

\* August 27, 2018 DRAFT

**Richmond Education Assistant Program (REAP)**  
**Part Time REAP 2019**  
**Program Information**  
 February 2019 to February 2020

The Richmond Education Assistant Program (REAP) is designed for professional and caring adults who wish to work with K-12 school age learners with physical, behavioural, sensory and learning needs in schools. REAP participants will learn about the role and responsibilities of Education Assistants, child development, personal & health care, current issues in education, theories and principles of learning, team work and communication, curriculum & learning resources, understanding behaviour management as well as other relevant job-related topics and skills.

Participants will be in a part-time program that will begin in February 2019 and end in February 2020. There are ten courses, two practica and a Learning Portfolio. All instructors are well qualified with specialty training and experience in curriculum, instruction and special education.

**Part Time REAP 2019 Schedule**

Courses will be held from 6:30 pm - 9:30 pm, Mondays and Wednesdays and a series of Saturdays from 9:00 am - 3:30 pm. The two practica will be held during regular school hours Monday through Friday. The exact start and end times of the practica will depend on the hours of the school in which you are placed.

NOTE: The Program Schedule may change as conditions warrant.

REAP Course #	Course Name	Dates	Hours
REAP 100	EA – Role & Responsibilities	Sat.: Feb. 2, 9, 23 M&W: Feb. 6, 11, 13, 20, No classes on Mon., Feb. 4, Sat., Feb. 16 and Mon., Feb. 18	30
REAP 110	Team Building & Effective Communication	M&W: Feb. 25 & 27; Mar. 4, 6, 11, 13 Sat.: Mar. 2 & 9	30
	<i>Spring Break</i>	<i>Mar. 18-29</i>	
REAP 130	Supporting Students with Special Needs	M&W: Apr. 1, 3, 8, 10, 15 & 17, 24 Sat.: Apr. 6, 13 (half-day class & half-day practicum prep) No classes on Sat., 20 and Mon., Apr 22 (Easter weekend)	33
REAP 300	Curriculum & Learning Resources	M&W: Apr. 24, 29, May 1 Sat.: Apr. 27, May 4 and 11	27

REAP 400	Practicum One: 3 weeks	Mon-Fri: May 6 – May 24 (school hours)	84
	<i>No classes</i>	<i>May 27 &amp; May 29</i>	
REAP 220	Non-Violent Crisis Intervention	Sat.: June 1, 8	12
REAP 510	Current Issues in Educating Students with Special Needs	M&W: June 3, 5, 10, 12, 17 & 19 Sat.: June 15 & 22	30
	<i>No classes</i>	<i>June 24 – July 2</i>	
REAP 200	Personal & Health Care	W-Th- F: July 3-5 (9:00 am – 3:30 pm)	18
	<i>No classes</i>	<i>July 8 – Sept. 6</i>	
REAP 120	Child Development	M&W: Sept. 9, 11, 16, 19, 23 & 25 Sat.: Sept. 14 & 21	30
REAP 310	Understanding Behaviour	M&W: Sept. 30, Oct. 2, 7, 9, 16, 21 & 23 Sat.: Oct. 5 & 19	33
	<i>No classes</i>	<i>Oct. 26, 28 &amp; 30</i>	
REAP 500	Introduction Autism Spectrum Disorder (ASD): Practical Applications	Sat.: Nov. 2, 16, 23, 30 and Dec. 7	30
REAP 210	Current Issues in Education	W: Nov. 6, 13, 20 & 27; Dec. 4, 11 & 18 Sat.: Dec. 14	27
	<i>Winter Break</i>	<i>Dec. 23, 2019- Jan. 3, 2020</i>	
	<i>No classes</i>	<i>Jan. 6-17, 2020</i>	
REAP 600	Practicum Two: 4 weeks	Mon-Fri: (school hours) Jan. 20 - Feb. 14, 2020	111
REAP 610	Learning Portfolio Presentation	Fri., Feb. 7, 2020 Afternoon only; REAP students spend the morning at their placement school.	3
	Graduation Celebration	Thur., Feb. 20, 2020	

## PROGRAM COMMITMENT

The two practica will be during regular school hours Monday through Friday. Exact start and end times of your practica will depend on the hours of the school in which you are placed.

Please ensure that you are able to meet all these requirements:

- maturity and care for children with physical, behavioural, sensory and learning needs in schools
- high rate of attendance and active participation/engagement in classes and while on practica
- arriving on time for and not leaving early from classes or practica
- ability to meet the financial payments
- successful completion of all assignments, assessments and practica

## PART TIME PROGRAM COSTS

- Application Fee: \$30 (non-refundable) due by Friday, September 28, 2018
- Criminal Records Check Fee: \$28 – paid only by those who are accepted into REAP
- Course Fees (Classroom Learning & Practica): \$3,800
- If you are required to extend your practicum, you may be assessed extra charges.

### *Course Fee Schedule of Payments*

Payment Due Dates	Payment Amounts
Friday, December 14, 2018	\$950
Friday, January 18, 2019	\$950
Friday, February 15, 2019	\$950
Friday, March 15, 2019	\$950

## ASSESSMENT & EVALUATION

REAP learners will be assessed and evaluated on their knowledge (content learning standards) and understanding (big ideas) as well as their ability to demonstrate (curricular competencies) the necessary functions of an Education Assistant. Assessment will be ongoing throughout courses and practica through written and oral assignments, case studies, individual and group presentations, quizzes, tests and demonstrations. Assessments will be based predetermined descriptions called rubrics. At the end of each course and practicum, there will feedback to each learner.

### **REAP COURSES**

A minimum of 70% is required to pass all courses (*except REAP 210, REAP 400, REAP 600, REAP 610*).

Letter grades will be assigned as follows:

A+	93% - 100%
A	85% - 92%
B	77% - 84%
C+	70% - 76% = pass
F	0% - 69% = fail

### **For the Learning Portfolio and Practica:**

Guidelines and expectations will be provided for compiling the Learning Portfolio (REAP 610) and an evaluation rubric will be used for each practicum (REAP 400 and REAP 600).

The final mark for each of these will be either pass or fail.

## REAP CERTIFICATE

To pass the REAP program, students must have at least six C+ marks in their courses, a Pass on each of their Practica and a Pass on their Learning Portfolio.

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## ATTENDANCE

In order to ensure that you get the full benefit of the learning and preparation as an Education Assistant, 100% attendance is mandatory for all courses and practica. Please make arrangements to ensure that you are able to attend fully by scheduling vacations and other events around courses and the practica. If there are unavoidable absences, e.g. illness, you are responsible to inform your instructor to determine what was missed and if anything could be made up.

## BURSARY

There is a limited amount of funding available for financial hardship situations. Please contact Michael Khoo, [mkhoo@sd38.bc.ca](mailto:mkhoo@sd38.bc.ca) for details.

## CODE OF CONDUCT

The Richmond Board of Education recognizes its obligation to all members of the school community to provide a positive climate and a safe, healthy environment such that effective, purposeful teaching and learning may take place. To that end it is expected that all members of the school community will conduct themselves in an ethical and lawful manner that demonstrates respect for self, others, property and the environment. The District Code of Conduct shall apply in all school district buildings and at school functions.

## MISCONDUCT

Should an allegation of misconduct arise, there will be a fair investigative process to gather information and data. Based on the investigation, the situation will be dealt with accordingly. Each participant is responsible for her or his actions, to know what constitutes academic and non-academic misconduct and may be subject to disciplinary actions, for engaging in, attempting to engage in, or assisting others in engaging in any of the following actions:

### 1. Academic Misconduct

The following are examples of academic misconduct that may be subject to disciplinary actions but are not limited to:

- (a) cheating
- (b) plagiarism
- (c) submitting the same or similar assignment or presentation more than once
- (d) impersonation
- (e) submitting false records, information, documents, academic records or failing to provide relevant information when asked
- (f) failing to comply with any disciplinary action as a result of academic misconduct

### 2. Non-Academic Misconduct

The non-academic misconduct are subject to disciplinary actions but are not limited to:

- (a) any action that contravenes the Richmond School District's Code of Conduct
- (b) breach of confidentiality
- (c) taking without authorization, or misusing, destroying, defacing, or damaging school district property or property that is not their own
- (d) creating a condition that unnecessarily endangers or threatens destruction of school district property or property that is not their own.

### **3. Possible Penalties**

Below are penalties that may be employed as a result of academic or non-academic misconduct but are not limited to:

- (a) a letter of reprimand with a copy in the student's file
- (b) a failing grade or mark of zero on the assignment or in the course in which the academic misconduct occurred
- (c) suspension from REAP for a specified period of time
- (d) withdrawal from REAP
- (e) payment for the replacement of any property that is lost, stolen or damaged
- (f) denial of receiving the REAP certificate, or revoking the REAP certificate

### **PRIVACY & CONFIDENTIALITY**

As a participant of REAP, you will encounter information and situations of a personal nature. It is expected that you keep such information and situations private and confidential. Please refrain from taking photos, videos or audio recordings of students or sharing details about specific situations with family, friends or others. Breach of privacy and confidentiality is a serious offense and will be dealt with accordingly.

**NOTE:** Please complete and hand in the Media Consent & Release Form.

### **STATUTORY HOLIDAYS & CANCELLED CLASS SESSIONS**

There will be no classes when schools are not in session (e.g. statutory holidays, Spring Break, \*Summer Break, Winter Break). If there is a need to cancel a class session (e.g. due to illness of an instructor, extreme weather conditions), a make up session will be organized.

\* REAP 200 will be held from July 3-5, 2019 from 9:00 am - 3:30 pm.

### **TECHNOLOGY**

REAP learners are encouraged to bring their own tablet or laptop for note taking and in-class research.

### **WITHDRAWALS & REFUNDS**

Participants must contact the Continuing Education Office, 604.668.6123, to withdraw from the program. Refunds are available until Friday, December 21, 2018 and are subject to a 10% processing charge. After Friday, December 21, 2018, there are no refunds.

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## COURSE DESCRIPTIONS

### **REAP 100: EA Roles and Responsibilities**

Students will explore the roles and responsibilities of the Education Assistant in supporting learning in inclusive schools. They will also explore the importance of collaborative partnerships and communication to support inclusive school communities. Understanding and applying the principles of inclusion will be critical for this course. Team building strategies will occur daily so the students will become a cohesive and supportive cohort.

### **REAP 110: Team Building and Effective Communication**

Students will explore the basic principles of effective interpersonal communication. They will examine their own style of communicating. Students will demonstrate competency in areas of verbal and non-verbal communication. Students will examine the concepts of power and conflict in interpersonal communication. They will demonstrate effective conflict resolution strategies in a variety of contexts.

### **REAP 120: Child and Youth Development**

Students will explore the human passage from birth through adolescence. They will draw on theory and personal experience to investigate and reflect on child and adolescent development, change and diversity in relation to self and others.

### **REAP 130: Supporting Students with Special Needs**

Students will develop an understanding of the nature and characteristics of students with special needs. Learners with special needs have disabilities of an intellectual, physical, sensory, emotional, or behavioural nature, or have a learning disability or have exceptional gifts or talents. Students will also learn strategies to support these students.

### **REAP 200: Personal and Health Care**

Students will explore health and personal care issues for children and adolescents with disabilities and the role of the Education Assistant in supporting them. They will practice selected skills necessary to provide health and personal care support.

### **REAP 210: Current Issues in Education**

Students will examine the current issues in education in elementary and secondary schools in British Columbia. They will explore: educational theory and the principles of learning; key areas of the updated BC curriculum and the First Peoples' principles of learning; Universal Design for Learning (UDL) and its impact on teaching and learning; inquiry-based learning; self-regulation in the classroom and the three-tiered continuum of academic and behavioural support.

### **REAP 220: Nonviolent Crisis Intervention**

*Nonviolent Crisis Intervention* is a program developed by the Crisis Prevention Institute (CPI) committed to best practices and safe behaviour management methods that focus on the prevention of problem behaviours. With a core philosophy of providing for *Care, Welfare, Safety* and *Security* of everyone involved in a crisis situation, the program's proven strategies give participants the skills to safely respond to various levels of risk behaviour while balancing the responsibilities of care.

**REAP 300: Curriculum and Learning Resources**

Students will explore the elements and processes of effective instructional support and the role of the EA in that process. They will learn about adaptations and modifications of curricula to be able to respond to a variety of student learning needs. They will explore models of learning such as Multiple Intelligences Theory and how such approaches assist in adapting and modifying curricula. They will also learn to create visual supports for a wide variety of students' communicative, learning and behavioural needs using a software program known as BoardMaker.

**REAP 310: Understanding Behaviour**

Students will examine the principles of positive behaviour support and social emotional learning. They will identify key principles of behaviour and understand what issues are most commonly linked to problem behaviour. They will also learn and understand behavioural/mental health diagnostic criteria and supports, learn how to observe and record behaviour and understand their role as a member of a behaviour change team.

**REAP 400: Practicum One**

Students will participate in a three-week, full-time practicum in an elementary or secondary school setting. They will observe, assist and work with children and/or adolescents requiring learning, behavioural, and/or physical support under the guidance and supervision of professional staff, particularly the EA Mentor. REAP students will also be supported by a Practicum Supervisor.

**REAP 500: Introduction to Autism Spectrum Disorders-Practical Application**

Students will develop an understanding of the nature and characteristics of students with autism spectrum disorders. They will examine the current research on effective practices for supporting students with autism spectrum disorders in a variety of educational settings. Students will explore functional behavioural assessment practices, positive behaviour supports and a wide range of strategies and materials that enhance learning, communication and social skills.

**REAP 510: Current Issues in the Education of Children with Special Needs**

Students will examine and reflect upon the philosophical, historical, organizational and daily aspects of inclusive schooling. They will investigate patterns of diversity, possible implications of specific disabilities and how individual strengths and needs may be supported in the classroom. Students will examine their role and personal values, beliefs and attitudes in supporting students with special needs and teachers in the school and community.

**REAP 600: Practicum Two**

Students will integrate and apply the theoretical concepts from their coursework in a final four-week practicum that is a full-time experience in an elementary or secondary school setting. They will actively observe, assist and work with children and/or adolescents requiring learning, behavioural and/or physical support under the guidance and supervision of professional staff, particularly the EA Mentor. REAP students will also be supported by a Practicum Supervisor.

**REAP 610: Learning Portfolio**

The Learning Portfolio is a compilation of academic work and other forms of educational evidence regarding the student's learning throughout the REAP program. It is an opportunity to organize and synthesize key learnings and reflect on their impact on their future role as an Education Assistant. Students will include their personal profile and statement of philosophy and provide artifacts that reflect the practical applications of their role and reflect on goals for the future.

**NOTE:** If you have any questions or comments about these course overviews, please contact your REAP Administrator, Kathleen Champion → [kchampion@sd38.bc.ca](mailto:kchampion@sd38.bc.ca)