

Directive: Online Courses

Category: School Programming and Student Services

PREAMBLE

In order to offer an equitable quality education, the CSFY recognizes the importance of making use of online courses in certain situations.

DIRECTIVE STATEMENT

The CSFY has adopted a directive overseeing online courses in order to formalize access to these courses.

The CSFY has signed a *Memorandum of Understanding* with the Yukon Department of Education, British Columbia and Alberta which recognizes the CSFY's exclusive right to manage French first language online courses in the Yukon.

TERMS AND CONDITIONS

1. Eligibility

- 1.1 All online course requests must be approved by the CSFY Executive Director.
- 1.2. Students are eligible for online courses:
 - 1.2.1. If they are enrolled in a CSFY school and the course in question is not currently offered at their regional French-language school;
 - 1.2.2. If they are enrolled in the CSFY's home schooling program (École Nomade).
- 1.3 Exceptions

A student who does not meet the above criteria may apply to enrol in an online course. The student in question must meet the conditions of the CSFY Admissions Policy and accompanying administrative directive. Applications will be evaluated on a case-by-case basis according to the following criteria:

 - 1.3.1 For health reasons, the student cannot physically attend the school offering the program;
 - 1.3.2 The student is not currently attending a French-language school but wishes to transfer into one the following year;

1.3.3. Other special circumstances that demonstrate the need to enrol in an online course.

2. Process to follow to determine if an exception will be made

- 2.1 A written request must be sent to the CSFY Executive Director outlining the reasons for enrolling in an online course. This request must follow the procedure established in the Online Course Guide.
- 2.2 The Executive Director may meet with the parent or student in order to discuss the request.
- 2.3 The Executive Director will respond with a formal letter explaining the reasons for decision within 21 days from the request being made.

3. Appeal

A parent who is not satisfied with the decision of the CSFY Executive Director can, within 30 days of being informed of the decision, appeal to the Board of Trustees, in accordance with the appeal process in place.

Appeal process to be followed:

- 3.1 A parent wishing to appeal a decision shall communicate this intention in writing to the CSFY Executive Director. This request shall be made within four (4) weeks of receipt of the letter indicating that the online course enrolment request has been denied;
- 3.2 The Executive Director shall notify the trustees of the appeal and place it on the agenda of the next CSFY public meeting;
- 3.3 The parent shall submit any new supporting documents at least 24 hours before the meeting when the appeal is heard;
- 3.4 The appeal shall be heard in camera;
- 3.5 The parent and/or the student will be able to address the trustees in order to put forward their case;
- 3.6 Afterwards, the appeal shall be deliberated by the trustees, and a final decision will be made at the same meeting;
- 3.7 If the request is again refused, the CSFY offers no further right to appeal.