



EDUCATIONAL SERVICES 15 – Distance Education

Date: June 30, 2004

Responsible Administrator: Superintendent

1.0 RATIONALE

The Distance Education Program will attempt to increase the number of approved courses available to students in the Division's schools.

2.0 PROCESS

- 2.1 The Superintendent or designate shall be responsible for administering this Administrative Practice.
- 2.2 The principal of each school shall monitor the courses offered and the student enrolment in the Distance Education Program.

3.0 GUIDELINES

- 3.1 The principal of the school offering a Distance Education Program will annually assess the needs of students who are unable to obtain desired courses because:
 - 3.1.1 the school timetable does not allow the course(s) to be scheduled at a time available to the student;
 - 3.1.2 the school does not offer the course(s) required by the studentand will provide within the limits of resources, distance education courses to fill those needs.
- 3.2 Students who are unable to schedule regular classes may make application to the principal for enrolment in distance education classes before commencement of each semester.

References: *Board Policy: F/1/22*