

## As a parent/guardian enrolling my child in SelfDesign programs,

I will:

Specifically, this means:

### 1. Support my learner to participate in required activation, orientation, and start-up steps in specified time frames.

#### Grades K-12

- a. I will contribute or support my learner to contribute to the development of my learner's learning plan by either a written contribution or by meeting with our learning consultant within three weeks of the start of the learning year or of being matched with our learning consultant if we begin mid-way through the learning year.

#### Grades K-9

- b. I understand that my learner(s) will be considered enrolled with SelfDesign and active in the program when a learning consultant has been assigned and a learning plan has been initiated.

*Note: Completing the application form to enrol alone does not constitute enrolment*

#### Grades 10-12

- c. I understand that if my learner does not complete the orientation experiences specific to themes or courses, within three weeks of registration, SelfDesign will contact me, as parent/guardian, to decide on a course of action and timeline.
- d. I understand that learners need to connect online with each educator within three weeks of entering the course/theme in order to have an active enrolment status with SelfDesign (and be eligible for accredited learning).

*Note: Course registration does not constitute active enrolment.*

### 2. Support my learner in maintaining a consistent relationship with the SelfDesign Learning Community and my learner's educator(s)

#### Grades K-12

I will:

- a. Remain active in my learner's learning program through weekly communication with our educator(s) through the SelfDesign learning platform, video conferencing and/or submission of assignments.
- b. Communicate with my educator(s) immediately when extenuating circumstances arise preventing my learner's active participation in the learning program.
- c. I will review messages from and correspond with my learner's educator and other SelfDesign contractors via email in a timely fashion.
- d. Respond promptly to any enquiries from SelfDesign Learning Community administrative teams.
- e. Log in each week to the SelfDesign learning platform to read and respond to messages and communication, announcements, and the weekly Bulletin, and further participate in the SelfDesign Learning Community.
- f. Read SelfDesign orientation and onboarding materials provided in the Family Resource Centre in the SelfDesign learning platform and in messages sent to my external email address.
- g. Work cooperatively with my learner's educator(s) and attempt to resolve differences in a positive way. I understand that the relationships with educators are year-by-year and mutually consensual. If either party feels the other is not living up to agreements, a request for resolution can be made through SelfDesign by contacting: [familyservices@selfdesign.org](mailto:familyservices@selfdesign.org).
- h. Provide the service provider with at least 48 hours notice, if at all possible, if an appointment needs to be canceled. I understand SelfDesign will not pay for more than two late cancellations charges per learner per school year, after which I will be responsible for any subsequent charges

### 3. Support my learner to participate weekly in the learning program

#### Grades K-12

- a. I will use the SelfDesign learning platform to provide Observing for Learning communications based on the goals, activities and resources noted in my learner's learning plan to my learner's educator on a weekly basis. I will notify my learner's educator if I am unable to do so due to extenuating circumstances.
- b. I further understand that weekly participation is required and that subsequent inactivity after activation will result in the accrual of Non-Communication weeks. Consistent inactivity will result in withdrawal from the course and/or SelfDesign program.

#### Grades 10-12

- c. I understand that inactivity will require that educator and learner create and agree to a Completion Plan to support course activities. This establishes an "Insufficient Evidence (IE)" letter grade, which will translate into a final course letter grade for the portion of the work completed by the agreed upon completion date. Consistent inactivity will result in withdrawal from the course and/or SelfDesign program.

### 4. Support my learner to participate in all aspects of the learning program

#### Grades K-12:

I will:

- a. engage in seasonal reflection conversations with my learner's educator to ensure evidence of progress on learning plan goals (and individualized education plan goals, where applicable) has been provided for all areas of my learner's learning plan.
- b. engage in goal-setting and self-assessment of SelfDesign Competencies
- c. I further understand that engaging in live - online (video) or in-person - conversations with my learner's educator is key to supportive learning relationships and effective assessment. I will support my child to engage in direct connections with their learning consultant as appropriate, and with the necessary supports, with a minimum of:
  - 2 Direct Connections per year (K-9)
  - 2 Direct Connections per month (10-12)

#### Grades K-9

- d. work with my learning consultant to develop a learning resources and services (LRS) budget directly linked to my learner's learning plan goals within the guidelines provided by SelfDesign.

#### Grades 10-12

- e. engage weekly in themes and add-on courses where applicable, submitting a weekly challenge within time limits, as determined by the course/theme overview
- f. where possible, attend required real-time meetings with educators
- g. complete learning portfolio and personal project each semester

### 5. Support my learner to participate in provincial assessments, where applicable

- Foundation Skills Assessment (FSA) in grades 4 & 7
- Provincial Assessments in grades 10-12 for Dogwood grad program

#### Grades K-9:

- a. I will support my learner, if either in grade 4 or grade 7, to participate in the provincially mandated FSA, as required by the Ministry of Education.

*Note: This is a contractual requirement between the Ministry of Education and Child Care and SelfDesign, and as such required for learners participating in our education program.*

#### Grades 10-12:

- b. I will support my learner to participate in the provincially mandated Provincial Assessments (for Literacy and Numeracy), as required by the Ministry of Education and Child Care for learners on the Dogwood graduation path.

*Note: This is a requirement for learners to graduate with a Dogwood diploma.*

### 6. Use SelfDesign's Learning Platform

#### Grades K-12:

- a. I have capable technology to access our systems, including a computer; I keep the web browser up-to-date; and I use high-speed internet.
- b. I will use the SelfDesign learning platform for participating in the SelfDesign Learning Community and contributing to my learner's/my educational program.
- c. I permit SelfDesign Learning Foundation (the legal entity overseeing the SelfDesign Learning Community) to use information about my learner and my family for purposes required by the Ministry of Education and Child Care and for purposes designated by the SelfDesign Learning Community program. Information will only be disclosed to B.C.'s Ministry of Education and Child Care and/or other agencies as outlined in SelfDesign's Learner Records and Privacy policies. I understand that this includes providing annual Distributed Learning Achievement Data and demographic data. All other information will be considered private and will only be released outside the program operation with the parent/guardian's express permission. All parents, learners and SelfDesign contractors have the right to access their own personal information upon request. (Required under the Personal Information Protection Act.)

### 7. Ensure learner and I act to support environment of safety, acceptance, and respect

#### Grades K-12:

- a. I will take responsibility for monitoring my learner's participation within SelfDesign online learning platforms in accordance with the Acceptable Use and Educational Environment of Safety, Acceptance and Respect policies. I understand the importance of safety in an online environment and that parents/guardians play a part in supporting a child's development of skills and capacities for appropriate conduct. As a parent/guardian of a learner in grades K-12, I agree that I am responsible for monitoring my learner's participation within the SelfDesign online learning platform.
- b. I will act with the awareness that SelfDesign, while moderating shared spaces, has limited control over anything that is posted in community shared spaces within the learning platform (e.g.: discussion forums, real-time meetings) as well as on websites or applications outside the SelfDesign platforms.
- c. I understand that I am responsible for what my children and I share with other community members in shared spaces including writing, photos, or other media, and acknowledge that SelfDesign is not responsible for what other community members share.
- d. I will act in accordance with SelfDesign values.