

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.
- **Ask** for help from 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 learner 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 to complete self-assessments and set goals in *Core Competencies* that will guide the learning.
- **Provide** individual academic support to all learners.
- **Plan** for and instruct local classroom activities in areas with enough local interest.
- **Collect** formative and summative 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.
- **Administer** graduation assessments.

Graduation Assessments

All students graduating in BC are required to complete three graduation assessments:

- Grade 10 Numeracy Assessment
- Grade 10 Literacy Assessment
- Grade 12 Literacy Assessment

These assessments are pass/fail and are not connected to any specific course. Students must connect with their teacher to register for one (of two) possible of the assessment periods:

- Last week of April
- Third week of June



Homelinks

A Handbook for Secondary Families

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Course Selection

Prior to enrollment in any online (OL) course, each student will meet with an advisor to complete a course selection form. All students in Grades 10-12 are required to complete a Graduation Assessment.

Course Outlines

Each Grade 8-12 course has its own course outline that offers a summary of the learning activities, assessment information, and all required resources. Course outlines are made available to students through the teacher.

Substantive Activities

A *substantive activity* is usually the first assignment that a student completes for any OL course. The substantive activity must be completed within two (2) weeks of enrolling in an OL course.

Dropping/Withdrawing/Repeating from Courses

- If a student has enrolled for a course, but has *not* completed the substantive activity, the student may inform their OL Advisor they wish to drop the course.
- If a student has enrolled in a course and has completed the substantive activity, the student will need to withdraw from the course. NOTE: A letter grade of 'W' will appear on the student transcript.
- Students may re-take a given course for the purpose of increasing their final grade, or after having withdrawn, should they decide to do so. The highest final grade will be reflected on the transcript.
- If a student has withdrawn from a course, they may not re-enroll for it again until two reporting periods has passed.

Course Completion

Upon completion of the *substantive activity*, students will have a limited time to complete all course work.

- 4.0 credit courses are allotted 16 weeks for completion (excluding Winter Holiday and Spring Break)
- 2.0 credit courses are allotted 8 weeks for completion (excluding Winter Holiday and Spring Break)

Staff Contacts

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Email Newsletter & Website

To keep up to date with Homelinks events and news be sure to sign up for our regular email newsletter or check out our website at homelinks.sd8.bc.ca.

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:** Sept-Dec
- **Second Formal Reporting Period:** Jan-Mar
- **Third Formal Reporting Period:** Apr-June.

Student Learning Fund

Grade 10-12 online 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. See the SD8 online teacher advisor for details.

Academic Integrity

All Homelinks students are expected to adhere to the *SD8 Academic Integrity Expectations* including, but not limited to the following:

- *Students are to write course exams/quizzes without any assistance.*
- *Students will not share copies of completed tests and/or assignments with other students.*
- *Students will use their own words and ideas in assignments and will give credit to others when using their work (i.e., works cited, references, bibliography, etc.)*
- *Students will not represent the ideas or work of someone else as their own.*
- *Students will use quotations and/or proper citations as required.*
- *Students will give credit to all media when used in assignments (i.e., video, audio, images, etc.).*
- *Students are expected to complete their coursework on their own and can clearly authenticate that the work samples they submit are true and genuine reflections of their own abilities and efforts.*

NOTE: Any student violating any of the Academic Integrity Expectations will be subject to an academic review.