

Administrative Procedures

AP-610	Date of implementation: Fall 2006
	Date of update: September 1, 2023
DISTANCE EDUCATION SERVICES	Related Administrative Procedures: AP-606 Home-Based Education

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, or in response to student and/or parent/guardian requests.

Procedures:

- 1) The Director of Education or designate may recommend the purchase of services from other institutions and school divisions when it is determined the 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 or institution when lack of classroom space or geographical location necessitates transportation to another school division.
- 3) Requests from Prairie Spirit school personnel for distance education courses are to be considered for students when the school is unable to provide required core instruction and may be considered for students when the school is unable to provide desired elective classes.
- 4) Requests for distance education courses initiated by parents, families, and students must be made using the approved request form. Request forms are submitted to the school principal who is responsible for enrolling the student in the requested course. Completed forms are sent by the principal to the Coordinator or designate responsible for distance education.
- 5) When schools receive notification of students enrolled in courses with the Saskatchewan Distance Learning Centre (SDLC) and/or other approved online schools, the notification must be shared with the Coordinator or designate responsible for distance education.
- 6) Purchase of services for distance education will be supported in accordance with the following:
 - a) The in-school administrator will work with the student and family to determine if an online course is desired, to ensure the proper prerequisite courses are in place, and to explore courses offered online.
 - b) The in-school administrator must notify the Coordinator or designate responsible for the distance education budget of a distance education registration with an external provider. In-school administrators are responsible for ensuring that the student has any required prerequisites for requested courses. Requested courses that do not fit a student's graduation plan will be communicated to parents and/or guardians.

- 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. This will include ensuring that the school provides supervision, technology and working space for the student. Students typically must be assigned a location within the school when enrolled in a distance education class.
 - d) 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.
 - e) 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.
- 7) Students who take at least one (1) face-to-face class at a Prairie Spirit school must list this Prairie Spirit school as their base school. Students who do not take any face-to-face classes at a Prairie Spirit school will register with the SDLC.
- 8) Students who are registered full-time with the SDLC and reside within the Division attendance boundaries will have access to Division services as follows:
- a) Access to libraries and common educational resources at the student's attendance area school, so long as they do not interfere with school-based operations. Access can be arranged through contacting the school's principal.
 - b) Driver education training will be provided through the student's attendance area school. Enrollment can be arranged by contacting the school's principal.
 - c) Upon request of the SDLC student support team, the Division may consider providing the following professional services to SDLC students who reside within Division attendance boundaries: Occupational Therapists, Speech-Language Pathologists, Educational Psychologists. The services shall occur at a location chosen by the Division.
 - d) Extra-curricular programming is available to SDLC students at the student's attendance area school, following the procedure and policies outlined by the school's principal.
 - e) SDLC students who meet Ministry of Education graduation requirements may attend and participate in school-sponsored graduation ceremonies at their attendance area school. Notification of the intent to participate must be made to the school's principal by March 1 of each school year.
- 9) Principals must make arrangements to provide space for any SDLC Online Learning Facilitators assigned to the school. The space must include adequate hardware and internet connectivity.
- 10) Principals must ensure the timely transfer of full-time students' cumulative records to SDLC and/or other approved online schools when students transfer. Student assessment information will also be shared with SDLC and/or other approved online schools when students transfer between schools or switches class enrolment between a Prairie Spirit school and SDLC and/or other approved online school.

- 11) Full-time students of SDLC or other approved online schools who reside within the Division's catchment area may choose to be on school campus to take courses during the regular school day and will have access to technology made available to them at their attendance area school in order to access online courses. Students will attend at their catchment area school. Technology will be made available at the school during regular school hours. Technology must stay on the school campus.
- 12) Graduated students who inquire about enrolling in online classes to upgrade will not be registered with the Division. These students should be directed to register through the SDLC.