

Administrative Procedures

AP-2240 Distance Learning Courses	References: The Education Act, 1995 , Sec 85, 87, 108, 109, 176 The Education Regulations, 2015 , Sec 18 Government of Saskatchewan: Programs And Services	Tracking: Received by Board: October 2007 Updated: July 2009 August 2010 June 2012 August 2012 – section 2 and 3 revised and added APF-2240.1 August 2014 – minor modifications sections 2b and 4 August 2016 – revisions to prior approval process
	Related: APF-2240.1: Prior Approval Request to Enroll Student in Distance Education Courses	Status: Operational

Background

The Division promotes distance learning to strengthen student achievement and promote equity. Certain students may need access to courses which are not offered in their own school, or to courses they need, but cannot fit into their individual timetables. To this end, the Division may offer students the opportunity to engage in e-learning on an in-Division basis using Ministry approved courses delivered by Division staff. Apart from distance learning services developed by the Division for use within the Division, the access to appropriate Distance Learning provides shall be those recommended or approved by the Superintendent of Education responsible for Distance Learning.

Procedures

1. The Division will only assume responsibility for the provision of courses that are recognized and approved by the Ministry. Only credit courses in Grades 10, 11 and/or 12 will be considered for Distance Learning opportunities.
2. With the exception of distance learning courses offered periodically by the Division, a student may be enrolled in a distance learning course to fulfill (a) course/credit requirement(s) in the student's graduation plan as initiated by:
 - a. Parent/student request.
 - b. Recommendation by principal (upon approval), inform the designated Superintendent of Education to ensure payment to course provider.
 - c. Recommendation from a superintendent and/or designate.
3. Primary rationale for providing a distance learning course for the student includes:

- a. The student requires the course for graduation and the course is not offered in the school or there is conflict in the timetable that prevents access to the course.
 - b. The course is required for a Post-Secondary program, but is not offered in the school.
4. A distance learning course may be considered if:
- a. The desired elective course is otherwise unavailable in the school.
 - b. The course is of interest to the student or is to be used to fill a timetable, and nothing suitable is available in the school.
5. Approval for a distance learning course will not be provided in the following circumstances:
- a. If the student is not suited to online learning, based on their own learning style and past experience.
 - b. To create a more desirable timetable.
 - c. To allow the student to go to work or other non-school related activities.
 - d. To allow the student to not have to come to school.
 - e. If the same course is offered in the applicant's school, approval to enrol in a distance learning course will be given only in exceptional circumstances.
6. Prior to enrolment in a distance learning course, the school administrator must make arrangements for regular in-school monitoring of the student' progress, by an assigned teacher. Students may be required, at the discretion of the school administration, to attend a supervised location in order to ensure course completion.
7. Students may be enrolled in a maximum of one approved distance learning course per semester. Exceptions may be considered in extenuating circumstances.
8. Once the school-based administrator determines the student meets the guidelines set out in this administrative procedure, the school completes and submits APF-2240.1: Prior Approval Request to Enroll Student in Distance Education Courses to the Superintendent of Education responsible for Distance Learning.
9. Students in a Division approved home-based education program at the Grade 10, 11 or 12 level are eligible to enroll in distance learning courses. A home-based education student may enrol in and be financially supported from the Division for one distance learning course per semester. Any additional courses taken above this are the responsibility of the home-based education student.

10. The Division will assume registration costs and will assist in the acquisition of resources required for the approved courses. It is the responsibility of the school-based staff to register the student with the approved service provider.
11. The Administration is to report online course credit attainment by completing and submitting AP-2240.1: Prior Approval Request to Enroll Student in Distance Education Courses, which contains the final mark, to SIRS personnel and the Superintendent of Education responsible for Distance Learning.