A Guide for NDL 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 a part of the vision and reality of bringing equitable access to higher level academic courses to all students in the NWT.

As a school principal this means:

- Start small with two or three students.
- NDL is not meant for all high schools students, which means eligibility standards can create screening challenges for some principals.
- When selecting new students, consider for enrollment those who desire a postsecondary experience—those that identify college and university as their destination after high school.
- NDL does not take the place of local adult continued education programming.
- NDL students must first apply to NDL and enroll in classes before taking part in NDL classes.
- Planning for the next year’s NDL program depends upon ECE receiving your completed application forms by April 15; plan courses ahead by using the 3 and 4 Year Course Schedule.
- The NDL In-class Support Person (ISP) will use the Student Support Attendance Form to help new and continuing students quickly understand NDL expectations.
- 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

JANUARY
Align your school schedule to the NDL host school; ensure Diploma exam procedures are followed (Jan/June)

FEBRUARY
Read the latest overviews of NDL; make your required one-time visit to the NDL host school

MARCH/APRIL
Meet with students and parents and ISP to finish application process before April 15

MARCH/APRIL
Apply for your new In-class Support Person (ISP)

MAY
Order student course supplies to arrive by end of June; work with NDL admin to have all equipment installed

JUNE
Gather & store student devices (e.g. Surface Pros) for the summer; ensure Diploma exam procedures are followed (Jan/June)

SEPTEMBER
Ensure students receive their NDL orientation; support students & parents

“It helped me realize and solidify the notion to apply for and attend University as the next step in my life.” - NDL Student
OVERVIEW OF NDL
To get the latest information and learn more about NDL please refer to the following supports:

  - Program Guide
  - A Guide for Parents/Guardians
  - A Guide for Students
  - A Guide for In-class Support Persons
  - A Guide for Teachers
  - Factsheet
- The NDL Facebook page: https://www.facebook.com/Northern-Distance-Learning-NDL-186226671747040/

FINANCIAL MATTERS
Shared Costs
- Schools participating in NDL must ensure that they have the finances necessary to cover a share of the costs for the In-class Support Person (the ISP is most often a Canadian University Students Overseas (CUSO) volunteer), the telephone (when the network is down), and the document camera.

The sources of funding for the ISP are typically:
- At least 1/3 of the school’s 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 the funding varies based on local enrollment.
- $20K-40K depending on the number of participating students; schools typically find this money in their Operation and Management budget.
- The Department of ECE provides their portion of the shared ISP, telephone, and document camera costs through a Contribution Agreement with the Education Body.

ECE Costs
- The Department of ECE will cover the larger expenses of these local resources:
  - the Virtual Private Network (VPN);
  - the Mondopads (communication and collaboration devices); and
  - the Surface Pros (student personal devices).

WORKSPACE AND MATERIALS
Ensure appropriate workspace and materials are in place before the beginning of the school year. The BDEC NDL coordinator in Inuvik will help with the following resources.

- One workspace per concurrently running class.
- A Mondopad and functioning network, including a staff member who has been in-serviced on the use and trouble-shooting of the technology.
- 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 made available by the NDL teachers in the spring.
- Surface Pros (student mobile device) for each student in the class. Communicate with the Inuvik-based NDL Coordinator on the number of devices required beyond what has already been received. These devices are owned by the school not the student, and are expected to be re-used as NDL students graduate or leave the NDL program. You are responsible for distributing these devices and collecting them back from students for secure storage at the school.

IN-CLASS SUPPORT PERSON (ISP)
Ensure In-class Support Person (ISP) is in place/ready to work.

- You must secure an ISP (a stipend volunteer) who will serve as the NDL local classroom support person prior to the beginning of the school year.
- You share the cost of the ISP with ECE; it is your responsibility to acquire living accommodations, if required, and orient them to their role and the school with support from the NDL coordinator.
- The ISP is essential to student success in this program and therefore they must be in class with NDL students at all times during class and during tutorials. ISPs must be on time every day, and be available for extra help after school.
- ISPs cannot be excused or removed from those duties to perform other tasks. If the ISP is absent, a substitute support person must be 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 both the Student Support Attendance Form and Student Appeal Form as necessary.
SCHOOL SUPPORTS
Ensure appropriate supervision and support for NDL students.

- Ensure that student needs and processes as communicated in the Student Support Plan (SSP) and Career and Program Plan (CPP) are kept updated and coordinated with the ISP and NDL teachers.
- For students with SSPs, the local Program Support Teacher (PST) must communicate and collaborate with NDL teachers to establish the use of the SSP.
- 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.
- You should have a working knowledge of the technical side of NDL as well to assist in troubleshooting processes as need be.

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. (East Three Secondary School will register NDL courses with the Alberta.)
- 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 copy of the request to ECE student records - and any necessary accommodation materials.

COMMUNICATION

With students and parents
- 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 of intended participants and the students themselves. Hold a meeting with parents and students in the spring to review A Guide for Students and A Guide for Parents/Guardians and discuss implications of NDL participation.
- At the start of each semester, hold a meeting with students, parents and In-class Support Person (ISP) to review course selections, link to and review 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 upcoming semester.

Ongoing Communication Tasks

With ISP and NDL teachers
- The ISP serves as the front-line source of information regarding students. If there are issues emerging regarding 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 the ISP and yourself (for example, once per month) until this becomes expected practice.
- 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; they are a support person.

With NDL Coordinators
- The BDEC NDL Coordinator is located at the host school in Inuvik. For the 2019-2020 school year this is William Logan. For any technical, procedural, or calendar related questions regarding NDL, he can be reached at 867-678-0774 or William_logan@bdec.learnnet.ca
- General inquiries or observations regarding policies, schedules, and student timetables can be made at the NDL Working Group’s email: ndl@gov.nt.ca.