

ADMINISTRATIVE PROCEDURES

	200 – INSTRUCTIONAL PROGRAMS &	CODE:	AP 230
SECTION:	MATERIALS		
PROCEDURE:	DISTANCE EDUCATION		

BACKGROUND

While schools have the responsibility to provide instructional programs that ensure students will have an opportunity to meet the provincial graduation requirements and be prepared for entry into the workplace or post-secondary studies, the Division recognizes that situations may arise where students may not be able to take desired courses from the school. The Division, therefore, supports the registration of students in distance learning when circumstances warrant accommodations.

PROCEDURES

1. Approval of registration in distance learning shall be recommended by the Principal only when the specific course is not offered by the school, where a timetable conflict exists, to accommodate a special area of interest, or other extenuating circumstances prevent the student from completing his/her program of studies.
2. The school career counsellor is responsible for arranging support, monitoring and providing guidance at the school for those students enrolled in correspondence school courses. Responsibilities include:
 - 2.1 Assisting in the identification, course registration and counselling of all students in the school who are enrolled in or wish to enroll in distance education courses;
 - 2.2 In consultation with the Principal, timetabling of students with spares who are enrolled in distance education courses for the purpose of providing instructional support;
 - 2.3 Arranging for instructional assistance and tutoring, as needed, for distance education students;
 - 2.4 Record keeping of distance education lessons completed, submitted and returned, and recording of marks and comments;
 - 2.5 Administering and processing of distance education examinations for the school; and
 - 2.6 Ensuring that students adhere to the administrative procedures of the school, system and course in which they are enrolled.

All fees for distance education courses in elective or optional subjects not approved as per Procedure 1 are the responsibility of the student / family requesting the course.

3. Where circumstances dictate that a student takes distance learning, reasonable instructional assistance and access to learning resources will be provided.
4. Students will generally be enrolled in not more than one (1) distance education course at a time.
5. Any student who does not complete an approved distance education course may be excluded from enrolling in further distance education courses.
6. If a student decides to withdraw from a distance education course, written parental confirmation of the withdrawal must be provided by the student.

Reference: Sections 85, 87, 108, 109, 176 Education Act
Regulation 18

Date Issued: November 21, 2007

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