

Principals Message

Welcome to iLearn Secondary School!

The iLearn team is here to create a positive high school experience for those who have the courage to step outside the box and take education into their own hands.

All learners, at any age, can be successful here. By providing you an opportunity to cocreate an education program, we do not just help you achieve better marks, we also provide an opportunity to better understand oneself and the limitless opportunities present in our world.

We structure the curriculum around your goals and offer a variety of delivery mediums so you can choose the learning style that best suits you. Our focus is to design a new classroom model that supports personal and academic achievement.

We are happy to have you at iLearn Secondary School. Our doors are always open and you are encouraged to connect with us for any questions or concerns.

Congratulations, and we wish you the best in your academic journey!

Saima Naz



Instructions

Follow the instructions below to make sure your application is processed in a timely manner.

1

APPLICATION

Complete this application and attach a scan or image of proof of residency and proof of status for both the student and guardian(s) and email to admin@ilearnhighschool.com.

2

PAY INVOICE

Once we receive your application, we will confirm student eligibility. Then we will send an invoice to the email provided. Pay by following the steps outlined in the invoice email.

3

ORIENTATION

Student is enrolled, provided log-in credentials, and scheduled for an orientation session with their teacher.

Course Costs

There is a registration fee required to attend iLearn. Students can choose to pay per course, or per year. *(Some special programs are exempt)*

PLEASE SELECT ONE

Per Course(s)

\$500 for local students

\$1000 for international students.

Per Year

\$1000 for up to eight courses.

(one year starts at date of payment)

Fee Exempt Program

NAME OF PROGRAM

Two Ways to Take Courses at iLearn

A student can choose between Digital Learning (DL) or Blended Learning (BL) for each course.

DIGITAL LEARNING (DL):

Course curriculum is delivered online. The DL program is great for an experienced student who values freedom and has a high level of autonomy.

- › Students and teachers connect online.
- › Office hours are available digitally or at iLearn campuses.
- › Students complete the course at their own pace.
- › Students are required to write tests/quizzes at an iLearn location.

BLENDED LEARNING (BL):

Course curriculum is delivered both online and face-to-face. The BL program is great for a student who values structure and a set schedule.

- › Students attend 2 classes per week and most work is completed online.
- › Office hours are available digitally or at iLearn campuses.
- › Students complete the course at their own pace.
- › Students write tests/quizzes in class.

Documents Required

Registration cannot be processed without two pieces of ID from the student and parent/guardian.

PARENT/GUARDIAN**1. Proof of Status (one of the following):**

- › If born in Canada
 - › Birth Certificate
 - › Canadian Passport
- › If not born in Canada
 - › Permanent Resident Card
 - › Citizenship Card
 - › Canadian Passport

2. Proof of Residency (one of the following):

- › Driver's License
- › BC ID Card

STUDENT**1. Proof of Status (one of the following):**

- › If born in Canada
 - › Birth Certificate
 - › Canadian Passport
- › If not born in Canada
 - › Permanent Resident Card
 - › Citizenship Card
 - › Canadian Passport

2. Photo ID (one of the following):

- › Driver's License
- › BC ID Card
- › Student Card

School Policies

Please initial where marked to acknowledge you have read and agree with our policies.

- INITIALS REFUND
- › Refund of fees are only accepted within 2 weeks of registration and is subject to a \$250.00 processing fee.
 - › If a student gets suspended or expelled, no refund will be provided.

- INITIALS RENEWALS
- › If a student is enrolled in the 1-year program, the expiration date will be 12 months from the date of registration, or the student's 19th birthday, whichever comes first.
 - › A student must complete all courses they are enrolled in within the one year that is allotted.

- TEXTBOOK DEPOSIT
- › There is a \$100 book deposit for each required textbook for some courses.
 - › iLearn will return the deposit once the borrowed resources have been returned.
 - › Please note that your final report card will not be provided until all borrowed resources have been returned to iLearn.

- INITIALS DOUBLE DIPPING
- › A student cannot take the same course at the same time at two separate BC high schools.
 - › I acknowledge that I understand this policy.

- WITHDRAWAL/INACTIVE STATUS
- › To receive a grade of "W," a student has to withdraw from a course within 2 weeks of activation.
 - › *If a student wishes to drop a class after the 2 weeks, they will receive the grade (% mark) that they have earned in the course.*
 - › All incomplete assignments will be given a zero and a final mark will be assigned.

- COURSE COMPLETION POLICY
- › A student is given 4 months to complete each course. At the four month mark all incomplete assignments will be given a zero and a final mark will be assigned.
 - › A teacher may authorize extensions for a student under special circumstances.

- HOLDS/TRANSFER
- › A student can transfer to another program (BL, DL), however a fee of \$50.00 applies.
 - › If for any reason, a student needs to put a course on hold, a \$25.00 fee is required. Each course can only be put on hold once, for a maximum period of 2 months.

- INITIALS BL ATTENDANCE
- › A BL student is required to attend class twice a week.
 - › If a student misses 3 consecutive classes, without a valid reason, the student will be put on attendance probation and will have to discuss the matter with the Vice-Principal.
 - › If a student misses a total of 8 classes for any one course, without a valid reason from a parent/guardian, the student will be dropped from the course(s) and a mark will be assigned.
 - › If a student is given inactive status by their teacher, due to attendance or lack of work submitted, the student will be dropped from the course, and a final mark will be assigned at the discretion of the school.
 - › All absences are to be notified by a parent/guardian by email (admin@ilearnhighschool.com) or calling the office at 604-590-5504
 - › *A student is required to give at least 24-hours notice for any absences related to appointments (i.e. doctor's appointment). If it is a same day absence or if the child is sick, a parent must call in and inform the school. If the student is going to miss more than one day of school, we require a doctor's note.*

- DL COMMUNICATION
- › A student must be in touch with their teacher(s) at least twice a week.
 - › If communication issues come up more than once, a phone call home will be made and the student can be withdrawn from the course at the school's discretion.
 - › If a student misses four weekly communications in a row, their course will automatically be put on hold.
 - › *If the student chooses to re-activate the course, the student can activate only as a blended student.*
 - › If a student misses 8 weekly communications overall, they will be dropped from the course and a final mark will be assigned.

- ACADEMIC INTEGRITY POLICY
- › iLearn Secondary School expects a high standard of academic integrity. Student work needs to be original and sources referenced appropriately.
 - › There is a strict no cheating policy, not just restricted to tests and quizzes, but also to assignments and homework. All parties involved will be given a zero on the first instance of cheating in the course. On the second instance, the student will be dropped from the course.

- INITIALS REPORT CARDS
- › Interim report cards are given out when a student completes 50% of the course.
 - › Final report cards are given 20 days after completing their final exam.
 - › Interim and final report cards will be emailed to the student and parents/guardian.
 - › A student will also receive report cards in person when requested.
 - › All final marks will be emailed to parents/guardian, the student, and the student's school of record – it is the school of record's responsibility to submit those marks to the Ministry of Education. If we are the school of record, we will submit those marks directly.
 - › **A \$30 fee is required for any a student that requests rushed transcripts.**

IALERTS

Parents/Guardians may receive an iAlert monthly for the following reasons (In which, emails will be sent):

- › Regularly not meeting due dates
- › Regularly receiving zeros on assignments
- › 25% discrepancy between tests and assignments
- › Plagiarism
- › Moving too slowly/not setting enough due dates.

TO BE SUCCESSFUL IN AN ONLINE COURSE, A STUDENT NEEDS TO BE FAMILIAR WITH:

- Parents/Guardians may receive an iAlert monthly for the following reasons (In which, emails will be sent):
- › Using email to send and receive messages with attachments
 - › Google and web searching
 - › Office software for formatting, opening and downloading documents in various formats (Word, PDF, etc.).

AN ONLINE LEARNER WILL BE MORE SUCCESSFUL IF THEY HAVE THE FOLLOWING ATTRIBUTES:

- › Can work independently with minimal external direction.
- › Are not afraid to ask questions and seek assistance when needed.
- › Can complete necessary tasks within a scheduled time frame.
- › Have necessary literacy skills to work through the curriculum independently.
- › Are able to manage time effectively and discipline oneself to maintain course work according to a schedule.
- › Are willing to contact his or her teacher for clarification and assistance with course work.
- › Have computer skills and are competent at referencing internet materials when required for course work.
- › Have personal support (family/friends) to encourage educational goals and monitor progress.

Commitment to Learning

STUDENT

- › I agree to login and communicate with my teacher(s) in a timely manner.
- › I agree to submit assignments/do quizzes/module tests regularly.
- › I agree to ask for help when needed.

As a student, I understand that if I do not comply with these requirements, my online course(s) may be deactivated or I may be dropped from the course.

STUDENT INITIALS

PARENT/GUARDIAN

- › I agree to support my student's education by contacting teachers, administrators, and support staff and will encourage regular communication with the teacher(s).
- › I commit to be responsive and check in with the student regarding course progress.
- › I will encourage the student to complete all assignments and quizzes in a timely manner.

As a parent/guardian, I agree to the commitment above.

PARENT/GUARDIAN INITIALS

Course Selection and Graduation Planner

Please be aware of the courses required for graduation before making course selection(s).
When choosing courses please indicate whether you would like to take a Digital Learning (DL) course or a Blended Learning (BL) course.

Required Courses

SUBJECT AREA	MINIMUM CREDITS
English 10	4
English 11	4
English 12	4
Social Studies 10	4
Social Studies 11 or 12	4
Science 10	4
Science 11 Biology 11 Chemistry 11 Physics 11	4
Mathematics 10 WP Math 10 FMPC 10	4
Mathematics 11 WP Math 11 FOM 11 PC 11	4
Physical and Health Education 10	4
Arts/Applied Skills 10 / 11 / 12	4
Career Life Education 10	4
Career Life Connections and Capstone Project	4
7 Elective Courses (<i>at least 3 for Grade 12</i>)	28
OVERALL TOTAL	80

Request Courses

COURSE NAME	DL	BL	COURSE NAME	DL	BL
COURSE NAME	DL	BL	COURSE NAME	DL	BL
COURSE NAME	DL	BL	COURSE NAME	DL	BL
COURSE NAME	DL	BL	COURSE NAME	DL	BL

Student Information

DATE MM / DD / YYYY	CURRENT GRADE	DID YOU HAVE A DIFFERENT NAME WHILE REGISTERED IN A BC SCHOOL? YES NO
LEGAL LAST NAME	LEGAL FIRST NAME	LEGAL MIDDLE NAME
PREFERRED FIRST NAME	GENDER MALE FEMALE OTHER	BIRTH DATE MM / DD / YYYY
STREET ADDRESS	CITY	POSTAL CODE
HOME PHONE	CELL NUMBER	EMAIL
CARE CARD NUMBER	ALLERGIES YES NO	IF AN ALLERGY IS PRESENT, PLEASE PROVIDE DOCTOR'S NOTE OF LEGITIMACY AND EMAIL WITH THE APPLICATION.
<p>MEDICAL CONDITIONS</p> <p>Are there prescriptions or other information we should know about the student's mental or physical wellbeing?</p> <p>YES NO</p> <p><i>If yes, please provide details and doctor's contact information</i></p>		

Parent/Guardian Information (For students under 19)

PARENT/GUARDIAN 1

LAST NAME	FIRST NAME	RELATIONSHIP
CELL PHONE	HOME PHONE	EMAIL

PARENT/GUARDIAN 2

LAST NAME	FIRST NAME	RELATIONSHIP
CELL PHONE	HOME PHONE	EMAIL

ARE THERE ANY COURT ORDERS RELATING TO CUSTODY? YES NO	<i>If yes, please provide details and court orders (Copies are OK)</i>
WHICH PARENT WOULD YOU PREFER US TO CONTACT? PARENT/GUARDIAN 1 PARENT/GUARDIAN 2 BOTH	

Emergency Contact Information

LAST NAME	FIRST NAME	RELATIONSHIP
PRIMARY PHONE NUMBER	SECONDARY PHONE NUMBER	EMAIL

School Information

IS THE STUDENT CURRENTLY ATTENDING ANOTHER SCHOOL? YES NO	WILL THE STUDENT BE TAKING FULL-TIME OR PART-TIME CLASSES AT ILEARN? FULL-TIME PART-TIME
If part-time , fill in the student's current school. If full-time , fill in the student's prior school SCHOOL NAME	Please fill in the student's 9-digit personal education number. PEN#

Aboriginal Ancestry Information

ARE YOU OF ABORIGINAL ANCESTRY? YES NO

IF YES, SELECT ONE OF THE FOLLOWING INUIT METIS NON-STATUS FIRST NATION STATUS OFF RESERVE FIRST NATION STATUS ON RESERVE

BAND OF RESIDENCE NAME

DIA NUMBER

DOES YOUR CHILD RECEIVE SPECIAL EDUCATION SUPPORT? **If yes, please describe**

YES NO | | | | | | | | |

Consent Forms

NEWS MEDIA

Yes, as the student or parent/ guardian of the student named below, I have read the news media release information and give my consent to the publication/ broadcast of his/her picture and/or name.

No, as the student or parent/ guardian of the student named below, I have read the news media release information and do not give my consent for the publication or broadcast of his/her picture and/or name, when and where the school or school district has control over such activity.

SCHOOL DISTRICT WEBSITE

Yes, as the student or parent/ guardian of the student named below, I have read the school or district website release information and give my consent to the publication of his/her name and/or photo or video.

No, as the student or parent/ guardian of the student named below, I have read the school or district website release information and do not give my consent to the publication of his/her name and/or photo or video.

TECHNOLOGY USE POLICY

Yes, I have reviewed and agree to comply with the Technology Use Policy.

CODE OF CONDUCT

Yes, I have read the iLearn Code of Conduct and agree to follow the expectations of iLearn Secondary School.

Registration Form Checklist

Please be sure to include the following documentation to ensure your registration is complete.

- Proof of Citizenship and BC Residency
- Completed and Signed Registration Form

Email registration form and required documents to **admin@ilearnhighschool.com**
OR Drop off at iLearn reception

iLearn Secondary School
6225 136 St, Surrey, BC, V3X 1H3

By checking the box below, students understand that their registration is not finalized and course(s) will not be accessible until the mandatory Substantive Assignment, Citizenship and Residency documents have been submitted.

I understand the above statement

I am available to attend an intake meeting at iLearn to be scheduled by iLearn once my registration is processed.

Other Information

LANGUAGE SPOKEN AT HOME

HOW DID YOU HEAR ABOUT ILEARN?

STUDENT SIGNATURE

DATE MM / DD / YYYY

GRADE

For students 18 and younger

PARENT/GUARDIAN SIGNATURE

DATE MM / DD / YYYY

**STATUS OF PARENT/STUDENT
(ADMISSION TO CANADA
AND RESIDENCY) - FORM A**

To be completed and signed by a parent or legal (court-appointed) guardian. (If legal guardian, attach copy of court order appointing you as legal guardian).

LAWFULLY ADMITTED INTO CANADA

I am a Canadian citizen (If not born in Canada, please attach a photocopy of citizenship paper/card).

A Permanent Resident (Landed immigrant)
Attach a copy of proof

Lawfully admitted into Canada under the immigration Refugee Act (Canada) with one of the following documents:

- › Admission as a refugee or refugee claimant
- › Valid student permit for two or more years (or used for one year but anticipated to be renewed for one or more years)
- › Valid employment authorization (work permit) for two or more years (or issued for one year but anticipated to be renewed for one more years)

A person carrying out official duties under the authority of the Visiting Forces Act or as an accredited diplomatic agent, preclearance officer, consular officer or official representative in Canada of a foreign government with a consular post in British Columbia.

Other – Document description:
Must be cleared with Citizenship and Immigration Canada

RESIDENCY IN BRITISH COLUMBIA

I am a resident of British Columbia YES NO

If yes, please fill out your residency address

STREET ADDRESS

CITY

POSTAL CODE

PARENT/GUARDIAN NAME

PARENT/GUARDIAN SIGNATURE

DATE MM / DD / YYYY