

## **USE OF FLEXIBLE LEARNING PROGRAMMING**

### **Background**

Flexible Learning Programming through programs like The Hub and Hub@Home can be an effective and flexible component of a student's education plan. Flexible Learning programs may require a greater degree of student independence as well as parental supervision and support and as such require intentional thought and planning.

### **Definitions:**

**Flexible Learning:** Any form of learning where technology allows for flexibility of when, where and at what pace a student can access their learning.

1. **The Hub:** A Flexible learning environment for High School students that offers the flexibility of online learning classroom to high school students requiring a single online course to supplement their face-to-face programming.

**Hub@Home:** A fully online program available to students Grades 1-12.

**Home Education:** Parent designed and facilitated home learning (Ref: AP 231).

### **Procedures**

1. The Hub (Grades 10 – 12):
  - 1.1 Hub courses may be taken upon the approval and recommendation of the High School Principal in accordance with the process outlined by the Director of Student Learning 7-12.
  - 1.2 High school Hub and Hub@Home registrations will follow the attached process.
  - 1.3 Students may register in High school Hub programming at the discretion of their school principal and the principal of Hub@Home in consultation. Students who are programmed this way remain enrolled in and connected to and supported by their High School Principal, school community, and related support structures including their Inclusive Learning Plan and Learning Support.

## 2. Hub @ Home (Grades 1-12):

- 2.1 Students registered in Hub@Home are enrolled in the Hub@Home School and will be supported through that school including their Inclusive Learning Plan and related support structures.
- 2.2 Students may enroll in the HUB@Home school for the entire year commencing with the Divisional fall start date.
- 2.3 In special cases If Hub@Home is determined to be appropriate for a student during the school year, the home school principal or designate will:
  - 2.3.1 Meet with the student's family/caregivers to ensure the selected programming meets the student's needs and that the student has the required supports.
  - 2.3.2 If the student has exceptional academic, social emotional or behavioral needs or is an English Language Learner, a meeting involving the principal, school Learning Coach and the Director of Inclusive Learning and Student Well Being occurs to discuss supports and appropriate programming.
  - 2.3.3 If the student has an Individualized Learning Plan, Behavior Support Plan, or is an English Language Learner then both the Hub@Home teacher and school staff such as the Learning Coach are responsible for completing relevant documentation.
  - 2.3.4 Contact the Principal of Hub@Home who will support the registration of the student in the chosen program and ensure communication between all stakeholders.
  - 2.3.5 On an ongoing basis, the HUB@Home Student Support Team will meet to assess the efficacy of online programming for Hub and Hub@Home students.

3. For families requesting Home Education in Grade 1-12 as defined in AP 231, the Principal of Hub@Home will be the first point of contact.

Reference: Relevant Legislation  
AP 231 - Home Education

## Appendix A

### The Hub Registration and Withdrawal Processes Specific to High School Hub Programming:

1. Regular Registration: Students beginning their course in September or February (aligned with regular High School Semesters).
  - 1.1 The **counselor** or **administrator** registering the student completes a Hub registration form located at: <https://thehub.fsd38.ab.ca/course/view.php?id=73>
  - 1.2 The Hub@Home data facilitator ensures the student is registered in Edsembli both for their **Hub time block** for attendance and in **the relevant Hub course** using The Hub course codes (MSCI, MMA, etc.

#### **Note: The purpose of completing this registration form is:**

- Ensuring the teachers are aware that the student is joining the hub.
  - Ensuring that the necessary supports are in place for hub students
  - Ensuring that transitional considerations are understood.
2. The following **additional** steps must be taken for students joining the hub after October 1<sup>st</sup> or March 1<sup>st</sup> (Students not aligned with a typical high school schedule).
    - 2.1 The **counselor** or **administrator** registering the student completes a Hub registration form located at: <https://thehub.fsd38.ab.ca/course/view.php?id=73>
    - 2.2 The Principal of Hub@Home will contact the counselor or administrator registering the student to discuss need, fit and availability.
    - 2.2 Transition decisions are made by the Hub@Home principal in consultation with the High School and will be student centered and designed for student success. Specifically:
      - Students will understand that a significant component of The Hub takes place online.
      - Students will complete a Personal Learning Plan identifying their learning goals and timelines for completion.
      - Student support structures will be put in place prior to the transition. The Hub should not be the first or only intervention. Communication between the Hub staff, support staff, prior teachers etc. must be established prior to the student entering the Hub. Your school Learning Coach needs to be involved in these conversations.

- After Oct 1/March 1, there must be extenuating circumstances as to why the student needs to register for The Hub.
  - The student will remain in the classroom until hub transition is complete
  - The current teacher and the Hub teacher must both be involved in the transition process.
  - Evidence of current learning needs to be provided in a timely manner so that instruction and expectations can be adjusted accordingly.
  - The Hub teacher will make the student's administrator aware promptly if the student is unsuccessful in the Hub. Hub teachers will communicate with all stakeholders. Expectations for communication are the same as classroom teachers.
3. Withdrawals: Process and expectations for dropping a hub course are the same for students in a face to face classroom.
- 3.1 Counselor or administrator of the student withdrawing the student completes the Withdrawal form located at <https://thehub.fsd38.ab.ca/course/view.php?id=73>
- 3.2 The Hub@Home data facilitator withdraws the student from edsembli.
- 3.3 Communicate with the hub teacher to request evidence of learning, grades so far, etc. if the student is transitioning into a Face to Face Classroom.

## **Appendix B**

### **Inclusive Learning Plan (ILP) Process: High School HUB**

**Learning Coaches at each school will meet with the HUB teachers and the beginning of the year and will:**

1. Provide the local HUB teachers a list of coded students and students who require ILPs and/or accommodations.
2. Ensure HUB teachers are aware of the ILP strategy deadline each semester.

#### **HUB teachers will:**

1. Create the ILP and choose appropriate strategies in collaboration with the student's learning coach.
2. On the General Information tab of the student's ILP in Clevr, all HUB teachers should be listed that are assigned and work with the student.
3. The strategy chosen should reflect the student's needs and strengths as outlined in the Assessments section of the students ILP. The Learning Coach at the student's school can provide support in creating/choosing an appropriate strategy for the student.
4. The review for the strategy will be completed by each reporting period by the onsite HUB teacher.