

# Administrative Procedure 331

## Students

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## AT-HOME LEARNING

### BACKGROUND

Westmount Charter School (WCS) will provide at-home learning for students only when circumstances necessitate such action, in accordance with the Education Act and the Education Amendment Act (2024). As required, WCS has developed this administrative procedure to mitigate the negative impacts of any temporary shift to at-home learning. This procedure outlines the rationale, criteria, and processes for initiating temporary at-home learning, as well as the supports and accommodations provided to ensure continuity of learning for all students.

### DEFINITIONS

The definitions listed in the following table apply to this administrative procedure.

<b>At-Home Learning</b>	Teacher-directed education programming is provided to a student temporarily at a student's residence or another location other than the student's regularly attended school.
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### PROCEDURES

#### 1. Limitations of At-Home Learning

- 1.1 The superintendent will strictly limit the use of at-home learning and will only consider it under circumstances where in-person learning cannot safely or reasonably occur.
- 1.2 A shift to at-home learning may occur only under specific, severe circumstances (see Section 2).

#### 2. Criteria for Shifts to At-Home Learning

- 2.1 Circumstances that may necessitate a temporary shift include, but are not limited to:
  - 2.1.1 Determination that all or part of the WCS facility is unsafe for occupation;
  - 2.1.2 Emergencies declared under the *Public Health Act* or *Emergency Management Act*; or
  - 2.1.3 Other serious, unforeseen events (e.g., infrastructure failures, environmental hazards).
- 2.2 Any decision to shift to at-home learning will include:
  - 2.2.1 Rationale and criteria for the shift.
  - 2.2.2 Consideration of possible accommodations at alternative facilities where feasible.

#### 3. Continuity of Learning

- 3.1 WCS will make reasonable efforts to ensure students continue with their existing courses and education programs.
- 3.2 At-home offerings will include synchronous learning during school days and may consist of asynchronous activities that students can complete independently.
- 3.3 Required hours of instruction will be maintained (unless otherwise varied by Ministerial Order).
- 3.4 Attendance will be recorded during synchronous learning.

4. Accommodations for Students

- 4.1 Students with exceptional or specialized needs will continue to be intentionally included in classroom learning with appropriate supports.
- 4.2 Supports may include online and in-person services where necessary, and continuation of specialized services related to IPP goals (delivered online or at school/alternative sites).
- 4.3 English as an Additional Language (EAL) supports and other student services will continue to be provided.
- 4.4 Technology (e.g., school devices) will be made available for loan where needed.

5. Student and Teacher Responsibilities

- 5.1 Students are responsible for actively engaging in learning and completing assigned work.
- 5.2 Teachers will:
  - 5.2.1 Provide timely feedback and formal assessments;
  - 5.2.2 Maintain grading practices consistent with in-person learning; and
  - 5.2.3 Be available to students online, through email and/or by phone, and provide drop-in online support within regular school hours.

6. Communications

- 6.1 Parents/guardians and staff will be informed promptly of any decision to shift to at-home learning, including rationale and durations.
- 6.2 Where shifts extend beyond three days, the superintendent will request approval from the Minister of Education as required.

**Cross Reference:** Education Amendment Act, 2024  
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