

Student Learning Plan

Information for All Learners

Student: _____
Last Name, First Name

The signing of this form indicates that all information that you have provided is accurate and complete.

- All educational materials are on loan and remain the property of School District #5. On course or program completion or discontinuation all educational materials (textbooks, videos, tapes, computers, disks, program modules) are to be returned to Kootenay Educational Services.
 - The student, or parent/guardian in the case of student under the age of 19 years of age, will be invoiced for the full replacement value of damaged or missing educational materials over and above the textbook deposit.
 - If the student is inactive for a period of two review periods that he/she may be withdrawn for the course.
- * The student is not officially registered in the course and that course materials will not be forwarded until the completing of:

- _____ Student Enrollment Form
- _____ CTBS Testing or File Review
- _____ **Signed** Student Learning Plan
- _____ Work Completion Schedule
- _____ Communication Schedule
- _____ Activation Assignment Completed in the case of Grades 10 to 12
- _____ Textbook Deposit (if applicable)

I have read and accept the roles and responsibilities of the teacher, student and parent or guardian as defined in the Roles and Responsibilities document.

I hereby authorize the release of all previous records to Kootenay Educational Services and I authorize Kootenay Educational Services to report to schools, School Districts, the B.C. Ministry of Education and post-secondary institutions where records exist.

The information on this form is collected under the authority of the School Act, Sections 13 and 70. The information will be used for programming and planning purposes and when required, may be provided to health services, social services or to other support services as outlined in Section 79 (2) of the School Act. The information collected on this form will be protected under the Freedom of Information and Protection of Privacy Act. Questions about the collection and use of this information should be directed to the District Principal of Alternate Education.

_____ Date: _____ (DD/MM/YYYY)
Signature of Parent or Guardian (if the student is under the age of 19 years)

As a student, enrolling with Kootenay Educational Services, I make a formal commitment to completing my education plan with Kootenay Educational Services.

_____ Date: _____
Signature of Student

Student Learning Plan

ROLES AND RESPONSIBILITIES

The Teacher will:

- be fully aware of the expectations of the teacher, student and parent or guardian as defined in the Roles and Responsibilities document
- be responsible for designing, supervising and assessing educational programs and instructing, assessing and evaluating individual students and groups of students as stipulated in Part 3, Division 1, Item 17 of the School Act.
- prepare, with the participation of the student and student's parent or guardian, a Student Learning Plan that defines:
 - a) the course of studies to be taken including adaptations or modifications
 - b) the methods of evaluation
 - c) a schedule indicating the due dates for assignments
 - d) a schedule indicating the minimum requirements for teacher-student communication
- provide the appropriate learning materials as indicated in the Student Learning Plan and as defined by the curriculum for British Columbia for that course(s)
- maintain a record of teacher-student and teacher-parent or teacher-guardian communication
- maintain a record of student performance
- mark assignments and provide constructive feedback in a timely fashion
- generate student evaluation reports as required by the Ministry of Education
- notify the student, parent or guardian and the Administration of KES if a student is not maintaining the level of progress as indicated in the Student Learning Plan
- provide a forum(s) for the student to communicate with other students who are taking the same or similar courses.

The Student will:

- be fully aware of the expectations of the teacher, student and parent or guardian as defined in the Roles and Responsibilities document
- be actively involved in the development of a Student Learning Plan. This will include:
 - a) visiting the web-site to become familiar with the learning outcomes for the course(s)
 - b) completing the required basic skills testing
 - c) providing input into the course completion schedule
 - d) being fully aware of the evaluation methods to be used
 - e) providing input into the communication plan
- treat all learning materials that are provided with respect
- maintain the communicate schedule of the Student Learning Plan
- notify the teacher if there are any required changes to either the communication schedule, demographic information or the course completion schedule
- submit required assignments on a timely fashion as indicated in the course completion schedule
- notify the teacher as soon as possible if the student is having difficulty with course concepts or assignment requirements
- be actively involved in any assessment or surveys that are required by the District or Ministry of Education
- be actively involved in forums that are established through KES to support the communication between students who are taking the same or similar courses.

Student Learning Plan

ROLES AND RESPONSIBILITIES

The Parent or Guardian* will:

- be fully aware of the expectations of the teacher, student and parent or guardian as defined in the Roles and Responsibilities document
- be actively involved in the development of a Student Learning Plan. This will include:
 - f) visiting the web-site to become familiar with the learning outcomes for the course(s)
 - g) ensuring that the student completes the basic skills testing to the best of his or her ability
 - h) discussing the course completion schedule with the student
 - i) discussing with the student the evaluation methods that the teacher will use
 - j) discussing with the student the communication plan the teacher and student will be using
- if required, provide a textbook deposit which will be returned to the parent or guardian when the textbook is returned under the condition of reasonable wear for that period of use
- encourage the student to maintain the communication schedule of the Student Learning Plan
- notify the teacher if there are any required changes to either the communication schedule, demographic information or the course completion schedule
- encourage the student to submit required assignments as indicated in the course completion schedule
- encourage the student to notify the teacher if the student is having difficulty with course concepts, assignment requirements or evaluation
- be actively involved in any assessment or surveys that are required by the district or ministry
- encourage the student to be involved in forums that are established through KES to support the communication between students who are taking the same or similar courses.
- participate in surveys which are designed to measure learner success, program quality and satisfaction with service delivery.

**Parent/Guardian involvement in, and responsibility to the Learning Plan is required for students under the age of 19.*

Kootenay Educational Services – School District #5
Student Registration Form

Learner Information:

_____		_____	_____/_____/_____	
Program		Community	Date (DD/MM/YYYY)	
_____	_____	_____	_____	_____
Last Name	First Name	Middle Name	Gender	Ab. Anc.
_____		_____/_____/_____	_____	_____
Full Legal Name		Birth Date (DD/MM/YYYY)	Current Age	Adult St.
_____	_____		_____	
Last Grade Completed	Current or Last School Attended		Town/City	
_____		_____	_____	
Home Address Street		City	Postal Code	
_____	_____	_____		
Home Phone	Work Phone	Email Address		
_____		_____	_____	
Alternate Contact Name		Home Phone	Work Phone	

Program: Office Use Only

Course(s) Requested	Course(s) Required	Activation Date (DD/MM/YYYY)	PLA Granted (Y/N)	Completed LG/%/Date
_____	_____	_____/_____/_____		_____/_____/_____
1.				
_____	_____	_____/_____/_____		_____/_____/_____
2.				
_____	_____	_____/_____/_____		_____/_____/_____
3.				
_____	_____	_____/_____/_____		_____/_____/_____
4.				
_____	_____	_____/_____/_____		_____/_____/_____
5.				
_____	_____	_____/_____/_____		_____/_____/_____
6.				
_____	_____	_____/_____/_____		_____/_____/_____
7.				
_____	_____	_____/_____/_____		_____/_____/_____
8.				

Authorization: Courses Requested and Activation Date to be completed BEFORE Authorization.

Date:

 Student Signature

 Parent Signature (if required)

 Intake Staff Signature

Student Learning Plan

Student Learning Plan and Profile

Date: ____/____/____
DD/MM/YYYY

A. Student Time Commitments - Education

1. **Other** schools that I am currently enrolled in:

School Name

City/Town and Province

2. Courses that I am taking at **other** schools this year

Course Name

Course Name

3. How many hours per day are you prepared to commit to working on your course(s)? _____

4. Other time commitments?

_____ Attending school full-time

_____ Working full-time

_____ Working part-time

_____ Raising a family

_____ Other (please describe) _____

B. Educational Goals

5. Please check the selections that apply

_____ Complete high school

_____ Complete the course or grade

_____ Continue as either a part-time or full-time student with KES

_____ Complete the Adult Graduation Program

_____ Upgrade or complete courses to gain entrance to: college, university, trades/vocational training

_____ Other (please describe) _____

6. Why do you wish to enroll at KES?

7. What are your long-term career goals

8. What training facility, university or college do you wish to attend? (if applicable)

9. What program of study would you like to take? (if applicable)

Student Learning Plan

C. Academic Profile

10. What courses or activities you enjoy or do well in?

11. What courses or activities you have difficulty with?

12. Have you received or are you currently receiving tutoring or student assistance? _____

(if Yes, please describe the course or courses) _____

13. Have you had previous experience with **On-line, Correspondence** or **Distributed Learning**? _____

(if Yes, please describe the course or courses) _____

14. If you have additional information that you wish to share that will help us to design a program for you that more closely fits you needs, please use the space below to provide those details.

Student Learning Plan

D. Teacher Additions to the Student Learning Plan:

Current Levels of Performance

Enrolling Teacher: _____ Assigned Teacher: _____ Grade Placement: _____

Location of the KES Student File ___ Cranbrook, ___ Fernie

Cumulative File Review

___ Cross Enrolled – Cumulative File Review or CTBC

___ Full-Time or Part-Time exclusively enrolled with KES – Cumulative file or CTBS

___ Adult Graduate or Graduation Plus – CTBS

Requested Course	Previous Course(s) in this area on file	Performance Indicator in this area	Program Implications: • Regular • Adapted • Modified

CTBS Assessment Results Date: _____ Level of Testing _____ Grade Level _____

	Raw Score	Developmental Standard Score	Grade Equivalency	Percentile Ranking
Vocabulary				
Reading Comp.				
Correctness and Appropriateness of Expression				
Sources of Info.				
Ability to do Quantitative Thinking				
Analysis of Science Materials				

Comments:

If program is to be adapted or modified, indicate the specifics of the changes to be made

Student Learning Plan

Student Learning Plan: **Course:** _____

For each course that the student is requesting, provide the following information for the student and the file before the Learning Plan is signed. If the information is provided in documentation that is to be attached, indicate that on this form, attach that documentation to this form, date and sign the entry.

1. Curriculum Outcomes

List of Learning Objects to be met as required by the Ministry of Education

Refer to <http://www.bced.gov.bc.ca/irp/> for further reference

2. Educational Activities

The units of study or modules of instruction that are intended to address the Curriculum Outcomes

3. Assessment Strategies

How the student's performance will be evaluated: Weight of each type of assessment, rubrics that define expected levels of performance, activities that will be graded for formative and for summative levels of evaluation.

4. Learning Resources

Elements to be used for instruction: packaged programs, web sites or web courses, textbooks used for reference, videos.

Student Learning Plan

Course Completion Schedule

Name: _____
Last Name, First Name

The purpose of the Course Completion Schedule is to:

- Provide a record of when work will be submitted for evaluation
- Establish a working schedule that will enable the course(s) to be completed on or before the requested Completion Date
- Provide the student and parent/guardian* with a schedule of File Review Dates

All current Student Learning Plans will be reviewed four times during the course of the school year. Marks will be entered in the student recording system (BCeSIS) on those dates. If a student is not maintaining progress as indicated by their performance on the **Course Completion Schedule**, an “P” letter grade will be assigned for that first File Review Date. If there is no significant change on the following File Review Date, the teacher will recommend **Withdrawal** from the program.

A Course Completion Schedule must be completed for each course.

Course Requested: _____ Number of Modules of Instruction _____

A course at the elementary level requires about 80 hrs of work.

A course at the secondary level requires about 120 hrs of work.

There are four File Review Dates, each of which is about 40 regular school days in length

Start Date: _____ Requested Completion Date: _____
 DD/MM/YYYY DD/MM/YYYY

Hours/day that you are willing/able to work on your course _____/day

Month	Work to be completed	Progress
September		<input type="checkbox"/> Ahead of Schedule <input type="checkbox"/> On Schedule <input type="checkbox"/> Behind Schedule <input type="checkbox"/> Not Applicable
October		<input type="checkbox"/> Ahead of Schedule <input type="checkbox"/> On Schedule <input type="checkbox"/> Behind Schedule <input type="checkbox"/> Not Applicable
November <i>File Review Date: Nov. 1 Roughly 39 days</i>		<input type="checkbox"/> Ahead of Schedule <input type="checkbox"/> On Schedule <input type="checkbox"/> Behind Schedule <input type="checkbox"/> Not Applicable
December		<input type="checkbox"/> Ahead of Schedule <input type="checkbox"/> On Schedule <input type="checkbox"/> Behind Schedule <input type="checkbox"/> Not Applicable
January		<input type="checkbox"/> Ahead of Schedule <input type="checkbox"/> On Schedule <input type="checkbox"/> Behind Schedule <input type="checkbox"/> Not Applicable

Notes:

Course Completion Schedule (continued)

Month	Work to be completed	Progress
February <i>File Review Date: Feb. 1 Roughly 50 days</i>		<input type="checkbox"/> Ahead of Schedule <input type="checkbox"/> On Schedule <input type="checkbox"/> Behind Schedule <input type="checkbox"/> Not Applicable
March		<input type="checkbox"/> Ahead of Schedule <input type="checkbox"/> On Schedule <input type="checkbox"/> Behind Schedule <input type="checkbox"/> Not Applicable
April <i>File Review Date: Apr. 16 Roughly 39 days</i>		<input type="checkbox"/> Ahead of Schedule <input type="checkbox"/> On Schedule <input type="checkbox"/> Behind Schedule <input type="checkbox"/> Not Applicable
May		<input type="checkbox"/> Ahead of Schedule <input type="checkbox"/> On Schedule <input type="checkbox"/> Behind Schedule <input type="checkbox"/> Not Applicable
June <i>File Review Date: Jun. 24 Roughly 45 days</i>		<input type="checkbox"/> Ahead of Schedule <input type="checkbox"/> On Schedule <input type="checkbox"/> Behind Schedule <input type="checkbox"/> Not Applicable

**Parent/Guardian involvement in, and responsibility to the Learning Plan is required for students under the age of 19.*

Notes:

Communication Schedule And Log

The purpose of the **Communication Schedule** is to:

- Outline how communication between the school and student and between the school and parent/guardian* will take place
- Provide a record of the requested contact dates and actual contact dates
- Provide a record of the nature for the contact

The communication methods that will be used are: (check those that apply)

___ Phone, ___ Visit the Center, ___ Regular Attendance, ___ Email, ___ Skype

If Other, please specify: _____

Month	Requested Contact and Reason
September	
October	
November <i>File Review Date: Nov. 1 Roughly 39 days</i>	
December	
January	
February <i>File Review Date: Feb. 1 Roughly 50 days</i>	
March	
April <i>File Review Date: Apr. 16 Roughly 39 days</i>	
May	
June <i>File Review Date: Jun. 24 Roughly 45 days</i>	

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Notes: