

THE KOOTENAY DISCOVERY SCHOOL – KDS

The Kootenay Discovery School offers students and parents the resources, support and instructional direction needed to facilitate a distributed learning program. Distributed learning provides the flexibility to meet the learning needs of many BC students not served through conventional school programs. Schools in rural and urban communities may have difficulty offering a full range of courses and program options to all students, and distributed learning can expand equitable access to education, specifically providing choice for those students who have restricted options.

Distributed Learning is a method of instruction that relies primarily on indirect communication between students and teachers, including internet or other electronic-based delivery, teleconferencing, or correspondence. This can include working on a course in a Support Block, or at home, and connecting to the teacher remotely to get instruction and evaluation.

The Kootenay Discovery School strives to meet the individual needs of learners by providing a flexible program that complies with the Ministry of Education Policy and the Distributed Learning Policy.

The Discovery School offers **two** options for students:

1. Full-time Program

- The students registered in the Full-Time Program are enrolled for the majority of their courses with the Discovery Program.
- The enrollment process is the same for all programs in that a Learning Plan is prepared and the schedules for Communication and Work Completion are established.
- The students, parents and school have additional Rights and Responsibilities that are outlined in this document.

2. Cross-enrollment Program

Students who are Cross-enrolled are:

- In grades 10 to 12 Or are taking a course in grades 10 to 12
- Enrolled in another school for the majority of their courses
- Are taking a course through the Discovery School to supplement their program or because it is no available in their current school
- The enrollment process and rights/responsibilities are those found on the web site at

http://kes.sd5.bc.ca/Pages%20Programs/Main%20Pages/Registration/registration_main.html

What are the differences?

	Discovery Full-Time	Discovery Cross-enrolled
1. Learning Plan Required	Yes	Yes
2. Regular Report Cards	Yes	Yes
3. Learning Plan Roles and Responsibilities	Yes	Yes
4. Full-Time Program Roles and Responsibilities	Yes	No
5. Activation Assignment (10% course completion before being registered)	Yes (grades 10 to 12)	Yes (grades 10 to Adult)
6. Computer supplied (if necessary)	Yes	No (access through regular school)
7. Internet provided	Yes	No (access through regular school)
8. Support Blocks provided	No	Yes
9. B.C. Curriculum provided	Yes	Yes
10. Teacher directed	Yes	Yes
11. Daily Physical Activity Required	Yes	No (provided through the regular school)
12. "Ordinarily Resident" Requirement	Yes	Yes
13. Foundation Skills Assessment and Satisfaction Survey Requirement	Yes	Yes
12. Cost	Free	Free (there may be a refundable textbook deposit)

ROLES AND RESPONSIBILITIES

1. School District No. 5 will:

- provide a B.C. certified teacher to direct the learning program for student
- provide ministry authorized or locally approved learning resources at no cost to parents
- screen out-of-province learning resources for acceptable use within B.C. Curriculum Standards
- provide parents and students with the use of a Kootenay Discovery School computer, software and printer at home, if required (see computer use policy on page 4/5)
- subsidize internet services, if required
- provide, with approval of the program teacher, additional learning resources and activities to supplement the student's educational program
- retain samples of student work and report cards on file to help document students' educational progress (as per Board Policy 3.13)

- provide parents with access to the learning resources of the District Resource Centre through the student's instructor
- complete and retain on file a student permanent record as per the school act, section 79(3) and 168(2)

2. **The Principal** will:

- supervise staff
 - staff meetings
 - professional development
 - reporting issues
 - day to day concerns
- supervise curriculum/resources
- screen out-of-province resources
- supervise technology
- supervise the school budget
- develop a board and senior management liaison
- oversee ministry forms
- oversee Satisfaction Survey and Foundation Skills Assessment

3. **The Teacher** will:

- develop student learning plans for all students in consultation with parents
- plan regular parent communication (contact sheet - where oral communications and conferences with parents/students is documented)
- suggest a variety of teaching and learning strategies for students
- evaluate student progress
- report on student achievement i.e. three formal report cards and two informal reports
- engage in student learning i.e. student portfolios, contact logs, assessments
- authenticates students' work (learned through home visits online teaching sessions, etc.) in a sample portfolio
- ensure student participation in group activities
- provide curriculum and suggest community resources for individual learning styles and/or individual needs
- assist with hardware and software technological support
- when required, facilitate the student's transition back into a traditional school setting
- supervise Foundation Skills Assessment and Satisfaction Survey

4. **The Parent/Student** will:

- complete the KES Learning Plan and registration
- provide a copy of their child's birth certificate
- provide proof of "Ordinarily Resident" status
- follow the course outlines/plans as set out by the teacher in consultation with the parent/student
- be connected to the internet with an accessible e-mail address
- be registered on or before September 30th of each year (consideration will be given after this date depending on availability of resources/teacher time)

- be an active learner - students may be considered for withdrawal from KDS if the Student's Learning Plan is not being followed (unless there are special circumstances)
- facilitate educational programs for their child(ren) in a supervised environment appropriate for learning which incorporates a daily routine
- follow a Student Learning Plan for each student, which has been developed under the direction of the teacher. This learning plan will identify appropriate learning outcomes as prescribed by the Ministry of Education.
- use learning resources that are authorized by the Ministry of Education or are locally approved in accordance with school policy
- ensure that their child(ren) write all appropriate district-wide or provincial assessment: Foundation Skills Assessment and Satisfaction Surveys

MATERIALS AND EQUIPMENT

1. Computer

In discussion with the program teacher, each family is supplied with a printer and a warranted computer that is either transferred from a former student or ordered new by the District. Extra equipment to enhance the computer is not covered unless under special circumstances approved by the District. KDS will provide the first ink cartridge only for the printer; others must be purchased by the family.

Family Responsibilities:

- The family is responsible to contact the computer supplier if any warranty work is required - any additional repairs must have prior KDS approval. It is recommended that families backup any important data files as the cost of restoring these files will be the responsibility of the family. It is also recommended that families have adequate insurance coverage in their household policy to cover replacement of the computer/printer in case of theft or damage.
- Families are responsible to have their printers up and running so that a hard copy of reports can be copied and signed when the teacher visits during the reporting period.

It is expected that both computer/printer will be returned in good working order upon withdrawal or if the family has been withdrawn from KDS. Parents are not to exchange computer/printer systems with other people.

When the warranty is up on the computer/printer, they are to be returned to the Kootenay Orchard School site. Families will no longer be given the option to purchase these systems as they will now be sold by the District.

2. Internet

Internet is mandatory as it is primarily used for communication and to enhance the curriculum. The District will pay up to \$40.00/month for Internet usage for a yearly maximum cost of \$480.00. High speed internet is preferred for better access to curriculum. Reimbursements will be made directly back to the family on submission of the bill indicating the representative Internet charges. Internet usage for the summer months, while the program is not in session, is the responsibility of the family.

Please Note: hook-up fees and modems are not covered, along with charges incurred for services, unless under special circumstances approved by the District. Every family must have an accessible e-mail address.

3. Signing Out Equipment the KDS Office

The telescope, digital cameras and other equipment can be signed out through your instructor. Your instructor has the sign-out form which must be completed.

4. Supplies and Activities

The District will provide the core curriculum for resources, such as the Open School, Oak Meadows, Success Maker, Plato, and Rosetta Stone Programs etc. and other texts or approved resources. In addition, the district will pay for additional resources and activities to supplement the student's educational program. All resources and activities **MUST** have the prior approval of the program teacher to determine if:

- The activity or resource is secular in nature
- The activity or resource supplements the Learning Objectives of B.C. Curriculum for that grade level
- The activity or resource is fundable under the budget allocation for the student, grade and program
- More than one student or family can ideally use the activity or resource. The program teacher will provide opportunities with parents to coordinate activities and resources.

With the exception of Internet fees, all payments are to be made directly from KDS to the service provider. Please contact one of the teachers to discuss your student's specific needs.

The School District does not pay for: mileage, any religious activities or materials; registration and equipment for high-risk activities (such as hockey, boxing, tae-kwon-do, horseback riding etc), or for activities deemed the responsibility of the parents (such as tutoring fees, lunches and transportation when on school field trips, clubs fees such as scouts, brownies, guides etc).

SERVICES

1. Interschool Courier:

There is an interschool courier service that travels between Cranbrook and the Elk Valley every second day, from September to June. You can send receipts to the KDS office using this service - just go to the School Board Office or closest Learning Centre, put your items in an interschool envelope and give to the secretary. The courier will forward your materials to the KDS office.

2. Photocopying:

- a. All photocopying is done by the parent and is limited to curriculum content only, following the Can-Copy guidelines.

- b. Copying costs will not be charged to your supply budget; however, you will be charged for all non-curricular copying at \$.25/copy. If you choose to use a commercial copier outside of the District, this cost will also be charged to your supply budget.
- c. Elk Valley families can go to the nearest Learning Centre to do photocopying. Please call the respective Learning Centre before you leave to ensure that equipment is free for use.

3. Resource Centre Materials:

All materials, videos, novels, kits, books etc. from the Resource Centre, must be signed out through your instructor. Please do not telephone the Resource Centre directly to order materials. All orders must go through your instructor.

Materials must be returned to the instructor, who is responsible for returning the materials by the due date. If you require the materials for longer than the due date, please contact your instructor.

REPORT CARDS

Report cards are prepared three times a year, as required by the School Act. A representative portfolio of the students' work will be kept and be available when report cards are prepared. All reporting will be made through the BCeSIS system. The teacher is responsible for all evaluation and reporting.

USE OF RELIGIOUS MATERIALS

In the public school system, a student's entire educational program must be secular. "All schools and Provincial schools must be conducted on strictly secular and non-sectarian principles. The highest morality must be inculcated, but no religious dogma or creed is to be taught in a school or Provincial school". (Section 76 of the School Act).

Any public school program that includes the use of resources or modules with particular religious dogma or creed is not in compliance with the School Act. Districts cannot use or purchase religious resources for students. Students cannot complete assignments or assessments which include a particular religious dogma or creed. Parents will not be reimbursed for using religious materials or resources with students.

Learning resources to be used in a public school must be selected either from the ministry's list of recommended resources or through a local approval process within the district. Catalogues and phone/fax numbers are available from the secretaries/instructors. Parents can access materials from the District Resource Centre through their teacher.

KOOTENAY DISCOVERY SCHOOL TRANSITION PROTOCOL

One of the overarching goals of the KDS program is to offer choice and flexibility of student learning and to help learners make a transition into the traditional school system when, and if, this is appropriate. Whenever this transition is made, the needs of the learner and of the receiving school must be considered so that the transition can be as seamless as possible. This requires that the learner be able to demonstrate his/her readiness for the receiving grade level work, and that the receiving school honors the work the learner has done through the Kootenay Discovery School.

Placement in the appropriate grade will take place (as indicated by the report card) following consultation with the teacher who would outline the particular accomplishments, strengths and/or weaknesses of the learner's work over the past year. As with any student, the parents would be consulted as to the placement changes that would be made. If no agreement can be reached regarding this student's placement, this matter will then be referred to the administrator of the school for resolution. In the case of disagreement regarding placement, normal district appeal process will be used. (Policy Statement 3.14 of School District #5 Policy Book/Transition Protocol).