

Handbook for Parents

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Teacher and Parent Roles

Naturally, the Distributed Learning (DL) system works best when teachers, parents, and students all fulfill their unique roles.

The teacher's responsibilities include

- * planning, facilitating, assessing, and reporting on, student learning
- * keeping established hours of availability for students and parents
- * communicating once a week with students (via email, assignment feedback, phone, Blackboard session, etc.)

The parent's responsibilities include

- * knowing academic expectations and helping the student meet them
- * communicating with the teacher about concerns
- * supervising tests
- * marking a portion of student work (more for Individualized students)
- * overseeing the organization and submission of quarterly portfolios

Parents of Individualized students are also responsible for scheduling and monitoring student work to ensure its completion by the end of the school year.

Anchor Student Information System (ASIS)

Parents can access report cards, 3rd Party Service Provider applications, and student accounts through ASIS. Register with ASIS at the beginning of the year from Anchor's Home page: <http://www.ark.net> Quick Links > ASIS > Need to register?

School Supplies Lists

Gr. 4-7

pencil, pens, erasers

1 pkg dividers

hole punch for printouts

3-ring binder(s)

blank white printer paper

lined, hole-punched paper (1 pkg)

spiral notebook for Math, if using Teaching Textbooks

for *Mystery of History* students, blank index cards

various materials for science experiments

pencil crayons / markers and various other art supplies if desired (watercolour / acrylic /

tempura paints, brushes)

for computer backup: a flashdrive

optional: a daily planner

Tech Equipment

Students will need

- * access to a good computer

funding is available; contact the teacher

- * Microsoft Office suite

available free; contact the teacher

- * Internet

funding is available to the limit of \$350; contact the teacher

Internet invoices are required when submitting for reimbursement

reimbursement will take place in May of the school year

- * a printer

Student Accounts (Funding)

Most curriculum used in the TD Program, and some for Individualized students, comes from Anchor's resource library. These reusable items, such as textbooks and CDs, are bar-coded and should be returned to Anchor.

As long as they are returned, families will not be invoiced for library items.

ACA

Note: The status of your account may be viewed in ASIS

The use of funds must be approved by the teacher

Accounts are voided each year at the end of May

Anchor has allotted \$600 per student to be used toward the purchasing of consumable resources, third party services and equipment rentals. The \$600 is to be used by the individual student and cannot be shared between siblings.

These are items for which students typically use their allotted \$600.

Consumable Resources	Third Party Services (see section by this title)	Equipment Rental
workbooks PACEs experiment kits educational resources to be kept by family (ex. books for pleasure reading)	Sports activities Music, Art, Dance, Drama lessons Co-op programs or learning workshops Individual student passes (ex. science centre)	Rental of musical instrument Rental of sports equipment

LRA

Additionally, up to \$400 per student can be used towards items that are non-consumable. The \$400 can be grouped together with siblings. Any item in this category is property of Anchor Academy but can be bought out after the item is 3 years or older. A buy out application form must be completed. If a family does not wish to buy out the item, it may be returned to Anchor Academy.

Below is an overview of items that may be included in this category.

Non-Consumable Resources	Equipment *equipment valued over \$200 requires an Equipment Loan Agreement
Teacher/Parent guides Textbooks Score keys Readers Books Novel study guides Flashcards DVDs & CDs	Globe Wall maps Math manipulatives Microscope Educational games Math manipulative kits Laptops & iPads ~ have a payment schedule and unique paperwork (request more information)
Internet reimbursement (total must be less than \$350)	

Third Party Service Provider Payments

Once a parent has received the teacher's approval for a Third Party payment (ex. for piano lessons), the payment process looks like this:

- * the parent logs into ASIS and submits a payment request for the service provider (ex. the piano teacher)
Start dates before Jan 31 must have an end date of Jan 31.
- * the teacher receives an automated notification of the payment request, double checks the information, then approves the payment
- * the Anchor accountant ensures that the 3rd Party Service Provider either *has* an up-to-date Criminal Record Check, or *gives consent* for a CRC
- * the accountant mails a cheque directly to the service provider
July 1 - Jan 31 invoices will be paid after Oct 31
Feb 1 - June 30 invoices will be paid after Jan 31

Anchor cannot reimburse parents for payments; the payments must go directly to the service providers.

The 2015/16 School Calendar

K-7 have three reporting periods.

First day of school	Sept 6
End of 1st Term	Nov 18
Report Cards viewable in ASIS	Dec 16
Christmas Break	Dec 17 - Jan 2
School starts after Christmas	Jan 3
End of 2nd Term	Feb 17
Report Cards viewable in ASIS	Mar 10
Spring Break	Mar 20-31
End of 3rd Term	June 9
Report Cards viewable in ASIS	June 30

Important September Tasks

1. Consent to Student Learning Plan (SLP)

Parents of Individualized students will be given an *Academic Guide* that outlines the basic requirements for each of their child's courses. In effect, it is a To Do list based on the student's more detailed Student Learning Plan. Parents will be asked to agree to the *Guide* in writing. The teacher can email the actual Student Learning Plan if the parent would like to see it.

Parents of Standard/TD students will be asked to view their child's Student Learning Plan and give consent.

2. Math and Writing: Initial Assessments

New students may be asked to take a Math test at the end of August or the beginning of September. The test will reveal any areas of foundational weakness that need to be addressed.

In September, **all** students will be asked to write a timed composition without assistance.

3. Blackboard Collaborate Set Up

I (Melanie) sometimes make use of the online meeting place, *Blackboard Collaborate*. Watch for instructions about setting up this application.

4. First Assignments

By the end of September, the teacher must have samples of student work from four different subject areas.

Students may submit work from any four subject areas.

The amount of work in each subject area must represent at least 5% of the total course load.

Courses and Scheduling

Standard/TD students will begin the year with Math, Language Arts, Socials, PE, Health and Career Ed, and 2nd Language (grades 5-7). Science will involve choosing the order of four units of study. All four units must be completed over the year. Some families choose to do science in one half of the year, and socials in the other half. There are four fine arts to complete: visual arts, music, dance and drama. All fine arts must be completed, but are not required to take longer than one term.

Individualized students have the freedom to schedule their courses as they like. By mid September, parents should be able to describe their scheduling plan.

All courses conclude June 9, 2016.

Submitting Student Work

Please include student name and date on all work.

Please mark all tests, and text questions when able (if you have an answer key).

The more frequently student work is submitted, the better.

Work can be

- * scanned or photographed, and sent by email or placed in a DropBox
- * sent by snail mail to the teacher's home address
- * uploaded to a private blog (see blog.com)
- * uploaded to a website (see wix.com, weebly.com, websitebuilder.com)
- * uploaded to a schoolwork-only Facebook page
(if the teacher has an Anchor Facebook page)
- * uploaded to an unlisted YouTube account

Please ensure that your electronic scans and photos are easy to view (right side up, and generously sized).

Teacher Assistance

Students and parents are encouraged to contact the teacher for *Help* with big problems and little problems. Sometimes -- particularly for Math -- the student will be asked to Log in to Blackboard, so that the teacher can demonstrate solutions visually.

Scripture Memory and Honour Roll

Anchor encourages students to memorize monthly Scripture passages through a system of prizes, called Contests. Please refer to the 2015/16 Handbook at the Anchor website for details and forms. Some Contests are open to parents, too.

<http://www.ark.net/> > Quick Links > Anchor Handbook > start p.70

Students aspiring to 1st, 2nd, 3rd, or 4th Quarter Honour Roll are *required* to memorize the monthly passages for that quarter. They must be maintaining A's or B's academically as well.

The 2015/16 Bible Memory selections for gr.4 to adult are

Sept	Isaiah 6:1-8
Oct	John 10:1-11
Nov	Mark 2:1-12
Dec	Isaiah 9:2-7
Jan	James 3:2-13
Feb	Psalm 19:1-14
Mar	Proverbs 15:1-9
April	mark 5:22-24, 35-43
May	John 3:9-21
June	Psalm 119:97-105

Web Tools and Privacy Issues

DL schools commonly make use of Web tools that originate outside of the school and even outside of Canada. Examples include *Canvas*, *DuoLingo*, *Edmodo*, *Fresh Grade*, *Ignitia*, *KidBlog*, *MathSeeds*, *Office 365 Cloud*, *Reading Eggs*, and *Twiducate*.

Theoretically at least, any system that stores information about a student or displays his/her activity, poses a privacy risk. To manage this risk, Anchor asks its teachers to

- * control the kind of information that is shared via these tools
- * keep parents informed about the tools they use and the privacy issues involved
- * obtain written parent permission to use Web tools with their child

For more information, visit <http://www.privacycompass.ca/>

Internet Safety for Computers and Students

When setting up your DL student with a computer and Internet access, please provide for the **protection** for both student and computer.

Protection for your computer:

<https://www.uoguelph.ca/ccs/security/protect-your-pc-guide>
(thank you, University of Guelph)

Protection for your student:

- * some parents use an Internet filter (google <Internet filters>)
 An idea: explore Windows Family Safety features, or for Macs, the
 Parent Control options in System Preferences (The student would have
 to do his schoolwork from his own account.)
- * have your child work in an open area, where his/her activity can be supervised
- * limit time on the Internet
- * check your browser history
- * require shared access to social networking, if you permit it