

Administrative Procedure 194

CYBER STONE VIRTUAL SCHOOL

Background

South East Cornerstone Public School Division (SECPD) recognizes that traditional brick-and-mortar schools may not be able to fulfill all educational needs of today's students. Limited programming options available in small schools, timetabling conflicts that cannot be resolved internally, family or work commitments, the need for credit recovery, the desire to upgrade marks or gain high school credits in order to enter post-secondary programs, and other circumstances that prevent a student from attending a traditional school or completing a program of study under traditional time constraints all provide rationale for online course delivery through Cyber Stone Virtual School.

Definitions

Adult student - a student is deemed to be an adult student if they are 22 years of age or older at the time of course registration.

Base school - the physical school in which a student is registered is considered to be their base school; Students who are registered as home-based education students are base to SECPD and not to a specific school. Students who are not registered as base to a physical school within the province and are not designated as home-based education students will be registered as base to Cyber Stone Virtual School.

Local facilitator – a person or persons at a student's base school, or the parent of a home-based education student, who assumes responsibility for assisting the online teacher in monitoring and supporting the progress of the online student.

Small school – a SECPD school with 25 or fewer students enrolled in grades 10 – 12 combined.

Procedures

1. Program characteristics
 - 1.1. Courses will be delivered to students through asynchronous delivery.
 - 1.2. It is an expectation that students complete all courses by the end of the school year of course enrollment.
 - 1.3. Students may be eligible for credit recovery, defined here as the opportunity for students to complete only those portions of a class in which the student was unsuccessful during previous attempts in the course. Sufficient evidence of prior work or demonstration of student understanding of course content will be required. The determination of eligibility for credit recovery will be made by the online teacher and the Cyber Stone principal.
 - 1.4. Cyber Stone does not provide modified programming.
 - 1.5. Cyber Stone will follow the unaltered 5-day SECPD school year calendar. Reporting periods for Cyber Stone Virtual School may not align with a student's base school.

2. Registration and Withdrawal of Students

- 2.1. Small schools will be given a priority registration period prior to semester start-up to ensure course availability for their students. Students registered as base to a SECPD school, including Cyber Stone, receive second priority registration.
- 2.2. With the exception of small schools, schools which wish to register more than 5 students in any single online class must receive prior approval from the Coordinator of Instructional Technology.
- 2.3. Registration of a student attending a SECPD school must have the permission of the base school principal.
- 2.4. Registration inquiries should be directed to the Coordinator of Instructional Technology; the online teacher may not approve enrollment requests.
- 2.5. The principal or designate of the student's base school is responsible for ensuring that the student meets all course pre-requisites before registering a student.
- 2.6. Registration will close for all courses on March 1 of each school year unless prior approval is granted by the Coordinator of Instructional Technology. This deadline is to help ensure that students complete all coursework during the school year of enrollment.
- 2.7. If a student is unable to complete course requirements by the end of a school year, the online teacher will consult with the student, the student's base school principal and the Cyber Stone principal to consider the student's options. These options include complete withdrawal from the course without penalty, withdrawal from the course but allowing the student to re-enroll in the course during the following school year to complete missed requirements, or the awarding of a failing mark in the course. Students who continue a course the following school year must be re-enrolled by their base school principal.
- 2.8. The maximum number of students enrolled in any one course will generally be capped at 25. However, flexible enrollment dates, variable completion schedules, and enrollment numbers of students in other classes taught by the course teacher will be taken into consideration when closing enrollment to a particular course. The Coordinator of Instructional Technology, in consultation with the course teacher, will determine when enrollments will close and re-open for any particular course.
- 2.9. The principal of a student's base school or their designate, or the parent of home-based education students, must provide official confirmation when students are to be withdrawn from an online course. Notification is to be sent to the online course teacher, the Cyber Stone principal and the Coordinator of Instructional Technology. Failure to provide formal notification of withdrawal may result in the student obtaining a failing mark for the course.

3. Base School Responsibilities

- 3.1. Student success in online courses is greatly enhanced by effective local support. All schools enrolling students in an online course must arrange for a local facilitator for each online student who will remain active in their support of each student. There is no expectation that

the local facilitator provide tutoring or course instruction. The name and contact information for the local facilitator must be supplied upon course registration.

- 3.2. Duties of the local facilitator will include, but not necessarily be limited to:
 - 3.2.1. maintaining regular communication with the online teacher by responding promptly to questions, concerns and other queries from the online teacher
 - 3.2.2. monitoring student progress to help ensure the timely completion and submission of course work
 - 3.2.3. arranging for the invigilation of exams and other assessments
 - 3.2.4. informing the online teacher of factors that may affect a student's success in their online course
 - 3.2.5. assisting the student in resolving technical issues by arranging for supports from instructional technology consultants and/or information systems technicians, as required.
- 3.3. The base school is responsible for providing online students with any needed RTI support, supports for students with special needs, and academic and guidance counselling. It is the responsibility of the student's base school or parent of home schooled students to notify the online teacher of any special needs, considerations or circumstances that may affect a student's success in an online course.
- 3.4. Local schools are to provide any Cyber Stone student, both base and non-base to their own school, with necessary academic materials when feasible to do so.

4. Student Responsibilities

- 4.1. Students are responsible for having access, at home and/or at their base school, to all technical equipment required for their specific online course, including access to the internet, a printer, and a scanner for submitting assignments. Textbooks and certain other academic materials may often be borrowed from a local school or available for loan from the Coordinator of Instructional Technology. A refundable deposit may be required.
- 4.2. Regular student participation in their online class, including weekly communication with the online teacher is a requirement. If circumstances arise that interfere with regular and continual progress, the student or local facilitator is required to inform the online teacher. Unexplained periods of inactivity with no communication between the student and the online teacher will result in an escalating sequence of responses which may lead to the student's withdrawal from the online course.
- 4.3. Online teachers may set deadlines for the submissions of all term work in order to ensure that sufficient time is provided for proper assessments to be completed before the conclusion of the school term. Failure to meet these submission deadlines may result in a student not obtaining credit for a course.
- 4.4. Academic dishonesty may result in a student's withdrawal from their online course.

5. Online Teacher Responsibilities

- 5.1. There is no centralized delivery point for Cyber Stone. Online teachers will be provided with all required hardware and software required to deliver their particular course(s) of instruction. Teachers may work from their home or may ask to be provided with a suitable workspace at a nearby school. If a teacher elects to work from a home office, the teacher is responsible for providing their own Internet access.
- 5.2. Teachers must ensure that assessment data is up to date and regularly entered into Teacher Logic (TLXE) grade book and period grades, which parents and students may access through Home Logic. Home Logic will serve as the primary report card for online students. Online course marks will also appear in the student's base school report card. Printed report cards will not be available directly from Cyber Stone School.
- 5.3. Online teachers are under the direct supervision of the Cyber Stone principal and the Superintendent of Schools responsible for Cyber Stone.

6. Tuition and Other Fees

- 6.1. Students living within the South East Cornerstone Public School catchment region as registered as a base student to a SECPD school will not be assessed tuition fees.
- 6.2. Students who are registered as home-schoolers to South East Cornerstone Public School Division will not be assessed tuition for their first Cyber Stone course. Tuition costs will be applied to registered home-based education students for their second and subsequent online courses.
- 6.3. Adult students, defined here as age 22 and older at the time the student begins a class, and students not living with the SECPD catchment area and not base to Cyber Stone Virtual School will be assessed tuition of \$500 per course.
- 6.4. Tuition will be fully refunded if a student withdraws from a course within 4 weeks of beginning the course.
- 6.5. SECPD will cover tuition expenses for students taking online courses delivered by another school division or agency only if the course is not available locally or through Cyber Stone AND the course is required for graduation. Prior approval must be obtained from the Coordinator of Instructional Technology. Students wishing to take elective courses that are not offered locally or through Cyber Stone will be responsible for their own tuition charges.