



**Parent/Guardian Information**

NAME	PARENT/GUARDIAN 1	PARENT/GUARDIAN 2
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PHONE	PARENT/GUARDIAN 1	PARENT/GUARDIAN 2
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EMAIL	PARENT/GUARDIAN 1	PARENT/GUARDIAN 2
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WHICH PARENT DO YOU PREFER WE CONTACT?	PARENT/GUARDIAN 1	PARENT/GUARDIAN 2	BOTH
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ARE THERE ANY COURT ORDERS RELATING TO CUSTODY?	YES	If yes, please provide details and court orders (copies are OK).
	NO	

**SCHOOL POLICIES**

**Yes.** I have read the School Policies and I agree to follow the policies and expectations of iLearn Secondary School.

**PERSONAL INFORMATION PRIVACY POLICY**

**Yes.** I consent to having iLearn Secondary School collect personal information that may include student identification information, birth certificate, legal guardianship, court orders if applicable, parents' contact numbers and email address.

**NEWS MEDIA**

**Yes.** I consent to having photographs and work samples of my child used by iLearn Secondary School in the website, newsletter, and other promotional materials and news media.

**No.** I do not consent to having photographs and work samples of my child used by iLearn Secondary School in the website, newsletter, and other promotional materials and news media.

**DOUBLE DIPPING**

A local student cannot take the same course at the same time at two separate BC high schools.

**Yes.** I certify that I am not currently taking the same course at a different school.

**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.
- > 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.

**PARENT/GUARDIAN**

- > I agree to support my student's education by practicing and encouraging regular communication with teachers, administrators, and support staff.
- > I commit to be responsive and check in regarding course progress.
- > I will encourage the student to complete schoolwork in a timely manner.

**PAYMENT POLICIES**

**REFUND**

- > Refunds are only accepted within 2 weeks of the class start date and is subject to a \$250.00 processing fee.
- > If a student gets suspended or expelled, no refund will be provided.

**RENEWALS**

- > The expiration date of the 1-year program is 365 days from the date of first course orientation, or the student's 19th birthday, whichever comes first.
- > A student must complete all courses within the 365 days allotted.

STUDENT NAME	I agree to the terms above and acknowledge this as a virtual signature.
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DATE	MM / DD / YYYY
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PARENT/GUARDIAN NAME	I agree to the terms above and acknowledge this as a virtual signature.
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DATE	MM / DD / YYYY
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**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).

**RESIDENCY IN BRITISH COLUMBIA**

I am a resident of British Columbia YES NO

Do you live at the same address as student? YES NO  
(address on page 1)

**If not the same address** as the student, please fill in below:

STREET ADDRESS

CITY POSTAL CODE

DATE MM / DD / YYYY

PARENT/  
GUARDIAN  
NAME I acknowledge this as a virtual signature.

**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 of* 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*

**Aboriginal Ancestry Information - STUDENTS WITH ABORIGINAL STATUS ONLY**

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 THE STUDENT RECEIVE SPECIAL EDUCATION SUPPORT? YES NO If yes, please describe

## SCHOOL POLICIES

### Refund:

- Refund of fees can only be made within **2 weeks of orientation** and is subject to a **\$250.00 processing fee**.
- **If a student gets suspended or expelled, no refund will be provided.**

### Renewals:

- If a student is enrolled in the 1-year program, the expiration date will be 12 months from the date of first course orientation, 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.
- Cross-enrolled students cannot be enrolled in more than 2 courses at the same time, unless permission is granted by the Vice-Principal.

### Withdrawal/Inactive status:

- To receive a grade of "W," a student has to withdraw from a course within 2 weeks from their orientation.
- 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 and reported on the student's report card.

### 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.

### Attendance:

- A student must be in touch with their teacher(s) at least twice a week per course.
- If communication issues come up more than once, a phone call home will be made and the student can be dropped from the course at the school's discretion. A final mark will be assigned based on the work completed thus far.
- If a student misses four weekly communications in a row, their course will automatically be put on hold and a fee of \$50.00 will be charged at reactivation.

### 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.

### Course Completion Policy:

- A student is given 4 months to complete each course and 5 months for AP courses. At the 4/5 month mark all incomplete assignments will be given a zero and a final mark will be assigned.
- Summer School and condensed course students are given 6 weeks to complete the course. At the 6 week mark all incomplete assignments will be given a zero and a final mark will be assigned. Summer School students who require a mark by September 1st must complete all coursework and tests by August 15th, 2021.
- A teacher may authorize extensions for a student under special circumstances. It is the student's responsibility to speak with their teacher and apply for an extension.

### Reports Cards:

- Interim report cards are given out 10 days after a student has completed and submitted 50% of the course work.
- Final report cards are given 10 days after completing the final exam.
- Once a month, iReports will be emailed to students, parent/guardians, and/or tutors if students are failing, behind schedule, or not meeting student expectations.
- Interim and final report cards will be emailed to parents.
- Students will also receive report cards in person when requested.
- If there is no email address on file, iLearn staff will contact the parents to pick up the report card(s)
- If report card(s) is/are not picked up within 30 days of the initial phone call/email, they will be destroyed
- **A \$30 Student fee is required for any students that request rushed transcripts.**

### Assignment and Test Re-Do Policy:

Students may re-do ONE assignment and ONE test at **the end of the course** if:

1. They finish all the work in the course EXCEPT the final exam, project, or submission.
2. They have enough time to complete the re-dos and receive feedback before the course end-date.
3. They discuss with their teacher which re-dos will increase their grade the most within the time they have left.

The final re-do assignment/test grade will be an average of the two. **There is no re-test for a midterm or final exam.**