

## Roles and Responsibilities of Students and Parents

SD8 deeply values the collaboration and co-operation of the teacher, student, and parent in a blended home-learning environment. The Online Learning (OL) teacher plans and oversees the educational program, while the role of the parent is to provide day-to-day support at home.

### Homelinks OL Learner will:

- **Collaborate** with the OL teacher and parent in the construction of a Student Learning Plan (SLP), identifying personal learning needs and goals, and choosing relevant activities and resources.
- **Complete** assigned work at home, engaging fully in the academic program in the course outline.
- **Seek** help from a parent or teacher when required.
- **Submit** completed assignments in a timely manner whenever required.
- **Challenge** all tests and quizzes without assistance. Students are to communicate with their teacher when they are ready to take a test or quiz.
- **Participate** in all required district and/or provincial assessments (i.e., FSA, ELEPS).
- **Communicate** with their teacher on a regular basis (or as required) either through face-to-face, email, online course assignments, video calls, discussion boards, etc.
- **Participate** in offered local activities (optional).
- **Engage** with other OL students in a respectful and collaborative manner in group settings, and follow policies related to academic digital citizenship.
- **Engage** in self-reflection and assessment to help and provide helpful feedback on their academic progress with both parents and their OL teacher.

### Parents of OL students will:

- **Collaborate** with the OL teacher in the creation of a Student Learning Plan (SLP), providing information relevant to learner strengths, academic goals, and suggesting resources and activities that may meet these goals.
- **Oversee and implement** the academic program at home by:
  - **Providing** a space for the learner to work.
  - **Making** readily available all relevant school-related supplies, resources, and technology.
  - Being remarkably familiar with their learner's SLP/course outlines and requirements.
  - **Ensuring** that the learner completes their work on their own.
  - **Checking** daily/weekly work for completion and correctness.
  - **Creating** a school schedule and providing time during each day for academic studies.
- **Communicate** regularly with OL teacher to review progress and address any questions or concerns.

## Roles and Responsibilities of OL Teachers

The position and roles of an Online Learning (OL) teacher are quite different than that of a classroom teacher. Please refer to the specific responsibilities of teachers in an OL setting.

- **Complete** Student Learning Plan (SLP) in collaboration with the parent and learner.
- **Provide** appropriate and relevant assessment criteria.
- **Select** learning resources to be used to support SLP.
- **Work** with learners and their families to complete self-assessments and set goals in *Core Competencies* that will guide the learning.
- **Provide** individual academic support to all learners.
- **Plan** and organize for and as required, instruct local classroom activities in areas with student interest.
- **Collect** formative *and* summative learning assessment data; prepare formal and informal reports.
- **Provide** regular contact with students and their families by email, video, in-person, phone, or teacher monitored learning platform like Google Classroom.
- **Mark** assignments, tests, quizzes in a timely manner and provide regular, documented, descriptive feedback on learner work as needed.
- **Administer** graduation assessments (Grades 10-12 only).

# Homelinks

A Handbook for Elementary Families

### Main Homelinks Office

c/o Creston Learning Centre  
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## Local Activities

Our Homelinks program offers learners a wide variety of in-person activities such as field trips, outdoors club, and school-based activities. Ask your teacher more about local activities and programming options.

## Keeping Informed

To keep up to do date with Homelinks events and news be sure to sign up for our regular digital newsletter and for more information about our Homelinks program, visit our website at [homelinks.sd8.bc.ca](http://homelinks.sd8.bc.ca).

## Student Learning Plans

A Student Learning Plan (SLP) is a document required for every OL student in BC; reflects a collaboration of planning between the teacher, parent, and learner. The SLP is an individual guide or roadmap for learning that includes the individual goals of the family and academic needs of the learner. Quite often, an SLP includes areas of specific student interest and learning resources. The OL teacher leads the SLP process with input from the parent and learner. An SLP is completed for all learners in Grades K-7; both the OL teacher and the parent must sign the SLP.

## Substantive Assignments

To be identified as an 'active' learner in an OL program, a student must complete (and submit) a *substantive activity* to their OL teacher within three (3) weeks of the dated Student Learning Plan.

## Assessment and Reporting

Parents may be provided with answer keys to help monitor learner daily work. The OL teacher is responsible for the overall assessment of learner progress. Homelinks teachers are OL teachers and are required to complete two formal assessments per year as follows:

- **First Formal Reporting Period:** September 7<sup>th</sup> to January 14<sup>th</sup> (NOTE: report cards available for pickup February 2<sup>nd</sup>).
- **Second Formal Reporting Period:** January 17<sup>th</sup> to June 3<sup>rd</sup> (NOTE: report cards available for pickup June 22<sup>nd</sup>).

## Staff Contacts

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## Student Learning Fund (formerly known as 'Family Account')

The Student Learning Fund (SLF) is available to support student learning.

- K-9 fulltime learners enrolled by September 30<sup>th</sup> in any given school year are eligible to receive \$600.
- K-9 fulltime students who enroll *after* September 30<sup>th</sup> are eligible to receive \$300.
- Grade 10-12 learners will be eligible for up to \$100 per activated course (up to a maximum of \$400). NOTE: Expenditures must be linked to course outcomes and activities.

## Student Learning Fund Process

The Ministry of Education guidelines do not permit any school district to reimburse parents directly for costs associated with the SLF. All schools (like Homelinks) must therefore directly purchase all SLF-related resources. If the purchase or service requested supports the Student Learning Plan and is not a capital cost (for example, a desk or musical instrument), the school administrator will consider approval of the purchase. Once approved, the school district will pay the vendor and/or service provider directly. Families will be notified when their package is ready for pick-up.

NOTE: *Parents are responsible for submitting all the appropriate forms as well as all related order invoices for the resources or activity being requested to have covered by their Student Learning Fund.*

To access your Student Learning Fund, parents must set up an appointment with their Homelinks teacher to review that the requested activity/resources meet the specific Student Learning Plan. Your teacher will help you to complete the required form and ensure that you provide a completed:

1. Pre-Authorization for Curricular Support
2. Supplies Order Form

## Deadline for Student Learning Fund Spending

- *All spending must be allocated and approved by the last school day in April.*
- *All invoices must be received by the last school day in May.*