



Government of  
Northwest Territories

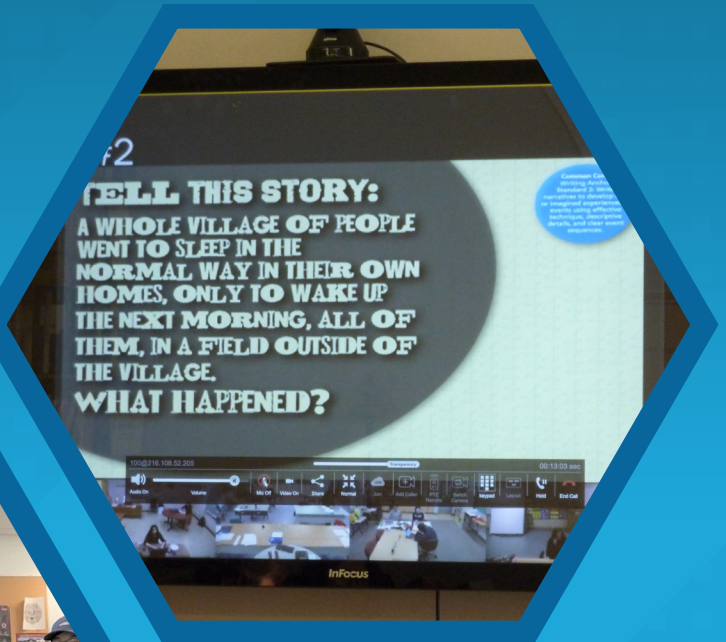
# Northern Distance Learning (NDL)

## *A Guide for Principals*

### OUR VISION

*Students in small communities have access to equitable academic programming enabling them to:*

- ▶ STAY IN THEIR HOME COMMUNITY
- ▶ MEET THE GRADUATION REQUIREMENTS OF HIGH SCHOOL; AND
- ▶ PREPARE TO ENTER POST-SECONDARY PROGRAMS DIRECTLY FROM HIGH SCHOOL



# A PRINCIPAL'S OVERVIEW OF NDL

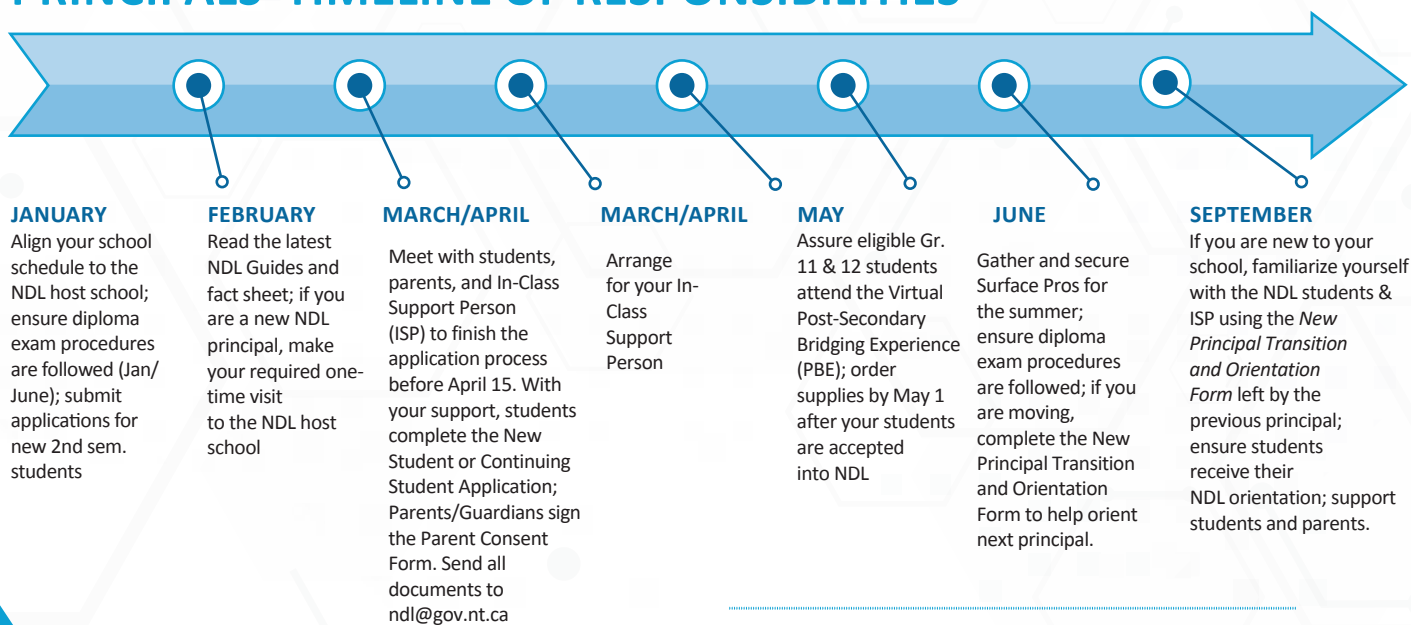
You are now part of the vision and reality of bringing equitable access to higher level academic courses to all students in the NWT.

It is important to remember that the NDL program is less a solution for your school, and more a solution for your individual students. For example, some schools may have to offer a course twice, both with small numbers of students: one as an NDL class for eligible students, and one as a brick and mortar class for students who are more likely to succeed in the regular classroom setting. Combining these classes into one may benefit the school, but is unlikely to benefit the students.

## As an NDL principal:

- Start small with two or three students.
- Get to know the NDL Eligibility Standards; you will likely have to make some difficult but important screening decisions.
- When selecting new students for applications, consider those who are interested in going to college or university after high school.
- Remember that returning NDL students must apply annually.
- NDL has a cap of five students from any single school for a specific course. If you have six or more students who want an NDL course, please hire a teacher for that discipline; NDL does not take the place of hiring local teachers when local demand warrants it. This policy allows course space for more communities to access NDL courses.
- NDL does not take the place of local adult education programming; students may take NDL programming until they turn 21.
- You cannot place students in an NDL class without them first going through the NDL application and enrolment process (in January for 2nd semester & April for the coming school year).
- Planning for the next year's NDL program depends upon the Department of Education, Culture and Employment (ECE) receiving your completed application forms by April 15.
- The *Course Registration & Change Form* (CRC) is a tool that belongs to each student and can be completed with signatures when course changes need to be made.
- Your NDL students are still your students. NDL is a program that is available to them within your school; the students will be enrolled in both your school and the NDL school.
- Your NDL students and parents will have access to two PowerSchool portals and receive two report cards. You need to familiarize yourself with the process of reporting and communicate with parents.

## PRINCIPALS' TIMELINE OF RESPONSIBILITIES



*"Northern Distance Learning provides university-level education for students wanting post-secondary schooling." - NDL student*

## OVERVIEW OF NDL

To get the latest information and learn more about NDL please refer to the following supports:

- See the [ECE website](#) for these information documents:
  - [Eligibility Standards](#)
  - [A Guide for Parents/Guardians](#)
  - [A Guide for Students](#)
  - [A Guide for In-class Support Persons](#)
  - [A Guide for Teachers](#)
  - [Fact sheet 2020-2021](#)
- See [NDL's Facebook page](#)

## FINANCIAL MATTERS

- You must ensure that your school has identified the necessary costs for the ISP, telephone, and internet (in the unlikely event that the Virtual Private Network [VPN] is down). The sources of funding for the ISP are:
  - Each NDL school is allocated \$25K + Northern Cost Index (NCI) to help cover the cost of an ISP. You are eligible for additional funding if you have a second NDL classroom and would like a second ISP.
  - The Distance Learning portion of the Senior Secondary Materials and Distance Learning (SSMDL) funding for the year, which is intended to support senior secondary schools to offer trades, libraries and distance learning. The amount of funding varies based on local enrollment.
- The following expenses are all covered for participating schools:
  - Virtual Private Network (VPN);
  - Mondopads (communication and collaboration devices);
  - Surface Pros (student personal devices);
  - Recommended back-up DSL service for when local wifi is down or of poor quality; and
  - Post-Secondary Bridging Experience

*"The students who are taking this program are role models; they are paving the way for students to see that they can be successful here in our community. They can dream, reach and achieve their goals and the school will support them. Having previous NDL students come back as role models to talk to the junior and senior high students will help us pave the way for more interest and success with NDL. NDL has a huge impact and will allow students to apply for programs where they have prerequisite skills." - School principal*

## WORKSPACE AND MATERIALS

Ensure appropriate workspace and materials are in place before the beginning of the school year, including:

- One **workspace** per concurrently running class.
- A **Mondopad** and **functioning network**; ensure the ISP has received training on the use of the technology and and trouble-shooting.
- A **telephone** capable of making long-distance calls (this is needed when there are network difficulties).
- A **document camera**.
- **Textbooks and supplies** as per course requirements (order list is made available in May).
- **Surface Pros** (student mobile device) for each NDL student. The NDL Technology Coordinator will work with you to maintain an inventory. These devices are owned by NDL, and are expected to be re-used as NDL students graduate or leave the program. You are responsible for communicating with NDL about the required maintenance or replacement of these devices and collecting them from students at the end of each semester for secure storage at the school (ISPs can support this work).

## IN-CLASS SUPPORT PERSON (ISP)

Ensure your ISP is in place and ready to work.

- Prior to the beginning of the school year, you must secure an ISP who will serve as the local NDL classroom support person.
- The ISP is most effective when they form positive relationships with students, and understand the courses the student is learning (especially the sciences).
- You share the cost of the ISP with ECE; it is your responsibility to orient them to their role and to the school, with support from the NDL Coordinator.
- The ISP is essential to student success in this program. They must be in class with NDL students at all times. ISPs must be on time every day, and be available for extra help after school.
- ISPs are not to be excused or removed from those duties to perform other tasks within the school, such as substitute teaching or supervision. If the ISP is absent, please ensure a substitute support person is in place to perform their duties.
- You must maintain communication with ISPs, NDL teachers, and parents regarding student progress and attendance.
- Ensure the ISP is using any support systems in place to help the student achieve success.



## SCHOOL SUPPORTS

Ensure appropriate supervision and support for NDL students.

- **Demographics.** Ensure the PowerSchool demographic report is submitted.
- **Student support.** Ensure that student support needs and processes as communicated in the Student Support Plan (SSP) and Career and Program Plan (CPP), are kept updated through ongoing communication between the Program Support Teacher (PST), ISP and NDL teachers. For students with SSPs, the local Program Support Teacher must communicate and collaborate with NDL teachers to establish the use of and required changes to the SSP.
- **Monitoring.** Monitoring a student's progress and ensuring efficiency of communication regarding individual needs between the local school and the host NDL school are your responsibility.
- **Technical knowledge.** You should have a working knowledge of the technical side of NDL to assist in trouble-shooting processes as need be.

## COMMUNICATION

With students and parents:

- **Eligibility standards.** Ensure that when identifying and maintaining students for NDL participation, the students and their parents/guardians are aware of student [eligibility standards](#). In the spring, students should be identified for new or continued participation in the NDL program. This should be done by you, in consultation with the parents and students themselves.
- **Planning.** At the start of each semester, hold a meeting with students, parents and the ISP to review course selections, link to and review the Career and Program Plan (CPP) process, and highlight student successes and potential difficulties based on performance to date. This serves to build relationships between all involved, and enhance communication and support for the upcoming semester.

## ALBERTA DIPLOMA EXAMS

Ensure diploma exam procedures are followed.

- You are responsible for communicating exam sitting information to Alberta Education for students enrolled in an NDL course for which a diploma exam is written.
- Local schools are responsible for documenting SSPs for NDL classes in which they have students enrolled; an SSP may require certain exam accommodations or materials.
- You must communicate exam accommodations to Alberta Education and supply a copy of the request to ECE student records, along with any necessary accommodation materials.

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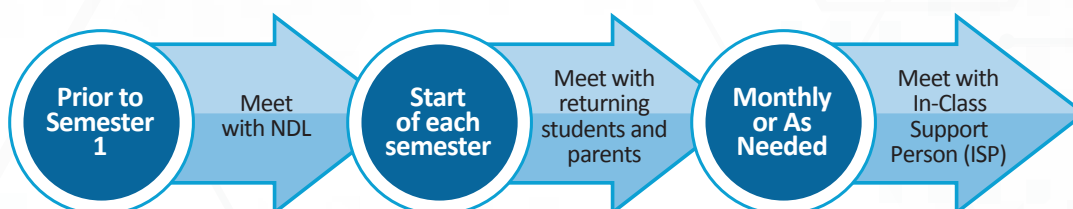
*"The ISP was a huge asset to our school as main contact person, checking in with students so they felt supported - School principal*

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With ISP and NDL teachers:

- **Check-ins.** The ISP serves as the front-line source of information regarding students. If there are issues emerging regarding NDL attendance, performance, or support requirements, it should come to you via the ISP. It may be a good idea to schedule regular check-ins between you and the ISP (for example, once per month) until this becomes expected practice.
- **Discuss issues with NDL teachers.** Once an issue has been brought to your attention, if it makes sense to do so, you should discuss and/or seek to resolve the issue with the NDL teacher (and parents when required) to ensure full understanding. Remember that the ISP is not a teacher.

General inquiries or observations regarding policies, schedules, and student timetables can be sent to the NDL Working Group: [ndl@gov.nt.ca](mailto:ndl@gov.nt.ca).





# SUPPORTS FOR NDL PRINCIPALS

NDL has high expectations for your students. To support them in the most effective way, the following is offered:

**One-on-one visits.** Travel restrictions permitting, it is expected that members of the NDL working group will visit your school each year to support both the NDL technology and the program.

**On-demand learning.** You have access to resources that overview NDL at the *Principal's Cafe* in the Moodle Learning Management System (LMS).

**Web-conferences.** Commencing in February/March and again in October/November, NDL will host a web-conference specifically designed for NDL principals. These meetings will provide you with the opportunity to discuss NDL dimensions of success and challenges with your colleagues and members of the NDL working group.

**Application support.** Schools will receive new NDL student application packages each February. NDL will check in several times to see if you have questions between February and April 15, when the application period closes.

**PowerSchool account.** You can login to the NDL PowerSchool account via the web or the mobile app to see student progress and attendance in NDL courses.

**Guides.** You can access the various guides at the [NDL homepage](#).

**Contacting NDL with your questions.** You can reach out to NDL teachers through email (provided to ISPs), or to the NDL Working Group at [ndl@gov.nt.ca](mailto:ndl@gov.nt.ca).

## COURSES

Northern Distance Learning  
offers 19 courses

ENGLISH LANGUAGE ARTS (10-1, 20-1, 30-1)  
MATH (10C, 20-1, 30-1) • SCIENCE 10  
SOCIAL STUDIES (10-1, 20-1, 30-1)  
BIO (20, 30) • PHYSICS (20, 30)  
CHEMISTRY (20, 30) • ART (10, 20, 30)

NOTE: NDL offers all 19 courses each year, eliminating the practice of only offering some courses every two or three years.



*"One thing that really stuck out to me [during her university year of learning under COVID conditions] was how well NDL prepared me for this because that's pretty much how I attended high school - was watching a virtual lecture and then completing independent assessments. I would say if you are in NDL right now, and in Grade 12, and you're kind of apprehensive about going to university because of COVID-19, I will say that it does prepare you pretty well." - Former NDL Student*