

# ARROW LAKES DISTRIBUTED LEARNING SCHOOL

*Learning, Anytime, Anywhere*



**PARENT AND STUDENT HANDBOOK**

## About Us

Arrow Lakes Distributed Learning School offers flexible options for students from K-12 and for graduated and non-graduated adults to learn. There are three main programs offered within the school:

### *a K-9 home-based learning program*

An exciting program for home-based learning integrates academic and resource support from the teacher, home-based learning experiences that correspond to the BC curriculum, and group arts projects and recreation activities such as the ski program and curricular field trips coordinated by Paula Rogers, our talented DL School teacher. The Arrow Lakes DL School partners closely with Lucerne School in New Denver to support students. Fine Arts performances, inclusion in Writers Festival, Science Fairs, Immersion Weeks and other opportunities are offered to DL home-based learners.

### *a Grade 10-12 blended learning program*

in Nakusp, in New Denver and online Looking for flexible, high quality courses that meet BC graduation requirements? Look no further! The Arrow Lakes DL School has two sites that offer blended learning for students in Grades 10-12. Meet Mark Lada, our amazing teacher in Nakusp each Wednesday from 12 to 3 and Friday from 9 am – 3 pm at the Selkirk College ABE classroom. In New Denver, it's the terrific Scott Kipkie as teacher every Wednesday. Of course, both teachers support students online and from a distance.

### *Programs for Non-Graduated Adults*

Assistance for earning a Dogwood or Adult Graduation diploma — these are possible for students aged 19 and older through the Arrow Lakes DL School. Support is available for adult students from teachers either online or in a blended learning face to face environment in Nakusp and New Denver in conjunction with Selkirk College. Courses are free for non-graduated adults. Check out the options.

## Staff

### **Nick Graves**

Principal

Nick joined ALDL in August 2017 as Principal after 11 years as teacher and Principal in various schools in BC, China, and South Korea. He is also Principal of Lucerne Elementary Secondary School in New Denver. Passionate about student success and changes in how learning happens, Nick would like to welcome you to Arrow Lakes Distributed Learning School: Personalized learning in a Natural Setting.

[Nicholas.Graves@sd10.bc.ca](mailto:Nicholas.Graves@sd10.bc.ca)

### **Mark Lada**

Teacher ~ Selkirk Campus

Mark brings many years of extraordinary teaching in dynamic, flexible environments designed around what each student needs to succeed. Enthusiastic, fun, and extremely knowledgeable, Mark will work diligently with each student towards their personal goals.

[Mark.Lada@sd10.bc.ca](mailto:Mark.Lada@sd10.bc.ca)

### **Scott Kipkie**

Teacher ~ New Denver Campus

Scott also works at Lucerne Elementary Secondary School, specializing in Math, Sciences and Languages. He brings a wealth of knowledge and experience in designing personalized learning experiences, as well as online environments. Scott works closely with elementary DL students every Wednesday to help students succeed and enjoy their learning.

[Scott.Kipkie@sd10.bc.ca](mailto:Scott.Kipkie@sd10.bc.ca)

## Guidelines

ALDL students must comply with Ministry of Education guidelines which state:

- Learners are required to follow the BC Curriculum and meet the required areas of study
- Learners are required to attend to their schooling on a full-time basis, although the specific hours and times may vary
- Students must be formally assessed three times per year
- Resources must reflect the BC Curriculum and be Ministry or approved upon consultation with staff
- Resources used as part of the educational program or for assessment purposes must not include religious-based materials
- Education is directed and supervised by a BC certified teacher

## Registration

To register for either the k to 9 program or the grade 10 to 12 graduation program, please call Chiyoko Reitmeier our school secretary @ 250- 265-3638 ext. 3501. She will be happy to help you in connecting with the program of your choice and will also arrange the forms needed to register. You can also contact Mark or Scott directly and you can set up an appointment with them to register.

## Responsibilities of Stakeholders

### **Role of ALDL Staff:**

- Ensure program meets prescribed Provincial curriculum
- Develop student learning plan with the student and parent
- Supervise student's educational program
- Provide and/or approve curricular learning resources
- Assess and report on student progress
- Provide programs, workshops, and classes when the need arises
- Maintain regular contact with families to ensure student success
- Provide, develop and modify curriculum
- Arrange weekly gatherings and field trips (K-9)

### **Role of the Parent(s):**

- Develop an educational plan with ALDL staff
- Inform staff of problems with progress or curriculum
- Facilitate the learning process
- Maintain regular contact with ALDL staff
- Develop motivational strategies to keep your child interested and excited about learning
- Set reasonable daily goals and develop time management with your child
- Work with ALDL staff to continually monitor student progress
- Ensure that your child maintains a portfolio of work with dated work samples

### **Role of the Student:**

- Commit to regular and continued study
- Fulfill requirements in the time period agreed upon
- Communicate problems and concerns to parents and/or ALDL staff
- Complete assignments to the best of your ability and ask questions when you don't understand something
- Work with your parents and ALDL staff to develop a learning plan
- Be an educational risk taker and endeavor to be an effective problem solver
- Work hard and have fun learning in a program designed specifically for them!
- Contact teacher on an ongoing basis through office visits, email or on-site programs and activities

## Student Learning Plans

All students are required to have a Student Learning Plan (SLP). Home facilitators meet with a ALDL staff member to complete an SLP, which is based on the Ministry's Learning Standards for a student's grade level. An SLP provides a written guide that outlines the content that each student will cover during the school year. Having this guide to follow helps ensure that all areas of the curriculum are addressed. There is flexibility in how content is covered and what strategies are used. In addition to these meetings outlining curriculum requirements, they provide opportunities to review specific student needs, to decide on textbooks and materials to be used, as well as to discuss any assessment strategies that will be used. The SLP form is to be signed by both ALDL staff and the home facilitator. The home facilitator will receive a copy of the SLP and the original will be kept in the student's file. SLP's provide the basis for portfolio meetings (discussed below) and are updated and referred to throughout the year.

Most of these SLP meetings will take place in September. (If a student enrolls in ALDL in January/February, the SLP meeting will take place shortly thereafter). In preparation for these meetings, it is important that home facilitators review the Learning Standards the teacher delineated at the beginning of the year.

## Portfolio Assessment K-9

The purpose of a portfolio is to provide products and artifacts that demonstrate student acquisition of skills and knowledge. Student portfolios should contain dated samples of work collected throughout the year. Portfolios should be developed within the instructional goals. Each item included should also include the expectations the student was given to complete the task. Portfolios are to be submitted during the assessment interview.

FreshGrade is a digital portfolio & assessment platform that makes learning visible for leaders, teachers, parents, and students. While its use is not required it is strongly recommended as it provides a wide range of affordances to make assessment process more powerful.

## Portfolios: Content Details

Portfolios help teachers, parents and especially students. They help students to set goals, make choices, reflect on their work, and celebrate learning. The main purposes for using a portfolio are:

- To share with the coordinator and/or teacher the learning that has occurred.
- To help teachers and parent monitor the degree to which students are meeting the Learning Standards
- To monitor student progress over time.
- To make reporting an effective and valuable process that provides ALDL teachers, the parent and the student, with relevant information and feedback

## Report Cards

Students in the k to 9 program receive constant feedback from their instructor and will also have three formal portfolio review periods. At the end of the year they will also receive a formal summative report cards that gives descriptive feedback on all areas of their educational program.

Students in the 10 to 12 graduation program also receive constant feedback from their instructor and receive three formal report cards as well as two informal reports. These informal reports can take the form of student led conferences, or formal verbal/written reports depending on a student and their parent/guardian's availability.

## Curriculum Resources

The Arrow Lakes DL Resource room is located in Lucerne Elementary Secondary school and is a growing assortment of resources to assist in the delivery of a program. Each year new materials are purchased with parent input. Resources are used on a sign out basis. The Lucerne library clerk is available to support parents sign out materials on Tuesdays and Wednesdays.

## Funding

Funding allocated to families is intended for the purchase of curriculum and supplemental resources, as well as other expenses central to the education of students in the program. Such funding must be clearly intended to support the Learning Standards for students. Funding may be used for instructional materials, supplies, textbooks, games, art supplies, science equipment, educational magazines, and Internet fees that relate directly to the Learning Standards for each student's grade level.

A portion of the funds may also be used to pay for registration fees for such things as fine arts lessons, athletic programs or to pay for instruction in second languages (Grades 5 and up).

Funding for the school year is as follows: \$600.....students in Grades K - 9

### ***Funding Process***

Allotments will be made according to the following schedule:

1. Up to December 1st up to 50% of total allocation (up to \$300/child)
2. December 2nd to May 1st any outstanding amount left, up to \$600 maximum

Any funds not spent by May 1<sup>st</sup> will be used by the staff of ALDL to purchase communal resources that will be available for sign out in the resource library.

## Extra-Curricular Travel

Any parents who wish to drive students on a school based trip must be over 21, have a current drivers' abstract for the school year, have a minimum of \$1 million in liability insurance policy, complete a 'volunteer driver form' kept in the school office for each trip and complete a volunteer criminal records check which must be approved by the Superintendent. A student may drive themselves to an event if there is no alternative but under no circumstances are students able to transport other students.