

**SCHOOL
EDUCATION PLAN
RESULTS REVIEW
2017-2018**

FORT VERMILION SCHOOL DIVISION

LEARNING STORES

Motivate, Participate, Graduate

Principal: Mrs. Anne Roberts

Trustee: Mr. Clark McAskile

2017-18 SCHOOL YEAR

Our Motto:

Motivate, Participate, Graduate.

Our Mission:

The Learning Store provides an alternative education. We will prepare our students to face life's challenges not only academically but emotionally, and socially. We believe our students will learn that a successful life will be different for each individual.

School Education Plan Creation

Briefly describe how each of the following groups is included in the development of the School Education Plan.

A. Teachers

Work on An Education Planning Session was scheduled May 19th. Input was generated from professional staff and support staff during this time. Teachers/staff are encouraged to provide input to update/adjust the LS Education Plan at most staff meetings Ed Plan development is an ongoing process.

B. Support Staff

Support Staff was involved in the planning session on May 19th. Support staff is encouraged to update/adapt the LS Education Plan at most staff meetings so development is an ongoing process.

C. Students

The results of the Accountability Pillar Surveys were taken into account when developing this plan. Results came out late this year so an update to the plan was added once results were analyzed. Both formal (survey) and informal feedback from students/parents was used when formulating the Education Plan. Students are invited to provide input or feedback into the strategies. One student will be on the student advisory committee. He will present to the Board of Trustees. This year we have an active student council and grad committee.

D. Parents / Community

An annual survey will be conducted among parents of Learning Store students. These results will be taken into consideration when developing the plan for the upcoming year. Parents will be contacted through phone calls, social media, school visits and home visits to increase the awareness/involvement in their child's education.

E. Other

School Education Plan and Results Learning Stores 2016-2017

GOAL #1: EVERY STUDENT IS SUCCESSFUL

GOAL #2: QUALITY TEACHING AND SCHOOL LEADERSHIP

GOAL #3: EFFECTIVE GOVERNANCE

DIVISION PRIORITIES:

All students will improve reading, writing and digital literacy skills

All students will improve numeracy skills through practical applications of curricular outcomes

All students will be increasingly engaged in learning environments to improve achievement and citizenship skills

SCHOOL GOALS

School Goal 1: Students will be actively engaged in their academic & non-academic program.

Strategies:

- **Utilize social media and technology** to engage students in relevant locations. Most importantly, students are taking the initiative to make contacts with us concerning their schooling/ when in need. **YES**
- **Utilize the teaching tools** which are available via technology including Khan Academy, CrashCourse and other tutorial programs. **YES**
- **Utilize Google hangouts** as a means to access the teacher anytime at four locations **NO**
- **Utilize Google Classroom** as a means for students to access course info and value added information. Train staff in the use of technology to engage students **YES**
- **Students have input** and design their rewards and recognition programs in each location **YES**
- **Be involved in Service Learning Projects in our communities-** service to the communities **YES**
ie: building community garden plots in High Level. Students will take part in community service- Delivering Christmas Baskets to needy families/wrapping gifts/ baking cakes for Cake Walk at Spirit/ collecting food for foodbank/Holding a community rummage sale
- **Improve the number and quality of course offerings in all locations-** Offer skill building CTS Learning Projects utilizing local experts. In addition, pair up with students

from HLPS, FVPS and LCPS to do courses our expertise is utilized to build skills with their kids and ours. Their expertise is used to build skills with our students. **Offer new courses**-Now that we have acquired the rights to locally developed courses we need to write course content for these courses and make students aware of the new courses.

YES AND NO

- **Build relationships with High Schools** to better serve all students-ie: our students taking courses there- their students taking courses with us, dual student meetings with administration **YES**
- **Improve community relationships** by building their knowledge of the function of a Learning Store- Inviting the community and High Schools into our schools through social media exposure **YES**
- **All staff attend OEC conference**, building contacts to obtain ideas to engage students **YES**
- **Student wellness component** to each school. Students can learn when they are well. **YES High Level and La Crete**
- **Mypass** sign up sessions for students. Empowering students to seek their own information about their academic standing. **NO**
- **Support Staff PD**- In November PD will be provided to support staff to assist students will their needs. adaptive technologies and understanding of students with special needs will be the focus. **YES**
- **Student forums**- engaged students will voice their opinions and ideas on a topic. **YES**

Target and Measurement Tools:

* TTFM survey indicates 90% students are engaged in their learning increase this number to 93%

- increase the number of students accessing CTS Learning Opportunities and completion by 10% at HLLS/LCLS/FVLS/RLLS
- Assemble and publish 10 student testimonials through surveys outlining the student's sense of engagement in the Learning Stores.
- 90% of students will fill out this survey focused on student engagement
- Increase number of student lead forums in each location by 25%
- 80% of students will log into mypass monitoring thier own education

Resources:

- Money for rewards and recognition program.
- PD monies for OEC conference
- Advertising budget/budget for public meetings
- 2 more chromobooks in our Rainbow location, 4 more laptops in our La Crete location,
- new cell phone for Fort Vermilion Location
- Food for student forums
- PD money for staff to attend conferences related to out reach and subject specializations

Timeline:

- ongoing

Results

CTS course offerings increased more than 10% in all locations but High Level. All but two staff members conducted skill building courses for students. Students built skills and took risks.

5 student testimonials have been recorded. We used the testimonials in advertising and in power points created to promote Learning Stores.

100 % of students who registered completed the survey. From this survey students who required and requested counselling received services. Student who wanted career counseling received it.

Each location hosted an informal student forum. Changes were made to our schools results from these students contacts. Students wanted more comfortable seating. Students wanted us to look at school hours. Students wanted to revamp the student recognition store, less items more gift cards and snack foods. Students wanted courses to be less confusing.

Less than 10% of students have logged on to Mypass students require an alternate email and this is difficult in some locations. Students are on student portal.

School Goal 2: Increase the number courses completed by students in each location.

Strategies

- **Build plans for high school completion** for all students. Review these plans three times yearly. **TWICE YEARLY**
- **Expectations for students** to check into the Learning Store and to complete a module weekly. **YES**
- **Dual student meetings-** Every month meet with admin from the High Schools to Track student completion of their courses. **YES**
- **Upgrade course offerings** to be easier to follow, ensure curricular alignment. **YES and NO**
- **Principal sit on Youth Reconciliation Committee-** begin talks with the band concerning transportation to school for students who have no means of transport . Principal as well as staff will build relationship with social agencies & other personnel including mental health, child circle, student wellness workers, CFS **NO**
- **Survey-**Students will complete upon entry a survey outlining their present needs **YES**

- **Increase parental awareness** of expectations of the Learning Stores and build relationship through home visits in Fort Vermilion, High Level and La Crete/ Make weekly contacts with students and parents through social media **YES**
- **Promote CTS course offerings/division initiatives to all students** through digital means and personal contacts. **YES**
- **Student contact** made weekly, teachers take ownership of students. Contacts will be tracked in each location either through Google Docs or tracking sheets. **YES**
- **Staff to utilize Google programs:** Google Hangouts and Google Classroom through PD with Sharon Barrett **YES**
- **Offer diploma prep courses, study guides for students YES in LA CRETE**
- **Educate students** to the fact they may be able to rewrite and improve course marks with teacher permissions. **YES**
- **Monthly Meetings with staff** of each location to review the progress of all students – identifying those in need. Similar to meetings we have for dual students. Plan for student success. **YES CRM**
- **Grad representative for the year.** That person will show up to all grad meetings and play an equal part in organizing. In each school a grad committee will be formed outside of the other committee to organize duties. **NO**
- **Technology training for students-** ensure students are building skills in the use of technology to further their studies. **YES AND NO**
- **Track students** in each community who have not graduated, invite them to the Learning Stores to complete their education. **YES**
- **Data collection-** Staff will collect course completion data weekly and review it with staff. **YES**

Target and Measurement Tools

- High School completion rate in all Learning Stores will increase by 4%. (Accountability survey measure)
- 90% of students will have Success plans written and reviewed with them.
- 70% of Learning Store fulltime students who take out a course will complete it and earn credit towards High School Graduation.
- 70% of dual students who take out a course will complete it.

Results

High School Completion rate Acct Pillar Survey

School Location	High School Completion Rate	data
High Level	31	increase 6.6 %
La Crete	47	decrease of 13%
Fort Vermilion	N/A	
Rainbow Lake	N/A	

Graduates 2017 2018

School	Graduates	Diplomas/certificates
La Crete	4	4 diplomas
Fort Vermilion	0	0
Rainbow Lake	1	1 diploma
High Level	27	23 diplomas 4 certificates

Credits Earned

School	Credits earned 2017-2018	Increase or decrease
High Level	1666	31% increase
La Crete	1229	1% increase
Fort Vermilion	242	80% increase
Rainbow Lake	193	18% increase
Total	3330	

100% of students have success plans created for them and are reviewed with them through out the year. In our survey students say they appreciate this.

Our new CRM meetings had us contacting all students to complete their courses. Our completion rate was over 70%.

Duals completion rate was high in La Crete 90% and Rainbow Lake 100%, 50% in Fort Vermilion and 50% in High Level.

Comments:

Accountability Pillar Overall Summary by Location

Accountability Pillar Overall Summary
Annual Education Results Reports - Oct 2018
School: 1715 High Level Learning Store

Measure Category	Measure	High Level Learning Store			Alberta			Measure Evaluation		
		Current Result	Prev Year Result	Prev 3 Year Average	Current Result	Prev Year Result	Prev 3 Year Average	Achievement	Improvement	Overall
Safe and Caring Schools	Safe and Caring	38.0	37.5	37.5	89.0	89.5	89.4	Very High	Maintained	Excellent
Student Learning Opportunities	Program of Studies	51.3	68.4	65.8	81.8	81.9	81.7	Very Low	Declined	Concern
	Education Quality	90.8	92.5	89.2	90.0	90.1	89.9	Very High	Maintained	Excellent
	Drop Out Rate	12.2	11.0	14.1	2.3	3.0	3.3	Very Low	Maintained	Concern
	High School Completion Rate (3 yr)	31.0	25.4	25.1	78.0	78.0	77.0	Very Low	Maintained	Concern
Student Learning Achievement (Grades K-9)	PAT: Acceptable	*	*	n/a	73.6	73.4	73.3	*	*	*
	PAT: Excellence	*	*	n/a	19.9	19.5	19.2	*	*	*
Student Learning Achievement (Grades 10-12)	Diploma: Acceptable	53.7	50.0	56.2	83.7	83.0	83.0	Very Low	Maintained	Concern
	Diploma: Excellence	3.7	0.0	2.5	24.2	22.2	21.7	Very Low	Maintained	Concern
	Diploma Exam Participation Rate (4+ Exams)	7.8	0.0	4.3	55.7	54.9	54.7	Very Low	Maintained	Concern
	Rutherford Scholarship Eligibility Rate	48.7	50.0	44.7	63.4	62.3	61.5	n/a	Maintained	n/a
Preparation for Lifelong Learning, World of Work, Citizenship	Transition Rate (6 yr)	7.7	5.6	7.4	58.7	57.9	59.0	Very Low	Maintained	Concern
	Work Preparation	n/a	100.0	86.8	82.4	82.7	82.4	n/a	n/a	n/a
	Citizenship	80.6	32.6	31.8	83.0	83.7	83.7	High	Declined	Acceptable
Parental Involvement	Parental Involvement	n/a	100.0	34.3	81.2	81.2	81.0	n/a	n/a	n/a
Continuous Improvement	School Improvement	85.0	37.6	86.0	80.3	81.4	80.7	Very High	Maintained	Excellent

Accountability Pillar Overall Summary
Annual Education Results Reports - Oct 2018
School: 1134 Fort Vermilion Outreach Program

Measure Category	Measure	Fort Vermilion Outreach Program			Alberta			Measure Evaluation		
		Current Result	Prev Year Result	Prev 3 Year Average	Current Result	Prev Year Result	Prev 3 Year Average	Achievement	Improvement	Overall
Safe and Caring Schools	Safe and Caring	n/a	n/a	86.3	89.0	89.5	89.4	n/a	n/a	n/a
Student Learning Opportunities	Program of Studies	n/a	n/a	52.5	81.8	81.9	81.7	n/a	n/a	n/a
	Education Quality	n/a	n/a	83.7	90.0	90.1	89.9	n/a	n/a	n/a
	Drop Out Rate	21.0	*	17.6	2.3	3.0	3.3	Very Low	Maintained	Concern
	High School Completion Rate (3 yr)	*	*	n/a	78.0	78.0	77.0	*	*	*
Student Learning Achievement (Grades K-9)	PAT: Acceptable	n/a	n/a	n/a	73.6	73.4	73.3	n/a	n/a	n/a
	PAT: Excellence	n/a	n/a	n/a	19.9	19.5	19.2	n/a	n/a	n/a
Student Learning Achievement (Grades 10-12)	Diploma: Acceptable	*	n/a	n/a	83.7	83.0	83.0	*	*	*
	Diploma: Excellence	*	n/a	n/a	24.2	22.2	21.7	*	*	*
	Diploma Exam Participation Rate (4+ Exams)	*	*	n/a	55.7	54.9	54.7	*	*	*
	Rutherford Scholarship Eligibility Rate	*	*	n/a	63.4	62.3	61.5	*	*	*
Preparation for Lifelong Learning, World of Work, Citizenship	Transition Rate (6 yr)	*	*	n/a	58.7	57.9	59.0	*	*	*
	Work Preparation	n/a	n/a	n/a	82.4	82.7	82.4	n/a	n/a	n/a
	Citizenship	n/a	n/a	69.4	83.0	83.7	83.7	n/a	n/a	n/a
Parental Involvement	Parental Involvement	n/a	n/a	n/a	81.2	81.2	81.0	n/a	n/a	n/a
Continuous Improvement	School Improvement	n/a	n/a	74.6	80.3	81.4	80.7	n/a	n/a	n/a

Accountability Pillar Overall Summary
Annual Education Results Reports - Oct 2018
School: 1136 La Crete Outreach Program

Measure Category	Measure	La Crete Outreach Program			Alberta			Measure Evaluation		
		Current Result	Prev Year Result	Prev 3 Year Average	Current Result	Prev Year Result	Prev 3 Year Average	Achievement	Improvement	Overall
Safe and Caring Schools	Safe and Caring	96.9	n/a	98.5	89.0	89.5	89.4	Very High	Maintained	Excellent
Student Learning Opportunities	Program of Studies	76.2	n/a	58.7	81.8	81.9	81.7	Intermediate	Improved	Good
	Education Quality	90.5	n/a	91.0	90.0	90.1	89.9	Very High	Maintained	Excellent
	Drop Out Rate	20.0	32.1	19.9	2.3	3.0	3.3	Very Low	Maintained	Concern
	High School Completion Rate (3 yr)	47.0	61.7	43.6	78.0	78.0	77.0	Very Low	Maintained	Concern
Student Learning Achievement (Grades K-9)	PAT: Acceptable	*	*	n/a	73.6	73.4	73.3	*	*	*
	PAT: Excellence	*	*	n/a	19.9	19.5	19.2	*	*	*
Student Learning Achievement (Grades 10-12)	Diploma: Acceptable	94.1	87.5	68.3	83.7	83.0	83.0	Very High	Improved	Excellent
	Diploma: Excellence	11.8	4.2	2.6	24.2	22.2	21.7	Low	Maintained	Issue
	Diploma Exam Participation Rate (4+ Exams)	0.0	0.0	0.0	55.7	54.9	54.7	Very Low	Maintained	Concern
	Rutherford Scholarship Eligibility Rate	75.0	53.3	43.3	63.4	62.3	61.5	n/a	Improved	n/a
Preparation for Lifelong Learning, World of Work, Citizenship	Transition Rate (6 yr)	0.0	5.6	8.2	58.7	57.9	59.0	Very Low	Declined	Concern
	Work Preparation	71.4	n/a	66.7	82.4	82.7	82.4	Low	Maintained	Issue
	Citizenship	80.7	n/a	78.5	83.0	83.7	83.7	High	Maintained	Good
Parental Involvement	Parental Involvement	87.5	n/a	65.1	81.2	81.2	81.0	Very High	Improved	Excellent
Continuous Improvement	School Improvement	74.8	n/a	69.2	80.3	81.4	80.7	Intermediate	Maintained	Acceptable

Accountability Pillar Overall Summary
Annual Education Results Reports - Oct 2018
School: 1317 Rainbow Lake Learning Store

Measure Category	Measure	Rainbow Lake Learning Store			Alberta			Measure Evaluation		
		Current Result	Prev Year Result	Prev 3 Year Average	Current Result	Prev Year Result	Prev 3 Year Average	Achievement	Improvement	Overall
Safe and Caring Schools	Safe and Caring	n/a	n/a	n/a	89.0	89.5	89.4	n/a	n/a	n/a
Student Learning Opportunities	Program of Studies	n/a	n/a	n/a	81.8	81.9	81.7	n/a	n/a	n/a
	Education Quality	n/a	n/a	n/a	90.0	90.1	89.9	n/a	n/a	n/a
	Drop Out Rate	0.0	15.8	11.3	2.3	3.0	3.3	Very High	Improved	Excellent
	High School Completion Rate (3 yr)	*	n/a	n/a	78.0	78.0	77.0	*	*	*
Student Learning Achievement (Grades K-9)	PAT: Acceptable	n/a	n/a	n/a	73.6	73.4	73.3	n/a	n/a	n/a
	PAT: Excellence	n/a	n/a	n/a	19.9	19.5	19.2	n/a	n/a	n/a
Student Learning Achievement (Grades 10-12)	Diploma: Acceptable	28.6	*	37.5	83.7	83.0	83.0	Very Low	Maintained	Concern
	Diploma: Excellence	0.0	*	0.0	24.2	22.2	21.7	Very Low	Maintained	Concern
	Diploma Exam Participation Rate (4+ Exams)	*	n/a	n/a	55.7	54.9	54.7	*	*	*
	Rutherford Scholarship Eligibility Rate	62.5	77.8	77.8	63.4	62.3	61.5	n/a	Maintained	n/a
Preparation for Lifelong Learning, World of Work, Citizenship	Transition Rate (6 yr)	*	*	n/a	58.7	57.9	59.0	*	*	*
	Work Preparation	n/a	n/a	n/a	82.4	82.7	82.4	n/a	n/a	n/a
	Citizenship	n/a	n/a	n/a	83.0	83.7	83.7	n/a	n/a	n/a
Parental Involvement	Parental Involvement	n/a	n/a	n/a	81.2	81.2	81.0	n/a	n/a	n/a
Continuous Improvement	School Improvement	n/a	n/a	n/a	80.3	81.4	80.7	n/a	n/a	n/a

Professional Development Plan

Briefly describe your school professional development plan in relation to each of the following items.

A. Creation of the Professional Development Plan

On the first week of 2017, all Learning Store staff will have the opportunity to attend the Outreach Educators Specialist Council Conference in Edmonton to obtain new effective strategies and programs from other similar programs that will benefit the students within the FVSD Learning Stores.

B. Disbursement of Dollars

Money is dispersed on a per need basis, with 500 available for individual PD. The Learning Store Staff attend an Outreach conference at the end of September yearly.

C. Individual Staff Professional Development

Each professional staff will be responsible for submitting a Professional Growth Plan which supports the school education plan. These will be reviewed and signed off on by the school administrator as well as monitored throughout the year. Administration will assist in providing staff with any resources they require to for their PGP.

D. Education Plan Associated Professional Development

Orientation of staff to policies, and procedures in regards to Academic Counseling, off-campus programs will take place in August and September 2016.

August

- Full Staff meeting Friday
- Staff orientation PD
- PGP review- standards
- Roles and responsibilities
- PASI training- report card review seeking consistency in reporting between all schools

September

- PGP's are submitted to Administration
- Division Wide PD September 23rd
- Google Classroom Training
- OEC conference

- staff meeting at OEC conference

October

- Staff meeting
- Google training- converting files.
- PGP meetings
- School based PD: ADLC, Google, locally developed courses
- Meeting Truth and Reconciliation for Youth

November

- Google Classroom training- Revisist Classroom ensure all staff are utilizing it.
Sharon Barrett
- In home parent contacts.
- EA conference at SNCS all EA's must attend.

December

- Staff Meeting/ staff get together

January

- School Based PD- Building Engaging Courses/ making student contact- Mid year evaluations of our effectiveness as schools
- School Based PD- student/ family contacts
- staff meeting
- progress reports

February

- In home parent contacts

March

- Staff meeting
- blanket ceremony

April

- Review PGP plans

May

- PGP plan review meeting with staff.

June

- Staff meeting/ school closure best closure possible.

Communication Plan

Briefly describe your school communication plan in relation to parents, the community, staff, students and stakeholders.

August

- School agendas,
- Update Website
- Prepare Orientation program
- Update and create student handbook
- Newsletters-Google slides in each location
- Business Cards for all staff
- Learning Stores Staff Handbook on line
- Monday Memo Blog- written by Principal responded to by staff

September

- Weekly contacts – home visits, phone calls, e-mails, texts
- Tracking Sheets, High School Plans, DAR and kept up to date
- Confirm credits for CEU / CMI for previous Sem 2.
- Website
- Facebook, text, twitter
- Newsletters
- Truth and reconciliation Meeting
- Initiate Off-Campus contacts
- Get to Know you Night participation in all Four Communities
- Monday Memo Blog weekly.
- Student Forum- recognition and rewards program
- Meet with John Thurston Rap programs
- Student forum- Student recognition program

October

- Weekly contacts – home visits, phone calls, e-mails, texts
- Tracking Sheets, High School Plans, Transcripts
- Website update
- Facebook, text
- Newsletters & Monitor
- Visit Off-Campus locations (for every 25 hours/ student)
- Monday Memo Blog
- Student Forum- Topic- Getting To Graduation
- Parent Forum- Options after graduation/ planning for the future
- Inactive letters sent out
- Wing Ding for Health
- Student Forum- Digital Citizenship and Your Security

November

- Weekly contacts – home visits, phone calls, e-mails, text
- Parent Teacher Interviews- in home interviews
- Report cards go home
- Tracking Sheets, High School Plans, Transcripts
- Website update
- Newsletters & Monitor
- Visit Off-Campus locations (for every 25 hours/ student)
- Monday Memo Blog
- Wing Ding for Health- High Level
- Wing Ding for Info- La Crete
- Christmas Hamper involvement meetings
- Student forum- Addictions
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December

- Weekly contacts – home visits, phone calls, e-mails, text , facebook
- Tracking Sheets, High School Plans, Transcripts
- Website
- Newsletters
- Visit Home-School sites
- Newspaper for holiday activities (LCLS)
- Visit Off-Campus locations (for every 25 hours/ student)
- Monday memo Blog
- Mypass student forum.

January

- Weekly contacts – home visits, phone calls, e-mails
- Tracking Sheets, High School Plans, Transcripts
- Website update
- Newsletters & Monitor
- Visit Off-Campus locations (for every 25 hours/ student)
- Monday Memo Blog
- Parent Forum- 42 Developmental assets- Search Institute
- Parent Survey/student survey accountability Pillar
- Progress reports
- inactive letters sent out
- Student forum- Post secondary planning

February

- Weekly contacts – home visits, phone calls, e-mails, texts
- Tracking Sheets, High School Plans, Transcripts
- Confirm credits for CEU / CMI for previous semester.
- Scholantis site
- Newsletters & Monitor
- Visit Off-Campus locations (for every 25 hours/ student)
- Monday memo blog
- Inactive letters sent out

March

- Weekly contacts – home visits, phone calls, e-mails, texts
- Parent Teacher Home visits
- Tracking Sheets, High School Plans, Dar
- Website Updates
- Newsletters
- Visit Off-Campus locations (for every 25 hours/ student)
- Monday memo blog

April

- Weekly contacts – home visits, phone calls, e-mails, texts
- Tracking Sheets, High School Plans, DAR
- Scholantis site
- Newsletters & Monitor
- Visit Off-Campus locations (for every 25 hours/ student)
- Prepare Graduation/Completion letters
- Monday memo blog
- Parent Forum- Navigating The Internet
- Student forum healthy relationships

May

- Weekly contacts – home visits, phone calls, e-mails
- Tracking Sheets, High School Plans, Transcripts
- Scholantis site
- Parent and student surveys
- Newsletters & Monitor
- Confirm credits for DUAL students and fulltime from September to May.
- Community Calender (FVLS)
- Visit Off-Campus locations (for every 25 hours/ student)
- Newspaper contact for Graduation
- Monday memo blog

June

- Weekly contacts – home visits, phone calls, e-mails, texts
- Tracking Sheets, High School Plans, DAR
- Scholantis site
- Newsletters & Monitor
- Newspaper diplomas and possible summer school
- Visit Off-Campus locations (for every 25 hours/ student)
- Monday Memo Blog

A. Communicating with the Community

- Partnerships – off-campus programming, ADLC, local schools(shared students)
- Local community event involvement at each location
- Utilizing community programs and professionals to enhance our CTS programs and our social programming
- Involvement with native Friendship Center

B. Communicating with Staff

- Scheduled staff meetings, site meetings & PD
- LS Shared folder – electronic file sharing- google docs
- Google hangouts/skype for staff meetings
- Monday Blog- with staff responses rewarded
- staff leave request form

C. Communication responsibilities of staff include:

Professional Teaching Staff:

Long term goal-setting (High School Plans)

- Short term goal-setting (module completion dates)
- Annual Goal Setting
- Tracking Sheets – DAR
- Student contacts weekly
- Joint monthly communication with local schools (dual students)
- Work-site visitations for off-campus programs
- Home visits/school visits/ PT interviews (2 annual visits)
- signing students up for student portal
- tracking off campus programs - 25 hour visits, sight inspections.

Professional Teaching Staff and Learning Assistants:

- Track weekly contacts with Outreach & Dual students
- Track off-campus contacts for every 25 hours a student is enrolled in off-campus programs
- Track credits earned
- tracking sheets (monthly) and course mark inquiries (FEB & SEPT)
- Tracking course completion
- Educate students about Mypass and student portal

Secretarial Staff:

- Yearly updates staff handbook, student handbook, LS Shared Folder,
- Newsletter
- powerschool call out
- Update Website
- Maintain monthly calendar on line
- Preparation of newspaper ads & announcements
- maintain, receive registration forms
- seek cum files for students
- weekly contact with their students

Principal of District Programs:

- Updates to staff handbook, student handbook, LS Shared Folder
- Schedule staff meetings and PD opportunities
- Schedule site visit meetings for academic counseling for Outreach and Dual programs, off-campus programming, PGP, staff evaluations,
- Organize student and parent forums/surveys
- weekly contact with staff and students
- parent meetings
- organize student advisors

Monitoring Calendar

August

- Revisit the Education Plan and incorporate any changes based on information received from the Diploma Examination and PAT results and the accountability pillar survey results.
- Active student recruitment plan with newspaper ads, website development, magnetic signs, community/parent/student contacts, Get to Know You Nights, Contact High Schools etc
- Update website with current information
- solidify student rewards and recognition programs in each location

September

- Academic counseling, Write student goals
- Learning Store Student Handbook- 2017-18
- Review student surveys/ action items
- Career Centers in each location-
- Agreement with ADLC
- Locally developed course creation.
- Booths booked for Get to Know You Night in all locations
- Monitor credits earned-monthly by each student/in each location Sign off on all
- Professional Growth Plans due
- seek out students in the communities eligible to graduate
- advisory students chosen
- hand in Ed Plan 2017-2018
- CRM meetings

October

- Revisit the Education Plan, incorporate changes based on data from AB Ed.
- revisit registration process
- Monitor credits earned-monthly
- make contact with all students/check on course completion
- High School meeting
- CRM meetings

November

- Complete the annual results review and adjust the 2017-18 education plan accordingly. Present the results to Board members and colleagues
- Verify standard procedures for off-campus programming are being implemented-supervision, monitoring and evaluations.
- Verify standard procedures for Academic Counseling are being implemented-high school planning charts in place, goal-setting, tracking sheets, DAr, Mypass, student portal etc.
- Verify student contacts are being made
- Monitor credits earned-monthly
- Ensure student forums have taken place in each location
- High School meetings
- CRM meetings

December

- Monitor credits earned-monthly
- Verify High School Planning charts are being update
- Review ed plan and slot in any results that are applicable

January

- Revisit the Education Plan and incorporate any changes based on information received to date.
- Monitor credits earned-monthly
- make contact with students
- review student reward systems- is it successful? What is the cost? What do students say about it?
- CRM meetings
- High School meetings

February

- Verify High School Planning Charts are being updated
- Mid-year review of Professional Growth Plans- meet with teachers
- Monitor credits earned
- CRM meetings
- High School Meetings

March

- Verify standard procedures for off-campus programming are being implemented-supervision, monitoring and evaluations.
- Verify standard procedures for Academic Counseling are being implemented-high school planning charts in place, goal-setting, tracking sheets, DAR, Mypass etc...
- Monitor credits earned-monthly
- CRM meetings
- High School meetings

April

- Revisit the Education Plan and incorporate any changes based on information received to date and begin the development of Education Plan
- Monitor credits earned-monthly
- Preparation for Summer School begins
- High School meetings
- CRM meetings

May

- Final review Professional Growth Plans
- Monitor credits earned-monthly
- High School meetings
- CRM meetings

June

- Keep high school graduation Plans for next year 2018-19 school year.
- Monitor credits earned- Semester 2

As Principal of this school, I hereby submit our School Education Plan for the 2017-18 school year. This plan has been created in collaboration with all staff at the four LS schools; as well as input from parents and students.

Principal

Date