

Administrative Procedure 240

DISTANCE EDUCATION

Background

Distance education increases flexibility in scheduling. It encourages the sharing of the resources between neighbouring jurisdictions and post-secondary institutions. Distance education promotes cost efficiencies in combined classes and alternative instructional methods.

The Division supports distance education as a means to extend program opportunities to students.

Procedures

1. All distance education courses are regarded by Alberta Education and this Division with the same credit status as courses provided with direct instruction in our schools. Students therefore are expected to apply themselves with the diligence required for successful completion that is necessary in other subjects.
2. The principal shall attempt to schedule students into areas that are supervised for those times designated for distance education study.
 - 2.1 The principal may designate a special room and supervisor for students doing different distance education courses. The principal may also combine small groups of students using distance education into one class under a single supervisor. The principal may assign attendance obligations for individual students doing distance education to an existing regularly scheduled class in any other subject.
3. The principal shall approve registration for distance education and course fees shall generally follow the practice for fees applied in other subject areas. Students who are placed on distance education for special circumstances, including discipline, may be assessed a fee as approved by the Superintendent.
 - 3.1 Registration of students in distance education requires due attention to pre-requisite course requirements and strength of study habits developed in the student. Students with a weak history of study habits and academic discipline are to be counselled toward regular instruction.
4. The Superintendent shall determine responsibilities of the principal with respect to distance education. The principal shall annually summarize participation and success rates of distance education students and keep this summary on file in the school.
5. The principal, in consultation with staff and School Council, shall determine the appropriate performance fee, if any.

Reference: Section 8, 12, 20, 60, 61, 113, School Act

