



CORRESPONDENCE STUDIES AND TUTORIAL SUPPORT

GOVERNANCE POLICY

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1.0 PRINCIPLES

- 1.1. The South Shore Regional Centre for Education (SSRCE) believes the Public School Program (PSP) is best provided by teachers interacting directly with students in the school setting. The SSRCE realizes there are situations and/or extenuating circumstances where the provision of the Public School Program, or specific courses therein, may not be available to students and that correspondence studies is an avenue to provide students with the course(s) required.
- 1.2. The SSRCE believes in and supports the concept of providing correspondence courses, as approved by the Department of Education and Early Childhood Development (EECD), to students to continue their education.
- 1.3. The SSRCE believes and recognizes that students who are unable to attend school for an extended period of time due to serious illness or medical treatment, for a period of convalescence, or for other extra-ordinary circumstances, may benefit from tutorial support. This support will be considered on an individual case basis for students meeting the criteria for service.

2.0 POLICY FRAMEWORK

- 2.1 This policy complies with the Education Act and other related provincial acts and policies.
 - 2.1.1 SSRCE Policy 201: Student Services
 - 2.1.2 SSRCE Policy 216: Promotion, Placement, Acceleration, Retention
 - 2.1.3 Credit Recovery Guidelines, 2012

3.0 AUTHORIZATION

The Regional Executive Director is authorized to issue procedures in support of this policy.

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1.0 PROCEDURES FOR TUTORIAL SUPPORT

- 1.1. The Program Planning Team, through the principal, may make application for tutorial support to the Director of Programs and Student Services if a student is unable to attend school for the following reason(s):
 - 1.1.1. If an absence due to serious illness, medical treatment, or a period of convalescence places the student in academic jeopardy.
 - 1.1.1.1. The Home Tutor Application, found in SSRCE Policy 201: Student Services, must be completed by a medical doctor and submitted, along with the request, to the Director of Programs and Student Services.
 - 1.1.2. If extraordinary circumstances surround a request for tutorial support (e.g.: long-term suspension, continuity of a program intervention).
- 1.2. Tutorial support will be limited to five hours per week to a maximum of six weeks from implementation, at which time the need for a continuation will be reviewed by the Program Planning Team or principal. If a continuation is required, reapplication to the Director of Programs and Students Services must be made.
 - 1.2.1. All tutorial support will be terminated at the end of the school year.
 - 1.2.2. Tutorial support is not provided when school is not in session.
- 1.3. It is the responsibility of the principal, or designate, to arrange for tutorial support, if approved by the Director of Programs and Student Services.

2.0 PROCEDURES FOR CORRESPONDENCE STUDIES

- 2.1 Students in grades 7-12 may enroll in Correspondence Studies to:
 - 2.1.1 complete graduation requirements.
 - 2.1.2 take courses not offered at the student's current school.
 - 2.1.3 take courses beyond those for which the student is already registered in the current year.
 - 2.1.4 take courses to meet job requirements.
 - 2.1.5 obtain an education when unable to attend school due to illness (medical documentation must be provided).
 - 2.1.6 continue Nova Scotia's curriculum when out of the province or country where
 - 2.1.6.1 the SSRCE received funding, and

- 2.1.6.2 the student expects to return to a school within the SSRCE upon their return to Nova Scotia.
- 2.1.7 meet unique university requirements.
- 2.1.8 take courses that are unavailable due to timetable conflicts.
- 2.1.9 continue their education when they have been removed from school.
- 2.2 Students wishing to enroll in Correspondence Studies must make application through the principal. It is the role of the school principal to ensure there is a valid reason for a student taking a correspondence course before giving approval. Except as noted below, the student or the student's family is responsible for all expenses related to correspondence courses. If the student or family is paying for the correspondence course(s), the completed application form (available at http://csp.ednet.ns.ca/documents/enrollment_form.pdf) will be returned to the family for submission to the EECD for processing.
- 2.2.1 The principal shall assess the application. If it is determined that a student enrolls in a correspondence course for reasons as defined in 2.1.1., 2.1.2., 2.1.5., 2.1.6., 2.1.7., 2.1.8., or 2.1.9. above, the principal may submit the signed, fully completed application to the Director of Programs and Student Services for consideration of payment of registration fees and textbook costs.
- 2.2.2 The principal, or designate, will advise students of realistic course loads as determined by the student's educational history and current circumstances.
- 2.2.3 The principal must give signed approval for a correspondence course if the student is registered in school.
- 2.2.4 Approval for funding of registration fees will be provided for one correspondence course at one time. The Director of Programs and Student Services may approve funding for additional courses upon receipt of evidence that the current courses have been successfully completed, or are nearing completion with successful lesson results.
- 2.2.4.1 If the SSRCE is funding a correspondence course, the school shall provide the textbook(s)/learning materials.
- 2.2.4.1.1 If the textbook(s)/learning materials is/are not available from the school, the SSRCE will make every effort to provide the textbook(s)/learning materials to the student.
- 2.2.4.1.2 The family must sign a receipt for any textbook(s)/learning materials received from the school or the SSRCE. If, after completion of the course or upon withdrawal from the course, the textbook(s)/learning materials are not returned to the school or the SSRCE, the family will be required to reimburse the cost of the textbook(s)/learning materials.
- 2.2.5 If the student, family, or a source other than the SSRCE is funding the course, the SSRCE is not responsible for any expenses related to the course.
- 2.2.6 A letter from the principal or Programming Planning Team confirming that the student was unable to successfully complete a semester or term due to illness or a suspension will support a request for payment.
- 2.2.7 The Director of Programs and Student Services shall maintain a registry of all students for whom correspondence studies have been approved.

3.0 RESPONSIBILITIES

It shall be the responsibility of the Regional Executive Director to ensure these administrative procedures are followed.