

ONLINE EDUCATION AND ADULT EDUCATION

Background

The District recognizes that Online Learning offers students and families meaningful choice and flexibility in how they pursue their educational goals and is committed to providing high-quality Online Learning and Adult Education opportunities that reflect the Ministry of Education and Child Care's focus on equitable access, student-centered learning, and strong supports for all learners.

Definitions

Adult Education

Adult Education provides opportunities for Adult learners (18 years of age and older) – to complete graduation requirements, upgrade academic courses, or pursue additional learning in a flexible capacity. Courses and programs that support learners in completing the Dogwood Diploma (Graduation Program) or the Adult Graduation Diploma are offered tuition free through the District's Online Learning School. Academic upgrading courses are also offered tuition-free to graduated Adult learners.

Online Learning:

Online Learning is a [classroom alternative](#) in which instruction and content are delivered primarily through digital platforms. This approach allows students to access curriculum materials and interact with their teachers virtually on a flexible timeline that suits their individual learning needs.

Teachers in Online Learning schools use a range of communication tools to support student learning, including online conferencing, voice and video calls, email and scheduled in-person appointments where available. Every student enrolled in Online Learning is assigned a teacher who is responsible for:

- Developing and guiding a course of study that aligns with provincial curriculum
- Providing access to digital resources needed for successful learning
- Monitoring student engagement and progress
- Offering timely feedback and support; and
- Assessing and reporting student achievement in accordance with Ministry standards

Students and families often choose Online Learning to exercise greater choice in how, when, and where they learn. They may complete their entire program online or combine Online Learning with in-person classes at other district schools (via cross-enrollment in Grade 10-12).

Parents or Guardians of school-aged students are responsible for supporting student participation by helping students meet the expectations for active engagement, preparedness, and accountability as online learners.

The District's Online Learning program operates in alignment with the [BC Online Learning Policy](#), the [Interim Online Learning Procedures Guide](#), and the [Accountability and Quality Assurance \(AQA\) Framework](#), ensuring continuous improvement, high standards of instruction, and equitable access for all learners.

Homeschooling

Homeschooling is a [classroom alternative](#) that is outside of the B.C. public education system. Parents or guardians who choose homeschooling are responsible for planning, delivering, and supervising their child's entire educational program at home. Students who are registered as homeschoolers are not enrolled in a B.C. school and do not receive instruction from a certified teacher through the District.

Descriptions

Kootenay Discovery School (KDS) is the District's designated school for Adult Education and Online Learning. All students who choose these pathways within the District may register with KDS, regardless of where they reside. Proof of local residency within the District is required at the time of registration. Instruction is delivered primarily through digital platforms.

KDS may enroll learners in Kindergarten through Grade 9 on a full-time basis, and in Grades 10 through 12 on a course-by-course basis. The school accepts learners of all ages and graduation statuses, including graduated, non-graduated, and school-aged students. Students in Grades 10 through 12 may also be cross enrolled with a secondary school, allowing them to complete courses at both schools either concurrently or consecutively, depending on their individual learning plan.

Registration for full-time Kindergarten to Grade 9 learners is open until the September 1701 reporting deadline, after which acceptance is contingent on available space as determined by staffing allocations for the school year. Registration for both full-time and cross-enrolled Grade 10 through 12 learners is accepted on an ongoing, year-round basis. All learners must achieve active status within four weeks of enrollment in order to remain registered.

Kootenay Learning Campus

The Kootenay Learning Campus serves primarily as a District learning centre and meeting space, and it also accommodates a number of administrative offices, including teacher and administrative offices for KDS. The building is open Monday to Friday from 9:00 a.m. to 3:00 p.m. and includes a limited number of quiet workspaces for students. Teacher support and exam supervision are offered on site only during scheduled times and must be arranged in advance.

Procedures

1. Active Participation (Attendance Equivalent) - Active participation in online learning is required to establish enrollment, funding eligibility, and ongoing engagement. Students are expected to demonstrate participation at the time of activation and throughout the school year, with requirements aligned to provincial reporting standards.

- 1.1. Initial Activation – Students must demonstrate active participation within the first month of enrollment to establish attendance and funding eligibility. This includes submitting required documentation such as enrollment forms, a learning plan or IEP, and proof of residency. Evidence of an “active participation date” must be recorded in accordance with BC Audit Procedures.
 - 1.2. Ongoing Engagement – Active participation must be shown throughout the school year in alignment with reporting dates and assessment cycles. Evidence may include student work, email communication, attendance in face-to-face supplemental programming or meetings, student portfolios, and teacher feedback. Participation requirements vary by grade level but serve as the online equivalent of in-person attendance.
2. Teacher Support and Access – The District provides flexible pathways of support to ensure students in online learning have regular access to teachers.
 - 2.1. Email Communication – Teachers maintain communication with students and families through regular emails, providing feedback, answering questions, and supporting ongoing engagement.
 - 2.2. Virtual Support – Virtual support is available by appointment with teachers through MS Teams or other approved platforms.
 - 2.3. In-Person Support – Students may access drop-in support from teachers during scheduled blocks at District Learning Centres in Fernie and Cranbrook.
3. Inactivity and Withdrawal – Students who do not meet active participation requirements may be withdrawn from their online course or program. Prior to withdrawal, KDS staff will make at least three documented attempts to re-engage the student using multiple methods (e.g., phone, email). If the student remains inactive, withdrawal will occur in alignment with BC Online Learning Audit Procedures.
4. Participation of Online Education Students in District Programs – School-aged students who are registered with KDS can supplement instruction by accessing mutually agreed upon co-curricular activities such as the District Resource Centre, cultural events, and/or other school-based extra-curricular opportunities
 - 4.1. Participation is subject to the availability of appropriate programs, resources, space, and facilities at the host school.
 - 4.2. If there is a dispute over access to public school programs or opportunities, parents of students registered in Online Education may refer to Policy 14 Appeals Procedure Bylaw.
 - 4.3. Parents are responsible for supporting student participation by meeting any conditions established by the host school (e.g. supervision or readiness requirements)

References

- [BC Online Learning Policy \(2023\)](#)
- [Interim Online Learning Procedures Guide \(2025–26\)](#)
- [Online Learning Accountability & Quality Assurance Framework \(AQA\)](#)

Reference: Sections 2, 3, 4, 7, 20, 22, 23, 65, 74.1, 75, 85 School Act
Collective Agreements

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