

# SCHOOL OPERATIONS

## Administrative Procedure #215 In Person Learning

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### Background

This Administrative Procedure provides direction to administration and staff of Thrive Charter School(s) regarding the need to provide in-person learning options for students unless otherwise directed. The school will only move to at-home learning in situations of emergency or when directed by Alberta Education or the Chief Medical Officer of Health.

### Procedures

1. If the school will be moving to at-home learning for situations other than when directed by Alberta Education, the Superintendent will confirm the required processes to shift to at-home learning with Alberta Education personnel.
2. In the case of emergency situations that include the school being unavailable for a period, the Superintendent and Principal shall work with Alberta Education and other groups to relocate to an alternate location for students. Once an alternate site is selected and meets the criteria including government inspections for occupancy permit, the school will resume to in-person learning.
3. The principal shall ensure that in-person learning is available, if possible, for all students even if at-home learning options have been provided as a result of factors outside control of the school (e.g. weather, facility issues, pandemic).
4. The Principal may provide at-home learning options for one or more students to address learning issues, short-term and long-term illness or other issue related to a small number of students. At-home learning will be delivered using google classroom or other alternate online tool delivered by the classroom teacher.
  - a. Synchronous and asynchronous learning will be used to deliver the educational program.
  - b. School Chromebooks may be distributed to students along with any student work packages developed by the teacher if required
  - c. Teachers will connect online individually with students or in small groups by acceptable means to monitor student learning and the effectiveness of the at-home learning.
5. In all instances, courses offered by in-person learning must also be offered for at-home learning.
6. The Principal shall consult with the Superintendent if they are considering a shift to at-home learning for students in general:

- a. If a shift to at-home learning is contemplated, the Superintendent will make application to the Minister of Education for exemption from in-person learning if determined that it will be greater than three (3) days.
    - i. The Superintendent will communicate with the Minister of Education when in-person learning is reinstated.
  - b. If a shift to at-home learning is required, the consultation process shall consider:
    - i. The means to which some form of in-person learning continues or may be possible for students.
    - ii. Development of anticipated timelines for curtailing at-home learning options and reinstatement of all in-person learning options.
    - iii. The process used to arrive at the need for shifting to at-home learning and sharing of this information with the Board and Minister of Education.
7. The Superintendent shall inform the Board and Minister of Education that the school(s) are moving to at-home learning options without an in-person learning option.
- a. The Superintendent shall provide, in writing to the Board and Minister, the decision to move to at-home learning options and include the reason for the decision as well as anticipated timelines (if greater than 3 days).
  - b. If three (3) days or less in duration, the Superintendent shall inform the Board in writing of the decision and rationale.
8. In the event of a directive from the Minister of Education or Health regarding a public health emergency, provisions will be made to implement recommendations made by the Minister and or Chief Medical Officer of Health including:
- a. In classrooms and within the school to accommodate safe distancing of students and staff without the requirement of face masks or face coverings (Section 4 – Regulation 13/2025).
  - b. Communicating to the parents for authorization or permission, if their child is under 16 years of age and health measures are intended to apply to the body of a student (e.g. vaccine administration) (3.2(1)).
9. Decisions related to shifting to at-home learning without in-person learning options shall be communicated to parents by the school principal at the earliest opportunity prior to moving to at-home learning.

Review Date: September 1 2026

Reference: Education Amendment Act, 2024