

Administrative Procedure 220 – Appendix

Appendix - ALTERNATIVE EDUCATION INSTRUCTION PROTOCOL FOR ONLINE / VIDEO CONFERENCE STUDENTS

Rationale

Administrative Procedure 220 –Alternative Education, defines priorities for instructional delivery options available within the jurisdiction. Principals are charged with the authority and responsibility to determine whether student circumstances or programming logistics justify implementation of types of instruction other than direct instruction in regular classrooms in local schools. The intent of this protocol is to outline the expectations of the student receiving and teacher delivering a video conference or online course.

1. The Role and Expectations of the Teacher in Online / Video Conference Education

As part of the instructional process, teachers perform a wide variety of tasks. The following list while not unique to online and video conference courses, does define a teacher's role utilizing this instructional method:

- 1.1 All online courses have assignments, tests and quizzes and teachers may choose to alter, substitute or supplement any of these components.
- 1.2 Provide course outlines to the student at the beginning of the course.
- 1.3 Develop schedules and due dates for students to follow.
- 1.4 Keep daily attendance (Home based students can use email for attendance) as per school policy.
- 1.5 Maintain regular contact with students and parents.
- 1.6 Maintain marks in the teacher's electronic grade book at their school. Student marks are available online through PowerSchool and available to be reported on school report cards.
- 1.7 Communicate grades and provide feedback to students on a regular and timely basis.
- 1.8 Maintain contact with the Principal of receiving schools.
- 1.9 Provide 20 minutes of each class for personalized student support through phone, Skype, hangouts, chat, etc.
- 1.10 Ensure daily student access to communications technology (through student or school owned devices).
- 1.11 Provide instruction appropriate for a video conference environment.
- 1.12 Arrange for access and distribution of learning materials.
- 1.13 Teach from each remote location at least twice per semester.

1.14 Supervision of the receiving students is the responsibility of the receiving school.

2. The Role and Expectations of the student in Online / Video Conference Education

- 2.1 Understand the best ways to connect with your teacher during and outside of class (video conference, email, text, phone, Skype, hangouts, chat or other method) as described in the course outline.
- 2.2 Ask your teacher when you have questions or concerns about your learning. This may be in class or outside of class (using methods described in the course outline).
- 2.3 Be within audio and video contact at ALL time during class.
- 2.4 Understand that inappropriate behavior or activity that interferes with teaching and learning in the classroom will not be tolerated and will result in removal from class and/or course.
- 2.5 Attend every video conference class to ensure successful completion of this course.
- 2.6 Arrive prepared - watch, read and/or print all required material (notes, videos etc) for each class.

Reference: School Act
Administrative Procedure 220 – Alternative Education