Distance Education

Teacher Visits

Policy Scope
This policy relates to ACC Marsden Park Ltd.

Policy
Distance Education students complete their work at a place other than the school campus. The school may conduct an onsite visit to the place where the student is learning.

The onsite visit may be initiated by the school or by the onsite supervisor.

The purpose of this policy is to outline:
1. When the school may choose to request an onsite visit
2. How the onsite visit will take place
3. Outcomes from an onsite visit
Guidelines for Requesting an Onsite Visit
1. Initiated by the School
   a. A Teacher considers an onsite visit on the following grounds:
      i. The Teacher has a concern in regards to the student’s learning environment
      ii. The Teacher believes that an onsite visit will increase student engagement in the distance education program
      iii. The Teacher would like to encourage existing student progress
2. Initiated by the Onsite Supervisor
   a. An Onsite Supervisor considers an onsite visit on the following grounds:
      i. The Onsite Supervisor is concerned about their student’s progress
      ii. The Onsite Supervisor would like advice from the school on matters relating to distance education.

Request for an Onsite Visit
1. The Teacher or Onsite Supervisor requests an onsite visit through phone or email
2. The Teacher and Onsite Supervisor will schedule a time for the onsite visit
3. The visit will be recorded in the school’s Google Calendar system

The Onsite Visit
1. Teachers conducting an Onsite Visit will talk with the Onsite Supervisor and the student onsite at the place of distance education
2. The teacher will complete a log entry in Quickschools after the Onsite Visit
3. The process concludes at this point unless there is an outcome that requires follow-up attention by the Onsite Supervisor as identified below

Outcomes from the Onsite Visit
1. If the Teacher has a concern for the student’s welfare that needs to be addressed, the concern will be documented and provided to the Onsite Supervisor for review (see Appendix - “Concern about the Onsite Learning Environment”) prior to any decision being made.
2. After review by the Onsite Supervisor, the Teacher will send the Concern about the Onsite Learning Environment Form to the Onsite Supervisor.
3. The Onsite Supervisor will respond to Concern about the Onsite Learning Environment Form
   a. If the response is resolved in a manner satisfactory to the Teacher, the document will be filed in Quickschools.
   b. If the response is not resolved in a manner satisfactory to the Teacher, the Teacher will refer the matter to the Principal.

Policy Review
On change of legislation or at the discretion of the School Board of ACC Marsden Park Ltd.

Policy Version
4.0
ONSITE VISIT - CONCERN ABOUT THE ONSITE LEARNING ENVIRONMENT
Teacher Visits

Teacher: 

Onsite Supervisor: 

Student: 

Date & Time of the Onsite Visit: 

Nature of the Concern:

Learning Environment
- Student Furniture
- Student Technology
- Student Timetable
- Onsite Supervision

Student Engagement
- Student is not engaging in the learning program

Teacher - Please provide a brief description of the concern:

Onsite Supervisor - Please provide a response to the concern: