

## ROLES & RESPONSIBILITIES

### ADULT STUDENTS

It is the Summit TEACHER'S ROLE to:

- Lead the instructional program and provide quality service to students
- Ensure that student learning plans (SLP's) are complete and address the needs of the student as well as Ministry of Education prescribed learning outcomes for the course and grade;
- Outline curriculum and recommend appropriate resource materials to support the individual student learning plans, and approve supplementary materials;
- Provide expertise in understanding curriculum content and ways to address learning outcomes;
- Assess and evaluate student progress and provide constructive feedback for learning
- Advise families with enrichment or special needs concerns regarding adjustments in the student learning plan and learning options available in the school and district;
- Assist families to access and maximize the learning potential of technology;
- Provide information about the school's program and its variety of learning opportunities

It is the Summit ADULT STUDENT'S ROLE to:

- Collaborate with the teacher during development and implementation of the student learning plan
- Ensure that assignments are submitted for on-going assessment and evaluation on a regular basis throughout each term, submitting the first assignment within two weeks of enrollment
- Ensure that assignments are completed to the best of his/her ability
- Regularly communicate with the teacher through such means as face-to-face meetings, phone calls, Canada Post, e-mail, and Illuminate Live! sessions
- Be involved in the selection of their courses and their program plans
- Learn time management, self assessment, and personal goal setting strategies to increase their skills for independent learning
- Take responsibility for contacting the teacher directly for assistance and support as needed.

*I have read and understand the Student's Roles above.*

Dated: \_\_\_\_\_ Signed: \_\_\_\_\_