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DISTRIBUTED LEARNING ACTIVE STUDENT POLICY

source: <http://www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/public-schools/distributed-learning-active>

To receive funding for students in distributed learning courses or programs, boards of education must ensure the following procedures are followed to demonstrate that the students are actively participating.

For full-time students in Grades K-9

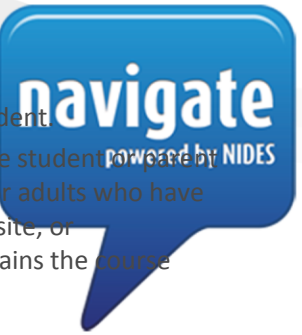
- Evidence onsite of a student learning plan on record, signed and dated by the teacher and parent (and by the student, if old enough to understand the plan), referring to these elements:
 - curriculum learning standards and outcomes in the Guide for the program or course(s) or both
 - required areas of study for the program or course(s) or both
 - the teacher's plan for providing learning activities
 - learning resources being used to complete the program or course(s) or both
 - assessment strategies and standards of performance expected of the student.
- Verification of the student's active participation in the educational program must be in evidence three weeks after the dates listed in the 1701 enrolment instructions. For example, active participation for a Grade 3 student must be in evidence by October 21 for September 30th data collection.
- Evidence includes dated examples of student work, assessment data, and teacher gradebook or other tracking system entries. These entries reflect student engagement in a significant portion of the program.

For cross-enrolled grades 8 and 9 and all student in grades 10 -12 (including all adult students who have not graduated)

- Evidence of the course plan (course outline, or syllabus) must be readily available on site. The course plan must include:
 - a reference to the curriculum learning standards and outcomes of the course or the outcomes of the Board Authorized course
 - a list of the topics covered
 - learning resources being used to complete the program or course(s) or both

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- assessment strategies and standards of performance expected of the student.
- Evidence of a current course selection or enrolment form, dated and signed by the student, parent or both. These forms must list each eligible course that is reported for funding. For adults who have not yet graduated, these courses must lead to graduation. The forms must be on site, or documentation must be readily available to verify that the school of record maintains the course selection or enrolment form.
- For each eligible course reported for funding, substantive student course activity is submitted to the teacher. This course activity directly links to the curriculum learning standards and outcomes required in each course.
- Evidence includes activity demonstrating that a minimum of five per cent of each course's learning activities have been covered.
- The following evidence must be readily available:
 - The gradebook or other tracking system must contain a dated record of the teacher's evaluation of the student's performance on the course activities. (Where gradebooks or tracking systems do not support dated entries, then alternative dated information is required, such as logs, copies of students' substantive course activity, or copies of teachers' dated observation, feedback and marking details.)
 - The course or program instructions and materials associated with assignments or course work for these activities or assignments must be accessible. (These materials must include a sample of substantive student course activity for the course reported for funding and a copy of the teacher's observations, feedback and marking details for the activity.)

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