

## Administrative Procedures

<b>AP-610</b>	<b>Date of implementation:</b> Fall 2006
	<b>Date of update:</b> Fall 2020
<b>PURCHASE OF DISTANCE EDUCATION SERVICES</b>	<b>Related Administrative Procedures:</b>
	<a href="#">AP-606 Home-Based Education</a>

**Purpose:** The Division contracts for educational services and pays tuition fees for students when it is not feasible or practical to provide the services within the Division.

### Procedures:

- 1) The Director of Education or designate may recommend the purchase of services from other institutions and school divisions when it is determined Prairie Spirit School Division is unable to provide a specific program or service for a student. Such service or program is to be consistent with those provided in accordance with the Ministry of Education regulations and policies.
- 2) The Director of Education or designate may recommend the purchase of service from another school division when lack of classroom space or geographical location necessitates transportation to another school division.
- 3) Distance education courses are to be considered for students when the school is unable to provide required core instruction. Distance education courses may be considered for students when the school is unable to provide desired elective classes.
- 4) Purchase of distance education courses will not normally be considered if the desired course is offered by Spirit eLearning Online School and there is sufficient space in the online course.
- 5) Purchase of services for distance education will be supported in accordance with the following:
  - a) The in-school administrator will contact the Spirit eLearning School in-school administrator to explore courses offered online.
  - b) In-school administrators contact the Coordinator or designate responsible for the distance education budget prior to registration to ensure appropriate program approval and to ensure the Division has a record of distance education courses being taken by students.
  - c) The in-school administrator will submit a plan to the Coordinator responsible for the distance education budget, outlining suitable supports at the school level for the desired program.
  - d) Consideration for the type of distance education program to be supported through tuition funding will rely on the following in order:
    - i) Capacity of the school to offer the desired program within the school program.
    - ii) The importance of the desired program to the student's graduation plan or matriculation.

- iii) Availability of a suitable synchronous (teacher and students are in class at the same time) distance education solution within the Division.
  - iv) Availability of a suitable asynchronous (teacher and students may be doing course tasks at different times) solution within the Division.
  - v) Availability of a suitable solution within Saskatchewan.
  - vi) Availability of a suitable solution outside of Saskatchewan.
  - vii) The number of students requesting the same course within a singular school.
- e) Students are required to remit a deposit for each course in the amount of one hundred dollars (\$100) payable to the Division.
  - f) The deposit is to be reimbursed if the student has completed all course learning activities (including the final exam when applicable) by the end of the school year in which the registration occurred. Credit attainment is not a requirement for reimbursement. The in-school administrator shall submit a list of deposits to be reimbursed to the Coordinator or designate responsible for distance education at the conclusion of each semester.
  - g) A maximum of two (2) courses per student per school year may be purchased. More than two (2) courses may be considered at the discretion of the principal in consultation with the Coordinator.
  - h) Deposits for any one family are not to exceed four hundred dollars (\$400) in any one school year.
  - i) The deposit may be waived in situations of financial hardship upon request from the in-school administrator to the Coordinator responsible.
  - j) It is the responsibility of the school to collect any distance education materials purchased by the Division at the completion of the program. The cost of any lost, stolen or damaged materials may be deducted from the deposit.
- 6) Parents or guardians of home-based education students may apply to the Director or designate for assistance in the purchase of distance education courses in accordance with AP-606 Home-Based Education and procedures within this policy.
  - 7) All services purchased in accordance with this policy are to be reported to the Chief Financial Officer who is responsible for payment of the service.