

# Distributed Learning – Active

Date came into force or revised

Revised January 29, 2014

Status

Current

Policy statement

Boards of education will report to the Ministry when students become active participants in distributed learning. The Ministry will only fund boards of education for distributed learning when specific criteria related to active participation are met.

Rationale or purpose of policy:

Active participation in distributed learning is equivalent to attendance in a school and is a requirement under the School Act. Boards of education must have evidence of active participation to be funded by the Ministry for a distributed learning course or program

Authority

- [School Act, Section 1](#) (PDF)
- [School Act, Section 6](#) (PDF)
- [School Act, Section 17 and School Regulation](#) (PDF)
- [Graduation Program Order](#) (PDF)
- [British Columbia Adult Graduation Requirements Order](#) (PDF)
- [Required Areas of Study in an Educational Program Order](#) (PDF)

These can all be found in the [Manual of School Law](#)

Policy in full

For purposes of this policy, the following key terms are defined in the Ministry of Education policy glossary: [Attend](#), [Course Plan](#), [Distributed Learning](#), [Distributed Learning School](#), [Student Learning Plan](#), [Course Selection/Enrolment Form](#).

The Ministry will only fund boards of education for students taking distributed learning when specific criteria related to active participation are met. To receive funding, boards of education report to the Ministry when students become active participants in distributed learning. The “active date” for a student in a course or program is the earliest date, supportable with evidence, which satisfies the policy criteria.

Students who meet the criteria below will be considered active in distributed learning for funding purposes.

**Criteria For full-time Grades K-9**

School files for full-time Grade K - 9 students must contain dated evidence that a student is active on or before the dates listed in the 1701 Instructions. The minimum evidence is a teacher-developed learning plan and a documented commitment from a parent. Additionally, there must be evidence of the student's active participation three weeks following that date.

### **Criteria for cross-enrolled Grades 8 & 9 and all Grades 10-12**

On or before the date listed in the 1701 form instructions, school files for cross-enrolled grades 8 and 9 and all student in grades 10 -12 (including all adults students) must contain the following:

- A clear course plan must be on file for each course. This course plan must link to the course's learning outcomes, performance standards, required resources and assessment strategies. This course plan is the evidence supporting the requirement that assigned work is meeting the learning outcomes.
- A current course selection or enrolment form must list the distributed learning courses reported for funding that meet graduation requirements.
- Substantive student course activity must be submitted by the student to the teacher.
  - The activity must represent a minimum of five percent of the course's learning activities.
  - The activity must be clearly linked to the learning outcomes of each course.
  - The activity must have been evaluated by the teacher and entered in the teacher's records, dated on or before the date the student became active.

### **Procedures related to policy**

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.

1. Certified teachers lead distributed learning programs, verifiable by evidence such as course or student timetables, course selection forms, registration reports, or information gathered from records and through interviews with teachers and other staff.

### **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:
  - learning outcomes in the Integrated Resource Packages 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.

### **For cross-enrolled Grades 8 & 9 student, students in Grades 10-12 and adult students who have not yet 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 provincial learning 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
  - 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 or 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.

2. Student work is submitted to teachers and directly links to curriculum outcomes in the student's program.

#### **For full-time students in Grades K-9**

- 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 & 9 students, students in Grades 10-12, and all adult students**

- For each eligible course reported for funding, substantive student course activity is submitted to the teacher. This course activity directly links to the curriculum 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.)

## Related Policies

- [Graduation Requirements](#)
- [Distributed Learning - General](#)
- [Adult Graduation Program](#)
- [Distributed Learning - Funding](#)
- [Distributed Learning - BC Residency](#)

## Resources

- [Distributed Learning](#)

- [1701 Instructions](#)

## Useful Contacts

If you have any questions relating to the Distributed Learning - Active policy please contact the Ministry at:

[Email](#)