

SCHOOL EDUCATION PLAN LEARNING STORES

FORT VERMILION SCHOOL DIVISION

OUR CHILDREN, OUR STUDENTS, OUR FUTURE

Principal: Mrs. Anne Roberts

Trustee: Mr. Clark McAskile

2018-19 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

Worked on our Education Plan on March 15th and May 11th. 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. We do this digitally.

B. Support Staff

Support Staff was involved in the planning session on March 15th. Support staff is encouraged to update/adapt the LS Education Plan at most staff meetings so development is an ongoing process.

C. Students

Data was utilized when developing this plan. 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.

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.

E. Other

School Education Plan and Results Learning Stores 2018-2019

GOAL #1: EVERY STUDENT IS SUCCESSFUL

GOAL #2: QUALITY TEACHING AND SCHOOL LEADERSHIP

GOAL #3: EFFECTIVE GOVERNANCE

DIVISION PRIORITIES:

FVSD will foster connectivity and well-being amongst community, students, parents and staff

All students will improve literacy skills across the content areas

All students will improve numeracy skills

SCHOOL GOALS

School Goal 1: Foster connectivity and well being amongst students, parents, staff and community.

Strategies:

- **CRM meetings** every five weeks, utilizing strategies for action document created last year by staff. **Staff will take part in PD** taught by Jody Carrington. This will be a reoccurring topic in staff meetings and CRM meetings.
- **Getting to Grad- Student Self Awareness Survey-** completed by each registered student at the beginning of the year and the end. staff will take action on any items which require it.
- **Student Mentees-** Each student has a student advisor who makes contact/building relationship with them weekly, documenting contacts and taking action if need be.
- **Service Learning Projects in our communities**
Students will take part in community service designated by them such as:
ie: Building Community Garden and Outdoor Classroom in High Level.
Delivering Christmas Baskets to needy families/wrapping gifts
making blankets for babies in hospital, collecting items for food hampers
- **Career counselling-** Our coueslors will continue to build grad plans for all students. Counsellors will meet to enhance their skill base.
- **Build relationships with High Schools** ie: our students taking courses there- their students taking courses with us, dual student meetings with administration monthly.

- **Build community connections** by building their knowledge of the function of a Learning Store- Inviting the community and High Schools into our schools through social media exposure, involvement with community, Get To Know You Nights, etc. Meetings with probation, CFS, North Peace Tribal Council, Dene Tha, Little Red, Metis Assn, Beaver First Nation.
- **Student/ teacher/parent meetings and home visits** twice yearly
- **Student wellness component/information/ connections** for each school. We realize students can learn when they are well. In each location there will be wellness topics events featured every two months. Student wellness workers will visit our schools.
- **Empower Students-** to keep informed of their progress academically through Student Portal, sign up for MyPass, sign their grad plan.
- **Staff PD-** Jody Carrington PD for all staff In November, PD will be provided to support staff to assist students with their needs adaptive technologies and understanding of students with special needs or learning difficulties. All Staff will visit successful Outreach programs in Alberta.
- **Student forums-** engaged students will voice their opinions and ideas on relevant topics.
- **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.
- **Food programs in High Level location-** lunch program being sponsored by Strategic Oilfield Services
- **Grad Representative-** each school will have a student/s who will be represented on the Grad committees of the High Schools
- **Make connections with students not attending any school in each community.** Track students not attending High Schools and students who have not graduated, invite them to the Learning Stores to complete their education. Principal will visit these homes.

Target and Measurement Tools:

90% students will complete "Getting to Grad Survey"

Each school will host a student forum/parent forum

Acct Pillar measures-

Continuous improvement will rise from 85% to 88% in High Level

Continuous Improvement will increase from 75% to 79% in La Crete

Safe and Caring Schools will remain over 95%

Each student will participate in a student/teacher conference grad plan meeting at least twice yearly

7 CRM meetings per year

70% of students will access student portal

Resources:

- funds for rewards and recognition program/ food program
- Advertising budget/budget for public meetings
- Food for student forums/mental health expos/
- PD money for staff to visit other Outreach Programs
- fund phones for each location
- Mental wellness connections in each community

Timeline:

- ongoing

Results

School Goal 2: Increase the number of students who graduate from Learning Stores and FVSD.

Strategies

- **Build plans for high school completion** for all students. Review these plans continually
- **Improve the quality of course offerings in all locations-** Offer skill building CTS Learning Projects utilizing local experts. **Offer new courses/upgrade course offerings-**Now that we have acquired the rights to locally developed courses course content must be tweaked and students made aware of the new courses. **Unify the course offerings** in each location. Each location has access to the others course materials, build a modified version of specific courses.
- **Expectations for students** to check into the Learning Store and to complete a module weekly. Student advisors will ensure students are aware of the expectation
- **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 and telephone calls.
- **Promote student engagement in CTS course offerings/division initiatives and events to all students** through digital means and personal contacts.
- **Student connections** made weekly, teachers take ownership of students. Contacts will be tracked in each location digitally
- **Staff to utilize Google programs:** Google Classroom for students who learn best this way.

- **Offer diploma prep courses 4 times yearly, complete updated study guides for students**
- **Test students that staff have identified.** We have the means to test students and find strengths and areas of growth. We will use accommodations when required.
- **Create a bank of Quizzes exams** for use if/when a teacher grants a rewrite. Redo challenge exams for 19 year olds.
- **Technology training for students-** ensure students are building skills in the use of technology to further their studies and build life skills. Offer a course yearly.
- **Data collection-** Staff will collect course completion data weekly on Google sheets
- **Offer life skills courses** such as Learners License training to empower students- no credits are awarded for these life skills based courses.
- **CRM meetings monthly** to track student productivity and areas of growth.
- **Dual student meetings-** Meet monthly with admin from the High Schools to track student course completion. Update Google doc with duals student info.

Target and Measurement Tools

- High School completion rate in all Learning Stores will increase by 3%.
(Accountability survey measure)
- 75% of Learning Store fulltime students who take out a course will complete it and earn credit towards High School Graduation.
- Diploma prep courses will take place in each location
- Each staff member will develop and implement a course or two throughout the year
- 90 % of Students will complete our survey

Results:

Comments:

Accountability Pillar Overall Summary by Location

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

In August the staff will meet and draw out the PD plan for the year including:

Jody Carrington

Visits to Outreach Schools in the Province

Mental Wellness PD

B. Disbursement of Dollars

Money is dispersed on a per need basis, with 500 available for individual PD if deemed applicable to our school needs.

C. Individual Staff Professional Development

Each professional staff will be responsible for submitting a Professional Growth Plan. These will be reviewed and signed off on by the school administrator. 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 2018.

August

- Full Staff meeting Friday
- Staff orientation PD
- CRM review
- Roles and responsibilities will be defined
- PASI training
- FNMI Awareness Training 30th

September

- PGP's are submitted to Administration
- Division Wide PD September 28th
- CRM training

October

- Staff meeting- FNMI awareness training
- PGP meetings
- School based PD: ADLC, Google, locally developed courses
- CRM

November

- PD Nov 2nd Support staff and Teachers
- In home parent contacts
- diploma exam training
- report card training
- review Ed Plan

December

- Staff Meeting/ staff get together- FNMI Awareness Training
- CRM

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- FNMI awareness training
- progress reports
- CRM
- diploma exam

February

- In home parent contacts

March

- Staff meeting- FNMI awareness training
- CRM
- Review Ed Plan

April

- Review Ed plan
- CRM

May

- PGP plan review meeting with staff.
- CRM

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

- Update Website
- Prepare Orientation program
- Update student handbook
- Google slides in each location
- 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 update
- Facebook, text, twitter
- Initiate Off-Campus contacts
- Get to Know you Night participation in all Four Communities
- Monday Memo Blog weekly.
- Student forum- Post Secondary Planning
- Meet with John Thurston Rap programs
- Outdoor Classroom Community Wind Up
- CRM meeting

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 in all locations
- Student Forum- Service Learning Projects throughout the year
- Student Portal access
- CRM meeting
- Tea and Ten Mental Health Awareness session
- Grad meetings

November

- Weekly contacts – home visits, phone calls, e-mails, text
- Student/ Parent Teacher Interviews- in home interviews
- Planning and Results Review Nov 14
- 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- La Crete
- Student forum- Healthy Relationships
- parent teacher interviews
- Board presentation- central office

December

- Weekly contacts – home visits, phone calls, e-mails, text , facebook
- Tracking Sheets, High School Plans, Transcripts
- Website
- Central office- Visit Dec 4
- Visit Home-School sites
- Newspaper for holiday activities (LCLS)
- Visit Off-Campus locations (for every 25 hours/ student)
- Monday memo Blog
- CRM meeting

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
- Nait and GPRC visits
- CRM meeting
- Grad Letters/High School Plans

February

- Weekly contacts – home visits, phone calls, e-mails, texts
- Tracking Sheets, High School Plans, Transcripts
- 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
- CRM meeting

April

- Weekly contacts – home visits, phone calls, e-mails, texts
- Tracking Sheets, High School Plans, DAR
- Visit Off-Campus locations (for every 25 hours/ student)
- Prepare Graduation/Completion letters
- Monday memo blog
- Report cards/ parent teacher interviews
- Parent Forum- Navigating The Internet
- Student forum healthy relationship
- gather data for results review

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/ Seven Generations
- 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
- 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 to be completed and kept updated – DAR
- Staff mentee contacts weekly
- Joint monthly communication with local schools (dual students)
- Work-site visitations for off-campus programs
- Green Certificate contact with Amber
- Home visits/school visits/ PT interviews (2 annual visits)
- signing students up for student portal
- tracking off campus programs - 25 hour visits, sight inspections.
- RAP
- Mentee to students
- CRM meeting contributor

Educational Assistants:

- Track weekly contacts and tracking course completion 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)
- distribute course materials to students
- Educate students about student portal
- Accountability Pillar Survey in January

- Mentee to students
- CRM meeting contributor

Secretarial Staff:

- Yearly updates staff handbook, student handbook, LS Shared Folder,
- Newsletter
- Greet students and guests
- powerschool call outs
- Update Websites
- Maintain monthly calendar on line
- Preparation of newspaper ads & announcements
- maintain, receive registration forms
- seek cum files for students
- Mentee to students
- make contact/connections with outside organizations

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/student meetings
- organize student mentees- check staff are making contacts with students
- Mentee students
- CRM meeting organization
- make connections with outside organizations

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
- revisit registration process

September

- Academic counseling, Write student plan
- Learning Store Student Handbook- 2018-19
- Review student surveys/ action items
- Career Centers in each location receive training
- ADLC contact
- Locally developed course creation and orientation.
- 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 courses
- Professional Growth Plans due
- seek out students in the communities eligible to graduate
- advisory students chosen/ Grad representatives chosen
- hand in Ed Plan 2018-2019
- CRM meetings in all locations
- Student will fill in the "Student Self Awareness Survey."
- Plan Healthy Wing Dings
- Mentee contacts

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 Schools meeting re attendance and dual students
- CRM meetings
- Mentee contacts

November

- Complete the annual results review and adjust the 2018-19 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 mentee contacts are being made
- Monitor credits earned-monthly
- Set Up student forums have taken place in each location
- High School meetings
- Health Wing Dings
- CRM meetings
- mentee contacts

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
- mentee contacts

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
- Wellness programming
- mentee contacts

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
- mentee contacts

May

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

June

- Keep high school graduation Plans for next year 2019-20 school year.
- Monitor credits earned

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