

Policy: Student Learning Plan – All Programs

General:

The Distributed Learning Contract specifies expectations for a Student Learning Plan and the contents of that plan. The plan must provide evidence that:

- On-Going, two-way communication between teachers and students and teachers and parents* has taken place
- Students have been suitably screened as distributed learners
- Responsibilities of the student, parent* and teacher have been clearly defined before the student enrolls
- Students and parents* are aware of the activation requirements, the schedule by which work is to be completed, the evaluation strategies to be used and reporting periods to be observed.
- Students are aware of all course options available and how their course selection applies to graduation credit
- Students are aware of rights and obligations for awards, scholarships and sports options as well as the expectations to be involved in Provincial Learning Assessment
- A written agreement is signed by the student, parent* and teacher that indicates their responsibilities to and understandings of the student's Learning Plan.

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

As other educational opportunities provided through Kootenay Educational Services may also be regulated in the future by similar sorts of agreements with the Ministry and to provide one intake approach to all the services we provide, this policy describes the minimum expectations and responsibilities of all parties involved in student enrollment at KES.

Intake Responsibilities

1. Prior to registration of a learner in any program offered by Kootenay Educational Services, the learner must:

- a) Complete the designated sections of the registrations from
- b) Complete the Canadian Test of Basic Skills test for the requested grade level (for new registrants only or those without a cumulative file)
- c) discuss with the teacher how the course(s) fit into their educational objectives (Dogwood, School Completion, Adult Grad or Academic Upgrade/Challenge)
- d) discuss with the teacher other educational options that may be available
- e) discuss with the teacher the course expectations, evaluation, activation assignment, the schedule for completion of the course(s) and the schedule for communication with the teacher.

- f) sign the Learning Plan and in the case of a student under the age of 19 have the parent/guardian aware of an in agreement with the conditions of the Learning Plan and have demonstrated the same by signing the agreement.
2. Prior to registration of a learner in any program offered by Kootenay Educational Services, the teacher will:
- a) review the registration form and administer the Canadian Test of Basic Skills
 - b) draft a schedule for course completion and communication to be shared with the student and parent*, taking into consideration:
 - a review of the student’s cumulative file (if available)
 - the results of the CTBS
 - the goals of the learner
 - in the case of a cross-enrollment student, the input from school counselor
 - c) discuss with the student how the course(s) fit into their educational objectives (Dogwood, School Completion, Adult Grad or Academic Upgrade/Challenge) and check with the counselor of a cross-enrolled school to ensure that the course satisfies the student’s educational objectives and abilities
 - d) discuss with the student and parent* other educational options that may be available
 - e) discuss with the student and parent* the course expectations, evaluation, activation assignment, the schedule for completion of the course(s) and the schedule for communication
 - f) discuss with the student and parent* what is required to become active in the course and remain active in the course
 - g) have all parties sign the Learning Plan and provide a copy to the student and the parent

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

Course Activation

1. A student becomes active in a course and able to generate the appropriate funding when:
- a) Discovery Program K to 9
 - i) the Learning Plan has been discussed with the student and parent* and signed
 - ii) a copy of the registration form and Learning Plan will be submitted by the teacher to the Fernie Office.
 - iii) the student is correctly registered into BCeSIS and assigned to the appropriate course(s).
 - b) Discovery Program 10 to 12
 - i) the Learning Plan has been discussed with the student and parent* and signed

- ii) the student has successfully completed the Activation Assignment (10% of the course)
 - iii) a copy of the registration form and Learning Plan will be submitted by the teacher to the Fernie Office.
 - iv) the student is correctly registered into BCeSIS and assigned to the appropriate course(s).
 - c) Alternate, Full-Time, Part-Time 7 to 12
 - i) the Learning Plan has been discussed with the student and parent* and signed
 - ii) a copy of the registration form and Learning Plan will be submitted by the teacher to the Fernie Office.
 - iii) the student is correctly registered into BCeSIS and assigned to the appropriate course(s).
 - d) Cross-Enrollment 10 to 12
 - i) the Learning Plan has been discussed with the student and parent* and signed
 - ii) the student has successfully completed the Activation Assignment (10% of the course)
 - iii) a copy of the registration form and Learning Plan will be submitted by the teacher to the Fernie Office
 - iv) the student is correctly registered into BCeSIS and assigned to the appropriate course(s)
 - v) priority for enrollment will be given to students in School District #5 in the advent that only limited space is available in a given course
 - e) Adult Graduation
 - i) the Learning Plan has been discussed with the student and signed
 - ii) the student has successfully completed the Activation Assignment (10% of the course)
 - iii) a copy of the registration form and Learning Plan will be submitted by the teacher to the Fernie Office
 - iv) the student is correctly registered into BCeSIS and assigned to the appropriate course(s).
2. To remain actively enrolled in a course, the student must:
- a) maintain the schedule of assignment submission and communication that was agreed to in the Learning Plan
 - b) notify the teacher if there are any changes to modes of communication as indicated in the Learning Plan

Activation Assignments

1. The purpose of the Activation Assignment is to:

- a) provide the student with an opportunity to experience individualized instruction materials before committing to the conditions of a learning plan
 - b) give the teacher an opportunity to evaluate the student's potential for success on an individualized instructional program and a gauge of the length of time required for the course completion schedule
 - c) provide the evidence required for activation status and funding as defined in the Distributed Learning Agreement
2. The Activation Assignment is to be substantive assignment, which means that:
- a) the assignment is directly related to the course of study
 - b) the mark obtained on the assignment will become part of the student's final evaluation for the course
 - c) the completion of CTBS or the use of other assessment tools may be required to determine successful program placement or adaptations, they do not however meet the criteria of an Activation Assignment.
3. Activation Assignments for the courses offered to cross-enrollment students and Adult Grad students will be 10% of that specific course. Courses may be added during the year, but in each case, students will not be scheduled into BCeSIS for funding until 10% of the course has been successfully completed.

Withdrawal of Services

1. If the student is inactive in a course of studies within a reasonable period of time**:
- a) the teacher will contact the student and parent* to determine the cause of the difficulty.
 - b) the teacher will take into consideration the unique needs of the student, the student's ability and the student's motivation to complete the course. The teacher will recommend:
 - i) assigning an "I" letter grade for that reporting period and modify the course completion schedule; providing a copy to the student, parent, student working file and the office file
 - ii) recommend that the student withdraw from the course if there has been no significant change following the assignment of an "I" letter grade.
 - c) if in agreement with the student and parent, the student is to be withdrawn from the course, the teacher will:
 - i) record the withdrawal on the Student's Learning Plan
 - ii) record the date of communication with the student and parent
 - iii) provide a copy of the Learning Plan to either the Fernie or Cranbrook office on the next file review date
 - iv) record the withdrawal as the student's final mark in BCeSIS

d) if the student has not submitted course work within a two month period of the regular school year and the teacher is unable to establish contact with either the parent or student, the student will be automatically withdrawn from the course.

The teacher will:

- i) record the withdrawal on the Student's Learning Plan
- ii) record the date of the last attempt to communicate with the student and parent
- iii) provide a copy of the Learning Plan to the Fernie office on the next file review date
- iv) record the withdrawal as the student's final mark in BCeSIS

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

***A reasonable amount of time is defined as one month's time within the regular school calendar of September to June*

Documentation of Student Learning

The harder someone has to look to find evidence that meaningful communication, direction and evaluation has taken place, the less likely they are to believe what they do see. There needs to be a consistent and predictable process of recording student enrollment and progress. It has to be consistent within each program and across all programs that we offer. The process needs to be tied to other responsibilities that we have:

- Ministry 1701 collections,
- DLA Achievement Snap-shot Collections,
- Ministry Student Reports,
- Reporting Schedules of other cross-enrolled schools
- Course Completion and Governmental Exams

File Structures

1) **BCeSIS** – is the standard for student demographics and reporting. Teachers have access to the reporting module for the purposes of mark, but do not have access to some of the main demographic information

2) **Teacher Working Folder** – this is a file kept by the teacher, which contains

- a) samples of the student's work
- b) ongoing evaluation and communication

3) **Student Learning Plan Folder** – this is a yellow folder that is stored inside of the Teacher Working File. The Student Learning Plan Folder contains:

- a) Student Enrollment Form
- b) **Signed** Student Learning Plan
- c) Work Completion Schedule and Communication Schedule
- d) Student Mark Record for the course or courses

e) Student Report Card(s)

4) Student Cumulative File

- a) Cumulative Student File - is filed securely at the site where services will be extended. The teacher may need direct access to the file for the purposes of IEP development. If the student is cross-enrolled, an Adult Learner or newly enrolled with the district, a new cumulative file will be started and stored at the site where services will be extended.
- b) a dated copy of the Student Learning Plan Folder (blue folder stored inside the Cumulative Student File
- c) Student Services Red Folder – If the student is school age, exclusively enrolled with KES and has an IEP for funding purposes, the Student Services Red Folder is placed inside the Student Cumulative Folder

5) Registration File

Registration File - is a copy of Student Learning Plan that:

- a) dated and signed
- b) updated during each of the reporting periods
- c) submitted to and stored at the Fernie Office
- d) when correctly dated, signed and activated will be used to register the student into BCeSIS

File Access – File Review

1) Teacher Working Folder

The **Teacher Working Folder**, the **Student Learning Plan Folder** and the **Student Cumulative File** are to be securely stored in the facility responsible for the program or course the student is taking. In the case of cross-enrolled students or Adult Grad students there needs to be proof of an activation assignment for each course the student is to be registered in.

On each of the reporting cycles during the year, the **Student Learning Plan Folder** will be updated in both the site location and at the Fernie Office.

2) Student File Security

The **Student File** is a shared resource with restricted access.

- a) If the file is removed at any time for the purposes of review, a sheet describing:
 - Who has the folder,
 - Where the folder is
 - When the folder is to be returned
is to be placed in the file hanger.

b) At no time are the **Student Cumulative Files** to be shared with services or individuals outside of KES without the permission of Administration.

c) On each of the reporting cycles, the **Student File** are stapled together with sheet indicating the reporting date and the new copies are added for the teacher(s) are added.

d) Copies of report cards issued are added to the Student Cumulative File

Funding Categories

There are currently three funding codes and categories that are used by KES to generate funding for the services provided. Each funding code has its own criteria for enrollment and expectations related to reporting:

- Continuing Education
- Distributed Learning
- Alternate Education

A) Continuing Education

DLC 00505000

1) 1701 Data Collection

- September
- February
- June

2) Enrollment Criteria

Continuing Education Centres

These are usually adult education programs (students aged 16 and older as of July 1, *of that enrolling year*) offered by a school district, either leading to a high school completion or, in the case of school aged graduates, upgrading of a current certificate. Typically these programs are offered at non-traditional school hours i.e. the evening. Please note that enrolment reported by Continuing Education Centres on Form 1701 can only include those students enrolled in a planned program of studies leading to a B.C. Certificate of Graduation.

FORM 1601: PUBLIC SCHOOL DATA COLLECTION

FORM COMPLETION INSTRUCTIONS FOR PUBLIC SCHOOLS

- a) 16 + years of age as of July 1 of that enrolling year
- b) working toward graduation or upgrading
- c) as of September 2007, all Adult Graduation student enrolling with KES will be registered under the DLC Funding Code

d) the DLC Funding Code is **not** to be used for the purposes of registering cross-enrollment students.

3) Registration and Reporting

a) Standard registration expectations for the **Student Learning Plan** and **Office Student File**

b) File review and updating four times yearly

c) Report Cards and Reporting:

i) School-aged Students

- Formal report cards: November, February, April, June
- Governmental Exams as indicated by the course selection

ii) Adult Graduation

- Certificate of Program Completion to correspond with 1701 data reporting dates in:
September
February
June
- Governmental Exams are optional in the Adult Graduation Program. This is program-specific, not adult specific. Adult students should be aware, however, that many post-secondary institutions require provincial examination marks for admission purposes.

B) Distributed Education

KDS 00599156

1) 1701 Data Collection

- September
- February
- May

2) Course Completion Snapshot Data

- October
- December
- February
- April
- June

3) District Enrollment Reports

- at the end of each month
- snap-shot reports as various times in September, February and April for the purposes of staffing and budget allocation

4) Enrollment Criteria

Distributed Education Programs

These are schools that operate under agreements with the Ministry to offer instruction to students by means of distributed learning only. 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. It takes place when the student is learning primarily at a distance from the facility. A Distributed Learning School must be identified with a unique ministry school code. A Distributed Learning School may offer services to students with unique needs (e.g., adults, ESL, Aboriginal, Special Needs).

FORM 1601: PUBLIC SCHOOL DATA COLLECTION
FORM COMPLETION INSTRUCTIONS FOR PUBLIC SCHOOLS

- a) K to 12 Education
- b) student learning is primarily at a distance from the facility
- c) requires that all of the conditions under the Distributed Learning Contract be met for a student to generate funding
- d) the KDS Funding Code is to be used for Discovery Distributed Learners Full-Time and Cross-Enrollment students.
- e) the only cross-enrollment school in School District #5 is the KDS funding code of Kootenay Educational Services. In order for a student to be registered in more than one school in SD #5, they have to be:
 - primarily enrolled with the other school through BCeSIS
 - secondarily as cross-enrolled through BCeSIS under the KDS funding code of Kootenay Educational Services
 - Cross-enrollment is only in one direction. The referring school has to allow the student to be cross-enrolled and set that as a condition in BCeSIS

4) Registration and Reporting

- a) Standard registration expectations for the **Student Learning Plan** and **Office Student File**
- b) File review and updating four times yearly
- c) Report Cards and Reporting:
 - i) Students in the K to 12 Discovery Program
 - Formal report cards: November, February, April, June
 - Governmental Exams as indicated by the course selection
 - FSA and Satisfaction Surveys
 - ii) Cross-enrollment Students 10 to 12

- Formal report cards: November, February, April, and June. Marks are submitted by the teacher to BCeSIS. The referring school will issue the report cards
- Governmental Exams as indicated by the course selection

C) Alternate Education **KES 00599078**

1) 1701 Data Collection

- September
- February

2) Enrollment Criteria

Alternate Programs

These are schools whose programs meet the special needs of students who may be unable to adjust to the requirements of regular schools (for example, timetables, schedules, or traditional classroom environments). Programs are generally funded and administered by the districts involved, except in the case of rehabilitation programs, where services are obtained through a funding agreement between the Ministry of Education and the Ministry of Children and Families.

FORM 1601: PUBLIC SCHOOL DATA COLLECTION FORM COMPLETION INSTRUCTIONS FOR PUBLIC SCHOOLS

- a) 7 to 12 Education
- b) student is working on individualized instruction that is designed to meet their specific learning needs
- c) the KES Funding Code is to be used for full-time or part-time school-aged students who are not registered for cross-enrollment or Adult Graduation
- e) in addition to the students registered exclusively with the Junior or Senior programs in Cranbrook, students who are not yet 16 years of age in July of the registering year and intend to enroll exclusively with one of the Learning Centers in the Elk Valley may register under the KES Funding Code.

3) Registration and Reporting

- a) Standard registration expectations for the **Student Learning Plan** and **Office Student File**
- b) File review and updating four times yearly
- c) Report Cards and Reporting:
 - i) Students in the 7 to 12
 - Formal report cards: November, February, April, June

- Governmental Exams as indicated by the course selection
- FSA and Satisfaction Surveys were applicable

Enrollment Reporting

Kootenay Educational Services offers educational options to students on an ongoing basis. As a result, there is continuous intake and enrolment as compared to traditional school settings. There are various levels of expectation associated with data collection. The month end enrollment reports, as an example, are only accurate on the day that they are taken. Hence the term “snap-shot report” implying that as soon as the picture is taken, things will change. 1701 reports are for the purposes of funding and have to be extremely accurate. These reports are taken at several times during the year so that the day-to-day nature of our enrollment pattern is more accurately reported to the ministry. In all cases, BCeSIS is used to gather the information and should reflect as accurately as possible the enrollment at any given time.

To ensure the accuracy of data reporting:

- a) students are not enrolled formally into BCeSIS unless **all** of the requirements of a Student Learning Plan have been met.
- b) students registering as cross-enrolled under the KDS Funding Code should be encouraged to complete the Activation Assignment as soon as possible.
- c) the final mark for a cross-enrollment student on course completion or withdrawal needs be entered into BCeSIS prior to the next file review date
- d) the letter grade “I” is only used when the student is not working to the expectations of the schedule that was established in the Student Learning Plan.
- e) a student is not withdrawn from a course unless there has been little or no progress over the period of two file review dates.

The process to be followed is:

- to assign an “I” letter grade and negotiate, if possible, adaptations to the completion schedule on the first unsatisfactory file review data
 - withdraw the student from the course on the following file review date if there has been no communication or no significant change following the assignment of the “I” letter grade. Please refer to the section on **Withdrawal of Services**
- f) if a **cross-enrolled student** has submitted an Activation Assignment and Enrollment Form to one teacher and educational services for that learner will be delivered by another teacher within Kootenay Educational Services then:
- the Enrollment Form and Activation Assignment are sent to the teacher who will be delivering services
 - the responsibility for developing the Teacher Working Folder, the Student Learning Plan Folder, evaluation and file review will become those of the teacher delivering services
 - on successful completion of the requirements of the Student Learning Plan, the student will be enrolled in BCeSIS, in the requested course, assigned to the teacher delivering services

g) if a student is registering for **Adult Graduation** and wishes to be considered for Prior Learning Assessment then the following will take place:

- a copy of registration form will be sent by the referring teacher to Neil McDermid, who will contact the learner to determine if the student's prior experiences satisfy the conditions of a course challenge
- if the PLA applies, those courses will be registered to Neil in BCeSIS for that student and indicated as completed through PLA
- a copy of the registration form will be returned to the referring teacher, indicating the PLA credit, if applicable, and the responsibility for developing the Teacher Working Folder, the Student Learning Plan Folder, evaluation and file review for the remaining courses will become those of the referring teacher
- the remaining courses will be registered in BCeSIS under the referring teacher when the conditions of the **Student Learning Plan** have been met

Fees and Deposits

In keeping with District and Ministry policy concerning school fees, all educational services that we provide are free to the student with the following exceptions:

1) Lost and Damaged Textbooks

a) As part of the Student Learning Plan there is a condition indicating that the student will be responsible for the replacement cost of any lost or damaged textbook

- if the student is 19 years of age or older
- or the parent or guardian will assume the responsibility if the student is under the age of 19.

b) It is important that the student and parent or guardian are aware of the cost of the textbook before it assigned to the student and that a parent or guardian sign the Student Learning Plan if the student is under the age of 19.

c) The replacement cost of a textbook should be based on the current price of that textbook and a life span of about four years in circulation.

d) All textbooks that are lent out have to be stamped as
Property of Kootenay Educational Services
School District #5 (Southeast Kootenay)

e) an identification number needs to be marked in the text and recorded in the Student Learning Plan to enable the return of misplaced or unidentified texts.

2) Interest Only Courses

There have been a number of interest course offered in the past that are:

- a) not leading to graduation credit
- b) available to students 19 year of age and older for interest only
- c) the students are not registered into BCeSIS
- d) on the successful completion of the course, a certificate can be issued from Kootenay Educational Services to recognize the student accomplishment

e) The cost charged to the learner is \$200.00/course with the flexibility that the registering teacher may determine a lesser charge based on the needs of the student and their ability to pay.

3) Payment of Fees and Fines

- a) the student or the parent or guardian of the student will be directed to make payment by cheque directly to the Fernie Office
- b) the cheque will be made out to Kootenay Educational Services
- c) the amount charged will be indicated on the Student Learning Plan
- d) a receipt will be mailed to the student or the parent or guardian of the student from the receiving office
- e) a copy of the receipt will be placed in the Office Student File.

5) Assess to the Fees and Fines Account

- a) the monies collected for School Fees and Fines are deposited into a trust account
- b) there is a trust accounts established for this purpose
- c) the monies in trust are to be used to offset the costs of textbook replacement, photocopying and other educational costs associated with the delivery of courses
- d) authorization for expenditure is done by request to Doug McPhee
- e) quarterly reports will be prepared by the office staff in Fernie indicating the current balance, the expenditures for that period and copied to all centers

6) Discovery Parent Reimbursement

a) Under the conditions of the Distributed Learning Contract, parents with students in the Full-Time program can be reimbursed for internet services and for approved supplementary resources or activities. In order for reimbursement to take place the following conditions must be met:

- the learning resource must be directly related to the IRP for that course
- must be secular in content i.e. not religious or spiritual in nature
- must have the prior approval of a teacher in the Discovery Program as being related to B.C. curriculum for that learner and secular in content
- payment must be made directly to the service provider (with the exception of internet charges) For further clarification, please refer to the Discovery School Policy on the <http://kes.sd5.bc.ca>

b) Under the conditions of the Distributed Learning Contract, parents may be directly reimbursed for expenditures on internet charges. The allocation for internet is currently to a maximum of \$40.00 per household per month of active involvement in the Discovery Program (actively enrolled during the months of September to June). In order for reimbursement to take place the following conditions must be met:

- the requirements of the Student Learning Plan have been met

- the parent has submitted a bill from their internet provider indicating the charges specific to monthly usage
- the bill submitted does not include payment for either July or August
- the student is active in their learning plan as indicated on the previous file review and the internet is being used to support their learning plan
- all payments are made through the Fernie Office by cheque to the parent or guardian