Halton District School Board *Administrative Procedure*

Topic: eLearning

Effective: January 2015

Cross Reference: Critical Path for Secondary Staffing;
OSSTF Collective Agreement;
Growing Success;
eLearning Teacher Expectations

Review Date: January 2023

Revision Date: June 2025

Responsibility: Superintendent of Education

Introduction to eLearning at HDSB

eLearning allows secondary students to learn in an online asynchronous environment. The Ministry of Education has set a graduation requirement of **two** eLearning credits (commencing with students entering grade 9 in the school year 2020-21) which provide the opportunity for students to access courses not available in their home school; provide flexibility in timetables and the development of transferable skills. The Halton District School Board is dedicated to offering a variety of courses and supports to students to help them be successful by providing eLearning course options for grades 9-12 in all credit granting pathways using the Brightspace Learning Management System (LMS).

Overview of eLearning in HDSB

eLearning courses are
- available during the regular school year through the eLearning campus (eLC) for HDSB secondary students only and through the Gary Allan Learning Centre (GA) for summer school students.
  - eLearning courses during the school year must be completed by the end of a semester unless self paced, where there is flexibility in the length of time to complete, and can be registered through the Student Services Department at the student's home school.
  - eLearning courses during summer school are only offered in July. Information regarding registration is available through the Student Services Department of their home school or through Gary Allan Learning Centre.
- fully online and asynchronous, including all evaluations, and can be counted towards the two eLearning graduation requirement credits.

- taught by HDSB teachers and delivered in the Brightspace Learning Management System.
- different from remote learning, which refers to classes taught synchronously.

eLearning Students have access to supports offered within their home school during the school year.

Students who are working towards other certificates (for example, the certificate of accomplishment or an Ontario Secondary School certificate) are not required to complete the online learning graduation requirement.

Student Eligibility and Enrolments

HDSB eLearning Courses Eligibility
Students are eligible to take a HDSB eLearning course in a semester where:
- the student is taking less than four other credits in the given semester at their home school.
- the student is a graduating student in the current year taking four credits in a given semester at their home school and requires an additional credit for graduation.
- the student requesting full time eLearning has approval from the home school administration, eLearning administrator and the Associate Director/eLC Superintendent.
- students who have completed grade 8 and are entering grade 9 in the following September are eligible to take eLearning summer school courses if offered by Gary Allan Learning Centre.

Enrolment and demit requests including 10 and 15 day absences
- All enrolments and demit requests are made by the home school through eREG found on myHDSB. Once these requests are received, the eLC Registrar will change the enrolment status of the student.
- Enrolment to courses is based on availability of space in the course.
- Students with 10 and 15 absences will be reported by eLC to home schools. The removal of a student for a prolonged absence is the decision of the home school in conjunction with the enrolment register instructions.

Waitlist
In the case of waitlists, the eLC Administration team **may** give priority, based on a written request from the home school admin, to:
- graduating students;
- students with extenuating circumstances or needs;

- students enrolled in smaller sized schools that have limited offerings.

Student Referral Process

As outlined in PPM 167, home schools will designate an eLearning Key Contact who will work with the eLearning Campus team to help support their students. It is recommended that the Student Success Lead be the Key Contact, although the home school principal will make the final decision. The student referral process is outlined in the eLC referral process and is done using the Student Success application found in myHDSB.

Opt-out Process from Completing the Ministry of Education Compulsory Two eLearning Courses

Students may opt of of completing one or both of the two mandatory eLearning courses:

- at the request of their parent(s)/guardian(s).
- at the student's request, if they are 18 years of age or older or if they are 16 or 17 years of age and have withdrawn from parental control.

Students can be opted out of the graduation requirement for any reason during the student's secondary school program by submitting the Opt Out form to the school that holds the student's Ontario Student Record.

Staffing the eLearning Campus (eLC)

eLearning Course Offering Determination

- The HDSB will continue to offer a variety of online courses designed to reflect the needs of learners with differing interests, learning styles and pursuing different pathways.
- Course offerings are determined with input from a variety of stakeholders such as: School Guidance Counselors, School Student Success Leads, School Special Education teachers, Secondary administrators, etc.

eLearning Campus (eLC) Sectioning and Staffing

- eLearning courses/classes are contract regional sections that are taken out of the secondary classroom entitlement at the beginning of the sectioning process. Student demand based on option sheets determine the number of each course section required and staffing required on a yearly basis. This is done by the eLearning administrator.
- Teacher assignments are determined by the eLearning Campus (eLC) Administrator.
- eLearning teachers are Secondary School HDSB Teachers. Subject area qualifications are guided by Reg 298 and specific course teaching experience would be considered an asset. Experience and use of the

provincial Learning Management System (LMS) and the ability to demonstrate an understanding of online delivery models and pedagogy are considered an asset.

Annual Allocation of Courses to Staff

In keeping with the Critical Path timelines, eLearning sections and assignments for the upcoming school year will be determined by the eLearning Campus (eLC) Administrator according to the following process:

- Staff with existing sections are given the right of first refusal to retain or give up their section(s) prior to sectioning and staffing as per the critical path.
- Staff retain the section from year to year based on availability of the section, seniority and mutual agreement between the eLearning teacher and the eLearning Campus (eLC) Administrator. If staff do not retain an eLearning section they are subject to the regular annual staffing process at their home school.
- When eLearning sections decrease, staff will be subject to the regular annual staffing process at their home school.
- In the event of a decrease of an eLearning section, subject to mutual agreement between an eLearning teacher and the eLearning Campus (eLC) Administrator, the teacher(s) may be placed into a vacant section within their same eLearning subject area and division. Seniority will be considered.
- When eLearning sections increase and there is no mutual agreement as above, ads are posted and interviews are completed as outlined in the Critical Path for Secondary Staffing.

Eligibility to Apply for eLearning sections

- Department Heads, with the exception of Special Education are eligible to apply.
- Persons holding regional teaching positions are not eligible to apply. (e.g IPLs, System Leads, ECPP)
- Persons holding a teaching position at Syl Apps Learning Centre are not eligible to apply.
- Persons holding a CCA position are not eligible to apply.

Hiring

- All interviewing and hiring for eLearning sections shall be conducted by the eLearning Administrator and/or designate.
- There will be no placements into eLearning Campus.

Entitlement

- An HDSB teacher who has been assigned an eLearning section for a given school year is entitled to retain that section, for the current school year, regardless if the teacher changes their home school.

Supervision of eLearning Teachers
- The Principal of the eLearning Teacher's home school is responsible for supervising the eLearning Teacher in conjunction with the eLearning administrator.
- All eLearning sections will be delivered on-site from their home school. If the teacher does not have a home school, a home school will be assigned by the eLearning administrator in consultation with Human Resources.

Reduction of Timetable
A teacher requesting a reduced assignment does so through Human Resources as per the Critical Path for Secondary Staffing. Once approved, the home school principal will work with the eLearning administrator and Human Resources to determine the reduced timetable and impacted section(s).

Multiple Locations
When a teacher assigned to multiple locations has an eLearning section(s), the decision as to which school receives the eLearning allocation will be determined in consultation with the eLearning administrator, the home school principals and Human Resources.

Absences
Teachers who report a full day absence, including illness, must include any eLearning sections and may not be considered to be working from home for a portion of the day. For any extended absences (3 or more consecutive days), the eLearning teacher must contact the eLC Administrator. Coverage will be provided in the case of extended absences in consultation with eLC Administration staff.

Leaves
An eLearning teacher that is on a leave during a semester when they have an eLearning assignment will have their teaching assignments (including eLearning) covered by the normal leave Long Term Occasional process.

On Calls/Supervision Duties (APA: Additional Professional Assignments)
- eLearning teachers will complete their entire allotment of on-calls and supervision duties at their home school. If the teacher is shared between schools, the Principals will discuss and determine at which school the

APAs will be completed by considering factors such as transportation between sites.
- Home schools assign the teacher an eLearning block and corresponding prep block based on the needs of the home school.

Size of eLearning Assignment
- Where possible, no more than 3 sections of eLearning will be assigned to any one teacher in a given school year and where possible, 2 per semester.
- If an eLearning teacher wants to change the course that they are assigned, they must apply for the new course when it is advertised. If they are the successful candidate, they may have to relinquish the former section if it is in the same semester.

Teacher Performance Appraisal of eLearning Teachers (TPA)
TPA's for eLearning teachers is the responsibility of the Principal of the teacher's home school. To ensure that the TPA is reflective of the teacher's full assignment, the eLearning Administrator will provide input to this process which will be requested by the home school Administrator.