


## Distance Learning

		<b>Adopted:</b> June 28, 2011 <b>Amended:</b> August 20, 2019
	<b>External References:</b> <ul style="list-style-type: none"> <li>• Education Act: Sections 85, 87, 176</li> <li>• Education Regulations: Section 8</li> </ul>	<b>Internal References:</b> <ul style="list-style-type: none"> <li>• Form 200-1 School Program Plan</li> <li>• AP 230 Distance Learning – Appendix A – Distance Learning Options for Sun West School Division Students</li> </ul>

## Background

The Division recognizes the need of schools to access distance learning initiatives for their students. Distance learning offers a wide variety of subjects in both core and elective areas to provide equitable opportunities to all students across the division. Distance education programming has been developed primarily to meet the needs of Sun West School Division students, however, students from outside the Division may access programming by arrangement with the Sun West Distance Learning Centre (DLC).

## Procedures

1. Distance Learning may be accessed by specific classes or individual students when approved by the Principal and DLC. Distance learning is available in asynchronous, and synchronous. There are three options available to schools:

### 1.1 Option One - Synchronous Webcast or Videoconference Course

These are courses that are available for individual students or groups of students throughout Sun West School Division. These courses are scheduled in conjunction with a six period day and are taught by Sun West DLC staff or by approved distance teachers from another Sun West School Division school using synchronous webcast format. Students from a variety of locations are able to communicate with their teacher and with each other through audio and the use of an interactive whiteboard or by videoconference. The majority of these courses have students in a sending school who also participate in the webcast. Programming options and scheduling for Option One courses are available on the Sun West School Division website at [www.sunwestdlc.ca](http://www.sunwestdlc.ca).

### 1.2 Option Two - Asynchronous Content Management System (CMS) Course

These are courses that are available for individual students or groups of students throughout Sun West School Division. Participating students communicate with their teacher through a Moodle CMS portal and complete assignments at a time that is convenient for them. Course beginning and completion dates are fixed unless other arrangements are made through the teacher. Programming options for Option Two courses are available on the Sun West School Division website at [www.sunwestdlc.ca](http://www.sunwestdlc.ca).

### 1.3 Option Three - Teacher and Student Resource Service

All course content developed for distance learning is available as resources for all Sun West School Division teachers and students. This includes assignments and webcast videos as well as historic course material from Technology Supported Learning and the Saskatchewan Correspondence School. Schools and teachers are encouraged to use these materials in any way they wish in order to better meet the needs of Sun West School Division students. Content is housed in two locations: [www.resourcebank.ca](http://www.resourcebank.ca) or directly on the LMS (Moodle).

Teacher requesting access to online courses on Moodle can submit a helpdesk ticket to the DLC Helpdesk at [dlchelp@sunwestsd.ca](mailto:dlchelp@sunwestsd.ca).


- 2 Considerations for Distance Learning  
Determining who is a candidate for distance instruction is a decision made collaboratively with the student, their parents, teaching staff, and administration. A variety of factors need to be taken into account, beginning with the needs of the student in question. The following questions might guide a discussion about enrolling a student in a distance education course:
    - 2.1.1 Has the student shown aptitude in the subject area in a traditional setting or in a distance setting in the past?
    - 2.1.2 Does the student possess independent learning skills necessary for the type of distance instruction being considered (i.e. an independent print-based course requires more independent learning skills than a synchronous webcast course)?
    - 2.1.3 Where and when will the student work on the distance course?
    - 2.1.4 Who will be an on-site significant adult mentor for the student?
  - 2.2 If the answers to these questions indicate that distance learning is not appropriate, other interventions may be more suited to the needs of the student. In general, the key question is, "What differentiation does this student need in order to be successful?" This is consistent with other areas where teachers plan strategies to ensure "Success for all" students.
  - 2.3 Occasionally, students experience a situation where a different kind of instruction is appropriate. This may include students who:
    - 2.3.1 learn at home and do not have a group of age-alike peers or a classroom teacher;
    - 2.3.2 attend a school where there is not a teacher who is able to provide instruction in a particular course;
    - 2.3.3 have a particular interest in a subject not offered at their school;
    - 2.3.4 who are missing a subject that their peer group have completed, or
    - 2.3.5 are unique in a variety of other ways.
- 3 Planning for Distance Learning
    - 3.1 The program planning process at individual schools is an integral part of the Distance Learning planning process. Principals shall include in the Form 200-1 School Program Plan the option of Distance Learning to meet the needs of students in the required areas of study and electives. Distance learning options may be implemented for classes with low enrollment. For information about courses, mode of delivery, registration and supervision, please refer to Administrative Procedures 230 - Appendix A - Distance Learning Options for Sun West School Division Students.
- 4 Registration for Distance Learning
    - 4.1 Registration for all distance learning courses is coordinated by the Distance Learning Centre through the online registration system. Registration for all courses requires collaboration to ensure that student needs are met and that course numbers are manageable.
    - 4.2 Webcast, Videoconference, and most Moodle CMS course registrations (Options One and Two) will be completed in the spring for semester one of the following school year and in the fall for semester two.

Fall Semester		Spring Semester	
Date	Event	Date	Event
May1	Synchronous Distance Education Schedule Draft Available	May 15	Synchronous Distance Education Schedule Draft Available
June 1	Initial Student Registration Survey Complete	June 1	Initial Student Registration Survey Complete
June10	Synchronous Distance Education Schedule Confirmed	January 5	Synchronous Distance Education Schedule Confirmed
June 10	MySchoolSask sections Complete (sending school)	January 10	MySchoolSask sections complete (sending school)
June15	Student Registration Complete	December 15	Student Registration Complete

## 5 Distance Teaching and Distance Teachers

- 5.1 Just as distance learning is not for every student, distance teaching is not for every teacher. Good candidates for distance teachers are highly organized, have above average technology skills, and have a history of excellent teaching in a traditional classroom.
- 5.2 Teaching a distance class can be an excellent professional growth activity for a teacher with these attributes who wishes to expand their teaching repertoire. Teachers who would like to be considered for teaching a distance course are to be identified during the program planning process in order that they can be approved by the Director or designate.
- 5.3 Distance teachers are required to spend some time away from their home school to facilitate their relationship with students from receiving schools. As a rule, distance teachers spend three days each semester teaching from every location where they have receiving students. Additional days may be approved in specific cases. When distance teachers are travelling, substitute teacher and mileage costs will be covered by the Division.

**Administrative Procedures 230 - Appendix A**  
**Distance Learning Options For Sun West School Division Students**

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Option	Availability	Sending Site	Mode of Instruction	Registration	Evaluating Teacher	Significant Adult Mentor
<b>One</b> <b>Synchronous Webcast or Videoconference Course</b>	Universal – course availability and schedule available at <a href="http://www.sunwestdlc.ca">www.sunwestdlc.ca</a>	Sun West DLC or other Sun West school	Webcast Video conference	Base school registers through online registration system found on the DLC website. PowerSchool entry will be completed by the DLC clerical staff.	Sending teacher	EA Support Person or Designate
<b>Two</b> <b>Asynchronous Content Management System (CMS) Course</b>	Universal – course availability and schedule available at <a href="http://www.sunwestdlc.ca">www.sunwestdlc.ca</a> Other courses may be available.	Sun West DLC or other Sun West school	Moodle CMS	Base school registers through online registration system found on the DLC website.	Sending teacher	EA Support Person or Designate
<b>Three</b> <b>Teacher and Student Resource Service</b>	Universal – course availability at <a href="http://www.sunwestdlc.ca">www.sunwestdlc.ca</a>  www.resourcebank.ca	Sun West DLC	Moodle CMS  Open Source	Teacher sends request for access to the course materials to dlchelp@sunwestsd.ca	N/A	N/A