

SDH Learner Parent Handbook 2011/12

About SelfDesign High “The world in which you were born is just one model of reality. Other cultures are not failed attempts at being you; they are unique manifestations of the human spirit.” Wade Davis

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1 SelfDesign High



SelfDesign High Distributed Learning Program Learner & Parent Handbook 2011/12

"The world in which you were born is just one model of reality. Other cultures are not failed attempts at being you; they are unique manifestations of the human spirit."
~ Wade Davis

1.1 School Information

SelfDesign High is a learner-directed, enthusiasm-based educational methodology supporting learners, families and mentors through an amalgamation of holistic and contemporary learning tools and models. At its core, SelfDesign High seeks to co-inspire wonder, joy and integrity in all learning experiences and relationships through authentic self-discovery and respect for each learner's personal biographical and learning history. Our offerings have been created in alignment with the BC Ministry of Education's [Appendix A - Graduation program requirements](#).

1.2 SelfDesign High Liberal Arts Approach

Our high school graduation program is based on curriculum developed from a liberal arts sensibility, which considers humans and humanity from an integrated, holistic perspective. Each of our courses is designed to cultivate critical thinking, self and social awareness, and to engage problem solving.

Learners will learn to value their own ideas, perspectives, questions and analyses - as well as those of others - as they develop their skills of examination and evaluation. It is not so much about the end result as the process of inquiry, exchange and experience.

1.3 To Nurture the Love of Learning

SelfDesign High nurtures our innate curiosity and quest for growth through its liberal arts and peace-oriented programs and courses. We see youth learning optimally through spirals of discovery, introspection, integration and expression. Our goal is to deepen the understanding and acceptance for cultural, generational, philosophical and religious differences in the world around us and to orient ourselves toward global responsibility. With this in mind we have designed our programs to invite learners of all ages to develop the initiative, self-confidence and practical skills needed to bring their unique gifts to the world.

1.4 SelfDesign High Philosophy

“If you study to remember, you will forget, but if you study to understand, you will remember.”

At SelfDesign High learning is natural human behaviour and education is about life - about having the confidence and curiosity to approach new challenges and questions about oneself, others and the world we live in with an open heart and mind that reaches both into the past and stretches invitingly toward the future. We are here to grow. We encourage each youth to be the author of their own lives from a place of resourcefulness, creativity and possibility.

1.5 Our Approach

We know two things: as human beings we all want to be engaged in meaningful ways and that we are by nature learners. From infancy onwards, we are actively decoding our worlds and experiences, participating creatively in ways that shape these experiences as we build awareness of them. At SelfDesign High this dynamic and curiosity-driven process never stops. To encourage this we have developed rich learning resources which are accessible in a variety of media formats, and we

have a wonderful group of mentors ready to connect with learners. In order for learning to be holistic and dynamic we see mentors sitting shoulder to shoulder with learners, both looking ahead, one with more experience and resources and the other curious about the questions that arise and about how they make sense of these questions in their world right now.

We know that our learners value mentors who are knowledgeable and enthusiastic about their subjects and who themselves are learning. They understand that learning is a whole bodied experience in which they can engage creatively and investigate what it is they are learning about in a wide variety of ways.

The power of a distributed learning program is that its courses are designed for individual learners. It invites collaboration between mentors and learners who can converse about the many ways to approach assignments and projects. Learners have the freedom and support to sculpt the course to meet their unique interests and learning styles.

At SelfDesign High we believe that learning is a discovery of the spirit and a blossoming of the soul. Through paying attention to what both interests and challenges us and what invites our hearts and minds to open and grow, we can begin to bring the world what we are here to offer.

1.6 SelfDesign High Mentors/Staff

Mentors employed by SelfDesign High are certified by the BC College of Teachers, or the Office of the Inspector of Independent Schools, B.C. Ministry of Education. As the representing educators of SelfDesign High they are responsible for supporting the learning of each youth. Above all, our mentors seek to connect with their learners and build a relationship that fosters openness, curiosity and a willingness. SelfDesign High mentors are interested in learners' individual learning styles and needs, and respond to these in their learning plans, assignment/ participation reflections and learning activities. Mentors are responsible for learner course assessment via a portfolio method, which allows the different learning styles of each learner to be supported. Above all, our mentors seek to connect with their learners and build a relationship that fosters openness.

1.7 SDH Admin Contacts

General Inquiries	info@selfdesignhigh.org
Enrollment and Registration	admissions@selfdesignhigh.org
Sending required documents	admissions@selfdesignhigh.org
Virtual Guidance Office	http://selfdesignhigh.org/vgo/
Moodle/website tech support	paul@selfdesignhigh.org
Mentors	Correspondence with mentors should all take place within your course(s) on our online course platform , Moodle. Messages sent to you through Moodle will be delivered to your email, however in order to reply you must log into your online course. Replies directly from your email will not be delivered back to your mentor's inbox.

SD Learning Foundation (K-9 and HLN)

SelfDesign Foundation Office

PO Box 300, Nelson
BC V1L 5P9

If you also have a learner in the SD k-9 or HLN programs, please contact:

SelfDesign Head Office

Toll Free in the U.S. and Canada

1-87-SELFDESIGN
Or (877) 353-3374

Local calls and outside the U.S. & Canada

Tel: (604) 224-3640
Fax: (604) 224-3662

[Email the SelfDesign Head Office](#)

SelfDesign K-9 Program Office and Student Records

Tel: (604) 224-3640

Fax: (604) 224-3662

Mailing Address:

SelfDesign Learning Community

PO Box 74560 RPO Kitsilano

Vancouver, BC

V6K 4P4

1.8 Enrollment and Course Registration

Learners and parents are invited to enroll and register in courses on our website.

www.selfdesignhigh.org

Please know that learner information is kept confidential unless requested and/or approved by a learner and/or their parent/guardian. This does NOT, however, include the exchange of learner grades and/or progress during reporting periods with the Ministry of Education, and/or the school with which the learner is registered full time. These exchanges are obligatory.

When a learner registers with SelfDesign High and is also registered at another school, we will request of that school a copy of the learner's personal record card and their most recent report cards.

Additional Learner and parent information must be provided for enrollment. See our [enrollment page](#) for required documents and forwarding information.

2 Courses

Learners and parents are invited to review our list of course and program offerings, descriptions and work shop schedules on the SelfDesign High website.

For a list of required credits and courses for the BC Dogwood High School diploma, see Appendix A: Graduation Requirements

For assistance with your Learning Plan or to inquire about prior learning credit, please contact our Virtual Guidance Office.

2.1 Daily Physical Activity (DPA)

What is DPA?

All students in BC are required to participate in DPA. At the grade 10-12 level, you must participate in a minimum of 150 minutes of physical activity per week in periods of 10 minutes or more, document your DPA participation for [Graduation Transitions](#) as part of the Personal Health requirement, include endurance, strength, and flexibility activities, and include activities of a moderate to vigorous level of intensity.

Learners enrolled with SDH as their school of record will automatically be added to SDH's online DPA course and are required to report their general activity on a weekly basis. Your daily physical activity choices can represent your likes and interests—aquatics, dance, sports, fitness, recreational activities... the possibilities are endless.

[Click here to Login into my DPA](#)

For More Information

Recommended Links:

SDH DPA [Overview](#) / [Details](#)

[BC Ministry of Education DPA Resources Overview](#)

2.2 Online Courses

We offer courses in two different formats at SelfDesign High:
Independent/Self Paced courses and Workshop courses

Independent/Self Paced

When learners register to do a course independently they will be linked with a mentor who will support them as they work their way through an online course on our online learning platform *Moodle*.

Regular contact and connection with their mentor via email, telephone, Skype or ichtat ensures learner progress and ultimate success. It is required that learners meet/connect with their mentor, on average, once a week. Dates and times are to be arranged according to availability of both parties. Beyond weekly meetings, learners are invited to contact their mentor any time (email, phone) with questions, to hand in assignments, and/or for assignment feedback. They are also connected to other learners taking the same course through online forums where they can share ideas, questions, work and projects: we have found that this more social aspect of the independent work is important and very supportive.

Sessional Cohorts

We also offer sessional cohorts of learners from all over BC who will all begin together and aim to finish their courses together although their pacing may differ (for example, from late September to mid January). This again offers more opportunity for social engagement via the forums and also provides a rhythm that coordinates with other schools where learners may also be doing courses.

Workshop Courses

In workshop courses the mentor meets with a small group of learners in a face to face seminar format. Learners supplement their independent, online work with dynamic group activities at the workshop. They will meet with their class and mentor once or twice a week, for 12 to 14 weeks, 2 to 3 hours per day, depending on the course and its Provincial requirements (i.e. additional classes may be scheduled for exam preparation). Start times are often set after 3:45 PM to accommodate learners attending other local high schools.

2.3 Registration for new courses

All learners are reminded to only register for the course(s) they want to begin at the time of registration. Each time you wish to begin new courses you will need complete a new registration form.

Visit our [SelfDesign High](#) website to register for you next course(s)

Required Courses: See [Appendix A](#) for required courses and minimum credits for full credit towards the BC Dogwood High School Graduation Program.

2.4 Course Fees

There are NO course fees for learners ages 15-19, who are residents of BC and born after July 1st, 1992. The BC Ministry of Education requires that parents or legal guardians of learners must be residents of BC.

A fee of \$575 per course will apply to all other learners, including international learners in BC on a student visa and learners over the age of 19.

For more information please contact admissions@selfdesignhigh.org

2.5 Mentor Assignment and Activating Your Course

When a learner registers for a course with SelfDesign High they will be sent instructions on how to log in to *Moodle*, our online course platform, and will be contacted by a mentor within a week.

Please be aware that there are two peak registration periods in September and then in early February and there can be longer delays in the registration process at these times.

The first piece of work that learners are asked to complete for each course is called an Activation Assignment.

2.6 Activation Assignment

This is the very first assignment that **MUST** be completed in order for a learner to continue in the course. It also serves as the initial bridge connecting the learner with the mentor and launches what we hope will be a rich and supportive relationship.

This assignment has two parts: the first asks the learner general questions about desired completion date, communication modes and frequency, about tech experience and learning styles, and then the second part asks more specific questions pertinent to the course content and the learner's previous exposure and interest in the subject. It is a launching pad into the course explorations.

[Login in](#) to complete my Activation Assignment

Once you have logged in, follow the instructions on the homepage to enter your online course. Each online course will have there own activation assignment.

2.7 Assessment

SelfDesign High is interested in providing learners with holistic and integrative assessment activities that reflect both their unique skills and abilities, their particular learning styles and their ability to meet the Provincial and authority approved outcomes. SelfDesign High also invites learners to assess themselves while they engage in the variety of assignment activities course/s with us. All learners submit their work through *Moodle*, our online learning platform, or in person to their mentor and will then have timely and regular feedback on these submissions.

It is important to us that our assessments reflect the individual breadth and depth of learner engagement and inquiry and so we use a portfolio format (see below). While a final course mark is provided, we emphasize ongoing and regular feedback and reflection throughout the course/s so that learners can choose to consider mentor suggestions and go deeper and develop their work further. At the midway point and at the end mentors will sit alongside learners and look over all the ways there has been engagement. Learners will have selected 2-3 assignments from each module and gathered those in their E-Portfolio: these will offer rich conversation about the growth made by the learner. Together the mentor and learner will come to a final mark for the course.

Portfolio

Learners' engagement with each SelfDesign High course is evaluated through a portfolio of activities designed to meet the learning outcomes. Each learner will also engage in ongoing reflective work through which they respond not only to course materials but also reflect their own particular learning processes. One of our primary goals is to encourage each learner to develop their self-awareness and personal voice.

All of our courses include the following learner activities in a variety of possible formats and combinations:

- a journal
- forum participation
- a variety of assignments (in a range of possible formats)
- an art project
- an Independent Project
- e-portfolio (Exabis)
- self and course evaluations

We value the flexible and creative approach and choices embedded in our courses. We seek to respond to each learner's needs in ways that capture the imagination and curiosity of each individual. We want learners to be engaged, and if the assignment doesn't feel right, then it is important to speak about it with the mentor. The mentor and learner then can explore an alternative approach to the assignment.

Learning in a DL environment does not have an hourly allotment per course. In each course learning activities are distributed among the different units of the course to meet and exceed the assigned Learning Outcomes.

2.8 Report Cards & Reporting of Final Marks

Report Cards

Interim Grades

A midterm report will be completed and shared with the learner and family when half the course work has been completed.

NOTE: IMPORTANT REPORTING DEADLINES

Midterm marks for Grade 12 learners writing provincial exams and/or applying to post secondary schools must be reported **before April 22**

Final Grades

Learners receive final grades after completion of each course in the form of a report card. This mark is included on her/his transcript. Learners also receive regular and ongoing feedback on course assignments submitted to their mentor.

When a learner is registered full time with a public or distance learning school board, course grades will be reported back to their registered school for submission to the BC Ministry of Education.

When a learner is registered exclusively with SelfDesign High final grades will be submitted directly to the BC Ministry of Education for accreditation of course completion on their provincial transcripts.

- Learners and families can track their 'Unofficial Transcript of Grades' on the BC Ministry of Education's website at <http://www.bced.gov.bc.ca/exams/>
 - Also found on this page are sample exams, exam support materials, an exam schedule of dates and times, as well as a link to the Ministry's course registry.

Click on the link above to access the '*Student Secure Web*' page and create an account for each learner.

- To create an account you will need to have your personal education number (PEN) on hand. If you do not know your PEN number, please contact info@selfdesignhigh.org, or if you have a planner account you can login to see each learner's PEN on your 'Family Details' page.
- See [Appendix B](#) for the scheduled release dates for exam marks in 2010/11

2.9 Provincial Exams

Provincially Examinable Courses

There are five provincial level exams that are required to graduate with a BC Dogwood Diploma.

Examinable Courses: See [Appendix B](#) for a list of courses with provincial exams, 2010/11 Exam Schedule and registration deadlines.

Arrangements will be made with other schools through SelfDesign High administration when possible. There may be cases when Learners register as a “walk-in” at a school in their area without prior notification, however, the learner must be completed their course and SDH administration should be informed as soon as possible in order to report the final course mark to the ministry.

Mentors will work with Learners to prepare them to write Provincial Exams and will keep our registrar informed (in advance) of learner exam needs and intentions.

Registering for Exams

Learners must be at least 80% complete their course before registering for an exam and a request must be relayed through the mentor to the Registrar that the learner is indeed prepared to write.

January and June Exams

- SDH Registrar must be contacted with the learner’s name, course and final/interim report no later than one week before the exam registration deadlines in December and May
 - Exam requests submitted after the registration deadline will be considered on a learner/course basis
 - **Examinable Courses:** See [Appendix B](#) for a list of courses with provincial exams, 2010/11 Exam Schedule and registration deadlines.
- During January and June exam sessions, exams are available in electronic and paper format, unless otherwise specified by the Ministry, and depending on what format is being offered on a school by school basis.

November, April and August Exams

- SDH Registrar must be notified no later than three weeks before the exam date to register for an exam
- November, April and August exam sessions are available electronically (online) only. There is limited availability for exams during these times.
- *Exams will not be arranged during October or May exam sessions*

- Once the exam has been written, learners have one week to complete all overdue projects, before a report card is submitted by their mentor with the final course mark.

(See exam schedule at: <http://www.bced.gov.bc.ca/exams/handbook/schedules.htm>)

Please note that online exams may not be available in every education centre in BC. In this case, learners will be required to write a paper exam. If you have any questions, please contact our Registrar at info@selfdesignhigh.org

Where do you write your exam?

- Learners are required to write their exam at a secure education centre in their area (i.e. local secondary public school, private school, distance education, or SelfDesign High Exam Centre)
- If you are enrolled with another institution as your school of record that school will be contacted when you are ready to write your exams and they will be responsible for arranging your exam.
- If there is an education/exam center in your area you would prefer to write at, please notify info@selfdesignhigh.org before the registration deadline (please see [Appendix B](#) for registration deadlines) and the centre will be contacted to confirm their availability of space. If space is not available at your requested location, arrangements will be made as close as possible.

Examinable Courses: See [Appendix B](#) for a list of courses with provincial exams, 2010/11 Exam Schedule and registration deadlines.

Electronic vs. paper exams

Learners will have the option of requesting to do their exam in either paper or electronic format. However, depending on the exam dates of each school year, some conditions do apply:

- During **January** and **June** exam sessions, exams are registered in paper format, unless otherwise requested by the learner, and subject to the given exam periods and schools.
- During the exam periods of **November, April, and August**, exam sessions are only available to write online.
- In order to write a provincial exam in electronic format, mentors need to verify that each learner has access to a laptop computer. If the learner does not have a laptop available for the exam, please notify our Registrar at info@selfdesignhigh.org within ample time before the scheduled exam date.

- The number of schools offering exams during these months is limited each year, and exam registration is not guaranteed. If arrangements can not be made during these times, learners will be registered for the next January or June exam.

Final Exam Marks

Once a learner has completed an examinable course, their final course mark is submitted to the ministry by their school of record. When a learner has completed a provincial exam, the course mark submitted and the final exam mark will be combined by the ministry for a final mark, and added to the learners unofficial transcript of grades.

SelfDesign High does not report to learners the results of their exams.

For instructions on how to view your Unofficial transcript of grades please see our sections above in '[Final Reports](#)'

3 Graduating Learners

Grade 12 learners are reminded to register for final course requirements **before February 9th**.

SDH Learners wishing to graduate in June of the active ministry school year, as well as anyone applying to a Post Secondary Institution (PSI) must complete their course requirements **before** the allocated deadlines in the table below to receive credit and their certification of graduation.

What do you have left to complete?

To view your ministry transcript containing your completed courses and marks reported, learners and families can track their Unofficial Transcript of Grades on the BC Ministry of Education website at <http://www.bced.gov.bc.ca/exams/>.

Got to the URL address above to access the 'Student Secure Web' page and create a personal account.

To create an account you will need to have your PEN (personal education number) on hand. If you do not know your PEN number, please contact info@selfdesignhigh.org

If you think you have completed a course that does not appear on your transcript, please contact the school you completed that course(s) with to confirm they have been reported.

Note: Courses completed between February - March may not appear on your online transcript until end of April as schools will be reporting marks during this month.

If you have any questions about your learning plan and graduation program, visit the following link to our website and send a message to our Virtual Guidance Office (<http://selfdesignhigh.org/vgo.html>)

Cross Enrolled Graduating Learners

If you are cross enrolled in more than one school, your school of record will be responsible for reporting any final grades to the ministry for credit towards your high school diploma.

School of Record: Your current school of record will appear as so on your unofficial transcript of grades when you log into your the ministries student secure web.

This should be the school at which you are taking the majority of course, and intend to graduated your high school program with.

If you are already registered with another school but are now taking the majority of your courses with SDH and plan to graduate with our school, you are required to notify the Registrar as soon as possible, and provide the name of your last registered School so that a request may be submitted to have your records transferred. Because interim marks for graduating learners must be submitted to the ministry before the end of April, grade 12 learners transferring their graduation program to SDH have until **March 15th** of the school year to apply for full time enrollment with our school.

Applying to Post Secondary School?

The Ministry of Education provides you with an opportunity to have your transcripts automatically sent to the institutions of your choice for NO FEE. See Table below for links and deadlines.

IMPORTANT DATES

Description	Submission Deadline
Registration for any final courses that must be completed for your graduation program	March 01, 2012
Interim marks for graduating learners writing June exams and applying to PSI	<p>Submitted to SDH Registrar by your mentor - before April 20, 2012</p> <p><i>(learners are reminded to submit all of their completed assignments in advance of this date to allow time for marking)</i></p>
<p><u>ONLINE POST SECONDARY INSTITUTION (PSI) SELECTIONS</u></p> <p>The electronic PSI Selections Form is now available online for students graduating this school year. This electronic PSI Selections form should only be submitted by students who expect to graduate this school year and are also applying to a PSI.</p> <p>An instructional document is available at: https://www.bced.gov.bc.ca/exams/trx_updates/. The instructions include snap shots of all the screens students will use to select PSIs.</p> <p>Students access the online form by logging into the Student Secure Web (SSW), https://www.bced.gov.bc.ca/exams/tsw/tsw/student/, and click the menu option "Post Secondary Institutions Selections".</p> <p><i>Note: Students who do not yet have a SSW account will need to create one prior to gaining access to the PSI Selections form.</i></p> <p><i>Your Personal Education Number (PEN) will be required to create your SSW account. If you do not have access to your PEN, please contact info@selfdesignhigh.org</i></p> <p>In addition to the BC Electronic PSIs option (999) and the OUAC Electronic PSIs option (888) in Section 1 of the form, students may submit a maximum of six selections from Sections 2 and 3 of the online form.</p> <p><i>Note: Requests to send transcripts to additional PSIs can be made for a fee by submitting an online transcript order at: http://www.bced.gov.bc.ca/transcript/</i></p> <p>If a specific PSI is not listed in Sections 1, 2 or 3 of the PSI Selections form, please send an email with the name and address of the PSI to: TRAX.Data@gov.bc.ca</p>	<p>Students must complete the PSI Selections form by April 29, 2012 to have course interim transcript information forwarded in May 2012 to the BC Electronic PSIs list (PSI code 999) and to the Ontario Universities Application Centre (OUAC) institutions (PSI code 888). Interim transcripts are not sent to any PSI other than the BC and Ontario PSI listings (codes 888 and 999)</p> <p>Students must make their PSI Selections by June 30, 2012 to have the final transcript information sent to PSIs by July 31, 2012.</p>

Final marks for graduating learners courses

Submitted to SDH Registrar by your mentor by
June 01

(learners are reminded to submit all of their completed assignments in advance of this date to allow time for marking)

4 Policies and Procedures

Role of the Mentor, Learner and Parent Policy

Role of the Mentor

It is the responsibility of the mentor to provide:

- Initial and ongoing educational support for learners enrolled in a DL course with SelfDesign High.
- Ongoing assessment of learner assignments and engagement in the course (SelfDesign High uses a portfolio method of evaluation).
- An invitation for both learner, both during the course and in the final learner course evaluation. In specific cases parents will be contacted for further input and consultation as the mentor deems necessary and/or helpful.
- connection to SDH Virtual Guidance Office in cases when necessary

Role of the Parent

Parents/guardians have a supporting role under the direction of the mentor:

- Parents are asked to oversee the completion of the appropriate components of the SelfDesign High enrollment.
- SelfDesign High mentors encourage parents to help create a supportive learning environment for their learner.
- Parents are invited to have ongoing communication with SelfDesign High mentors.
- Parents of full time SelfDesign High learners are invited to participate in a graduation planning consultation.

Role of the Learner

Learners have ongoing and regular communication with the administration and mentors at SelfDesign High. They will:

- Complete all required SelfDesign High admission processes.
- Participate in the creation of their educational plan.
- Be responsible for the completion of all courses enrolled in at SelfDesign High.
- Be responsible for ongoing and regular communication with their mentors and the community of learners at SelfDesign High.

Contact

SelfDesign High Mentors will have **weekly contact** with learners in order to respond to inquiries and provide feedback on assignments. To support this contact learners and their Mentors will choose and establish their two-way communication in a variety of modes:

E-mail

Telephone

Face to face contact

Internet based dialogue - Skype

Learner assignment submissions - on Moodle

4.1 Plagiarism

Plagiarism

SelfDesign High expects Learners to be honest in the process of writing/completing their assignments. Plagiarism is presenting another persons work, writing, thoughts as ones own, and it is considered theft of an idea or words. Quotations, paraphrasing or summaries of others' words must be properly cited in an academically accepted style - for example, MLA.

Learners who submit plagiarized work will be given a zero for the assignment in the first instance. If any subsequent plagiarism occurs the learner will be required to have a meeting with the Principal and will receive an incomplete in the course.

Information for Learners - here is an example of clear and available information on Plagiarism from Merriam-Webster Online Dictionary:

"All of the following are considered plagiarism:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules)

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed, and providing your audience with the information necessary to find that source, is usually enough to prevent plagiarism. See our section on citation for more information on how to cite sources properly." (Merriam-Webster Online Dictionary. [http:// www.plagiarism.org/plag_article_what_is_plagiarism.html](http://www.plagiarism.org/plag_article_what_is_plagiarism.html), July 4, 2011)

4.2 Withdrawal/Incomplete Procedure

Circumstances may arise which necessitate a learner withdrawing from their course(s). There are two different processes here:

- A) an Incomplete (I)
- B) a Withdrawal (W).

Please note that *Withdrawals* are only granted in particular circumstances and require the approval of the SDH principal. *Incompletes* occur in one of the following circumstances:

1. If you have not completed your course within one year since you first engaged in the course
2. In cases where there has been no contact between mentor and learner for 6 weeks or more, SDH Virtual guidance Office (VGO) will attempt to make contact with the family. Where there is no success at contact then the learner will automatically be given an *Incomplete*.

In either of these cases, should a learner wish to re-engage in their course/s after having received an Incomplete, they need only re-register for it.

Please contact our [SDH Registrar](#) for a required 'Incomplete' form.

To view a copy of our letter and 'incomplete' form, click on the following links:

- [Letter to Learner and Parent/Guardian](#)
- ['Incomplete' Form](#)

Learners, mentors, parents and the school principal must sign this form to facilitate and authorize the 'incomplete' process.

Please note: 'Incomplete' courses will not be reported on the learner's official transcript. Learners may register again in a course from which are previously incomplete.

4.3 Appendix A - Graduation Requirements

Appendix A - Graduation Requirements

BC Ministry of ED Graduation Program Requirements

(2010/11 BC Ministry of Ed. - Handbook of Procedures for the Graduation Program, Pg 68)

Required Courses

For the list of courses that can fulfill the Required Courses requirements in each of the following subject areas, see Chapter 1 of the Course Information book.

Subject Area (Foundation Courses)

<i>(*) Indicates courses with Provincial exams</i>	Minimum Credits
Language Arts 10 *	4
Language Arts 11	4
Language Arts 12	4
Social Studies 10	4
Social Studies 11 * or 12	4
Science 10 *	4
Science 11 or 12	4
Mathematics 10 *	4
Mathematics 11 or 12	4
Physical Education 10	4
Planning 10	4
Fine Arts and/or Applied Skills 10, 11 or 12	4

Elective Credits

Students must earn at least **28** elective credits.

These credits can be for:

Additional Grade 10, 11 or 12 Ministry-Developed courses

External Credentials

Board/Authority Authorized courses

Post-secondary credits, and/or

Independent Directed Studies

* Note: Some External Credentials can serve as Required Courses.

Total: 28 credits

Graduation Transitions

Students earn 4 credits for completing Graduation Transitions

Total: 4 credits

Overall Total: 80 credits

- ***Of the 80 credits needed for graduation, at least 16 credits must be at the Grade 12 level, including a Grade 12 Language Arts course.*** Students do not earn credits for Locally Developed courses in the 2004.
- SelfDesign High has designed a 'Graduation Portfolio course to meet all the ministry learning outcomes of Graduation Transitions. Click [here](#) to review our course description.

4.4 Appendix B - Provincial Exams Handbook 2011/12

LPH Appendix B - Provincial Exams Handbook 2011/12

Exam Schedule

Click on the following link for the [BC Ministry of ED 2011/12 exam schedule](#)

Exam Registration Deadlines for January - June 2011/12

- The BC Ministry of Education has begun to move towards electronic exams only throughout the school year.
 - Mentors are reminded to read exam schedules carefully when in discussion with their learners.
- Math exams will only be offered in electronic format for the 2011/12 school year. All other exams will be registered in paper format, unless otherwise requested by the learner, or offered by any BC High School.

Exam Session	Registration Deadline
October 2011	SDH will not be arranging Provincial exams during this exam session
November 2011	<ul style="list-style-type: none"> - Minimum 2 weeks in advance notice - Electronic only exam session - BC schools may chose to not offer exams during this session
January 2011	December 01
April 2011	<ul style="list-style-type: none"> - Minimum 2 weeks in advance notice - Electronic only exam session - BC schools may chose to not offer exams during this session
May 2011	SDH will not be arranging Provincial exams during this exam session
June 2011	May 01
August 2011	<ul style="list-style-type: none"> - Minimum 3 weeks in advance notice - Electronic only exam session - BC schools may chose to not offer exams during this session

Required Exams and Examinable Courses

* Please note that courses listed below correspond with courses offered by SelfDesign High. Not all *optional* ministry examinable courses as listed below. More information on BC ministry's website.

Provincial Exam	Required to Write	Optional to Write
Apprenticeship and Workplace Math 10	x	
Foundations of Math and Pre-Calculus 10	x	
English 10	x	
Science 10	x	
Social Studies 11	x	
Biology 12		x
Chemistry 12		x
English 12	x	
BC First Nations 12	x	
Geography 12		x
Physics 12		x

October, November, April, May and August exam sessions are available electronically only.

*** During January and June exam sessions, exams are registered in paper format, unless otherwise requested by the learner, and/or offered by the school.**

Scheduled Release Dates for Exam Marks

Exam Session	Release Dates
November	December 2
January	March 2
April	May 11
June	July 30
August	September 7

4.5 Appendix C - International Learners Handbook

International learners are asked to read our appendix C for important highlighted information from the SDH Learner Handbook

Appendix C: SDH International Learner Handbook

* If you are enrolling with SDH please make sure to review our [Learner Handbook](#)

[Steps for Enrolling and Registration](#) (*click here to review all the steps for registering - all steps must be completed for registrations to be processed*)

NOTES:

SDH courses are designed to be completed within a 3 - 5 month time frame. Learners may take a minimum of 2 months to complete a course.

Registration Deadlines:

February 1, 2012 for Learners who are writing April exams.

March 1, 2012 for graduating learners and learners who are writing June exams.

November 15, 2012 for Examinable course if you wish to write a January exam.

* 50% of your online course(s) must be completed by **May 1, 2012** in order for an interim mark to be submitted to the Ministry for Post Secondary Applications.

Completion Deadlines:

If SDH is not your school of record, graduating learners must speak to their school counsellor regarding any completion expectations for your graduating year, and all SDH courses must be completed by **June 1, 2012**.

Completing Courses over the summer (July - August)

SDH will also offer a selection of 4 week intensive online courses during the summer, depending on mentor availability. If you are interested in completing a summer intensive course, please contact info@selfdesignhigh.org by mid June to express your course interest. We will then need to confirm mentor availability before offering a summer intensive.

Learners are asked to communicate any holidays they will be taking to their mentors, and mentors will also inform learners of any time they will not be available during these months.

Mentor/Learner Relationship

When a learner registers for a course with SelfDesign High they will be sent instructions on how to log in to *Moodle*, our online course platform, and will be contacted by a mentor within a week. Please be aware that there are two peak registration periods in September and then in early February and there can be longer delays in the registration process at these times. The first piece of work that learners are asked to complete is called an Activation Assignment.

Tutoring

As a DL online school SelfDesign High is aware that learners may often be in contact with a tutor, or tutoring group. SelfDesign High urges learners inform their mentor that they are working with a tutor and are reminded that their SDH mentor is ultimately the one they will communicate with for feedback and assessment of their assignments.

Tutors may help guide the learner through the completion of their assignment by supporting their understanding of what an assignments means, and/or is asking of them. A tutor should not be completing any assignments or research for a learner taking any SelfDesign High courses.

Activation Assignment

This is the very first assignment that **MUST** be completed in order for a learner to continue in the course. It also serves as the initial bridge connecting the learner with the mentor and launches what we hope will be a rich and supportive relationship.

This assignment has two parts: the first asks the learner general questions about desired completion date, communication modes and frequency, about tech experience and learning styles, and then the second part asks more specific questions pertinent to the course content and the learner's previous exposure and interest in the subject. It is a launching pad into the course explorations.

Assessment

SelfDesign High is interested in providing learners with holistic and integrative assessment activities that reflect both their unique skills and abilities, their particular learning styles and their ability to meet the Provincial and authority approved outcomes. SelfDesign High also invites learners to assess themselves while they engage in the variety of assignment activities course/s with us. All learners submit their work through *Moodle*, our online learning platform, or in person to their mentor and will then have timely and regular feedback on these submissions.

It is important to us that our assessments reflect the individual breadth and depth of learner engagement and inquiry and so we use a portfolio format (see below). While a final course mark is provided, we emphasize ongoing and regular feedback and reflection throughout the course/s so that learners can choose to consider mentor suggestions and go deeper and develop their work further. At the midway point and at the end mentors will sit alongside learners and look over all the ways there has been engagement. Learners will have selected 2-3 assignments from each module and gathered those in their E-Portfolio: these will offer rich conversation about the growth made by the learner. Together the mentor and learner will come to a final mark for the course.

Plagiarism

SelfDesign High expects Learners to be honest in the process of writing/completing their assignments. Plagiarism is presenting another persons work, writing, thoughts as ones own, and it is considered theft of an idea or words. Quotations, paraphrasing or summaries of others' words must be properly cited in an academically accepted style - for example, MLA. Learners who submit

plagiarized work will be given a zero for the assignment in the first instance. If any subsequent plagiarism occurs the learner will be required to have a meeting with the Principal and will receive an incomplete in the course.

Report Cards & Reporting of Final Marks

Please see our Learner and Parent Handbook for more details.

Provincially Examinable Courses

Registering for Exams

- It is recommended that learners are completed a course before registering to write the exam. Learners 80% complete may submit a request to their mentor to register for the exam, and a request must be relayed through the mentor to the Registrar that the learner is indeed prepared to write.

January and June Exams

- SDH Registrar must be contacted by the mentor with the learner's name, course and expected completion date no later than two weeks before the exam registration deadlines in December and May
 - Exam requests submitted after the registration deadline will be considered on a learner/course basis
 - **Examinable Courses:** See [Appendix B](#) for a list of courses with provincial exams, 2010/11 Exam Schedule and registration deadlines.
- During January and June exam sessions, exams are available in electronic and paper format, unless otherwise specified by the Ministry, and depending on what format is being offered on a school by school basis.

November, April and August Exams

- SDH Registrar must be notified no later than three weeks before the exam date to register for an exam
- November, April and August exam sessions are available electronically (online) only. There is limited availability for exams during these times.
- Exams will not be arranged during October or May exam sessions

- Once the exam has been written, learners have one week to complete all overdue projects, before a report card is submitted by their mentor with the final course mark.
- (See exam schedule at: <http://www.bced.gov.bc.ca/exams/handbook/schedules.htm>)

Please note that online exams may not be available in every education centre in BC. In this case, learners will be required to write a paper exam. If you have any questions, please contact our Registrar at info@selfdesignhigh.org

Where do you write your exam?

- Learners are required to write their exam at a secure education centre in their area (i.e. local secondary public school, private school, distance education, or SelfDesign High Exam Centre)
- If you are enrolled with another institution as your school of record that school will be contacted when you are ready to write your exams and they will be responsible for arranging your exam.
- If you are enrolled with SDH as your school of record, we will arrange for your exam at the nearest education center in your area.
- If there is an education/exam center in your area you would prefer to write at, please notify admissions@selfdesignhigh.org not later than 3 weeks before the registration deadline (please see [Appendix B](#) for registration deadlines) and the centre will be contacted to confirm their availability of space.

Examinable Courses: See [Appendix B](#) for a list of courses with provincial exams, 2010/11 Exam Schedule and registration deadlines.

Graduating with SDH

If you are cross enrolled in more than one school, your school of record will be responsible for reporting any final grades to the ministry for credit towards your high school diploma.

School of Record: Your current school of record will appear as so on your unofficial transcript of grades when you log into your the ministries student secure web.

This should be the school at which you are taking the majority of course, and intend to graduated

your high school program with.

If you are already registered with another school but are now taking the majority of your courses with SDH and plan to graduate with our school, you are required to notify the Registrar as soon as possible, and provide the name of your last registered School so that a request may be submitted to have your records transferred. Because interim marks for graduating learners must be submitted to the ministry before the end of April, grade 12 learners transferring their graduation program to SDH have until **March 15th** of the school year to apply for full time enrollment with our school.

Grade 12 learners are reminded to register for final course requirements *before February 9th*.

SDH Learners wishing to graduate in June of the active ministry school year, as well as anyone applying to a Post Secondary Institution (PSI) must complete their course requirements **before** the allocated deadlines in the table below to receive credit and their certification of graduation.

Learners in their graduating year have until **March 1st** of the school year to apply to graduate with SDH. After this date learners should stay registered with their school of record and inform their counselors of any DL courses they are taking

Application to Post Secondary

Graduating learners applying to post secondary school are required to register for any remaining courses needed for your graduating program **before March 15th**. If you have questions regarding your learning plan and what remaining courses you need to graduate please contact the counselor at your school of record, or if you are enrolled with SDH full time, please contact SDH VGO.

It is the responsibility of each learner to research the application requirements of the Post Secondary Institutions (PSI's) they are apply to, and to submit any any requests for interim marks or transcripts well in advance of any submission deadlines outline by each PSI.

If you are apply to a PSI in BC or Ontario the Ministry of Education provides you with an opportunity to have your transcripts automatically sent to the institutions of your choice for NO FEE. This is an on-line process that is limited in time. This is the only time that your transcripts will be available free of charge.

Registering your Post Secondary School Selections

If you are graduating this June and applying to a PSI you are encouraged to register with BC's "**ONLINE POST SECONDARY INSTITUTION (PSI) SELECTIONS for STUDENTS and EARLY ADMISSION**" -

1. Applying to a PSI this year.

- An instruction document is available at https://www.bced.gov.bc.ca/exams/trx_updates/. This document includes snap shots of all the screens students will use to select PSIs.
- Students access this online form by logging into the Student Secure Web (SSW) site: <https://www.bced.gov.bc.ca/exams/tsw/tsw/student/> and click the "Post Secondary Institutions Selections" menu option. Note that students who do not yet have a SSW account will need to create one prior to gaining access to the PSI Selections form.
- If a student set up a SSW account but can no longer remember the access password or email used when they created the account, please email the student PEN and Name to Trax.Data@gov.bc.ca to request

temporary password reset.

Students' PSI selections must be submitted by **April 30** for interim transcript information to be forwarded to BC and Ontario Universities Application Centre (OUAC) institutions in May.