Administrative Procedure 230

USE OF FLEXIBLE LEARNING PROGRAMMING

Background

Flexible Learning Programming through programs like Foothills Digital School 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 Foothills Digital School:** 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.

> **Foothills Digital School:** A fully online program available to students Grades 1-12.

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

Procedures

1. The Foothills Digital School (Grades 10 – 12):

    1.1 Foothills Digital School 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 Foothills Digital School registrations will follow the attached process.

    1.3 Students may register in Foothills Digital School programming at the discretion of their school principal and the principal of Foothills Digital School 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. Foothills Digital School (Grades 1-12):

   2.1 Students registered in Foothills Digital School are enrolled in the Foothills Digital School and will be supported through that school including their Inclusive Learning Plan and related support structures.

   2.2 Students may enroll in the Foothills Digital School for the entire year commencing with the Divisional fall start date.

   2.3 In special cases if Foothills Digital School 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 Foothills Digital School teacher and school staff such as the Learning Coach are responsible for completing relevant documentation.

      2.3.4 Contact the Principal of Foothills Digital School 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 Foothills Digital School Student Support Team will meet to assess the efficacy of online programming for Foothills Digital School students.

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

Reference: Relevant Legislation
                  AP 231 - Home Education

Appendix A

The Foothills Digital School Registration and Withdrawal Processes Specific to High School Foothills Digital School 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 Foothills Digital School registration form located at: https://thehub.fsd38.ab.ca/course/view.php?id=73

    1.2   The Foothills Digital School data facilitator ensures the student is registered in Edsembli both for their **Foothills Digital School time block** for attendance and in **the relevant Foothills Digital School course** using The Foothills Digital School 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 Foothills Digital School.

    - Ensuring that the necessary supports are in place for Foothills Digital School students

    - Ensuring that transitional considerations are understood.

2. The following **additional** steps must be taken for students joining the Foothills Digital School after October 1st or March 1st (Students not aligned with a typical high school schedule).

    2.1   The **counselor** or **administrator** registering the student completes a Foothills Digital School registration form located at: https://thehub.fsd38.ab.ca/course/view.php?id=73

    2.2   The Principal of Foothills Digital School will contact the counselor or administrator registering the student to discuss need, fit and availability.

    2.2   Transition decisions are made by the Foothills Digital School 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 Foothills Digital School 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 Foothills Digital School should not be the first or only intervention. Communication between the Foothills Digital School staff, support staff, prior teachers etc. must be established prior to the student entering the Foothills Digital School. 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 Foothills Digital School.

- The student will remain in the classroom until Foothills Digital School transition is complete

- The current teacher and the Foothills Digital School 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 Foothills Digital School teacher will make the student's administrator aware promptly if the student is unsuccessful in the Foothills Digital School. Foothills Digital School teachers will communicate with all stakeholders. Expectations for communication are the same as classroom teachers.

3. Withdrawals: Process and expectations for dropping a Foothills Digital School 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://theFoothills Digital School.fsd38.ab.ca/course/view.php?id=73

    3.2   The Foothills Digital School data facilitator withdraws the student from edsembli.

    3.3   Communicate with the Foothills Digital School 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 FOOTHILLS DIGITAL SCHOOL

Learning Coaches at each school will meet with the FOOTHILLS DIGITAL SCHOOL teachers and the beginning of the year and will:

1. Provide the local FOOTHILLS DIGITAL SCHOOL teachers a list of coded students and students who require ILPs and/or accommodations.

2. Ensure FOOTHILLS DIGITAL SCHOOL teachers are aware of the ILP strategy deadline each semester.

FOOTHILLS DIGITAL SCHOOL 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 FOOTHILLS DIGITAL SCHOOL 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 FOOTHILLS DIGITAL SCHOOL teacher.