

# WIC | STUDENT SUCCESS CENTRE HANDBOOK



[www.westislandcollege.ab.ca](http://www.westislandcollege.ab.ca)

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## 2020 - 2021

## Message from the Student Success Centre Director

It is the mission of West Island College's Student Success Centre to foster physical, emotional and academic well-being through learning and personal educational planning. The academic and personal supports offered at WIC continue the College's tradition of learning beyond traditional curricular lines, establishing the support networks and skills necessary to help students reach their full potential. Services offered include teacher referrals, on-site counselling, access to external services, post-secondary advising, and teacher advisory to ensure all students and families have a point of contact within the College. Our team endeavours to provide a holistic and integrated approach in response to the needs of our students while keeping with the College's mission — to develop healthy habits of the heart and mind for a life of purpose and service — foremost in our minds.

If you have any questions or concerns or would like to access any of our supports, please contact **ssc@mywic.ca** or call 403.255.5300 and ask to be directed to the Student Success Centre.

## The Student Success Centre at West Island College

As Student Success Centre Director, Mr. David Hunt coordinates all aspects of the Student Success Centre realm, which include personal, academic and post-secondary counselling, electronic portfolios and Individualized Program Plans (IPPs), as well as WIC's Teacher Advisory Program. The Student Success Centre team also works with students who have psychoeducational assessments and require accommodations for learning and examinations.

Serving students from Grades 7 to 12, the College is divided into two schools: the Junior High School (Grades 7, 8, 9) and the Senior High School (Grades 10, 11, 12). As previously indicated, the Student Success Centre Director coordinates all aspects of the Student Success Centre. The Principal of Senior High School and the Principal of Junior High School are responsible for monitoring the academic and social progress of students in their respective grade groups. Working cooperatively with the Student Success Centre allows for consistent and continual monitoring of the child's progress from Grades 7 through 12.

## The Student Success Centre Team



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## Student Success at West Island College

### Academic Advising

The Student Success Centre works with students to help them adopt a perspective that places a high priority on understanding their educational goals and how to successfully attain them, including but not limited to:

- Course advising/selection
- High school program planning
- Diploma requirements
- Supporting executive functioning skills
- Exam preparation
- Peer tutoring
- Mentoring
- Learning strategies

### Counselling

The Student Success Centre works with students to provide personal support and encouragement during their time at the College.

Junior and Senior High School students may experience a wide range of social/emotional issues as part of their adolescence. We sincerely care about our students' well being and encourage those who need personal support to seek out one of the members of our Student Success Centre team.

### Learning Strategist

WIC's Learning Strategists primarily work with students who have learning challenges to provide specific learning strategies, test support, including time management, organization, and executive functioning skills. As well, Learning Strategists may work directly with teachers and students in the classroom. The priority of Learning Strategists is for those students that have formal identifications and have been referred by parents or teachers.

# Exam Accommodations

To assist in meeting the College's high expectations, we are mindful of our responsibility to provide support to qualified students to ensure fairness and to remove inequitable obstacles to performance. These accommodations are granted to the best of our ability when they are specifically recommended in a formal psychoeducational assessment report or a medical letter provided by a physician.

## Individualized Program Plans (IPPs)

WIC has undertaken to develop a full and comprehensive process to implement Individualized Program Plans (IPPs) for our students who qualify. This commitment demonstrates a foundational belief in the necessity and power of IPPs for the academic success of our students.

As we begin the journey to undertake this important process, it is important for the WIC community to understand what an IPP is and what it is not:

An IPP is...	An IPP is not...
a written commitment of intent by the school's learning team to ensure appropriate planning for students with specialized learning needs.	a label that will negatively impact a student's academic, emotional, or social development.
a working document and a record of student progress that contributes to a common understanding and coordination of the school's efforts to support the student's learning.	a 'free-pass' to easier schooling or testing.
a link between assessment and instructional/programming decision making.	developed 'behind the scenes'.
a student-focused planning document that helps monitor and evaluate a student's education programming and progress.	'carved in stone'.
a document for communicating student growth and progress with parents, students and faculty.	
a summary of the individualized goals and objectives that a student will work towards during a school year.	
a summary of accommodations that will help the student learn more effectively.	
an ongoing record to ensure continuity of programming.	
a guide for transition planning from Junior High School to Senior High School, or from WIC to Post-Secondary studies.	

IPPs will contain reports on student progress, strategies for student success and lists of accommodations (if necessary) to ensure that each student has optimal conditions to demonstrate knowledge, skills and understanding of curricula. Furthermore, it will outline student areas of strength and need and plans for any upcoming transitions. IPP development is a collaborative team effort involving the student, parents, teachers and other staff who work closely with the student's programming. The individuals involved may change over time, depending on the needs of the student, but IPPs will always be managed and monitored by the staff at WIC's Student Success Centre.

In order to proceed with an IPP, we must have parental informed consent. Informed consent means that parents: have all information relevant to the activity for which consent is sought; understand and agree, in writing, to the carrying out of the activity for which their consent is sought; understand that the granting of consent is voluntary and may be withdrawn at any time. We build a system that promotes a shared understanding of the IPP process as one that is valuable and student-focused.

## Peer Tutoring

Peer tutoring is a program whereby students help other students succeed; it provides a way for WIC students to work with one another to reach their academic goals. WIC's Peer Tutors are students from Grades 9 through 12 who are available to help in a wide variety of subject areas. We strive to create a supportive environment, and Peer Tutoring is one way we provide that for our students.

Our peer tutors help students:

- Plan and assist in completing assignments to meet deadlines.
- Improve their study and organizational skills.
- Gain confidence in their overall academic performance.

## Accessing Peer Tutoring

Any student interested in receiving extra help to improve their academics, or to learn a new skill such as organization, should email **DonGordon@mywic.ca**. Tutoring takes place in Room 37 of the Library on Friday mornings from 8:00-9:00 a.m. Students or parents can pre-register to request a tutor, or students can drop in on Friday mornings.

## Test Centre

When a student is absent from class, he/she misses out on important learning opportunities. The Test Centre allows students to complete any missed assessments without the need to be absent from more class time. The Centre is fully supervised by a faculty member and runs every Monday to Thursday from 3:30-5:00 p.m., and Fridays from 7:30-9:00 a.m. Arrangements to write missed assessments in the Test Centre are made directly with the classroom teacher.

## Teacher Advisor (TA) Program

The Teacher Advisor Program promotes meaningful relationships between faculty and students while meeting the developmental and educational needs of students. The program creates a continued sense of community, supports the social, emotional and academic learning of our students, individualizes each student's educational experience, and promotes educational and personal success.

The program strives to ensure that:

- Every WIC student has an adult in the building who knows and cares about him/her and to whom he/she can turn in times of difficulty.
- Every WIC student has educational, career and personal goals toward which they are working and can see their courses as useful in reaching these goals.
- Every WIC parent personally knows an adult in the school whom he/she can call and who knows their child and how the child is progressing academically, socially, and emotionally as well as his/her involvement in the life of the College.
- Every faculty member has the opportunity to develop close connections and mentoring relationships with a small group of students throughout their Junior/Senior High School years.

Each teacher advisor works with a group of approximately 10-12 students. Students remain with the same TA throughout their career at the College; this enables one particular teacher to provide support, build a trusting relationship with a student, and create stronger ties with families. We hope that this system provides ongoing support for all of our students.



## myBlueprint

The myBlueprint Education Planner ([www.myBlueprint.ca](http://www.myBlueprint.ca)) allows students to create an engaging and interactive Education Plan as well as an e-portfolio of their accomplishments. All WIC students are able to access learning style and interest inventories as well as goal-setting opportunities. In addition to this, students can build customized high school course plans, instantly identify the post-secondary options that are available to them and explore valuable information about apprenticeships, college and university programs, and workplace opportunities across Canada.

## Post-Secondary Advising

WIC's Post-Secondary Advisors are available to provide support and help ease the anxiety students may feel when planning for their future education. The Advisors meet individually with every student over several grades and make grade-wide presentations through Grades 10, 11, and 12.

The Directors of Post-Secondary Advising are available to:

- Help students and parents understand post-secondary entrance requirements, review student plans, and provide resources to help in decision-making.
- Write reference letters, answer questions about application and scholarship processes, and meet with post-secondary representatives.
- Make parent presentations to ensure the parent community is informed.

Senior High School students will have the opportunity to become familiar with the post-secondary process each year.

## Other Resources

A package of key advising documents is provided to WIC students. This package includes an application checklist, scholarship application advice, as well as a reference and profile planning outline.

- Key university representatives visit WIC each year and the opportunity to speak with these individuals should be embraced.



- University tours for Grades 11 and 12 students are offered in Quebec and Ontario and to the Maritimes on alternating years.
- Our parent community is an additional network of professionals to engage with for advice or job shadowing.

### Where can I get more information?

The latest university brochures and program information are maintained in the University Advising Office located across from the Student Success Centre.

University visit and scholarship information is posted on the Senior Class notice board in the Hall of Nations.

### How to access the WIC Student Success Centre

The Student Success Centre can be accessed in the following ways:

- In person at the Administration Office
- By email at **ssc@mywic.ca**
- By phone at 403.255.5300 (ask to be directed to the Student Success Centre)

Parents are also encouraged to call if they require an appointment.



**Be Bold. Be Brave. Be Ready.**  
**Own Your Future**