

DISTANCE EDUCATION

Background

The Division supports the use of distance education programming to complement its course offerings or to meet student needs. In most cases, correspondence courses from Alberta Education are the distance education courses referred to in this administrative procedure.

To the extent reasonable, the Division attempts to provide its students with access to a wide variety of secondary school courses. However, timetable constraints, low course enrollments and other extenuating circumstances often limit the ability of the jurisdiction to offer a course. In these circumstances, distance education courses provide an acceptable programming alternative.

Procedures

1. The Division encourages students to complete as much of their program as possible through regular classroom instruction.
2. The school will pay 100 percent of the tuition fees associated with taking correspondence courses if:
 - 2.1 Severe timetable conflicts prevent a student from taking a required course by regular instruction during a particular school year.
 - 2.2 Limited student enrollments prevent the jurisdiction from offering a required course during a particular school year.
 - 2.3 A pupil is unable to attend a jurisdiction school on a regular basis because of chronic illness or infirmity.
 - 2.4 The Principal recommends student enrollment in a correspondence course due to extenuating circumstances.
3. The school may provide partial payment for tuition fees for correspondence courses upon successful completion of the course in the following situations:
 - 3.1 A student wishes to take an optional course that is not usually offered by the school.
 - 3.2 A student prefers to take a particular course by correspondence rather than in the regular classroom.
 - 3.3 A student in a home schooling program is enrolled in a correspondence course.

- 3.4 A student wishes to register in a correspondence course over the summer to either upgrade a final standing or complete a required credit.
4. In special circumstances, the school may provide partial payment for tuition fees for other distance education courses when the written prior approval of the Principal has been received and the student has successfully completed the course(s).
5. The Principal is responsible for approving the registration of students in all correspondence courses subject to the preceding procedures.
6. The cost of these fees will be allocated to the appropriate school-based account.