

SIDES Support for Learning (S4L) Information, Policies, and Application Form 2024-25

S4L applications are accepted from October 15 to May 15 annually

Overview

The BC Ministry of Education and Child Care acknowledges that there are some aspects of a general education program that are difficult to provide in an online environment. Online Learning Schools are to develop their own policies regarding the use of third-party service providers, learning resources funding, and financial support for internet access.

Student Eligibility

- Full-time SIDES student of record in K-9; or
- Full-time SIDES student of record in K-12 with a Ministry designation in levels 1, 2 or 3

Internet access

As with previous years, **financial support of a maximum of \$500 per eligible SIDES household can be provided to offset the cost of internet access.** ****This will be the S4L model for the 2025-26 school year.***

Internet access reimbursement

Internet costs will be reimbursed twice per year (in January and May). To be reimbursed, families must submit **proof of payment** of Internet bills for the school year (September-June). Please note that bills alone are not sufficient. See below for directions.

Application process for Internet access reimbursement

- Parent completes the S4L Application form and submit required documents into our **Document Portal**. **Attention to: Julie B Jackson**
- Parents send proof of payment of Internet access to our **Document Portal** in January and/ or May. A separate form must be sent each time. **Attention to: Julie B Jackson**



South Island Distance Education School

Educational third-party S4L

SIDES will be transitioning their policy in order to maintain consistent requirements and guidelines. If Parents/Guardians request that S4L funding be applied to educational third-party services, the following expectations are required:

- Funding must be tied directly to competencies or content from the BC Curriculum and must be linked to the student's education program.
- Teachers must approve educational plans.
- Parents/Guardians will need to coordinate learning activities with service providers, and provide:
 - Direct academic communication about students' performance
 - Evaluation of student work and assessment of student performance by third-party providers. Parents/Guardians must submit a report to the student's teacher (*see last page*).

***Please note: This option will only be available for the 2024-25 school year.**

Examples of accepted educational third-party services:

- Sports activities with a formal instructional component (no equipment purchases)
- Music instruction, either in person or online (no equipment purchases)
- Dance classes, either in person or online (no equipment purchases)
- Horseback riding (no equipment purchases)
- Membership in an astronomy or photography club (no equipment purchases)
- Fine art instruction, either in person or online, including painting, pottery, knitting, drawing (no equipment purchases)
- Consumable educational products, such as math workbooks, math manipulatives, novels (school supplies and computer supplies are NOT eligible)

S4L is NOT intended for:

- School supplies (including but not limited to paper, writing tools, binders, USB flash drives)
- Art supplies (including but not limited to markers, crayons, arts-and-crafts items)
- Hardware, or other non-consumable items (including but not limited to computers, laptops, printers, sports equipment, etc.)
- Tutors



South Island Distance Education School

- Play-based activities or resources not directly connected to the curriculum (including but not limited to LEGO or Playmobil)
- Career/ Technical Centre program courses or post-secondary transition (dual credit) courses
- Museum entry
- Drop-in recreational center passes

Criteria for S4L approval

Funds for activities or resources must be paid directly to third-party providers. Direct payment or reimbursement to students or families is not possible, except for Internet costs. Additional criteria for activities, services, or resources (to be included on the completed S4L application form):

- Approval of the activity, service, or resource by the student's SIDES teacher
- Activity, service, or resource is aligned with curricular outcomes and student learning plan
- Activity, service, or resource must be based in Canada
- Activity must take place during school terms and must be completed by June 30, 2024
- Completion of evaluation and assessment before subsequent S4L applications

S4L funding schedule and calendar

S4L funding is provided up to \$500 per eligible student, per academic year, when registration for SIDES and the Student Learning Plan is completed and approved by the teacher and parent between July 1st and September 30, 2024. S4L funding will be pro-rated if registration occurs after September 30.

- SIDES registration from July 1 to September 30 - \$500 (eligible to apply after October 15)
- SIDES registration from October 1 to February 14 - \$250 (eligible only after February 15)
- SIDES registration from February 15 to May 1 - \$125 (eligible only after May 15)
- SIDES registration from May 1 to June 30 – no funding provided

If a student formally or informally (as determined by SIDES) leaves SIDES before February 15 and has utilized the S4L funding, the parent must refund Saanich School District 50% of any S4L funds spent.

Application process *(except for Internet access reimbursement)*

- Parent completes the S4L Application form and submit required documents into our **Document Portal**. **Attention to: Julie B Jackson**
- SIDES teacher approves or denies the activity, service or resource and informs parent
- Parent enrolls child in the activity or service or orders resources and **does not pay**



South Island Distance Education School

- Parent submits a third-party provider invoice to our [Document Portal](#). **Attention to: Julie B Jackson.** SIDES pays the provider directly.
- Parent agrees that the teacher will require an evaluation and an assessment report from the third-party provider.

Student safety and third-party providers

Parents and guardians are solely responsible for ensuring all safety related to third-party providers of services and locations of third-party instruction, as well as the use of any equipment therein.



South Island Distance Education School

S4L Application Form

I hereby accept the S4L funding policies and application process.

Parent/ Guardian name: _____

Phone number: _____ Email: _____

Parent/ Guardian signature: _____

Date: _____

IMPORTANT:

Please direct all funding queries to sides_beverlake@saanichschools.ca. SIDES is unable to reimburse families for activities, lessons, or resources purchased. **Only Internet access costs can be reimbursed directly. Do not email personal/confidential information (see below for submission of documents).**

- Please note - when emailing, in subject line please include:
 - Initials, grade, reason
 - e.g. JS, gr. 7, S4L application

SUBMITTING DOCUMENTATION:

Submit all required documents into our [Document Portal](#). Attention to: Julie B Jackson

STUDENT INFORMATION:

Student name: _____ Grade: _____

TYPE OF SUPPORT REQUESTED (please check one, and complete appropriate section)

_____ Reimbursement for Internet Access

_____ Payment to Third-Party Provider for Activity, Service, or Resource

REIMBURSEMENT FOR INTERNET ACCESS

Name of Internet provider: _____

Total amount claimed: _____

You must provide **proof of payment** for Internet access. This should be a documented statement from the Internet provider that you have paid the provider for the service. We cannot accept an invoice only.



South Island Distance Education School

We can reimburse families for Internet access during the school year. Documents should be submitted to our **Document Portal**. - **Attention to: Julie B Jackson**. Please note that reimbursement for Internet access will only occur twice per year – in January or May.

PAYMENT TO THIRD PARTY FOR ACTIVITY, SERVICE, OR RESOURCE

1. What is the activity, service, or resource?

2. What is the learning outcome(s) that will be supported by this activity, service, or resource?

3. Please provide details of the request, including all costs and schedule.

4. I have discussed the evaluation and assessment report with the third-party provider:

____ YES ____ NO

Please include:

- Invoice from third-party provider, issued to SIDES, with student's name on invoice.
- Method of payment to third-party provider (please complete next page)

Once this application is approved and the invoice is received, SIDES will contact the third-party provider and pay the invoice.

SIDES Teacher Approval: I confirm this third-party lesson, activity, and/ or resource will assist this student in meeting grade-appropriate Ministry of Education and Child Care learning outcomes.

Teacher Signature _____

Date: _____

Authorization to Request Payment to Third-Party Provider by MasterCard or Electronic Funds Transfer

Third-Party Provider information

Name of Third-Party Provider: _____

SIN (if an individual provider): _____

Business Number (if a business): _____

Mailing address: _____

Telephone: _____

Email: _____

Method of payment (Mastercard or EFT): _____

SIDES will contact the third-party provider directly for invoice payment.



South Island Distance Education School

Student Evaluation and Assessment

Please provide clear and accessible descriptive feedback:

Student Name:	
Learning Activity:	
Student's Learning: <ul style="list-style-type: none">Describe what the student was taught in relation to the activity	
Student's Strengths: <ul style="list-style-type: none">Describe student strengths – what can they do?	
Areas of Growth: <ul style="list-style-type: none">Describe specific goals for the further development	

Third-party provider:

This document must be completed by and signed off from the third-party learning provider.

Name of Third-Party Provider: _____

Signature: _____

Date of Assessment: _____

Parents/Guardians must submit a copy to the student's teacher.

