

HALIFAX REGIONAL SCHOOL BOARD DISTRIBUTED LEARNING POLICY

PURPOSE: The purpose of this report is to obtain Governing Board approval for the Distributed Learning policy with the Distributed Learning procedures being brought forward to the Governing Board for information.

BACKGROUND: The Distributed Learning policy will replace the current Halifax Regional School Board policy on Correspondence Courses and will incorporate the development of the Nova Scotia Virtual School from the Department of Education and Early Childhood Development. The former Correspondence Course policy is included in the new Distributed Learning policy as fewer students are learning through correspondence courses and more through the virtual platform therefore, the new name for the policy encompasses other kinds of learning opportunities rather than just correspondence.

CONTENT: The Distributed Learning Policy replaces the former policy on Correspondence Courses and includes the launch of the Nova Scotia Virtual School. A highlight of the Distributed Learning Policy includes the acknowledgement that there are other ways the Halifax Regional School Board offers students opportunities to earn credits.

COST: n/a

FUNDING: n/a

TIMELINE: Immediately upon Governing Board approval.

APPENDICES: Appendix A- Distributed Learning Policy

RECOMMENDATIONS: It is recommended that the Governing Board approve the Distributed Learning Policy.

COMMUNICATIONS:

| AUDIENCE | RESPONSIBLE | TIMELINE |
|-------------------|---|-----------------------------|
| School Principals | Alison Leverman Director- Program | Following Board Approval |
| HRSB Website | Doug Hadley, Communications Coordinator | |

From: For further information please contact Alison Leverman, Director, Program, at 464-2000 ext.2624 or at aleverman@hrsb.ca or Selena Henderson, Corporate Secretary at 464-2000; ext. 2324 or at shenderson@hrsb.ca.

To: Senior Staff October 21, 2013
Governing Board October 23, 2013

DISTRIBUTED LEARNING

POLICY

CONTENTS:

- 1.0 PRINCIPLES**
- 2.0 POLICY FRAMEWORK**
- 3.0 AUTHORIZATION**
- 4.0 POLICY REVIEW**

1.0 PRINCIPLES

- 1.1 The Halifax Regional School Board believes students in grades 7-12 should be offered an alternative way to achieve curricular outcomes.
- 1.2 The Halifax Regional School Board believes students should be provided opportunities that foster independence in learning.
- 1.3 The Halifax Regional School Board believes students should be given opportunities to increase technological skills.

2.0 POLICY FRAMEWORK

- 2.1 The Halifax Regional School Board is committed to ensuring the Distributed Learning Policy is in accordance with the following:
 - 2.1.1 *Nova Scotia Education Act;*
 - 2.1.2 *F.007 Acceptable Use of Computers and Internet/Intranet Technology*

3.0 AUTHORIZATION

- 3.1 The Superintendent is authorized to develop and implement procedures in support of this policy.

4.0 POLICY REVIEW

4.1 This policy will be reviewed every five (5) years or on an as needed basis.

DISTRIBUTED LEARNING

PROCEDURES

CONTENTS

- 1.0 NOVA SCOTIA VIRTUAL SCHOOL COURSES**
- 2.0 CORRESPONDENCE COURSES**

APPENDIX

A. DEFINITIONS

1.0 NOVA SCOTIA VIRTUAL SCHOOL COURSES

- 1.1 Students in grades 10-12 registered in the HRSB and attending school may access available online courses through the Nova Scotia Virtual School.
- 1.2 High school students enrolled in the HRSB may access Nova Scotia Virtual School courses to:
 - 1.2.1 complete graduation requirements;
 - 1.2.2 take courses not offered at the local high school;
 - 1.2.3 take courses to meet job requirements;
 - 1.2.4 meet unique university requirements;
 - 1.2.5 take courses because of scheduling conflicts;
 - 1.2.6 prepare for future learning opportunities.
- 1.3 Students enrolled in a Nova Scotia Virtual School course must:
 - 1.3.1 have a designated block in their schedule for their online course. This designated block is equivalent to the time they would have for a regularly scheduled class within their school;
 - 1.3.2 be provided access to a computer, headset with microphone and webcam for their online course;

- 1.3.3 be provided the materials needed for the course. If not available at the school site, a request is to be made to the principal.
- 1.3.4 be provided a designated school contact for their course. The school contact will communicate regularly with the student and the online course instructor and monitor the student's progress in the online course;
- 1.3.5 be provided a designated space/area within the school to work during their online course;
- 1.3.6 log into the online course daily and attend required e-chats;
- 1.3.7 notify their online teacher and school contact when encountering difficulties.
- 1.4 Principals will advise student and parents/guardians of the course load and independent nature of online courses.
- 1.5 Where a student is taking an online course for which an Individual Program Plan or adaptations are needed, planning must be done in advance through the program planning team and is to involve the school contact as well as the online learning teacher.
- 1.6 Students enrolled in a Nova Scotia Virtual School course must be supervised by a Nova Scotia Teachers' Union member during their online course block in their schedule.

2.0 CORRESPONDENCE COURSES

- 2.1 Students may take correspondence courses if they are attending junior or senior high school (grades 7-12) and meet the criteria outlined by the Nova Scotia Department of Education and Early Childhood Development.
- 2.2 The student or the student's parent/legal guardian is responsible for all expenses related to the taking of correspondence courses
 - 2.2.1 The student or the student's parent/legal guardian may apply to the School Administration Supervisor for consideration of payment of registration fees and textbook costs in extraordinary circumstances.
- 2.3 The principal must give signed approval for correspondence courses if the

student is registered in school.

- 2.4 Principals will advise students/parents/guardians of the course load and independent nature of correspondence courses.

APPENDIX A

DISTRIBUTED LEARNING

DEFINITIONS

Distributed Learning: Distributed Learning refers to alternative ways for students to complete public school program courses. The Nova Scotia Department of Education and Early Childhood Development provides correspondence courses and Nova Scotia Virtual School as part of its distributed learning opportunities.

Correspondence Studies: Public school correspondence courses follow the Nova Scotia Public School Program curriculum and use textbooks and other resource materials from the Authorized Learning Resources. Correspondence Study is independent study.

Nova Scotia Virtual School: The Nova Scotia Virtual School provides online high school courses to students enrolled in public high schools in Nova Scotia.