

## Administrative Procedure 240

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### DISTANCE EDUCATION

#### Background

In recognition of the importance of parental choice and in response to the expression of interest in alternate forms of education, the Division will make available distance education courses.

#### Definition

A distance education program, in accordance with Alberta Education Regulations, is defined as:

A program offered by a school delivered electronically at a school site or off-campus, under the instruction and complete supervision of a certificated teacher of a Board or accredited private school.

#### Procedures

1. Students who are enrolled in a Division school must have the written approval of the principal of the school the student is attending in order to take a course through distance education.
2. Distance education involves the use of technology and print material under the direction and supervision of the Division.
3. Computers and e-mail accounts may be made available to students to facilitate program delivery in accordance with the contractual agreement.
4. Distance education students will be encouraged to access school-based programs to complement their education program.
5. A system will be established to provide for and maintain records of the assessment of the student's achievement.
6. The parent(s) shall be notified of any deficiencies in a student's program as indicated from the results of the assessments and/or the supervision process.
7. Distance education students, who are enrolled in the grade level which is subject to diploma exams and achievement tests, shall be required to write such exams/tests at the local school or in an approved writing centre.
8. Each distance education student shall have a clearly defined monitoring program to ensure the student is under efficient instruction.
9. The parents will be required to pay the textbook and learning resource fee which is established by the Board for all students each year and may be required to pay other costs which go beyond what has been approved for the student's program.

10. The Superintendent may terminate a program where an acceptable level of effort is not maintained.

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