words a little, it is still plagiarism unless you add your own ideas and explanations.
 - Copying work from another student and handing it in as your own.

Cheating

- Cheating is any dishonest act to get a better grade or advantage. It is not fair and goes against the rules.

Generative AI

- Generative AI means computer programs that can create new things, like text, images, or code, by learning from lots of data.

What This Means for You

- If your teacher thinks you did not do your own work, you might have to meet on Teams to talk about it. You could be asked questions about your work instead of just handing it in online. Your camera must be on during these meetings.

- Be ready to explain your ideas and how you did your work. You should be able to talk about any part of your assignment, including words, phrases, solutions, and how you put it all together.
- Your teacher may ask for editing access to your documents to check your work and see your changes.

Pre-Course Quiz

- Before starting your course, you will need to take a short quiz about academic honesty. The quiz checks if you understand these rules.
- You can only submit assignments through Brightspace. Assignments sent by email or Teams messenger will not be accepted.

Staff Contacts

If you have questions about a course, contact the teacher listed below. For registration help, contact your school's Student Services teacher.

Teacher Name	Courses/Role	Email
Jennifer Walld	Registration, History, English	Jennifer.walld@lrsd.net
Meagan Strome	Essential & Applied Math	Meagan.strome@lrsd.net
Christine Wren	Biology (Semester 1 only)	Christine.wren@lrsd.net
Tricia Scott	Physical Education	Tricia.scott@lrsd.net
Jack Durand	Français Physical Education (Semester 1 only)	Jack.durand@lrsd.net
Christina Lesyk	Student Records Secretary	Christina.lesyk@lrsd.net
Andrea Delisle	Vice Principal LRATC and Online	Andrea.delisle@lrsd.net
Dionne Potapinski	Principal LRATC and Online	Dionne.potapinski@lrsd.net