



DIGITAL LEARNING SCHOOL

GUIDELINES 2022-2023

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Mission and Vision Statements

Mission

The Good Spirit School Division offers the Digital Learning School (DLS) to provide 21st century learners with personalized educational opportunities based on innovative learning design. DLS extends learning opportunities for students to see “***Learning Without Limits.***”

Vision

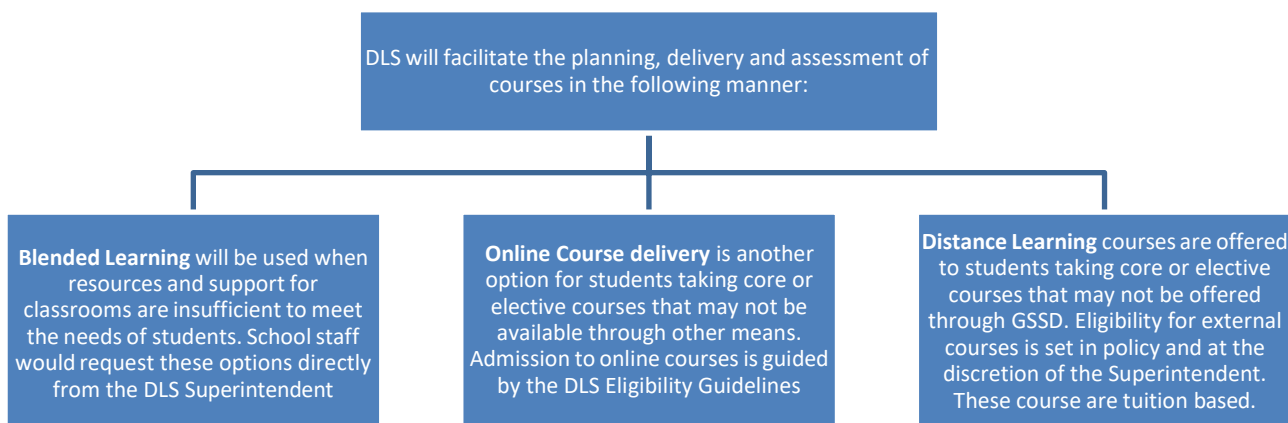
The vision for the DLS program is to work in partnership with GSSD schools to provide Online Course Delivery, Blended Learning and Distance Learning opportunities for students. The purposes of the course delivery options are:

1. To assist students in meeting high school requirements.
2. To improve and sustain three-year graduation rates.
3. To provide options for credit recovery and credit extension.
4. To increase the availability of elective course offerings.
5. To offer an alternative to traditional elementary school for students with unique learning needs.

DLS instructors strive to ensure academic excellence in their courses through relevant educational practice and by leveraging technology to provide a flexible, responsive and engaging learning environment.

The Digital Learning School Framework

Courses are offered through a variety of platforms. Learning in the elementary grades is a hybrid between Synchronous (same place, same time) and Asynchronous (modules on student determined time and place) while high school courses are solely Asynchronous. In both cases, DLS recognizes the unique learning needs of each student and family. We have students who are world travelers, moved away for school sports, night owls, have health concerns and many others.



The DLS offers the Grades 7 to 12 Saskatchewan curriculum. All courses are delivered by a designated teacher through an online learning environment. They are tuition free for students registered in GSSD.

Registering in DLS

When a student remains in attendance at their regular school for one or more courses, registration for courses offered through DLS should be done through the regular school in the student's attendance boundary. Please contact your school administrator for more information.

- There are minimum and maximum enrollment for each course. Course offerings may be cancelled.
- When courses are offered in the attendance boundary school, registration will not be permitted unless the student is a full time DLS student
- Graduation ceremonies for part-time students will be held at the attendance boundary school.

Full-time DLS students (no in-school courses) are registered at the Yorkton Regional High School. Families are encouraged to reach out to the YRHS and register directly.

- Graduation ceremonies for full-time students will have the choice to participate in the attendance boundary school or YRHS
- Extra-curricular opportunities are not available to DLS full-time students

DLS offers courses following elementary school terms, and high school semesters

Grades 7-9 Elementary School courses are offered continuously throughout the year. The selection committee meets upon receipt of application.	Grade 10, 11 and 12 courses are offered in: <ul style="list-style-type: none">• Semester 1 (September 1 to January 27) Deadline to register is September 29• Semester 2 (February 1 to June 28) Deadline to register is February 28
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Eligibility Guidelines

1. Students must be a Saskatchewan resident and live within the boundaries of Good Spirit School Division. To inquire about Out-of-Area requests contact the Superintendent of Human Resources.
2. Students must be younger than 21 years of age. Online learners may select courses at a grade level other than the student's current grade level provided all prerequisites are met.
3. Home-based GSSD students have equal access to DL course options.
4. Students who are upgrading may be enrolled in online courses if seats are available in the courses and with the recommendation of the school Administrator and Superintendent.
5. When the same course is offered through the attendance boundary school and DLS at the same time, students must enroll in the prior. Requests with unique circumstances can be made directly to the Superintendent.
6. Registrations are considered on a first come, first served basis for eligible students in GSSD.

7. Students needing courses for graduation that are not offered in DLS should contact the Digital Learning School Facilitator for more information and the potential of taking online courses through other Saskatchewan school divisions.
8. Students must have their own devices and internet connectivity. Please contact School Principals or Superintendents of School Operations for extenuating circumstances.

Digital Learning Course Details

1. Enrolment within high school courses that run for a high school semester or elementary term is limited to 25 seats.
2. Courses may be cancelled depending on enrolment and the needs of the school division. However, courses that are necessary to ensure a student's graduation will be offered.
3. The registration deadlines highlighted previously are strictly adhered. Special circumstances may be permitted and are at the discretion of the Superintendent.
4. [Course Offerings](#) are located on the Digital Learning School website
5. Enrolment of students will be the responsibility of the base school principal or the career guidance counsellors.
6. Teachers should not be directly contacted for registration or withdrawals but may be contacted for course information.
7. DL does not offer modified programming.

Course Completion

1. Semester courses are to be completed by the end of each semester.
2. Elementary term courses are to be completed by the end of the school year.
3. Teachers will identify and communicate to students and facilitators a final submission date for assignments to allow online teachers to complete assessments.
4. If a student has not completed the requirements of an online course, the Credit Recovery/Credit Extension AP 359 will be followed. If a student has a final grade less than 30%, they will be withdrawn from the course.

*Credit Extension requests may be considered if a student does not complete the online course within the arranged time but has a passing grade. The student must follow the GSSD Credit Recovery/Extension AP 359 with Form 359-1 completed and shared with the student, teacher of the course, as well as the Digital Learning Facilitator.

Course Withdrawal

The student must make a request to their principal or guidance/career counselor who will contact the DLS Facilitator. Students who are fully attending DLS should contact the

DLS Facilitator who will ensure graduation requirements can still be met when the course is dropped.

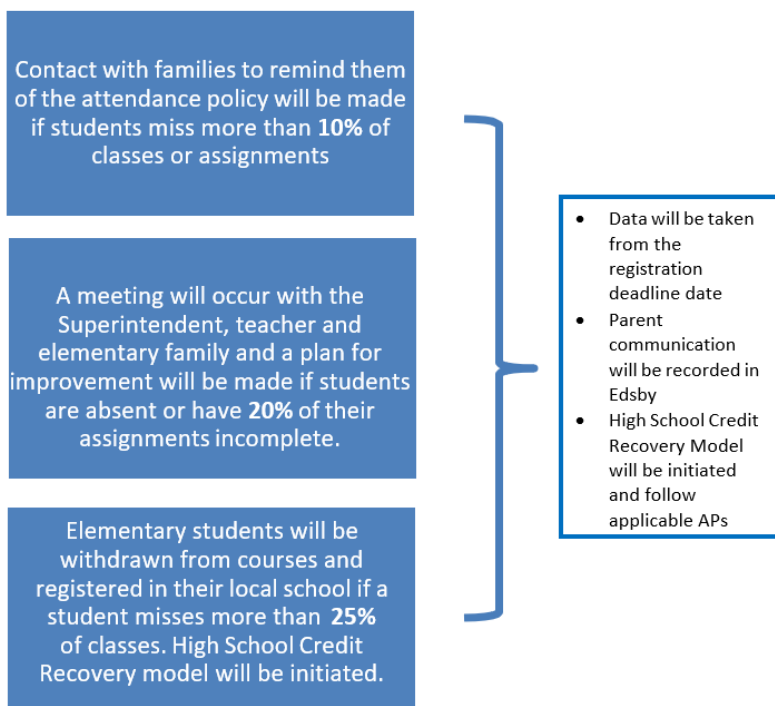
Student Engagement Policy

The engagement of the student in their courses will be what promotes learning and makes their experience meaningful. Regular attendance is vital to a student's social, emotional, and academic growth. Regular routine is even more important in an online learning environment.

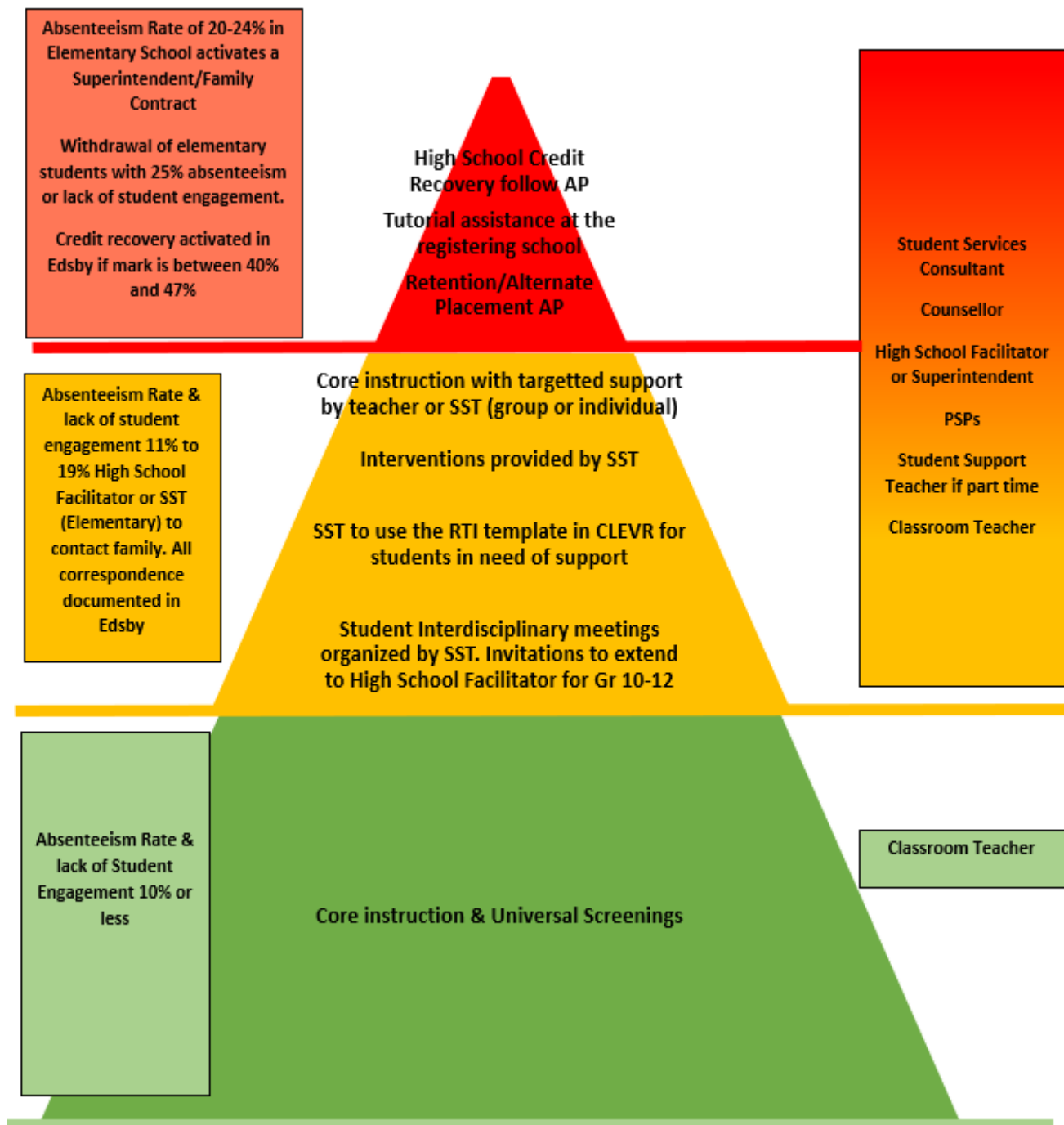
Engagement in high school courses will be measured through assignment completion while attendance in the elementary grades will be taken daily in the AM and PM at daily live sessions. Parents are encouraged to report absences through Edsby when they know their child will be away.

Being on time, prepared, asking questions, completing assignments, and communicating with classmates and the teacher are all necessary for success in the courses.

The DLS will monitor the student's engagement monthly and will follow GSSD Attendance Policy and Procedures.



Intervention Model



The *Learning Supports and Student Interventions* process as outlined above will be used for the flow of communication.

Assessment Policies

The DLS assessment adheres to the principles of assessment as found within the [GSSD Assessment, Grading and Reporting Handbook for Secondary Schools](#). The DLS assessment policy promotes academic excellence, integrity, and accountability as lifelong learners.

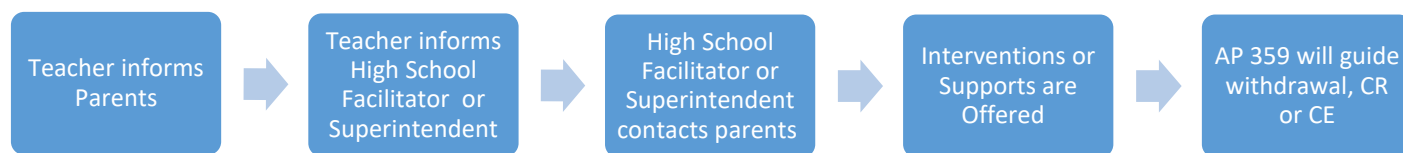
- Assessment will reflect the intended outcomes of the curriculum.
- Curriculum will be taught in the elementary grades using a cross curricular approach. Assessment will exist for all learning outcomes of the curriculum to accurately reflect student learning in the subject.
- Formative assessment is integral to learning and helps students improve their learning.
- Students will be provided with multiple opportunities and methods to demonstrate their learning.
- Providing students with rubrics and marking guides for each assessment piece helps to ensure students know the “target”.
- Summative assessments will represent a culmination of formative assessment.

Communication of Student Progress

- Edsby is updated as assessments are received, and marking is complete.
- Edsby is open for students and parents to check on progress. The progress bar in Moodle for high school courses will also be utilized to provide students with a general picture of their progress.
- School facilitators will be made aware of concerns with student progress every 2 weeks.
- Students taking online classes will access their GSSD Digital Learning School Report Card electronically via Edsby. Print report cards will not be distributed.

Learning Supports and Student Interventions for 10-12 Students

If students are not meeting the course expectations, OR the student has a period of extended inactivity (at the beginning of the course or at any time throughout the course), the following actions may need to be initiated to assist the student to successfully complete the online course. Contact with the student, base school Facilitators or base school Administrators may take place in the early stages of intervention prior to engaging the flow chart processes.



Students in need of academic, social, physical, or emotional support have access to a wide range of Professional service Providers including school counselors, speech and language pathologist, educational psychologists, and occupational therapists.

Accessing Resources

Print Resources

- At times there will be a need for students to work with paper copies. Parents may choose to have the documents emailed to them to print at home or collect pre-printed packages of materials from their home-based school office.

Library Resources

- Students have full access to library resources.
- The recommended method for selecting resources is to use the online library program, Destiny, to search for materials and place holds on desired items. Once a hold is placed on an item, the message goes to the school librarian who will collect the resources and sign them out to the student.
- Materials will be coordinated by the Centralized librarian and gathered by the home-based school librarian.
- Instructions on how to search the online library catalogue and place holds on materials are outlined in this [video](#) and this Google doc, [Destiny Library for Students](#).
- Our school libraries have collections of eBooks and eAudiobooks which students can check-out to their library accounts and read from any device, online as well as offline. Instructions on how to download the app for reading eBooks and eAudiobooks from your school library are included in this [video](#).

Online Resources

Students have home access to the Ministry of Education's subscription databases and online encyclopedias. View the document [Research Tools for Students](#) for a listing of the resources and login information.

Devices

Students enrolled in DLS courses must have a device that can be used to access the internet. The type of device is at the discretion of the family however consultation with the teacher is encouraged.

Extra-Curricular Activities

Extracurricular activities have many benefits for children including greater academic success, character development and social and emotional well-being. Such activities are at the discretion of the teacher and offered outside of the regular hours of the school day. Currently, DLS is unable to offer band as an optional course.

Academic Dishonesty and Plagiarism Policy

If the student has cheated or plagiarized:

First offense – The teacher will have a discussion with the student regarding the importance of a student completing authentic work and the student will be required to re-do the assignment.

Second offense – The matter will be referred to the Digital Learning Facilitator who will contact the Base- School Principal to establish the next course of action.

Third offense – Superintendent will be involved. The student may be removed from the course.

Frequently Asked Questions

What are the costs involved?

Saskatchewan resident students under the age of 21 have no costs involved provided they are registered in a school located within GSSD. Families from outside the boundaries of GSSD are encouraged to contact Jason Trost, Superintendent of Human Resources, for more information on registering and potential costs involved.

Is the curriculum the same as traditional schools?

Yes. The core courses and electives follow the Province of Saskatchewan's curriculum.

What is the time commitment?

Courses in high school are offered asynchronously and are intended to meet the unique needs of students. Students can work through assignments and communicate with their teacher at times convenient to them provided the course requirements are met with the semester it is being offered. Teachers will encourage students to meet suggested due dates to successfully complete the course within the time frame requested at registration.

Elementary students are required to have attendance taken by the teacher daily. One in the AM and one in the PM. Classes may be structured as a whole group, small groups or one on one dependent on the needs of the student and the discretion of the teacher. Depending on the efficiency of the student it is predicted about 3 hours a day should be dedicated to digital learning. Students and their parents are encouraged to read for enjoyment an additional 20 minutes a day.

How does grading work?

Assessment practices are basically the same as a traditional classroom except they are offered in digital format. Students will receive written and oral feedback on assignments. Parents will be able to monitor their child's progress through EDBSY and Student Led Conferences will be scheduled according to GSSD timeframes.

What do we need for technology?

Access to internet is a necessity. Students will also need a device to get on the internet. (Chromebook, Laptop, IPAD, Desktop).

If I register in DLS can I opt to go back to a traditional school?

Yes. The goal of DLS is to meet the needs of students on an individual level. Your local school is full of opportunities that we want all children to experience. However, student learning is improved with consistency and routines. Once a student withdraws from DLS they will not be allowed to reregister until the next academic year.

What type of support is offered to DLS students?

GSSD has a full staff of Educational Psychologists, Occupational Therapists, School Counsellors and Speech & Language Pathologists. Contact your child's teacher if you feel your family needs one of our professional services.

How important is attendance at DLS classes?

There is a powerful link between attendance and student success. Attendance is more than simply showing up for class in a digital environment. Participation, completing assignments and engaging in learning is vital for success. Student attendance will be monitored following with GSSD policies. Concerns will be brought forward to the parents if students miss more than 10% of classes. A child who misses more than 25% of school maybe unenrolled from the DLS and re-registered in their local school.

Parent Expectations

Parents play a critical role in their child's success in education. This is even more important in a digital learning environment. Parents must:

- Ensure the technology is functioning properly
- Attend a Technology Welcome session upon registering for DLS courses
- Have a dedicated learning area that is free from distractions. (i.e.: working from their bed or with a dog barking in the background is not acceptable)
- Communicate via email with their child's teacher weekly
- Ensure their child is meeting the 80% attendance requirement.
- Notify their child's teacher when they will be absent
- Create a schedule and routine for their child
- Adhere to the teacher's office hours when in communication

Student Expectations

Students must....

- Ensure the workspace is free from distractions
- Use the technology as intended.
- Use kind words and faces
- Participate the best you can and encourage others to participate as well.
- Give all your attention to the speaker in a zoom.
- Listen attentively. Learn to use the chat and participant buttons appropriately
- Respect other cultures, opinions, and viewpoints.
- Be on time and ready to learn.
- Have all your materials on hand.

Teacher Expectations

Teachers must...

- Ensure the workspace is free from distractions
- Ensure student confidentiality is protected
- Use the technology as intended.
- Use kind words and faces
- Provide students and families an opportunity to share ideas
- Provide instruction, feedback, and assessment in a timely manner
- Recognize the unique needs of students

