



Durham Continuing Education

Summer Programs

2019

(updated Apr 30, 2019)

www.dce.ca



Durham Continuing Education

120 Centre St. S., Oshawa ON L1H 4A3
905.436.3211 www.dce.ca 1.800.408.9619

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Introduction

The Summer Programs 2019 Guide has been created to provide stakeholders with information about the variety of programming offered by Durham Continuing Education (DCE) during the summer. At DCE, we strive to deliver highly engaging curriculum that meets the diverse learning needs of our students. DCE Summer School offers a variety of platforms to allow students to direct their learning in a way that best meets their learning style and summer schedules.

We, as a member of the Durham District School Board (DDSB), seek to ignite learning. The DDSB is committed to the belief that every learner can and will be successful as we implement innovative, evidence-based practices in teaching and learning designed to respect and promote the diversity of all learners. A continued emphasis on engaging students and promoting parent/community involvement strengthens student learning opportunities. Ensuring a safe and inclusive learning environment promotes success and well-being for all. Encouraging creativity, promoting critical and higher level thinking skills, and integrating technology across all disciplines will support and enrich learning to prepare students for success in the 21st century and beyond.

Best Wishes for a successful learning experience with DCE during the summer of 2019.



David Sasseville, Principal – Durham Continuing Education



Lisa Millar

Anne Marie Laginski

Michael Barrett

Darlene Forbes

Ashley Noble

David Sasseville

Michelle LeBlanc

Michele Reid



Director of Education

Superintendent of Education

Trustee

Trustee

Trustee

Principal

Vice Principal

Summer School Coordinator

Durham Continuing Education

120 Centre Street South

Oshawa, ON L1H 4A3

www.dce.ca

Durham Continuing Education Code of Conduct

Students are expected to follow the rules established by the summer school principal, and *Durham Continuing Education (DCE)*.

Attendance

Students' attendance at summer school must be regular and punctual. The hours for credit recovery and accelerated credit courses follow Ontario Ministry of Education guidelines. The summer school principal will rule on all unsatisfactory attendance or other serious infractions of school rules. Due to the concentrated time and workload of summer school, any serious infraction of the attendance rules, including the following, may result in immediate dismissal:

- In face-to-face classes, the equivalent of more than one ½ day absence in credit recovery 0.5 credit recovery courses (CHV2O1/GLC2O1), one full day absence in credit recovery courses or accelerated 0.5 credit courses (CHV2O1/GLC2O1), or two full days in accelerated or cooperative education courses; **late arrival and sign-outs are considered to be ½ day absences;**
- In eLearning classes, failure to communicate with eLearning teachers each day – Monday to Friday for the duration of the program;
- skipping or excessive absences from the classroom or eLearning program without permission or notification.

Regular attendance and punctuality are essential. A note signed by a parent or guardian must explain all absences. Medical documentation may be requested for missed quizzes, tests or summative evaluations.

Note: Summative evaluations including **final exam dates CANNOT be changed.** Students' attendance on these dates is **MANDATORY – no exceptions.** Dates are noted in the program overview.

Student attendance in non-credit granting programs is necessary for student learning and student success. Every attempt should be made to attend daily. Any planned absence should be discussed with the teacher and/or summer school administration.

Course Choice

Current secondary students MUST seek approval from their home school prior to registering for summer school. The home school is responsible for ensuring the eligibility of the student to take the chosen course.

NEW! Current Durham District School Board students may only take only ONE (1) accelerated credit or TWO (2) accelerated 0.5 credit courses or a Cooperative Education Program or up to TWO (2) credit recovery courses during summer 2019 regardless of the mode of delivery. Exceptions MUST be requested by the home school principal to the principal of Durham Continuing Education.

Adult students may consult with a guidance counsellor at DCE, however, it is the responsibility of the student to ensure they are enrolling in the correct course(s). Students preparing for post-secondary studies should consult the Ontario College Application Service or the Ontario University Application Centre to confirm they are registering in the proper course(s) to meet entry requirements.

Dress Code

Students should wear appropriate clothing that meets the school community's expectations of modesty and decency and promotes a safe and respectful environment. Clothing that contains slogans or references to alcohol, drugs, sex, profanity, racism or violence is not allowed. Hats, bandannas or other headgear are not to be worn inside the school building (unless for religious or medical reasons). Failure to comply with the dress code may result in the student being sent home to change into appropriate clothing.

Plagiarism

Plagiarism is the presentation of another's words and/or ideas, as one's own original work. Students must not copy another person's work or ideas without appropriate use of footnotes (as instructed by the teacher). Students demonstrate personal integrity when they acknowledge which are their words and/or ideas, and where they may have relied on someone else's. **Plagiarism is academic dishonesty.** Should a student fail to acknowledge the borrowing of words and/or ideas, he/she may receive a mark of 'zero' on any assignment in which plagiarism occurs (parents contacted where applicable).

Late/Missed Assignments/Evaluation Policy

In accordance with *Growing Success* (pg. 43), students are *"responsible not only for their behaviour ... but also for providing evidence of their achievement of the overall expectations with the timeframe specified by the teacher, and in a form approved by the teacher"*. Consequences for missed assignments and late submissions are as follows;

Missed Assignments:

- Unit assignments will be represented by a mark of 'zero' until they are handed in or until the end of the unit that the assignment pertains to. If a unit assignment is not submitted by the end of the unit assessment, the teacher should consider it as a permanent mark of 'zero' unless alternate arrangements have been made prior to the deadline.
- Summative assignments will be represented by a mark of 'zero'; until they are handed in or until the end of the course (i.e. final exam day). Teachers are not required to evaluate such assignments after the end of the course unless alternate arrangements have been made with the teacher prior to the deadline.
- Missed minor assessments (i.e. quizzes/minor tests) should be written on the first day back from absence. Missed major assessments (i.e. unit tests), will require documentation. With valid documentation, tests or alternate assessments should be completed on the first day back from absence unless other arrangements have been made with the teacher.

Late Assignments:

- All late assignments must be submitted. Assignments submitted after the end of the unit may not be evaluated and may result in a permanent mark of 'zero'.
- For each late assignment, penalties of up to 10% per day may be deducted to a maximum of 50% of the total value of the assignment unless alternate arrangements have been made with the teacher.
- Late assignments due to a valid documented reason of absence are due the first day back from absence with no penalty.

Preparation for Class

Students are expected to arrive on time for each class. Students should come to class prepared with the proper texts, notes and equipment and completed homework/assignments.

Parking

Limited student parking will be available. Students will NOT be allowed to gather at or in vehicles during the break(s). Students should consult with the site administration to identify the appropriate parking area adjacent the school.

Prohibited Items

Illegal substances, alcohol or weapons will NOT be brought to school. Failure to comply may result in the removal of the student from summer school, involvement of the police, and possible expulsion. Laser pointers, fireworks, and skateboards are also prohibited, and should not be brought to the summer school sites. All personal electronic devices MUST be turned off in class unless being utilized for learning as directed by the teacher. **Summer School is not responsible for loss or damage to personal items.**

Note: *for students who used a skateboard to travel to and from school, the skateboard MUST be left in the summer school office during instructional hours.*

Respect for Authority

Students are expected to comply with the rules of the school and with the expectations of all the staff in the school building and on the grounds. The *staff* in the school includes administrators, teachers, secretaries, tutors, security personnel and custodians.

Respect for Others

Students are expected to be courteous, kind and considerate to others and to model those behaviours on a consistent basis. Students will respect the privacy of others. Any form of violence or harassment may result in removal from summer school, expulsion, and/or police intervention.

Respect for Property

Students are expected to treat the school buildings, grounds and equipment with respect and care. Any students responsible for damage to the facilities, equipment or resources of the school will be expected to make reparations for such damage.

Respect for Self

Students are expected to come to school free from the influence of alcohol or illegal substances. Students are also forbidden to use and carry such prohibited substances to school or on school property. Students are expected to strive for achievement with integrity.

Smoking (including Vaping)

The Ontario Ministry of Education, Durham District School Board (DDSB) policy and provincial legislation prohibit smoking or the holding of lit tobacco or other matter on school property. The fine imposed by the enforcement officer is \$305.00 per smoker per violation.

Inquiries

Any questions can be directed to the summer school office:

Durham Continuing Education

120 Centre St. S., Oshawa, Ontario L1H 4A3,

Phone: 905.436.3211 or 1.800.408.9619, Fax: 905.436.1780

E-mail: dceinfo@ddsb.ca

Program Information – Accelerated and Credit Recovery Programs

Program Overview

Accelerated Program

Courses in this program are recommended for secondary students who wish to gain up to one credit in a subject they have not previously studied **or wish to upgrade a mark in a course that they have successfully completed.** **It is the responsibility of students and their guidance counsellors to ensure that all prerequisites have been met before registering for an accelerated course.** Up to one credit will be granted upon successful completion of the course.

Accelerated courses run Monday through Friday. Accelerated credit courses commence Wednesday July 3, 2019 and conclude Friday July 26, 2019. *This program is **not** recommended for grade 8 students reaching ahead.*

Summative evaluations will be held on Thursday July 25th and Friday July 26th, 2019. Attendance is **MANDATORY** on these days – no changes or exceptions can be made. Students will be dismissed at 12:00 pm on Friday July 26th, 2019.

Civics (CHV201) and Career Studies (GLC201) are separate courses and therefore require separate registrations.

*Students registered in Civics will complete a **summative evaluation** on Monday July 15th, 2019. Students registered in Careers will complete a **summative evaluation** on Friday July 26th, 2019. Attendance is **MANDATORY** on these days – no changes or exceptions can be made. Note: the bussing schedule on July 15th will not be altered to accommodate early dismissal.*

*Current DDSB students enrolled in an Accelerated course **CANNOT** take any other course in any other delivery model during the duration of the SUMMER 2019 program (i.e. Learn@Home, eLearning, Credit Recovery)*

July 2019
Accelerated Program Dates

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3 Start	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25 Exam	26 Exam	27

Summer Programs 2019

Credit Recovery Program

Courses in this program are designed for students (with home school approval) who, during the preceding two school years, have been unsuccessful in one or two subjects. If unsuccessful, students should have **no more than 15 class absences** and have achieved a **mark between 35% and 49%** in a course that has been taken within the last **two** school years. **It is the responsibility of students and their guidance counsellors to ensure that all requirements have been met before registering for credit recovery course. The student MUST take the same course grade and stream that was previously taken.** Up to one credit will be granted for each course successfully completed at summer school. A maximum of two credits can be recovered during the summer session.

Credit Recovery courses run Monday through Friday and are semestered. Semester 1 classes commence Monday July 8, 2019 and conclude Thursday July 18, 2019. Semester 2 begins Monday July 22, 2019 and ends Thursday August 1, 2019.

Summative evaluations for Semester 1 courses will be held on Wednesday July 17th and Thursday July 18th, 2019. **Summative evaluations** for Semester 2 courses will be held on Wednesday July 31st and Thursday August 1st, 2019. Attendance is **MANDATORY** on these days – no changes or exceptions can be made. Credit Recovery students will be dismissed at 12:00 pm on July 18th and August 1st, 2019. *Note: the bussing schedule on July 18th will not be altered to accommodate early dismissal.*

Civics (CHV201) and Career Studies (GLC201) are separate courses and therefore require separate registrations.

Current DDSB students enrolled in a Credit Recovery course CANNOT take any other course (except a second Credit Recovery course) in any other delivery model during the duration of the SUMMER program (i.e. Learn@Home, eLearning, Accelerated)

July 2019
Semester 1 – Credit Recovery Dates

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8 Start	9	10	11	12	13
14	15	16	17 Exam	18 Exam	19	20
21	22	23	24	25	26	27

July/Aug 2019
Semester 2 – Credit Recovery Dates

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22 Start	23	24	25	26	27
28	29	30	31 Exam	Aug 1 Exam	2	3

Course Cancellations

Durham Continuing Education reserves the right to cancel a course if there are insufficient registrations, as well as the right to determine the number of courses to be offered, and the number of sections in each course. Students will be notified **ONLY** of course cancellations. Accelerated course cancellations will also appear on the DCE website by Friday June 28, 2019, 12:00 pm. Credit recovery course cancellations will appear on the DCE website by Thursday July 4, 2019, 12:00 pm.

First Day Procedures for Secondary Summer School Students

Classes begin **Wednesday July 3, 2019 for Accelerated, Monday July 8, 2019 for Credit Recovery Semester 1 Programs, and Monday July 22, 2019 for Credit Recovery Semester 2 Programs.**

- a) Classes at all summer school locations begin promptly at 8:30 am, but students should arrive 15 minutes early for the first day at 8:15 am.
- b) Class locations will be posted in the main lobby of the school.
- c) If a student's name does not appear on any class list, he/she should take his/her registration receipt to the summer school office.
- d) If a student wishes to make a course change, he/she must speak to the summer school principal or vice-principal and may be referred to Durham Continuing Education or their home school for further approvals for the course change.

Summative Evaluations

All students **must** complete a summative examination held on the last two days of the course. Evaluation dates are non-negotiable; please consider these dates when registering.

Full Disclosure

Students should be advised that all attempts for grade 11 or 12 secondary school courses (whether completed successfully or not) will be disclosed on a student's transcript unless the student withdraws prior to the full disclosure date. If a student has been unsuccessful in their first attempt to earn a credit and takes a credit recovery course, both attempts appear on the Ontario Student Transcript. Full disclosure dates are as follows: Accelerated Courses – Wednesday July 17, 2019 (9:00 am); Credit Recovery Semester 1 – Monday July 15, 2019 (9:00 am); Credit Recovery Semester 2 – Monday July 29, 2019 (9:00 am). Students wishing to withdraw must complete the appropriate paperwork in the summer school site office by the deadlines listed.

No Cafeteria Service

Students are expected to be in class from 8:30 am to 2:15 pm. Short breaks will be provided at 10:30 am and 12:30 pm. The cafeteria will be closed so it is recommended that students bring refreshments from home. There will not be time to walk to stores or fast food outlets while on the brief break. Water bottles are recommended for hydration during class time as no other food or drink is allowed in the classroom. An area will be provided in each school for food consumption.

Report Cards

Final report cards will be available by the end of August. For students enrolled in a day school, the report card will be sent to their **home school**. Students **not** enrolled in a Durham District Board school will have their report card mailed to their home addresses by the end of August. **Marks will NOT be given out over the telephone.** If students wish to obtain a final unofficial mark summary at the end of their program, students may provide their teacher a self-addressed stamped envelope **before the end of their program.**

Mark Transmission to Colleges/Universities

Students enrolled in a Durham District School Board school during the 2018/2019 year who have applied to Ontario College or University entrance in Fall 2019, will have their marks transmitted electronically in mid-August 2019. Should the student need a proof of mark outside the scheduled transmission date, please consult with the summer school teacher or visit the summer school office to request official letters. *Note: Students are responsible to provide their Ontario College Application Service (OCAS)/Ontario Universities Application Centre (OUAC) number and full mailing address for the official letter. Letters will be prepared and mailed within two business days after the end of summer school. Durham Continuing Education is NOT responsible for letters once they have been mailed or for delays in processing at the College or University locations.*

For ALL other students who have applied to Ontario Colleges **ONLY** for Fall 2019 entry and who wish their marks transmitted electronically, please provide your OCAS number to the summer school office. Marks will be transmitted in mid-August 2019.

For ALL other students who have applied to Ontario Universities for Fall 2019 entry, please consult with the summer school teacher or visit the summer school office to request official letters. *Note: Students are responsible to provide their OCAS/OUAC number and full mailing address for the official letter. Letters will be prepared and mailed within two business days after the end of summer school. Durham Continuing Education is NOT responsible for letters once they have been mailed or for delays in processing at the College or University locations.*

For ALL students who have applied to Universities or Colleges outside of Ontario for Fall 2019 entry, please consult with the summer school teacher or visit the summer school office to request official letters. *Note: Students are responsible to provide their OCAS/OUAC number and full mailing address for the official letter. Letters will be prepared and mailed within two business days after the end of summer school. Durham Continuing Education is NOT responsible for letters once they have been mailed or for delays in processing at the College or University locations.*

Durham Continuing Education DOES NOT have access to student OUAC/OCAS profiles. All proof of mark letters MUST be requested at the Summer School sites prior to the end of the course.

Appeal of Summer School Marks

Should a student feel the necessity to appeal a summer school mark, it must be done through his/her home school guidance department. The home school guidance department will make inquiries to the principal of Durham Continuing Education who will make a decision and inform the school, the students, and the parents of the final decision.

Textbooks/Instructional Materials and Equipment

All students will be required to bring a cheque in the amount of \$100.00 as security for loaned materials. This cheque will be held in a secure place by the summer school principal and will be returned to the student upon return of the loaned book/materials in good condition on or before the last class. Should the materials not be returned or be damaged, the cheque will be cashed. Cheques must be payable to **Durham Continuing Education – cash or credit cards are NOT accepted**. *Note: most financial institutions will provide counter cheques upon request. NSF cheque will result in an additional \$25.00 charge.*

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Telephone Messages

Except for serious emergencies, telephone messages will not be taken on behalf of students. Please refrain from texting or calling students during instructional time.

Transportation

Due to budgetary constraints, school bus service to and from the summer school locations will only be available for Port Perry HS, Uxbridge SS, and Brock HS. School busses will travel from Port Perry HS, Uxbridge SS and Brock HS to both Sinclair SS and Pickering HS. Durham Region Transit will be notified of the location of summer school sites and may adjust routes accordingly for all other locations.

Program Locations

Accelerated and Credit Recovery programs will be offered at three (3) locations throughout Durham Region. Pickering HS, Sinclair SS and Maxwell Heights SS will offer both Accelerated and Credit Recovery (Semester 1 only) Programs.

GL Roberts CVI, and Brock HS will offer limited Credit Recovery programs in Semester 1 only. EA Lovell ACEC will offer limited Credit Recovery programs in Semester 2 only.

Pickering HS

180 Church Street North
Ajax, ON L1T 2W7

Sinclair SS

380 Taunton Road East
Whitby, ON L1R 2K5

Maxwell Heights SS

1100 Coldstream Drive
Oshawa, ON L1K 0N1

Brock HS ++

RR#1, C1590 Concession 12
Cannington, ON L0E 1E0

GL Roberts CVI ++

399 Chaleur Avenue
Oshawa, ON L1J 1G5

E.A. Lovell ACEC +++

120 Centre Street South
Oshawa, ON L1H 4A3

++ Note: A limited credit recovery ONLY program will be run at Brock HS and GL Roberts CVI in Semester 1. Students will be invited to this program from homeschool administration.

+++ Note: A limited credit recovery ONLY program will be run at E.A. Lovell ACEC. in Semester 2. Students in this program will employ a self-directed, teacher support learning method.

Courses Available – Accelerated Courses (July 3 – 26)

Grade	Description	Pickering HS Ajax/Pickering		Sinclair SS Whitby		Maxwell Heights SS Oshawa	
		Course Code	Online Registration Code	Course Code	Online Registration Code	Course Code	Online Registration Code
9	English, Academic	ENG1D1.01	5684			ENG1D1.03	5733
9	English, Applied	ENG1P1.01	5685			ENG1P1.03	5734
9	Mathematics – Principles, Academic	MPM1D1.01	5686	MPM1D1.02	5708	MPM1D1.03	5735
9	Mathematics – Foundations, Applied	MFM1P1.01	5687	MFM1P1.02	5709	MFM1P1.03	5736
9	Science, Academic			SNC1D1.02	5710		
9	Science, Applied			SNC1P1.02	5711		
10	Civics and Citizenship, Open (July 3 – 15)	CHV2O1.01	5688	CHV2O1.02	5712	CHV2O1.03	5737
10	Career Studies, Open (July 16 – 26)	GLC2O1.01	5689	GLC2O1.02	5713	GLC2O1.03	5738
10	French Immersion – Civics, Open (July 3 – 15) ++ See note below			CHV2OF.02	5714		
10	French Immersion – Career Studies, Open (July 16 – 26) ++ See note			GLC2OF.02			
10	English, Academic	ENG2D1.01	5690	ENG2D1.02	5715	ENG2D1.03	5739
10	English, Applied	ENG2P1.01	5691	ENG2P1.02	5716	ENG2P1.03	5740
10	Mathematics – Principles, Academic	MPM2D1.01	5692	MPM2D1.02	5717	MPM2D1.03	5741
10	Mathematics – Foundations, Applied	MFM2P1.01	5693	MFM2P1.02	5718	MFM2P1.03	5742
10	Science, Academic			SNC2D1.02	5719		
10	Science, Applied			SNC2P1.02	5720		

Note: Online registration codes are subject to change. Please check our website or call 905.436.3211/1.800.408.9619 before registering.

Note: It is the responsibility of students and their guidance counsellors to ensure that all prerequisites have been met before registering for an accelerated course.

++ Note: Students taking the French Immersion Civics and Careers credit **MUST** register for both courses at time of registration. If the student only requires one course, please contact Michele Reid prior to registration – 905.436.3211 or by email at michele.reid@ddsb.ca.

Courses Available – Accelerated Courses (July 3 – 26) (continued)

Grade	Description	Pickering HS Ajax/Pickering		Sinclair SS Whitby		Maxwell Heights SS Oshawa	
		Course Code	Online Registration Code	Course Code	Online Registration Code	Course Code	Online Registration Code
11	English, College	ENG3C1.01	5694	ENG3C1.02	5721	ENG3C1.03	5743
11	English, University	ENG3U1.01	5695	ENG3U1.02	5722	ENG3U1.03	5744
11	Mathematics – Foundations, College			MBF3C1.02	5723		
11	Mathematics – Functions, University/College	MCF3M1.01	5696			MCF3M1.03	5745
11	Mathematics – Functions & Relations, University	MCR3U1.01	5697	MCR3U1.02	5724	MCR3U1.03	5746
11	Biology, College	SBI3C1.01	5698			SBI3C1.03	5747
11	Biology, University	SBI3U1.01	5699			SBI3U1.03	5748
11	Chemistry, University	SCH3U1.01	5700			SCH3U1.03	5749
11	Physics, University			SPH3U1.02	5725		
12	English, College	ENG4C1.01	5701			ENG4C1.03	5750
12	English, University	ENG4U1.01	5702	ENG4U1.02	5726	ENG4U1.03	5751
12	Mathematics – Foundations, College	MAP4C1.01	5703			MAP4C1.03	5752
12	Mathematics – Calculus & Vectors, University			MCV4U1.02	5727		
12	Mathematics – Data Management, University			MDM4U1.02	5728		
12	Mathematics – Advanced Functions, University	MHF4U1.01	5704				
12	Ontario Literacy Course, Open	OLC4O1.01	5705	OLC4O1.02	5729	OLC4O1.03	5753
12	Biology, University			SBI4U1.02	5730		
12	Chemistry, College	SCH4C1.01	5706			SCH4C1.03	5754
12	Chemistry, University	SCH4U1.01	5707				
12	Physics, College			SPH4C1.02	5731		
12	Physics, University			SPH4U1.02	5732		

Note: Online registration codes are subject to change. Please check our website or call 905.436.3211/1.800.408.9619 before registering.

Note: It is the responsibility of students and their guidance counsellors to ensure that all prerequisites have been met before registering for an accelerated course.

Courses Available – Credit Recovery Courses (Semester 1 – July 8 – 18)

Grade	Description	Pickering HS Ajax/Pickering		Sinclair SS Whitby		Maxwell Heights SS Oshawa	
		Course Code	Online Registration Code	Course Code	Online Registration Code	Course Code	Online Registration Code
9	Canadian Geography, Academic			CGC1D1.06	5780		
9	Canadian Geography, Applied			CGC1P1.06	5781		
9	English, Academic	ENG1D1.04	5755	ENG1D1.06	5782	ENG1D1.08	5801
9	English, Applied	ENG1P1.04	5756	ENG1P1.06	5783	ENG1P1.08	5802
9	French, Academic			FSF1D1.06	5784		
9	French, Applied			FSF1P1.06	5785		
9	Mathematics – Principles, Academic	MPM1D1.04	5757	MPM1D1.06	5786	MPM1D1.08	5803
9	Mathematics – Foundations, Applied	MFM1P1.04	5758	MFM1P1.06	5787	MFM1P1.08	5804
9	Science, Academic	SNC1D1.04	5759			SNC1D1.08	5805
9	Science, Applied	SNC1P1.04	5760			SNC1P1.08	5806
10	Canadian History, Academic						
10	Canadian History, Applied						
10	Civics and Citizenship, Open (July 8 – 12) 10:00 am dismissal July 12	CHV2O1.04	5761			CHV2O1.08	5807
10	Career Studies, Open (July 12 – 18) 12:00 pm start July 12	GLC2O1.04	5762			GLC2O1.08	5808
10	English, Academic	ENG2D1.04	5763	ENG2D1.06	5788	ENG2D1.08	5809
10	English, Applied	ENG2P1.04	5764	ENG2P1.06	5789	ENG2P1.08	5810
10	Mathematics – Principles, Academic	MPM2D1.04	5766	MPM2D1.06	5790	MPM2D1.08	5811
10	Mathematics – Foundations, Applied	MFM2P1.04	5767	MFM2P1.06	5791	MFM2P1.08	5812
10	Science, Academic	SNC2D1.04	5768			SNC2D1.08	5813
10	Science, Applied	SNC2P1.04	5769			SNC2P1.08	5814

Note: Online registration codes are subject to change. Please check our website or call 905.436.3211/1.800.408.9619 before registering.

Note: It is the responsibility of students and their guidance counsellors to ensure that all prerequisites have been met before registering for credit recovery course.

Courses Available – Credit Recovery Courses (Semester 1 – July 8 – 18) (continued)

Grade	Description	Pickering HS Ajax/Pickering		Sinclair SS Whitby		Maxwell Heights SS Oshawa	
		Course Code	Online Registration Code	Course Code	Online Registration Code	Course Code	Online Registration Code
11	English, College	ENG3C1.04	5770			ENG3C1.08	5815
11	English, University	ENG3U1.04	5771			ENG3U1.08	5816
11	Mathematics – Foundations, College	MBF3C1.04	5772			MBF3C1.08	5817
11	Mathematics – Functions, University/College			MCF3M1.06	5792		
11	Mathematics – Functions & Relations, University	MCR3U1.04	5773			MCR3U1.08	5818
11	Biology, College	SBI3C1.04	5774				
11	Biology, University	SBI3U1.04	5775				
11	Chemistry, University	SCH3U1.04	5776			SCH3U1.08	5819
11	Physics, University			SPH3U1.06	5793		
12	English, College	ENG4C1.04	5777				
12	English, University	ENG4U1.04	5778				
12	Mathematics – Foundations, College			MAP4C1.06	5794		
12	Mathematics – Calculus & Vectors, University			MCV4U1.06	5795		
12	Mathematics – Data Management, University			MDM4U1.06	5796		
12	Mathematics – Advanced Functions, University			MHF4U1.06	5797		
12	Biology, University						
12	Chemistry, College	SCH4C1.04	5779			SCH4C1.08	5820
12	Chemistry, University			SCH4U1.06	5798		
12	Physics, College			SPH4C1.06	5799		
12	Physics, University			SPH4U1.06	5800		

Note: Online registration codes are subject to change. Please check our website or call 905.436.3211/1.800.408.9619 before registering.

Note: It is the responsibility of students and their guidance counsellors to ensure that all prerequisites have been met before registering for credit recovery course.

Summer Programs 2019

Courses Available – Credit Recovery Courses (Semester 2 – July 22 – Aug 1)

		EA Lovell ACEC Oshawa	
Grade	Description	Course Code	Online Registration Code
9	English, Academic	ENG1D1.05	5821
9	English, Applied	ENG1P1.05	5822
9	Mathematics – Principles, Academic	MPM1D1.05	5823
9	Mathematics – Foundations, Applied	MFM1P1.05	5824
9	Science, Academic	SNC1D1.05	5825
9	Science, Applied	SNC1P1.05	5826
10	Canadian History, Academic	CHC2D1.05	5827
10	Canadian History, Applied	CHC2P1.05	5828
10	Civics and Citizenship, Open (July 22 – 26) 10:00 am dismissal July 26	CHV2O1.05	5829
10	Career Studies, Open (July 26 – Aug 1) 12:00 pm start July 26	GLC2O1.05	5830
10	English, Academic	ENG2D1.05	5831
10	English, Applied	ENG2P1.05	5832
10	Mathematics – Principles, Academic	MPM2D1.05	5833
10	Mathematics – Foundations, Applied	MFM2P1.05	5834
10	Science, Academic	SNC2D1.05	5835
10	Science, Applied	SNC2P1.05	5836
11	English, College	ENG3C1.05	5838
11	English, University	ENG3U1.05	5839
11	Mathematics – Foundations, College	MBF3C1.05	5840
11	Mathematics – Functions, University/College	MCF3M1.05	5841
11	Mathematics – Functions & Relations, University	MCR3U1.05	5842
12	English, College	ENG4C1.05	5843
12	English, University	ENG4U1.05	5844

Note: Online registration codes are subject to change. Please check our website or call 905.436.3211/1.800.408.9619 before registering.

Note: It is the responsibility of students and their guidance counsellors to ensure that all prerequisites have been met before registering for credit recovery course.

Registration Information for Accelerated and Credit Recovery Programs

For students attending a Durham District School Board secondary school during the 2018/2019 academic year
(Printable checklists available in Appendix A)

Step 1: Students MUST consult their home school guidance department prior to registration. **Note:** *It is the responsibility of the student to ensure they have the appropriate pre-requisite for accelerated courses OR meet the eligibility requirements for credit recovery courses prior to registration. Check with your guidance department to confirm you meet the requirements before registering.*

Step 2: Registration Options

- [Register online](#). Remember to **PRINT** the registration receipt at time of registration
or
- Call 905.436.3211 or 1.800.408.9619 to register Mon. to Fri., 8:30 am to 3:30 pm (extended office hours to 7:00 pm on June 25th and 27th, 2019)
or
- Visit Durham Continuing Education, 120 Centre Street S., Oshawa, Mon. to Fri., 8:30 am to 3:00 pm (extended office hours to 7:00 pm on June 25th and 27th, 2019), to register.

Step 3: Durham Continuing Education will consult with the home school of your registration to complete the registration process.

Course Decision Date: Wednesday June 26th (Accelerated), Thursday July 4th (Credit Recovery) – 12:00 pm.
Students may still register after this date, but selections may be limited.

There are no student fees for individuals who currently reside in Ontario and who hold Canadian citizenship, Permanent Resident/Landed Immigrant status in Canada, or valid refugee status in Canada.

****ADDITIONAL Student Fees for Non-Residents – for students who reside out of the country and Visa students:**
Accelerated Course: \$1825.00 (non-refundable) per credit (**\$913.00** for CHV2O1 and GLC2O1 each), payable in full at time of registration **PLUS** a refundable security deposit cheque for \$100.00 (where applicable) payable to Durham Continuing Education (security deposit to be provided at the first summer school class). **Note: Non-Residents students must register IN PERSON.**

Credit Recovery Course: \$913.00 (non-refundable) per course (**\$457.00** for CHV2O1 and GLC2O1 each), payable in full at time of registration **PLUS** a refundable security deposit cheque for \$100.00 payable to Durham Continuing Education (security deposit to be provided at the first summer school class). **Note: Non-Residents students must register IN PERSON.**

Note: Eligibility rules – see course information pages for further information.

Registration Information for Accelerated and Credit Recovery Programs

For ALL OTHER APPLICANTS (Printable checklists available in Appendix A)

IN PERSON REGISTRATION ONLY

Visit Durham Continuing Education, 120 Centre Street S., Oshawa, Mon. to Fri., 8:30 am to 3:30 pm (extended office hours to 7:00 pm on June 25th and 27th, 2019), to register, provide original documents*. Please bring your registration receipt to the first class. ***Students MUST BRING ALL of the following at time of in person registration:**

- **Letter of Permission:** (Only required by applicants currently attending a secondary school other than a Durham District School Board school). Student must consult with their home school guidance department and receive a letter of permission. The letter of permission must be on official school letterhead and include the student's legal name, date of birth, OEN number and academic course code choice. **Alternately**, a **Current Transcript/Consolidated Report/Status Sheet** signed by a guidance counsellor or administrator clearly denoting the approved course.
- **Canadian Citizenship Requirement:** (Required by all applicants & **must** provide **one** of the following as proof of Canadian residency)
 - ✓ Valid Canadian birth certificate
 - ✓ Valid Canadian passport
 - ✓ Valid landed immigrant or permanent resident documentation
 - ✓ Valid proof of refugee status in Canada
- **Official government photo identification** (Required by all applicants)
i.e. - health card, driver's licence, current secondary student ID

Course Decision Date: Wednesday June 26th (Accelerated), Thursday July 4th (Credit Recovery) – 12:00 pm.
Students may still register after this date, but selections may be limited.

There are no student fees for individuals who currently reside in Ontario and who hold Canadian citizenship, Permanent Resident/Landed Immigrant status in Canada, or valid refugee status in Canada.

****ADDITIONAL Student Fees for Non-Residents – for students who reside out of the country and Visa students:**
Accelerated Course: \$1825.00 (non-refundable) per credit (**\$913.00** for CHV201 and GLC201 each), payable in full at time of registration **PLUS** a refundable security deposit cheque for \$100.00 (where applicable) payable to Durham Continuing Education (security deposit to be provided at the first summer school class). **Note: Non-Residents students must register IN PERSON.**

Credit Recovery Course: \$913.00 (non-refundable) per course (**\$457.00** for CHV201 and GLC201 each), payable in full at time of registration **PLUS** a refundable security deposit cheque for \$100.00 payable to Durham Continuing Education (security deposit to be provided at the first summer school class). **Note: Non-Residents students must register IN PERSON.**

Note: Eligibility rules – see course information pages for further information.

Program Information – eLearning Program

Program Overview

Courses in this program are recommended for secondary students who wish to reach ahead in a subject they have not previously studied **or wish to upgrade a mark in a course that they have successfully completed.** It is ideal for student who cannot attend face-to-face classes due to specific day time, performance or sporting commitments. Students for this program MUST be self-motivated and able to participate in the course for an average of 6 hours per day (Monday – Friday). **Note: It is the responsibility of students and their guidance counsellors to ensure that all prerequisites have been met before registering for an eLearning course.**

Civics (CHV201) and Career Studies (GLC201) are separate courses and therefore require separate registrations. Up to one credit will be granted upon successful completion of each course (0.5 credits for CHV201 and GLC201).

Semester 1 courses start Wednesday July 3, 2019 and conclude Friday July 26, 2019. Students may attend an optional orientation day on Wednesday July 3, 2019 at EA Lovell ACEC in Oshawa. Students MUST reserve Friday July 26, 2019 for a summative evaluation – participation is MANDATORY.

Semester 2 courses start Tuesday July 30, 2019 and conclude Friday August 23, 2019. Students may attend an optional orientation day on Tuesday July 30, 2019 at EA Lovell ACEC in Oshawa. Students MUST reserve Friday August 23, 2019 for a summative evaluation – participation is MANDATORY.

NEW! Current Durham District School Board students may only take only ONE (1) accelerated credit or TWO (2) accelerated 0.5 credit courses or a Co-operative Education Program or up to TWO (2) credit recovery courses during summer 2019 **regardless of the mode of delivery.** Exceptions MUST be requested by the home school principal to the principal of Durham Continuing Education. All other students may take up to ONE full course or TWO 0.5 credit courses per semester.

Further information regarding the summative evaluation will be available from your eLearning teacher at the beginning of the course.

eLearning courses cannot be taken concurrently with any other summer school program.

Expectations of e-Learning students;

- ✓ You are expected to login to your course for a minimum of 6 hours per day (Monday – Friday). **Failure to participate daily may result in removal from the course.** Additional time may be required for assignment completion. The time required to complete an eLearning course will be similar to the time required to complete the same course in a face-to-face environment.
- ✓ You are responsible for checking announcements and emails for updates.
- ✓ It is important that you communicate on a regular basis with your teacher. Your teacher will post 'office hours' at the beginning of each week. **Teachers are not required to be available on weekends.**
- ✓ Course outlines list the required assignments and deadlines. You are responsible for making sure all assignments are completed, and submitted by the deadlines assigned. The short timeframe of Summer School will not allow for extensions and therefore failure to complete work as per the timelines established may result in removal from the course.
- ✓ Please note that the DDSB acceptable use policy applies to all e-Learning courses, as does the Durham Continuing Education Code of Conduct.

Course Cancellations

Durham Continuing Education reserves the right to cancel a course if there are insufficient registrations, as well as the right to determine the number of courses to be offered, and the number of sections in each course. Students will be notified **ONLY** of course cancellations. Course cancellations will also appear on the DCE website by Friday June 28, 2019, 12:00 pm (for Semester 1 offerings) and Thursday July 25, 2019, 12:00 pm (for Semester 2 offerings).

First Day Procedures for eLearning Students

Semester 1 courses begin **Wednesday July 3, 2019** and Semester 2 courses begin **Tuesday July 30, 2019**.

Students may attend an **OPTIONAL** orientation day at an eLearning Hub. Teachers will be available on-site between 8:30 am and 2:15 pm on the first day ONLY.

- a) All eLearning students will receive an email from their eLearning teacher by the end of the first day of the program. If a student is not contacted, they should phone Durham Continuing Education promptly and provide a current email address for further contact.
- b) If a student wishes to make a course change, he/she must speak to the summer school principal or vice-principal at an eLearning hub and may be referred to Durham Continuing Education or their home school for further approvals for the course change.

Summative Evaluations

All students **must** complete a summative evaluation. Semester 1 students **MUST** reserve July 26, 2019 and Semester 2 students **MUST** reserve August 23, 2019 for a summative evaluation. Further instructions will be provided by the eLearning teacher. Please note – these dates are **MANDATORY** and cannot be changed.

Full Disclosure

Students should be advised that all attempts for grade 11 or 12 secondary school courses (whether completed successfully or not) will be disclosed on a student's transcript unless the student withdraws prior to the full disclosure date. If a student has been unsuccessful in their first attempt to earn a credit and takes the course again, both attempts appear on the Ontario Student Transcript. Full disclosure dates are as follows: Semester 1 eLearning courses – Tuesday July 16, 2019 (9:00 am) and Semester 2 eLearning courses – Tuesday August 13, 2019 (9:00 am). Students wishing to withdraw must complete a Withdraw Request Form (available from your eLearning teacher) and submit it to your teacher by the withdraw date.

Report Cards

Final report cards will be available by the end of August. For students enrolled in a day school, the report card will be sent to their **home school**. Students **not** enrolled in a Durham District Board school will have their report card mailed to their home addresses by the end of August. Marks will **NOT** be given out over the telephone. Students will be sent a final unofficial mark summary at the end of their program.

Mark Transmission to Colleges/Universities

Students enrolled in a Durham District School Board School during the 2018/2019 year who have applied to Ontario College or University entrance in Fall 2019, will have their marks transmitted electronically in mid-August 2019. Should the student need a proof of mark prior to or after the transmission date, please consult with the eLearning teacher to request official letters. *Note: Students are responsible to provide their Ontario College Application Service (OCAS)/Ontario Universities Application Centre (OUAC) number and full mailing address for the official letter. Letters will be prepared and mailed within two business days after the end of summer school. Durham Continuing Education is NOT responsible for letters once they have been mailed or for delays in processing at the College or University locations.*

Summer Programs 2019

For ALL other students who have applied to Ontario Colleges **ONLY** for Fall 2019 entry and who wish their marks transmitted electronically, please provide your OCAS number to the summer school office. Semester 1 marks will be transmitted in mid-August 2019. Semester 2 students should consult with their eLearning teacher if marks are needed prior to the regular reporting period.

For ALL other students who have applied to Ontario Universities for Fall 2019 entry, please consult with the eLearning teacher to request official letters. *Note: Students are responsible to provide their OCAS/OUAC number and full mailing address for the official letter. Letters will be prepared and mailed within two business days after the end of summer school. Durham Continuing Education is NOT responsible for letters once they have been mailed or for delays in processing at the College or University locations.*

For ALL students who have applied to Universities or Colleges outside of Ontario for Fall 2019 entry, please consult with the eLearning teacher to request official letters. *Note: Students are responsible to provide their OCAS/OUAC number and full mailing address for the official letter. Letters will be prepared and mailed within two business days after the end of summer school. Durham Continuing Education is NOT responsible for letters once they have been mailed or for delays in processing at the College or University locations.*

Durham Continuing Education DOES NOT have access to student OUAC/OCAS profiles. All proof of mark letters MUST be requested through the course teacher prior to the end of program.

Appeal of Summer School Marks

Should a student feel the necessity to appeal a summer school mark, it must be done through his/her home school guidance department. The home school guidance department will make inquiries to the principal of Durham Continuing Education who will make a decision and inform the school, the students, and the parents of the final decision.

Textbooks/Instructional Materials and Equipment

eLearning students will only be required to submit a materials deposit if additional materials are required. Please consult with the eLearning teacher. If required, cheques must be payable to **Durham Continuing Education – cash or credit cards are NOT accepted**. *Note: most financial institutions will provide counter cheques upon request.* This cheque will be held in a secure place by the eLearning teacher and will be returned to the student upon return of the loaned book/materials in good condition on or before the last class. Should the materials not be returned or be damaged, the cheque will be cashed. *Note: NSF cheque will result in an additional \$25.00 charge.*

Transportation

Due to budgetary constraints, school bus service to and from the eLearning hub location will **not** be available.

eLearning Hub Location

Semester 1 and **Semester 2** eLearning optional orientation days will be offered at Durham Continuing Education, EA Lovell ACEC in Oshawa ONLY. Please bring your own device if you choose to attend the optional orientation.

Durham Continuing Education, EA Lovell ACEC

120 Centre Street South
Oshawa, ON L9P 1K5

Requirements for eLearning – Updated April 2019

Recommended Desktop/Laptop Support

- Internet access - You must use Google Chrome (current version) **as the browser for your eLearning course**. You may experience issues with Firefox, Internet Explorer, Edge or Safari and as such, these browsers **are not recommended**. *It is your responsibility (not that of your teacher or Durham Continuing Education) to resolve issues you may be experiencing due to the internet browser and/or software you are using.*
- Adobe Flash Player 10.01 or greater
- Adobe Acrobat Reader 9 or better
- Windows Media Player 11 or better
- A current version of the Java virtual machine
- A DSL or better connection to the Internet

Recommended Tablet/Mobile Support

- Android™ 4.4 with Google Chrome™ browser (latest version)
- Apple iOS® with Google Chrome™ browser (latest minor version or point of release of that major version)
- Windows®10 with Google Chrome™
- Brightspace is optimized for mobile devices – Android 4.4 or later, iOS® iPhone® 5 or greater, and iPod® 5th and 6th generation
- *It is your responsibility (not that of your teacher or Durham Continuing Education) to resolve issues you may be experiencing due to the internet browser and/or software you are using.*

Additional Software

- A typical “Office” suite of applications: specifically, a word processor application, spell checker, equation editor, and a spreadsheet application are mandatory. Students may have access to Office 365 through the D2L portal. Students can also download “Open Office” to use - <https://www.openoffice.org/>
- *It is your responsibility (not that of your teacher or Durham Continuing Education) to resolve issues you may be experiencing due to the internet browser and/or software you are using.*
- It is recommended that up-to-date virus, spyware, and adware protection be implemented, as required by the school board.

Additional Hardware

Some courses may require additional hardware, such as;

- Access to a printer;
- Access to a scanner; and
- A process to transport files between home and school, or access to cloud or one drive spaces.

Note: Interested students who do not have access to the required technology should contact Durham Continuing Education to explore available options. Contact: Michele Reid at 905.436.3211 or email michele.reid@ddsb.ca

Computer Information Technology and Internet Use

The Durham District School Board's computing and information technology facilities and resources are made available to students in support of their learning, research requirements and career preparation. Use of the computer and information technology facilities and resources of the DDSB shall be governed by all relevant federal (e.g., Copyright), provincial (e.g., Education Act), DDSB (Policies and Procedures), and local school (e.g., School Code of Conduct) laws and regulations. Use of DDSB computing and information technology facilities and resources for the illegal, political or private commercial purposes is strictly prohibited. The onus is on the user to know and to comply with these laws and regulations. Access to computers and the Internet is considered a privilege. Anyone found accessing computers or the Internet in an inappropriate way will receive school consequences and may face legal intervention. School discipline may involve a loss of computer privileges, a suspension or expulsion from school or restitution for damage or destruction of school computer equipment. Legal action may result in charges being laid by provincial or federal authorities. Students and parents/guardians will be asked to review the *DDSB's Secondary School Acceptable and Safe Use Procedure for Computing and Information Technology Facilities and Resources*. At the time of registration, you will be required to agree to terms and conditions of participation to complete the registration.

Inappropriate use would include but not limited to the following:

- harassment of others
- destruction or damage or changing of equipment
- appropriation of data or software
- unauthorized monitoring of electronic communication
- unauthorized use of other's access codes
- violation of copyright and software licence agreements
- academic dishonesty
- violation of another's privacy
- violation of computer security systems
- viewing and/or importation of pornographic, racist, illegal or private documents
- incurring costs to the school through use of telecommunication systems without prior approval

Neither the school's network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace often called cyber-bullying, are unacceptable. Bullying in any form will be subject to school consequences and may result in suspension.

Durham District School Board Acceptable Use Policy

Students must review this procedure with their parent/guardian. Procedures and rules regarding the use of the facilities and resources must be followed.

Acceptable Use

- Students will use the computing and information technology facilities and resources as prescribed or approved by their teacher.
- Students will accurately cite information from the Internet. Students will not plagiarize.
- Students will abide by copyright laws. Students will not download and disseminate copyrighted materials without the copyright holder's permission.
- Students will abide by school procedures.
- Students will not share passwords or data.
- Students will report all instances of hardware damage or changes to the Windows Desktop or operating system immediately.

Safe Use

- Students will not post personal information about themselves or others. This includes their home address, telephone number, picture, route taken to school, parents' hours of work, etc.
- Students will inform the teacher immediately when accidental access to inappropriate materials or with unacceptable users has been made.

Appropriate Use

- Students will be polite.
- Students will not use language that is unacceptable in the classroom, including language that is racist, sexist, harassing, violent, or otherwise unacceptable.
- Students will not send messages containing information that would cause discomfort to themselves or others if it were written on a classroom blackboard or other public place.
- Students will not use the computing and information technology facilities and resources in ways that will disrupt other users. Any tactics which harm or compromise the functionality of the system are forbidden.
- Students will assume that all communications distributed on the system are private and confidential and will not disseminate them without permission from the original author.

Reliability/Accuracy

- While the Durham District School Board (including your school) strives to maintain the efficient operation of the computing and information technology facilities and resources, it does not guarantee their reliability. Additionally, the Durham District School Board (including your school) does not guarantee the accuracy of information found on the Internet.

Recourse for Abuse/Misuse

- Students who do not follow this procedure AND those rules provided by their teachers and their school Student Code of Behaviour will have their computing and information technology privileges suspended pending review. Recourse and disciplinary measures are outlined in the school Student Code of Behaviour. Legal recourse may also be applied for criminal activities.

Summer Programs 2019

Courses Available – eLearning

Grade	Description	Semester 1 (July 3 - 26)		Semester 2 (July 30 – Aug 23)	
		Course	Online Registration Code	Course	Online Registration Code
10	Civics and Citizenship, Open	CHV2O1.800 (July 3 – 15)	5845	CHV2O1.900 (July 30 – Aug 12)	5861
10	Civics and Citizenship, Open <i>French Immersion</i>	CHV2OF.800 (July 3 – 15)	5846	CHV2OF.900 (July 30 – Aug 12)	5862
10	Careers	GLC2O1.800 (July 16 – 26)	5847	GLC2O1.900 (Aug 13 – 23)	5863
10	Careers <i>French Immersion</i>	GLC2OF.800 (July 16 – 26)	5848	GLC2OF.900 (Aug 13 – 23)	5864
11	English, University	ENG3U1.800	5849	ENG3U1.900	5865
11	Gender Studies, University/College			HSG3M1.900	5866
11	Introduction to Anthropology, Sociology, Psychology, College	HSP3C1.800	5922		
11	Introduction to Anthropology, Sociology, Psychology, University	HSP3U1.800	5923		
11	Mathematics – Functions, University/College	MCF3M1.800	5850	MCF3M1.900	5867
11	Mathematics – Functions and Relations, University	MCR3U1.800	5851	MCR3U1.900	5868
11	Biology, College	SBI3C1.800	5852		
11	Biology, University	SBI3U1.800	5853		
11	Chemistry, University			SCH3U1.900	5869
12	Introduction to International Business, University/College	BBB4M1.800	5854		
12	Organizational Studies, University/College			BOH4M1.900	5870
12	World Cultures, University/College	HSC4M1.800	5855		
12	English, College	ENG4C1.800	5856		
12	English, University	ENG4U1.800	5857	ENG4U1.900	5871
12	The Writer’s Craft, College			EWC4C1.900	5872
12	The Writer’s Craft, University			EWC4U1.900	5873
12	Nutrition and Health, College			HFA4C1.900	5874
12	Nutrition and Health, University			HFA4U1.900	5875
12	Philosophy, University			HZT4U1.900	5876
12	Mathematics – Foundations, College			MAP4C1.900	5877
12	Mathematics for College Technology – College			MCT4C1.900	5878
12	Mathematics – Data Management, University	MDM4U1.800	5858	MDM4U1.900	5879
12	Ontario Literacy Course, Open	OLC4O1.800	5860	OLC4O1.900	5880
12	Chemistry, College			SCH4C1.900	5881

Note: Online registration codes are subject to change. Please check our website or call 905.436.3211/ 1.800.408.9619 before registering.

Note: It is the responsibility of students and their guidance counsellors to ensure that all prerequisites have been met before registering for an eLearning course.

Note: eLearning courses cannot be taken concurrently with any other summer school program. Current DDSB Students may take a maximum of one full credit (1.0 credit) or two half credits (0.5 credit) during summer 2019.

Registration Information for eLearning Programs

For students attending a Durham District School Board secondary school during the 2018/2019 academic year
(Printable checklists available in Appendix A and registration forms in Appendix B)

Step 1: Students MUST consult with their home school guidance department prior to registration. **Note:** *It is the responsibility of the student to ensure they have the appropriate pre-requisite for accelerated courses prior to registration. Student fees are non-refundable. Check with your guidance department to confirm you meet the requirements before registering.*

Step 2: Registration Options

- [Register online](#). Remember to **PRINT** the registration receipt at time of registration
or
- Call 905.436.3211 or 1.800.408.9619 to register.
Mon. to Fri., 8:30 am to 3:30 pm (extended office hours to 7:00 pm on June 25th and 27th, 2019)
or
- Visit Durham Continuing Education, 120 Centre Street S., Oshawa, Mon. to Fri., 8:30 am to 3:30 pm (extended office hours to 7:00 pm on June 25th and 27th, 2019), to register.

Step 3: Durham Continuing Education will inform the home school of your registration to complete the registration process.

****Student Fees – for Canadian citizens, permanent residents and approved refugees:**

eLearning Course: There are no student fees for eLearning courses. Where additional materials are necessary, a refundable security deposit cheque for \$100.00 payable to Durham Continuing Education is to be provided to the eLearning teacher. Instructions will be provided by the eLearning teacher at the start of the course.

****ADDITIONAL Student fees for Non-Residents – for students who reside out of the country and Visa students:**

eLearning Course: \$1825.00 (non-refundable course fee) per course (**\$913.00** for CHV201 and GLC201 each), payable in full at time of registration. Where additional materials are necessary, a refundable security deposit cheque for \$100.00 payable to Durham Continuing Education is to be provided to the eLearning teacher. Instructions will be provided by the eLearning teacher at the start of the course. **Note: Non-Residents students must register IN PERSON.**

Registration Information for eLearning Programs

For ALL OTHER APPLICANTS

(Printable checklists available in Appendix A and registration forms in Appendix B)

IN PERSON REGISTRATION ONLY

Step 1: Visit Durham Continuing Education, 120 Centre Street S., Oshawa, Mon. to Fri., 8:30 am to 3:30 pm (extended office hours to 7:00 pm on June 25th and 27th, 2019), to register, provide original documents. Please bring your receipt to the first class. ***Students MUST BRING ALL of the following at time of in person registration:**

- **Letter of Permission:** (Only required by applicants currently attending a secondary school other than a Durham District School Board school). Student must consult with their home school guidance department and receive a letter of permission. The letter of permission must be on official school letterhead and include the student's legal name, date of birth, OEN number and academic course code choice. **Alternately**, a **Current Transcript/Consolidated Report/Status Sheet** signed by a guidance counsellor or administrator clearly denoting the approved course.
- **Canadian Citizenship Requirement:** (Required by all applicants & **must** provide **one** of the following as proof of Canadian residency)
 - ✓ Valid Canadian birth certificate
 - ✓ Valid Canadian passport
 - ✓ Valid landed immigrant or permanent resident documentation
 - ✓ Valid proof of refugee status in Canada
- **Official government photo identification** (Required by all applicants)
i.e. - health card, driver's licence, current secondary student ID

****Student Fees – for Canadian citizens, permanent residents and approved refugees:**

eLearning Course: There are no student fees for eLearning courses. Where additional materials are necessary, a refundable security deposit cheque for \$100.00 payable to Durham Continuing Education is to be provided to the eLearning teacher. Instructions will be provided by the eLearning teacher at the start of the course.

****ADDITIONAL Student fees for Non-Residents – for students who reside out of the country and Visa students:**

eLearning Course: \$1825.00 (non-refundable course fee) per course (**\$913.00** for CHV201 and GLC201 each), payable in full at time of registration. Where additional materials are necessary, a refundable security deposit cheque for \$100.00 payable to Durham Continuing Education is to be provided to the eLearning teacher. Instructions will be provided by the eLearning teacher at the start of the course. **Note: Non-Residents students must register IN PERSON.**

Program Information – Cooperative Education and Specialist High Skills Major (SHSM) Cooperative Education

Program Overview

Planned learning experiences that take place in the community such as work experience cooperative education, provide students who are enrolled in courses of all types and in all disciplines with the opportunity to enhance their school programs.

Experiential learning can assist all students, including exceptional students, who are bound for university, college, apprenticeship, or the workplace, in making career decisions as well as in developing the knowledge, skills, and attitudes that are essential in today's society.

Cooperative education courses include a classroom component, comprising preplacement and integration activities, and a placement component. Students earn cooperative education credits by integrating classroom theory with planned learning experiences in the community to achieve learning based on the curriculum expectations of the related course. Placements should provide students with challenging opportunities to apply and extend the knowledge, practise and refine the skills acquired in the related course, and to demonstrate achievement of placement expectations that reflect current workplace practices and standards.

Cooperative education involves a partnership between education and business, industry, agriculture, labour, or community organizations that includes students, teachers, parents, employers, and placement supervisors. Additional participants may be involved in the case of exceptional students and other students with special needs. Joint planning by these individuals ensures that students are provided with a systematic introduction to career exploration, experiential learning, and career planning. (Source: *Cooperative Education and other forms of Experiential Learning*, 2000)

How do summer school cooperative education programs benefit students?

Summer school cooperative education programs:

- give students the opportunity to take cooperative education if they were unable to do so during the regular school year because of scheduling conflicts;
- provide access to placements in areas such as landscaping, recreation, and hospitality that involve seasonal employment opportunities and that are not available during the regular school year;
- enable students to earn the compulsory and/or optional credits they need to complete their Ontario Secondary School Diploma (OSSD);
- can lead to opportunities for employment for the remainder of the summer after the placement is completed or for future summer employment.

Durham Continuing Education offers two cooperative education programs. The two-credit cooperative education program runs Monday through Friday, commencing Tuesday July 2, 2019, and concluding Friday August 2, 2019. The program will be a combination of in-class instruction and on-site work experience. Cooperative education teachers will monitor students through on-site visits throughout the work term.

Option 1: Cooperative Education. This program is recommended for students who wish to explore an area of interest for post secondary destination. Successful students in this program will receive one cooperative education credit one in-class credit (GLN4O1) – Navigating the Future. Students must attend all in-class days and all scheduled on-site work experience dates. Due to the compressed timeframe, absences may result in forfeiture of the cooperative education credit.

Option 2: Specialist High Skills Major (SHSM) Cooperative Education. The program is designed for students who have identified an area of interest and are registered in a Specialist High Skills Major program at their home school. Student placements MUST be related to the SHSM in which they are enrolled. Successful students in this program will receive two (2) cooperative education credits linked to their SHSM program. Students must complete a combination of in-class and on-site hours. Due to the compressed timeframe, absences may result in forfeiture of one or both of the cooperative education credit(s).

Requirements for participation in the a cooperative education program;

- ✓ students should have completed at least 16 credits;
- ✓ students must be available for the entire program;
- ✓ students **must secure their own placement** (* see note following) and the placement work hours must occur Monday to Friday, with the majority of hours occurring between 8:00 am and 5:00 pm (weekend hours and company shut downs CANNOT be accommodated);
- ✓ French Immersion placements can be accommodated but only the placement credit would be granted in French – the in-class (GLN4O1 will be granted in English);
- ✓ placements MUST be within the boundaries of Durham Region;
- ✓ students cannot receive remuneration while at placement;
- ✓ high-risk activities such as roofing, large-scale manufacturing, or activities that require operation of motor-powered vehicles or high risk machinery are not suitable;
- ✓ students are responsible for the purchase of any safety equipment or uniforms required by the chosen placement;
- ✓ students are responsible for travel to and from placements and in-school sessions;
- ✓ *Placements must be approved prior to the start of summer school. The Durham District School Board and Durham Continuing Education reserve the right to refuse placements if the Co-operative Education Teacher deems the placement unsafe or unsuitable for the cooperative education program. Family members at a cooperative education placement cannot supervise students. Please visit www.dce.ca for further information.*

It is the responsibility of students and their guidance counsellors to ensure suitability of students before approving registration in a Cooperative Education course. Cooperative education programs cannot be taken concurrently with any other summer school program.

* Note: Durham Continuing Education does not have access to cooperative education placements. Cooperative education teachers are tenured for the summer program only and are not available to assist in placement sourcing. Furthermore, home schools are NOT expected to find placements for students, however, students may wish to consult with home school cooperative education teachers for suggestions ONLY. Information for prospective employers may be found on our website at www.dce.ca – under “Programs”, “Summer School”, “Cooperative Education” or in Appendix B of this document.

Summer Programs 2019

Program Calendars (subject to change)

July/Aug 2019
Cooperative Education Program Dates

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2 Class Day	3 Class Day	4 Class Day	5	6
7	8	9	10	11	12	13
14	15	16	17 Class Day	18	19	20
21	22	23	24	25	26	27
28	29	30	31	Aug 1	2 Last Day	

July/Aug 2019
SHSM Cooperative Education Program Dates

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2 Class Day	3 Class Day	4 Class Day	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	Aug 1	2 Last Day	

Note: On days other than those denoted as “Class Day”, students will be expected to attend work placement.

Course Cancellations

Durham Continuing Education reserves the right to cancel a course if there are insufficient registrations, as well as the right to determine the number of courses to be offered, and the number of sections in each course. Students will be notified ONLY of course cancellations. Course cancellations will also appear on the DCE website by Friday June 28, 2019, 12:00 pm.

First Day Procedures for Cooperative Education Students

Classes begin **Tuesday July 2, 2019 – attendance is MANDATORY.**

- Classes at all summer school locations begin promptly at 8:30 am, but students should arrive 15 minutes early for the first day at 8:15 am.
- Class locations will be posted in the main lobby of the school.
- If a student’s name does not appear on any class list, he/she should take his/her registration receipt to the summer school office.
- If a student wishes to make a course change, he/she must speak to the summer school principal or vice-principal and may be referred to Durham Continuing Education or their home school for further approvals for the course change.

Report Cards

Final report cards will be available by the end of August. For students enrolled in a day school, the report card will be sent to their **home school**. Students **not** enrolled in a Durham District Board school will have their report card mailed to their home addresses by the end of August. Marks will NOT be given out over the telephone. If students wish to obtain a final unofficial mark summary at the end of their program, students may provide their teacher a self-addressed stamped envelope prior to the end of the program.

Mark Transmission to Colleges/Universities

Students enrolled in a Durham District School Board School during the 2018/2019 year who have applied to Ontario College or University entrance in Fall 2019, will have their marks transmitted electronically in mid-August 2019. Should the student need a proof of mark prior to the transmission date, please consult with the summer school teacher or visit the summer school office to request official letters. *Note: Students are responsible to provide their Ontario College Application Service (OCAS)/Ontario Universities Application Centre (OUAC) number and full mailing address for the official letter. Letters will be prepared and mailed within two business days after the end of summer school. Durham Continuing Education is NOT responsible for letters once they have been mailed or for delays in processing at the College or University locations.*

Durham Continuing Education 905.436.3211 or 1.800.408.9619 or visit our web site @ www.dce.ca

For ALL other students who have applied to Ontario Colleges **ONLY** for Fall 2019 entry and who wish their marks transmitted electronically, please provide your OCAS number to the summer school office. Marks will be transmitted in mid-August 2019.

For ALL other students who have applied to Ontario Universities for Fall 2019 entry, please consult with the summer school teacher or visit the summer school office to request official letters. *Note: Students are responsible to provide their OCAS/OUAC number and full mailing address for the official letter. Letters will be prepared and mailed within two business days after the end of summer school. Durham Continuing Education is NOT responsible for letters once they have been mailed or for delays in processing at the College or University locations.*

For ALL students who have applied to Universities or Colleges outside of Ontario for Fall 2019 entry, please consult with the summer school teacher or visit the summer school office to request official letters. *Note: Students are responsible to provide their OCAS/OUAC number and full mailing address for the official letter. Letters will be prepared and mailed within two business days after the end of summer school. Durham Continuing Education is NOT responsible for letters once they have been mailed or for delays in processing at the College or University locations.*

Durham Continuing Education DOES NOT have access to student OUAC/OCAS profiles. All proof of mark letters MUST be requested at the Summer School sites.

Appeal of Summer School Marks

Should a student feel the necessity to appeal a summer school mark, it must be done through his/her home school guidance department. The home school guidance department will make inquiries to the principal of Durham Continuing Education who will make a decision and inform the school, the students, and the parents of the final decision.

Textbooks/Instructional Materials and Equipment

Durham Continuing Education is not responsible for any equipment or uniforms required by cooperative education placements.

Transportation

Students are responsible for transportation to and from cooperative education placement sites. Due to budgetary constraints, school bus service to and from the summer school locations will not be available except for Port Perry HS, Uxbridge SS, and Brock HS. School busses will travel from Port Perry HS, Uxbridge SS and Brock HS to both Sinclair SS and Pickering HS. Cooperative education students will be granted access to such busses on In-School and Integration Days. Durham Region Transit will be notified of the location of summer school sites and may adjust routes accordingly for all other locations.

Cooperative Education Sites

Cooperative Education and Specialist High Skills Major Cooperative Education will be offered at Pickering HS, Sinclair SS and Maxwell Heights SS. Please ensure that you register for the correct Cooperative Education program.

Pickering HS

180 Church Street North
Ajax, ON L1T 2W7

Sinclair SS

380 Taunton Road East
Whitby, ON L1R 2K5

Maxwell Heights SS

1100 Coldstream Drive
Oshawa, ON L1K 0N1

Courses Available – Cooperative Education and Specialist High Skills Major (SHSM) Cooperative Education Program July 2 – August 2, 2019

Grade	Description	Pickering HS Ajax/Pickering Location		Sinclair SS Whitby Location		Maxwell Heights SS Oshawa Location	
		Course Code	Online Registration Code	Course Code	Online Registration Code	Course Code	Online Registration Code
12	Navigating the Workplace* (2 credits)	GLN401.01 GLN408.01	5882	GLN401.02 GLN408.02	5884	GLN401.03 GLN408.03	5886
10	Specialist High Skills Major** (SHSM) (2 credits)	GLC209.01	5883	GLC209.02	5885	GLC209.03	5887

* Students are required to find their own cooperative education work placements **within Durham Region** before June 26, 2019, and must also submit a cooperative education application form (available at www.dce.ca) to **Durham Continuing Education** no later than June 26, 2019.

Students are required to find their own cooperative education work placements **within Durham Region and related to their SHSM field before June 26, 2019, and must also submit a cooperative education application form (available at www.dce.ca) to **Durham Continuing Education** no later than June 26, 2019.

Note: *Placements must be approved prior to the start of summer school. The Durham District School Board and Durham Continuing Education reserve the right to refuse placements if the Cooperative Education Teacher deems the placement unsafe or unsuitable for the cooperative education program. Students cannot be supervised by family members at a cooperative education placement. Please visit www.dce.ca for further information.*

Note: *Online registration codes are subject to change. Please check our website or call 905.436.3211/1.800.408.9619 before registering.*

Note: *It is the responsibility of students and their guidance counsellors to ensure that all prerequisites have been met before registering for cooperative education course.*

NEW! Current Durham District School Board students who take a Cooperative Education program are not eligible for any other programs during summer 2019 **regardless of the mode of delivery**. Exceptions **MUST** be requested by the home school principal to the principal of Durham Continuing Education.

Registration Information for Cooperative Education and Specialist High Skills Major (SHSM) Cooperative Education Programs

For students attending a Durham District School Board secondary school during the 2018/2019 academic year
(Printable checklists available in Appendix A and registration forms in Appendix B)

Step 1: Students MUST consult with their home school guidance department prior to registration. **Note:** It is the responsibility of the student to ensure they have the appropriate pre-requisite for accelerated courses prior to registration. Check with your guidance department to confirm you meet the requirements before registering.

Step 2: Registration Options

- [Register online](#) Remember to **PRINT** the registration receipt at time of registration
or
- Call 905.436.3211 or 1.800.408.9619 to register Mon. to Fri., 8:30 am to 3:30 pm (extended office hours to 7:00 pm on June 25th and 27th, 2019)
or
- Visit Durham Continuing Education, 120 Centre Street S., Oshawa, Mon. to Fri., 8:30 am to 3:30 pm (extended office hours to 7:00 pm on June 25th and 27th, 2019), to register.

Step 3: Durham Continuing Education will inform the home school of your registration to complete the registration process.

Step 4: Visit www.dce.ca, “Programs”, “Summer School”, “Cooperative Education Programs” and download the appropriate “Placement Information Form”. Complete and submit the form as directed by June 26, 2019.

Forms received after June 26, 2019 may disqualify students from the program.

There are no student fees for individuals who currently reside in Ontario and who hold Canadian citizenship, Permanent Resident/Landed Immigrant status in Canada, or valid refugee status in Canada.

****ADDITIONAL Student Fees for Non-Residents – for students who reside out of the country and Visa students: Accelerated Course: \$1825.00 (non-refundable) per credit, payable in full at time of registration. Note: Non-Residents students must register IN PERSON.**

Note: Eligibility rules – see course information pages for further information.

Registration Information for Cooperative Education and Specialist High Skills Major (SHSM) Cooperative Education Programs

For ALL OTHER APPLICANTS

(Printable checklists available in Appendix A and registration forms in Appendix B)

IN PERSON REGISTRATION ONLY

Step 1: Visit Durham Continuing Education, 120 Centre Street S., Oshawa, Mon. to Fri., 8:30 am to 3:30 pm (extended office hours to 7:00 pm on June 25th and 27th, 2019), to register and provide original documents*. Please bring your receipt to the first class. ***Students MUST BRING ALL of the following at time of in person registration:**

- **Letter of Permission:** (Only required by applicants currently attending a secondary school other than a Durham District School Board school). Student must consult with their home school guidance department and receive a letter of permission. The letter of permission must be on official school letterhead and include the student's legal name, date of birth, OEN number and academic course code choice. **Alternately**, a **Current Transcript/Consolidated Report/Status Sheet** signed by a guidance counsellor or administrator clearly denoting the approved course.
- **Canadian Citizenship Requirement:** (Required by all applicants & **must** provide **one** of the following as proof of Canadian residency)
 - ✓ Valid Canadian birth certificate
 - ✓ Valid Canadian passport
 - ✓ Valid landed immigrant or permanent resident documentation
 - ✓ Valid proof of refugee status in Canada
- **Official government photo identification** (Required by all applicants)
i.e. - health card, driver's licence, current secondary student ID

Step 2: Visit www.dce.ca, "Programs", "Summer School", "Cooperative Education" or "Specialist High Skills Major" and download the appropriate "Placement Information Form". Complete and submit the form as directed by June 26, 2019. **Forms received after June 26, 2019 may disqualify students from the program.**

There are no student fees for individuals who currently reside in Ontario and who hold Canadian citizenship, Permanent Resident/Landed Immigrant status in Canada, or valid refugee status in Canada.

****ADDITIONAL Student Fees for Non-Residents – for students who reside out of the country and Visa students: Accelerated Course: \$1825.00 (non-refundable) per credit, payable in full at time of registration. Note: Non-Residents students must register IN PERSON.**

Note: Eligibility rules – see course information pages for further information.

Program Information – Elementary Literacy/Numeracy Program (SMILE) and Getting Ready for High School

Program Overview

Elementary Literacy/Numeracy Program (SMILE)

The elementary SMILE summer program provides students who have completed grade 6, 7 or 8 opportunity to deepen and extend their skills in literacy and/or numeracy or to reach ahead and learn new skills to prepare for the next grade through our innovative SMILE program. **NEW – this is a full day program.**

The SMILE program will engage students in coding activities that incorporate problem solving, critical thinking, creativity, collaboration, reasoning, spatial awareness, and sequencing. This is a full day program from 8:30 AM to 2:00 PM daily. Each class will be taught by an OCT qualified teacher and supported by an educational tutor. Students will have a supervised lunch period from 11:00 AM to 11:30 AM. Students will be required to stay on site during the lunch hour. No food service is available on site.

Note: To support the success of identified students who receive modifications or accommodations to their program during the school year, please ensure that you submit a copy of your child’s IEP to Continuing Education prior to the start of the program. This will be forwarded to the summer school site/teacher. If you have questions, please call Michele Reid, Head of Elective Programs – Durham Continuing Education – 905.436.3211. Documents may be submitted at Durham Continuing Education, or by FAX 905.436.1780 or via email michele.reid@ddsb.ca

Please note that ALL students must bring a copy of their final report card and a signed registration form the first day of class.

Transportation: Buses will be available for the SMILE program only. A bus schedule will be issued at the time of registration. Note: there is no bussing to the GL Roberts CVI site.

The program begins Tuesday July 2, 2019 and concludes Friday July 26, 2019. Although it is recommended that students attend all classes, some absences can be accommodated. Any planned absences should be discussed with the summer school site principal.



July 2019
SMILE Program Dates

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2 Start	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26 End	27

Program Locations

The Elementary Program will be offered at four (4) sites within Durham: Pickering HS, Sinclair SS, Maxwell Heights SS, and GL Roberts CVI. Bussing is available for all sites except GL Roberts CVI. Please visit www.dce.ca for information regarding bussing. Bussing must be chosen at the time of registration.

Pickering HS

180 Church Street North
Ajax, ON L1T 2W7

Sinclair SS

380 Taunton Road East
Whitby, ON L1R 2K5

Maxwell Heights SS

1100 Coldstream Drive
Oshawa, ON L1K 0N1

GL Roberts CVI

399 Chaleur Avenue
Oshawa, ON L1J 1G5

Program Overview

Getting Ready for High School

This program is open to all students entering grade 9 in Fall 2019 and provides them with a brief introduction to the grade 9 English and mathematics curriculum, as well as study skills, time management, and steps to success. The program also allows students to become familiar with their new school and prepares them for the transition from elementary school to secondary school. It is especially helpful for students who are experiencing some anxiety related to the upcoming transition.

The program runs Monday August 19, 2019 to Thursday August 22, 2019 (Monday August 19, 2019 to Wednesday August 21, 2019 at Brock HS, Henry St. HS, and Maxwell Hts. SS) from 8:30 am to 1:30 pm. This program will be delivered by qualified teachers and where possible teachers from the school in which the program is held. It is recommended that students attend the program at the secondary school they will be attending in Fall 2019 as the programs will be tailored to that school.

Note: To support the success of identified students who receive modifications or accommodations to their program during the school year, please ensure that you submit a copy of your child's IEP to Continuing Education prior to the start of the program. This will be forwarded to the summer school site/teacher. If you have questions, please call Michele Reid, Head of Elective Programs – Durham Continuing Education – 905.436.3211. Documents may be submitted at Durham Continuing Education, or by FAX 905.436.1780 or via email michele.reid@ddsb.ca

Transportation: Bus transportation is available only for Brock HS, Port Perry HS, and Uxbridge SS. A schedule will be issued at the time of registration.

Course Cancellations

Durham Continuing Education reserves the right to cancel a course if there are insufficient registrations, as well as the right to determine the number of courses to be offered, and the number of sections in each course. Students will be notified ONLY of course cancellations. Students will be notified if a class is cancelled by telephone and email using the information provided at the time of registration. Please ensure that we have your up-to-date information. Course cancellations will also appear on the DCE website by Friday June 28, 2019, 12:00 pm for the Elementary Program and by Thursday August 15, 2019 for the Getting Ready for High School Program.

Program Locations

Ajax HS, 105 Bayly St. E., Ajax L1S 1P2
Anderson CVI, 400 Anderson St., Whitby L1N 3V6
Brock HS, C1590 Concession 12, Cannington L0E 1E0 (Aug 19 – 21)
Brooklin HS, 20 Carnwith Dr. W. Brooklin L1M 0K7
Donald A. Wilson SS, 681 Rossland Rd. W., Whitby L1P 1Y1
Donald A. Wilson SS, 681 Rossland Rd. W., Whitby L1P 1Y1 - French Immersion
Dunbarton HS, 655 Sheppard Ave., Pickering L1V 1G2
Eastdale CVI, 265 Harmony Rd. N., Oshawa L1G 6L4
Henry St HS, 600 Henry St., Whitby L1N 5C7 (Aug 19 to 21)
G.L. Roberts CVI, 399 Chaleur Ave., Oshawa L1J 1G5
J Clarke Richardson C, 1355 Harwood Ave. N., Ajax L1T 4G8
Maxwell Heights SS, 1100 Coldstream Dr., Oshawa L1K 0N1 (Aug 19 to 21)
O'Neill CVI, 301 Simcoe St. N., Oshawa L1G 4T2
Pickering HS, 180 Church St. N., Ajax L1T 2W7
Pine Ridge SS, 2155 Liverpool Rd. N., Pickering L1X 1V4
Port Perry HS, 160 Rosa St., Port Perry L9L 1L7
R.S. McLaughlin CVI, 570 Stevenson Rd. N., Oshawa L1J 5P1
Sinclair SS, 380 Taunton Rd. E., Whitby L1R 2K5
Uxbridge SS, 127 Planks Lane, Uxbridge L9P 1K5

First Day Procedures for Elementary Summer School (SMILE) and Getting Ready for High School Students:

Classes begin Tuesday July 2, 2019 for the Elementary Programs, Monday August 19, 2019 for the Getting Ready for High School program.

- a) Classes at all summer school locations begin promptly at 8:30 am, but students should arrive 15 minutes early for the first day at 8:15 am.
- b) Class locations will be posted in the main lobby of the school.
- c) If a student's name does not appear on any class list, he/she should take his/her registration receipt to a program teacher to gain entry into a class.
- d) New registrations will be accepted on the first day of class at the program site.

No Cafeteria Service

Short breaks will be provided for all programs. The cafeteria will be closed so it is recommended that students bring refreshments from home. There will not be time to walk to stores or fast food outlets while on the brief break. Water bottles are recommended for hydration during class time as no other food or drink is allowed in the classroom. An area will be provided in each school for food consumption.

Progress Reports

Progress reports will be issued at the end of program for the Elementary Summer School only. If the student will not be present on the final day of class, it is recommended that a self addressed stamped envelope is left with the classroom teacher to obtain the report. The summer school closes on July 26, 2019 and the report will not be available after that date. There are no reports issued for the Getting Ready for High School program.

Telephone Messages

Except for serious emergencies, telephone messages will not be taken on behalf of students. Please refrain from texting or calling students during instructional time.

Registration Information for the Elementary (SMILE) Program

For students attending a Durham District School Board elementary school during the 2018/2019 academic year (Printable checklists available in Appendix A and registration forms in Appendix B)

Registration Options

- [Register online](#), print registration receipt and print registration form to bring on first day of class,
or
- Call 905.436.3211 or 1.800.408.9619 to register Mon. to Fri., 8:30 am to 3:30 pm (extended office hours to 7:00 pm on Tuesday June 25th or Thursday June 27th, 2019) and print registration form to bring on first day of class,
or
- Visit Durham Continuing Education, 120 Centre Street S., Oshawa, Mon. to Fri., 8:30 am to 3:30 pm (extended office hours to 7:00 pm on Tuesday June 25th or Thursday June 27th, 2019), to register. Bring the program registration form (available from www.dce.ca) with you or to the first day of class.

Registration Deadlines: SMILE Program Registration due Thursday June 27, 2019

Students may still register for courses after the deadline where space is available.

There are no student fees for individuals who currently reside in Ontario and who hold Canadian citizenship, Permanent Resident/Landed Immigrant status in Canada, or valid refugee status in Canada.

****ADDITIONAL Student Fees for Non-Residents – for students who reside out of the country and Visa students: SMILE Course: \$1825.00** (non-refundable) payable in full at time of registration. **Note: Non-Residents students must register IN PERSON.**

Registration Information for Getting Ready for High School

For students attending a Durham District School Board elementary school during the 2018/2019 academic year (Printable checklists available in Appendix A and registration forms in Appendix B)

Registration Options

- [Register online](#), print registration receipt and print registration form to bring on first day of class,
or
- Call 905.436.3211 or 1.800.408.9619 to register Mon. to Fri., 8:30 am to 3:30 pm (extended office hours to 7:00 pm on Tuesday June 25th or Thursday June 27th, 2019) and print registration form to bring on first day of class,
or
- Visit Durham Continuing Education, 120 Centre Street S., Oshawa, Mon. to Fri., 8:30 am to 3:30 pm (extended office hours to 7:00 pm on Tuesday June 25th or Thursday June 27th, 2019), to register. Bring the program registration form (available from www.dce.ca) with you or to the first day of class.

Registration Deadlines: Getting Ready for High School Registration due Thursday August 15, 2019

Students may still register for courses after the deadline where space is available.

There are no fees for the Getting Ready for High School program.

Registration Information for the Elementary Literacy/Numeracy (SMILE) Program

For ALL OTHER APPLICANTS (Printable checklists available in Appendix A and registration forms in Appendix B)

IN PERSON REGISTRATION ONLY

Visit Durham Continuing Education, 120 Centre Street S., Oshawa, Mon. to Fri., 8:30 am to 3:30 pm (extended office hours to 7:00 pm on Tuesday June 25th or Thursday June 27th, 2019), to register, provide original documents* and provide the appropriate registration form (available from www.dce.ca). ***Students MUST BRING ONE of the following at time of in person registration:**

- **Canadian Citizenship Requirement:** (Required by all applicants & **must** provide **one** of the following as proof of Canadian residency)
 - ✓ Valid Canadian birth certificate
 - ✓ Statement of live birth
 - ✓ Valid Canadian passport
 - ✓ Valid landed immigrant or permanent resident documentation
 - ✓ Valid documentation of Canadian Refugee Status

Registration Deadlines: SMILE Program Registration due Thursday June 27, 2019

Students may still register for courses after the deadline where space is available.

There are no student fees for individuals who currently reside in Ontario and who hold Canadian citizenship, Permanent Resident/Landed Immigrant status in Canada, or valid refugee status in Canada.

****ADDITIONAL Student Fees for Non-Residents – for students who reside out of the country and Visa students: SMILE Course: \$1825.00** (non-refundable) payable in full at time of registration. **Note: Non-Residents students must register IN PERSON.**

Registration Information for Getting Ready for High School

For ALL OTHER APPLICANTS (Printable checklists available in Appendix A and registration forms in Appendix B)

IN PERSON REGISTRATION ONLY

Visit Durham Continuing Education, 120 Centre Street S., Oshawa, Mon. to Fri., 8:30 am to 3:30 pm (extended office hours to 7:00 pm on Tuesday June 25th or Thursday June 27th, 2019), to register, provide original documents* and provide the appropriate registration form (available from www.dce.ca). ***Students MUST BRING ONE of the following at time of in person registration:**

- **Canadian Citizenship Requirement:** (Required by all applicants & **must** provide **one** of the following as proof of Canadian residency)
 - ✓ Valid Canadian birth certificate
 - ✓ Statement of live birth
 - ✓ Valid Canadian passport
 - ✓ Valid landed immigrant or permanent resident documentation

Registration Deadlines: Getting Ready for High School Registration due Thursday August 15, 2019

Students may still register for courses after the deadline where space is available.

There are no fees for the Getting Ready for High School program.

Program Information –Small Group Physical Education Program

Program Overview

Small Group Physical Education Program (PPL101)

This grade 9 physical education course pilot program has been renewed for the summer of 2019. It is aimed at students who may experience a high level of anxiety in regularly scheduled grade 9 physical education classes. This course is intended to help students in the transition to high school.

Students who are approved for registration will need to select an additional course in grade 9. Registration is restricted to in-risk grade 8 students recommended by the elementary school in consultation with the parents of the student.

Classes will be co-ed and limited to 30 students per class. Participating students and parents will be asked to complete pre and post learning surveys to help determine the impact of the program. This program is offered at Sinclair SS in Whitby ONLY. Bussing is not provided for this program. Successful candidates of this program will earn a credit in Physical Education (PPL101).

Program Dates

The Small Group Physical Education (PPL101) course runs Monday through Friday. The course commences Wednesday July 3, 2019 and concludes Friday July 26, 2019. **Summative evaluations** will be held on Thursday July 25th and Friday July 26th, 2019. Attendance is **MANDATORY** on these days – no changes or exceptions can be made. Students will be dismissed at 12:00 pm on Friday July 26th, 2019.

**July 2019
Accelerated Program Dates**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3 Start	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25 Exam	26 Exam	27



Registration for Small Group Physical Education Program (PPL101):

1. Elementary Administrators upon consultation with the students' family and/or school and board personnel who wish to recommend candidates for the program will communicate with David Sasseville, principal of DCE to discuss suitability of the applicant.
2. Once consent has been given, home school administration will assist parents in the completion of the Special Programs registration form (select PPL101 course).
3. Email or courier the registration form to Michele Reid michele.reid@ddsb.ca (note—one "L" in the name) at Durham Continuing Education.

Applications will only be considered where Principal to Principal approval has been granted.

There are no fees for this program.

(Printable checklists available in Appendix A and registration forms in Appendix B)

Program Information – Boyd Archeological Field School (Field Camp: August 9 – 25, 2019, eLearning component starts July 30, 2019)

Program Overview

Founded in partnership with the Royal Ontario Museum and TRCA in 1975, the **Boyd Archaeological Field School** (BAFS) is Canada's only high school credit course offering students the opportunity to earn Grade 11/12 credits while participating in real archaeological fieldwork.

The course originated at the Boyd Field Centre, and annual excavations began at the Seed Barker site in the City of Vaughan, a 470-year old Late Ontario Iroquoian village that was first discovered in the late 1800s. BAFS has helped with the documentation of several Ontario archaeological sites and has most recently conducted excavations at the Sebastien site, a 700-year old Middle Iroquoian village located in Pickering, Ontario.

Since 1975, more than 1,200 Canadian and international students have experienced local archaeology through the program. Many alumni have gone on to pursue post-secondary studies, advanced degrees and careers in archaeology, anthropology, Indigenous law and related fields.

The Boyd Archaeological Field School takes place at the **Claremont Nature Centre**. Students gain important background material on archaeology and indigenous history through online learning and classroom sessions and get full on-the-job training in real archaeological skills.

This experiential course challenges students to strive for new levels of achievement in a team environment. Learning experiences include:

- Excavation of a real archaeological site.
- Hands-on activities such as flintknapping and other ancient technologies.
- An academic classroom component featuring sessions led by certified teachers and professional archaeologists, as well as guest lectures from leading experts.

This is a residential program – students will stay on site Aug 9 -25, 2019. Students are also expected to participate in an on-line education component pre and post program (eLearning component to start July 30, 2019). The program fee includes accommodations and meals while on site.

Credit Courses

A combination of field work, classroom studies and online learning confers an Interdisciplinary Studies (IDC40/U) credit and a Co-op credit. The course meets credit expectations defined by the Ontario Ministry of Education. Course instructors include certified Ontario teachers, licensed archaeologists, Indigenous educators and respected professionals in a variety of specialties. **Prerequisite:** completion of grade 10 and the home school approval.

Registration: registration is completed through the Boyd Archeological Field School. **For more information visit:** <https://trca.ca/conservation/archaeology/boydfieldschool/>



Additional Registration Requirements: For students who did not attend a Durham District School Board secondary school in 2018/2019 will be required to provide the following documentation on the first day of program to finalize their registration.

- **Letter of Permission:** (Only required by applicants currently attending a secondary school other than a Durham District School Board school). Student must consult with their home school guidance department and receive a letter of permission. The letter of permission must be on official school letterhead and include the student's legal name, date of birth, OEN number and academic course code choice OR a **Current Transcript/Consolidated Report/Status Sheet** signed by their home school guidance acknowledging permission to take this program.
- **Canadian Citizenship Requirement:** (Required by all applicants & **must** provide **one** of the following as proof of Canadian residency)**
 - ✓ Valid Canadian birth certificate
 - ✓ Valid Canadian passport
 - ✓ Valid landed immigrant or permanent resident documentation
- **Official government photo identification** (Required by all applicants)
i.e. - health card, driver's licence, current secondary student ID

****ADDITIONAL Student fees for Non-Residents – for students who reside out of the country and Visa students:**

IDC4U/O Course: \$1825.00 (non-refundable course fee) and Co-operative Education Course \$1825.00 (non-refundable course fee) – total \$3650 CDN.

Scholarships Available

The Sebastien Scholarship: Fully paid tuition for a summer High School Credit in Archaeology: Available to eligible First Nations, Métis and Inuit students. (\$2,495 Value)



About the award:

- Two scholarships are available, to cover the full tuition of the course.
- Available to any Canadian high school student of First Nations, Métis or Inuit heritage.
- Students should have completed Grade 10 and be no older than 21 years at the time of the course.
- Students will be asked to complete an application form and provide a 500-word personal essay.
- Students should provide two letters of reference from a community leader (such as an elder or council member), teacher, principal, or guidance counselor.
- Submissions will be reviewed by a selection committee of TRCA educators and archaeologists and FNMI consultants, as well as an external panelist.

The Carr-Reid Archaeology Bursary: Providing one bursary in the amount of \$1,250 towards the total cost of tuition to help a deserving student attend the Boyd Archaeological Field School in 2019.

About the award:

- Applications will be received from high school students in a letter-based format, with a supporting letter of reference from a high school teacher. The deadline for application is **May 1, 2019**

For more information, contact Aldo Missio: apayne@trca.ca

Program Information – Invitation ONLY programs including:

Youth In Policing
School to Work Initiative

Focus for Future
Scugog Island First Nation Co-op

Program Overview – Youth In Policing (3 credits)

The Youth In Policing (YIP) Initiative, run in partnership with Durham Region Police Service, is an eight-week summer employment opportunity for youth ages 15-18, residing in Durham Region. Throughout the eight weeks, youth will interact with, and learn about, the many aspects of policing, have the opportunity to serve their community, and learn about leadership and teamwork. Students may be eligible to receive three high school credits for their participation in the program, and many other certifications are possible through the program.



Employment application is completed through the Durham Region Police Service (DRPS) at www.drps.ca. Successful candidates hired by the DRPS for this program are enrolled in the three-credit co-op (GPP3O1 and GPP3O9). Registration for the co-op portion is done at the contract signing session with the DRPS in mid June. For further information regarding application to this program please visit www.drps.ca (Note: Durham Continuing Education does not have influence on students chosen for this program. Students hired by DRPS are referred to Durham Continuing Education).

Report Cards

Final report cards will be available by the end of August. For students enrolled in a DDSB day school, the report card will be sent to their **home school**. Students **not** enrolled in a Durham District Board school will have their report card mailed to their home addresses at the end of August. Marks will NOT be given out over the telephone. Students will be given a final unofficial mark summary at the end of their program.

Registration Instructions: (Please submit the following documents to the DCE representative present at the DRPS contract signing in June 2019 (TBA)).

For students attending a Durham District School Board secondary school during the 2018/2019 academic year

(Printable checklists available in Appendix A and registration forms in Appendix B)

Step 1: Complete the Youth In Policing – Durham Continuing Application form that is sent with your hiring package from DRPS and bring to the contract signing night in June 2019 (TBA from DRPS),

OR

Complete the Youth In Policing – Durham Continuing Application form that is sent with your hiring package from DRPS and send it to Michele Reid (michele.reid@ddsb.ca or by fax to 905.436.1780).

Note: Durham Continuing Education will notify your home school that you are accepted into the program and will be taking three (3) co-op credits.

Note: All Youth In Policing students will be participating in the co-op education program as it is a condition of employment. Special considerations allow for paid employment in a co-operative education program. Participants of the Youth In Policing program cannot take any other summer courses in any other mode of delivery during Summer 2019.

For students attending a secondary school in the Durham Catholic DSB or Kawartha Pine Ridge DSB or Peterborough Victoria Northumberland Clarington CDSB or a private school, during the 2018/2019 academic year

(Printable checklists available in Appendix A and registration forms in Appendix B)

Step 1: Complete the Youth In Policing – Durham Continuing Application form that is sent with the hiring package from DRPS and bring to the contract signing night in June 2019 (TBA from DRPS),

OR

Complete the Youth In Policing – Durham Continuing Application form that is sent with the hiring package from DRPS and send it to Michele Reid (michele.reid@ddsbc.ca or by fax to 905.436.1780).

Step 2: Visit your home school Guidance Department (prior to the contract signing session) and obtain either:

Letter of Permission: Student must inform their home school guidance department and receive a letter of permission to participate in the Youth In Policing Co-op Program. The letter of permission must be on official school letterhead and include the student's legal name, date of birth, OEN number;

OR

Current Transcript/Consolidated Report/Status Sheet with the signature of a Guidance counsellor acknowledging awareness of participation in the Youth In Policing Co-op Program.

Step 3: Bring the document obtained from your Guidance Department **and** the following items to the contract signing session:

Canadian Citizenship Requirement: (Required by all applicants & **must** provide **one** of the following as proof of Canadian residency) **Original Documents must be presented (as required by the Ontario Ministry of Education)!**

- ✓ Valid Canadian birth certificate
- ✓ Valid Canadian passport
- ✓ Valid landed immigrant or permanent resident documentation

Official government photo identification (Required by all applicants)

i.e. - health card, driver's licence, current secondary student ID

***Note:** Registration in the co-op program cannot be completed until the above steps have been completed.*

***Note:** All Youth In Policing students will be participating in the co-op education program as it is a condition of employment. Special considerations allow for paid employment in a co-operative education program. Participants of the Youth In Policing program cannot take any other summer courses in any other mode of delivery during Summer 2019.*

***Note:** Durham Region Police Service determines the calendar for this program. At time of the printing of this document, the calendar had not been determined. Please refer to DRPS for the detailed calendar.*

Program Overview – Focus for Future

This summer credit program enables young parents between the ages of 18 – 25, who are involved with the services of LEAP (Learning Earning and Parenting) through the Region of Durham’s Social Services Department, an opportunity to gain valuable skills and knowledge which will assist them in their journey as individuals and young parents. Students gain hands on experience in nutrition, cooking, health and personal well-being while developing a network of community supports to enrich their lives and those of their dependents. A limited number of spaces in on-site childminding are available for the convenience of the students and their children.

This program runs Tuesday July 2 to Thursday July 25, 2019; 9:00 am to 3:00 pm daily. There are no Friday classes except Friday July 5, 2019. All classes will be held at the E.A. Lovell ACEC in Oshawa. *The course offered in Summer 2019 will be HFA4C1 – Nutrition and Health – however this is subject to change.*

**July 2019
Focus for Future Program Dates**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2 Start	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25 End	26	27

Registration Procedures

Registration is done in person only at EA Lovell ACEC

Step 1: Interested students must be referred by their LEAP worker, please call your individual LEAP worker to inquire about your suitability for the program.

Additional registration requirements for students who attended secondary school outside of the Durham District School Board in 2018/2019 or did not attend secondary school:

Step 2: Visit your home school Guidance Department (prior to the contract signing session) and obtain either:

Letter of Permission and Current Transcript/Consolidated Report/Status Sheet: Student must inform their home school guidance department and receive a letter of permission to participate in the Focus for Future program. The letter of permission must be on official school letterhead and include the student’s legal name, date of birth, OEN number;

OR

Current Transcript/Consolidated Report/Status Sheet with the signature of a Guidance counsellor acknowledging awareness of participation in the Focus for Future Program.

Step 3: Bring the documents obtained in Step 2 and the following to the registration session;

Canadian Citizenship Requirement: (Required by all applicants & **must** provide **one** of the following as proof of Canadian residency) **Original Documents must be presented!**

- ✓ Valid Canadian birth certificate
- ✓ Valid Canadian passport
- ✓ Valid landed immigrant or permanent resident documentation

Official government photo identification (Required by all applicants)
i.e. - health card, driver's licence, current secondary student ID

All program related fees are covered for approved students.

More information may be obtained by contacting: Maureen Cook, Head Adult Alternative Programs at 905.440.7302 or Maureen.Cook@ddsbc.ca

Program Overview – Summer Centres for Success at Durham College

The Summer Centre for Success, Dual Credit College Program, School College Work Initiative, is a Student Success initiative partnered by the Durham District School Board (DDSB) and Durham College to offer secondary students the opportunity to earn secondary school credits and a dual credit with the goal for students to achieve their **Ontario Secondary School Diploma (OSSD)**.

The primary focus of this program is for students that are headed to college (may have been accepted to college) but are 2 or possibly 3 credits short of their OSSD. The students will work towards earning one Dual Credit (GLS4OD/ Human Relations) and recovering 1 or 2 credits. They **must** have 1 or 2 credits to recover and be in a position to graduate at the end of July 2019, with literacy and community involvement hours already completed. Applications for qualified candidates will be available late May through the home school Guidance office.

There are limited spaces available for this program. Interested students should speak to their home school guidance and student success teachers as soon as possible.

The program will run at Durham College (room TBA), commencing Tuesday July 2, 2019 and ending Thursday July 25, 2019. Classes run Monday through Friday, 8:30 am to 2:15 pm (dates and hours subject to change).

Program Overview – Scugog Island First Nation Cooperative Education Program

In partnership with the Mississaugas of Scugog Island First Nation, Durham Continuing Education offers a specialized cooperative education opportunity for qualified students. Students must be members of the Mississaugas of Scugog Island First Nation to be considered. The Band council must approve eligible students prior to entry into the program.

The program commences Tuesday July 2, 2019 and ends Friday August 2, 2019. Hours are dependant upon placement opportunity.

For more information, please contact:

Mary-Anne Hoggarth – 905.985.1826 x 224 or by email mhoggarth@scugogfirstnation.com

Michelle Evans – 905.666.5400 x 5142 or by email michelle.evans@ddsb.ca

Miigwetch



Program Information - Learn@Home (Correspondence Style Learning)

Program Overview

Learn@Home may be right for you, if;

- you need to complete your high school diploma
- you need an extra credit
- you need to upgrade courses
- you are considering a career or educational change
- you are prevented from attending regular classes due to work/family commitments
- the required courses are not offered in summer school, eLearning or night school (for non-graduate students under 21 years of age)

Learn@Home correspondence-style courses allow you to complete course work at home on your schedule. You submit lessons for evaluation and write exams in person at one of our office locations. You dictate the schedule - start when you want and write your exams when you are ready*.

Learn@Home is self-directed learning. An ideal student is someone who is highly motivated and goal-oriented. Some of our course materials may be available in an electronic format however; this is not e-Learning. A teacher is available one night per week at our Oshawa location for general help from September to June (in-person only).

**Note: All Learn@Home courses have a 4-month maximum time limit – there is no minimum time limit. Timelines are altered for eligible secondary students.*

Eligibility

Learn@Home students must (exceptions listed on the next page);

- be a resident of Ontario,
- be a Canadian citizen or Landed Immigrant (Note: some exceptions apply for those on work or study permits),
- not be attending a publically funded secondary school,
- 21 years of age or older,

OR

- hold an Ontario Secondary School Diploma,

OR

- be between 18 and 21 years of age and seeking “University” level correspondence courses,

Note: students between 18 and 21 years of age who do not meet the above requirements must first seek permission from Durham Alternative Secondary School (905-579-1990) prior to registering with Learn@Home

Exceptions;

- Part-time secondary students between 18 and 21 years of age may be eligible with home school approval in writing.
- Full-time Durham District School Board students with exceptional circumstances may be eligible. Students must consult with their home school guidance or talk to the home school administration and obtain approval (from both their administration and the administration of Durham Continuing Education) prior to making a registration appointment.
- **Summer ONLY** – DDSB secondary students who are returning to secondary school in Fall 2019 may be eligible if;
 - the student is not registered in any other course in any other mode of delivery with the DDSB during summer 2019;
 - the required course is not available in any other mode of instruction during the summer, or
 - the student is a high performance athlete/artist that has documented travel that would interfere with classroom components;
 - the student has documented health issues that would prevent attendance or participation in courses offered in other delivery modes in the summer program.

Summer students meeting the above criteria must seek approval through their home school administration and the Principal of Durham Continuing Education prior to making a registration appointment. Only one full credit course (or two ½ credit courses) can be taken via any mode of delivery during Summer 2019. **Note: Timelines are very short for eligible students. Registration period is Tuesday July 2, 2019 to Friday July 12, 2019. All lessons and exams must be completed and submitted by Wednesday August 14, 2019 – extensions are not possible.**

Registration Details

Registration for ALL students* is in person, by appointment ONLY.

Call 905.440.4500 or 800.408.9619 or use our on-line L@H Appointment Request feature (www.dce.ca) to book an appointment. All summer appointments are located at EA Lovell ACEC, 120 Centre St. S., Oshawa ON L1H 4A3 in Room 335 (3rd floor). **It is recommended that registration for students under 18 years of age be done in person, however, parents may attend on their behalf.*

What to bring to ALL registration/re-registration appointments:

You must bring the **original** of (current DDSB students excluded);

- One piece of government ID with a your photo (i.e. Driver's License, Health Card)
- Proof of Canadian citizenship – it MUST be one of the following
 - Birth Certificate
 - Birth Registration
 - Canadian Passport
 - Landed Immigrant Papers
 - Canadian Citizenship Card
 - Permanent Resident Card

Note: Scans or copies of documents are not acceptable. Social Insurance Cards and Health Cards do NOT certify citizenship.

Note: For persons born outside of Canada, we will require place of birth and date of landing in Canada for registration.

Durham Continuing Education 905.436.3211 or 1.800.408.9619 or visit our web site @ www.dce.ca

Summer Programs 2019

Note: Provided ID must all be in the same name – if you have changed your name you must bring legal proof of the name change such as a Marriage Certificate or other legal proof of name change.

It is recommended that you bring;

- a high school transcript/consolidated school report or status sheet from your last secondary school to ensure you are not choosing a duplicate course
- if you are preparing for post-secondary studies, you should bring a list of the pre-requisites for the program(s) you are hoping to work towards

Part-time secondary students MUST bring a letter from their home school verifying their part-time status.

Note: We cannot process your registration without the above documents.

For more information, and to view the list of available courses, please visit our website at www.dce.ca under “Programs”, “Learn@Home”.

Program Information - English as a Second Language Adult Education Program

Program Overview

The Adult Non-Credit Language Training Program is funded by the Ministry of Children Community and Social Services (MCCSS) to offer English as Second Language (ESL) training programs to adult immigrants.

Learners enroll in language training with a wide variety of goals in mind, including improving their language skills for daily life, for the labour market or to pursue higher education. New learners must be assessed for their language proficiency levels at local assessment centres to select from a list of courses meeting their needs. This tuition-free language training is available to eligible learners.

An eligible learner is an adult immigrant (born outside of Canada) currently residing in Ontario:

- Whose first language is not English; and,
- Who is eighteen years old, or an early school leaver,

OR

- has completed his/her high school diploma and is not a day school pupil enrolled in any publicly supported day school in Ontario; and,
- Is one of the following:
 - ✓ a Canadian Citizen, Permanent Resident, Convention Refugee or a Refugee Claimant; or
 - ✓ a Provincial Nominee, or their dependant, who has been approved through the Opportunities Ontario: Provincial Nominee Program but has not yet been processed to receive permanent resident status; **OR**
 - ✓ a Temporary Foreign Worker, or their dependant, who has been approved through the Canadian Experience Class but has not yet been processed to receive permanent resident status; or
 - ✓ approved as a Foreign Domestic Worker admitted under the Live-In Caregiver Program.

Language training is catered to individual learner needs and based on the principles of Canadian Language Benchmark (CLB) and Portfolio Based Language Assessment, using authentic language learning tasks.

Three general English as a Second Language classes will offered – Canada Benchmark Level (CLB) L-2, CLB 3-4 and CLB 5-7. There are no summer LINC classes. Classes run Tuesday July 2, 2019 to Friday July 26, 2019; 9:00 am to 3:00 pm. Classes are offered at the following locations;

EA Lovell ACEC (Durham Continuing Education)

120 Centre St. S.
Oshawa, ON L1H 4A3

Durham Continuing Education

1400 Bayly St. Unit #1
Pickering, ON L1W 3R2

Registration : For further information and/or to register, please call;

Oshawa classes – 905.440.4489

Pickering classes – 905.831.3118

Note:

- There is no cost for this program.
- Childcare is not available for summer programs.
- Parking is available – please consult with instructor for parking details.

Durham Continuing Education 905.436.3211 or 1.800.408.9619 or visit our web site @ www.dce.ca

Credit Course Descriptions

Business Studies

BBB4M1 – International Business Fundamentals, Grade 12, University/College Preparation (1.0 credit)

This course provides an overview of the importance of international business and trade in the global economy and explores the factors that influence success in international markets. Students will learn about the techniques and strategies associated with marketing, distribution, and managing international business effectively. This course prepares students for postsecondary programs in business, including international business, marketing, and management. *Prerequisite: None*

BOH4M1 – Business Leadership: Management Fundamentals, Grade 12, University/College Preparation (1.0 credit)

This course focuses on the development of leadership skills used in managing a successful business. Students will analyse the role of a leader in business, with a focus on decision making, management of group dynamics, workplace stress and conflict, motivation of employees, and planning. Effective business communication skills, ethics, and social responsibility are also emphasized. *Prerequisite: None*

Canadian & World Studies

CGC1D1 – Issues in Geography of Canada, Grade 9, Academic (1.0 credit)

This course examines interrelationships within and between Canada's natural and human systems and how these systems interconnect with those in other parts of the world. Students will explore environmental, economic, and social geographic issues relating to topics such as transportation options, energy choices, and urban development. Students will apply the concepts of geographic thinking and the geographic inquiry process, including spatial technologies, to investigate various geographic issues and to develop possible approaches for making Canada a more sustainable place in which to live. *Prerequisite: None*

CGC1P1 – Issues in Geography of Canada, Grade 9, Applied (1.0 credit)

This course focuses on current geographic issues that affect Canadians. Students will draw on their personal and everyday experiences as they explore issues relating to food and water supplies, competing land uses, interactions with the natural environment, and other topics relevant to sustainable living in Canada. They will also develop an awareness that issues that affect their lives in Canada are interconnected with issues in other parts of the world. Throughout the course, students will use the concepts of geographic thinking, the geographic inquiry process, and spatial technologies to guide and support their investigations. *Prerequisite: None*

CHC2D1 – Canadian History since World War I, Grade 10, Academic (1.0 credit)

This course explores social, economic, and political developments and events and their impact on the lives of different groups in Canada since 1914. Students will examine the role of conflict and cooperation in Canadian society, Canada's evolving role within the global community, and the impact of various individuals, organizations, and events on Canadian identity, citizenship, and heritage. They will develop their ability to apply the concepts of historical thinking and the historical inquiry process, including the interpretation and analysis of evidence, when investigating key issues and events in Canadian history since 1914. *Prerequisite: None*

CHC2P1 – Canadian History since World War I, Grade 10, Applied (1.0 credit)

This course focuses on the social context of historical developments and events and how they have affected the lives of people in Canada since 1914. Students will explore interactions between various communities in Canada as well as contributions of individuals and groups to Canadian heritage and identity. Students will develop their ability to apply the concepts of historical thinking and the historical inquiry process, including the interpretation and analysis of evidence, when investigating the continuing relevance of historical developments and how they have helped shape communities in present-day Canada. *Prerequisite: None*

CHV201/CHV20F*– Civics and Citizenship, Grade 10, Open (0.50 credit)

This course explores rights and responsibilities associated with being an active citizen in a democratic society. Students will explore issues of civic importance such as healthy schools, community planning, environmental responsibility, and the influence of social media, while developing their understanding of the role of civic engagement and of political processes in the local, national, and/or global community. Students will apply the concepts of political thinking and the political inquiry process to investigate, and express informed opinions about, a range of political issues and developments that are both of significance in today's world and of personal interest to them. ***CHV20F is delivered in French.** *Prerequisite: None*

Cooperative Education

DCO308 – Creating Opportunities through Co-op, Grade 11, Open (1.0 Credit) – BOYD Field School

This course consists of a learning experience connected to a community and a cooperative education curriculum focused on developing skills, knowledge, and habits of mind that will support students in their learning, including their education and career/life planning, at school and beyond, today and in the future. Within the context of their experience connected to a community, students will apply skills, knowledge, and habits of mind that will protect and promote their health, safety, and well-being and that will strengthen their inquiry, decision-making, and leadership skills. Students will create and implement a learning plan that meets their particular interests and needs, reflect on their learning, and make connections between their experience in the community and other aspects of their lives. *Prerequisite: None*

GLC209 – Specialist High Skills Major, Grade 10, Open (2.0 credits)

The Specialist High Skills Major (SHSM) program is a Ministry of Education approved specialized program that allows students to focus their learning on a specific economic sector while meeting the requirements for the Ontario Secondary School Diploma (OSSD). SHSM enables students to gain sector-specific skills and knowledge in the context of engaging, career-related learning environments and helps them focus on graduation and on pursuing postsecondary goals in apprenticeship, the workplace, college or university.

One of the five required components of SHSM is that students must complete 2 cooperative education credits in a workplace setting that enables students to refine, extend, apply and practice sector-specific knowledge and skills. These Co-op credits must be related to the major credits. *Prerequisite: None*

Note: Students are required to find their own work placement* within **Durham Region** before June 26, 2019 in order to take summer school co-op education.

***Note:** Placements must be approved prior to the start of summer school. The Durham District School Board and Durham Continuing Education reserve the right to refuse placements if the Co-operative Education Teacher deems the placement unsafe or unsuitable for the cooperative education program. Students cannot be supervised by family members at a cooperative education placement. Please visit www.dce.ca for further information.

GPP301/GPP309 – Leadership and Peer Support, Grade 11, Open (3.0 credits) – Youth In Policing

This course prepares students to act in leadership and peer support roles. They will design and implement a plan for contributing to their school and/or community; develop skills in communication, interpersonal relations, teamwork, and conflict management; and apply those skills in leadership and/or peer support roles – for example, as a student council member or a peer tutor. Students will examine group dynamics and learn the value of diversity within groups and communities. *Prerequisite: None*

Note: Students for this program **must** be hired by the Durham Region Police Service for the Youth In Policing program. Visit www.drps.ca for further information.

Summer Programs 2019

GLN401/GLN408 – Navigating the Workplace/Cooperative Education, Grade 12, Open (2.0 credits)

This course provides students with opportunities to develop the workplace essential skills and work habits required for success in all types of workplaces. Cooperative education is an active learning process which integrates classroom theory with practical experience in business and industry. This program includes a classroom component and a placement component. The pre-placement component includes health and safety training, a review of community career opportunities, Employment Standards Act, Human Rights Act, the role of unions, and the development of a personalized learning plan. The placement component provides an opportunity for students to enrich their skills with practical applications in community placements. Students must have a good attitude and attendance record. *Prerequisite: None*

Note: Students are required to find their own work placement* within **Durham Region** before June 26, 2019 in order to take summer school co-op education.

***Note:** Placements must be approved prior to the start of summer school. The Durham District School Board and Durham Continuing Education reserve the right to refuse placements if the Co-operative Education Teacher deems the placement unsafe or unsuitable for the cooperative education program. Students cannot be supervised by family members at a cooperative education placement. Please visit www.dce.ca for further information.

English

ENG1D1 – English, Grade 9, Academic (1.0 credit)

This course is designed to develop the oral communication, reading, writing, and media literacy skills that students need for success in their secondary school academic programs and in their daily lives. Students will analyse literary texts from contemporary and historical periods, interpret informational and graphic texts, and create oral, written, and media texts in a variety of forms. An important focus will be on the use of strategies that contribute to effective communication.

Prerequisite: None

ENG1P1 – English, Grade 9, Applied (1.0 credit)

This course is designed to develop the key oral communication, reading, writing, and media literacy skills students need for success in secondary school and daily life. Students will read, interpret, and create a variety of informational, literary, and graphic texts. An important focus will be on identifying and using appropriate strategies and processes to improve students' comprehension of texts and to help them communicate clearly and effectively. *Prerequisite: None*

ENG2D1 – English, Grade 10, Academic (1.0 credit)

This course is designed to extend the range of oral communication, reading, writing, and media literacy skills that students need for success in their secondary school academic programs and in their daily lives. Students will analyse literary texts from contemporary and historical periods, interpret and evaluate informational and graphic texts, and create oral, written, and media texts in a variety of forms. An important focus will be on the selective use of strategies that contribute to effective communication. *Prerequisite: English, Grade 9, Academic*

ENG2P1 – English, Grade 10, Applied (1.0 credit)

This course is designed to extend the range of oral communication, reading, writing, and media literacy skills that students need for success in secondary school and daily life. Students will study and create a variety of informational, literary, and graphic texts. An important focus will be on the consolidation of strategies and processes that help students interpret texts and communicate clearly and effectively. *Prerequisite: English, Grade 9, Academic or Applied*

ENG3C1 – English, Grade 11, College Preparation (1.0 credit)

This course emphasizes the development of literacy, communication, and critical and creative thinking skills necessary for success in academic and daily life. Students will study the content, form, and style of a variety of informational and graphic texts, as well as literary texts from Canada and other countries, and create oral, written, and media texts in a variety of forms for practical and academic purposes. An important focus will be on using language with precision and clarity.

Prerequisite: English, Grade 10, Academic or Applied

ENG3U1 – English, Grade 11, University Preparation (1.0 credit)

This course emphasizes the development of literacy, communication, and critical and creative thinking skills necessary for success in academic and daily life. Students will analyse challenging literary texts from various periods, countries, and cultures, as well as a range of informational and graphic texts, and create oral, written, and media texts in a variety of forms. An important focus will be on using language with precision and clarity and incorporating stylistic devices appropriately and effectively. *Prerequisite: English, Grade 10, Academic*

ENG4C1 – English, Grade 12, College Preparation (1.0 credit)

This course emphasizes consolidation of literacy, critical thinking, and communication skills. Students will analyse informational texts and literary works from various time periods, countries, and cultures; write research reports, summaries, and short analytical essays; complete an independent study project; and analyse the interactions among media forms, audiences, and media industry practices. An important focus will be on establishing appropriate style and using business and technical language effectively. *Prerequisite: English, Grade 11, College Preparation or University Preparation*

ENG4U1 – English, Grade 12, University Preparation (1.0 credit)

This course emphasizes the consolidation of literacy, communication, and critical and creative thinking skills necessary for success in academic and daily life. Students will analyse a variety of informational and graphic texts, as well as literary texts from various countries and cultures, and create oral, written, and media texts in a variety of forms for practical and academic purposes. An important focus will be on using language with precision and clarity and developing greater control in writing. *Prerequisite: English, Grade 11, University Preparation*

OLC4O1 – Ontario Secondary School Literacy Course, Grade 12, Open (1.0 credit)

This course is designed to help students acquire and demonstrate the cross-curricular literacy skills that are evaluated by the Ontario Secondary School Literacy Test (OSSLT). Students who complete the course successfully will meet the provincial literacy requirement for graduation. Students will read a variety of informational, narrative, and graphic texts and will produce a variety of forms of writing, including summaries, information paragraphs, opinion pieces, and news reports. Students will also maintain and manage a portfolio containing a record of their reading experiences and samples of their writing.

Eligibility requirement: Students who have been eligible to write the OSSLT at least twice and who have been unsuccessful at least once are eligible to take the course. A student may be allowed to enrol in the OSSLC before he or she has had a second chance to write the OSSLT, if the principal determines that it is in the best educational interests of the student.

EWC4C1 – The Writer’s Craft, Grade 12, College Preparation (1.0 credit)

This course emphasizes knowledge and skills related to the craft of writing. Students will investigate models of effective writing; use a workshop approach to write a variety of works; and make considered decisions for improving the quality of their writing. They will also complete a creative or analytical independent study project and investigate opportunities for publication and for writing careers. *Prerequisite: English, Grade 11, College Preparation*

EWC4U1 – The Writer’s Craft, Grade 12, University Preparation (1.0 credit)

This course emphasizes knowledge and skills related to the craft of writing. Students will analyse models of effective writing; use a workshop approach to produce a range of works; identify and use techniques required for specialized forms of writing; and identify effective ways to improve the quality of their writing. They will also complete a major paper as part of a creative or analytical independent study project and investigate opportunities for publication and for writing careers. *Prerequisite: English, Grade 11, University Preparation*

French

FSF1D1 – Core French, Grade 9, Academic (1.0 credit)

This course provides opportunities for students to communicate and interact in French with increasing independence, with a focus on familiar topics related to their daily lives. Students will develop their skills in listening, speaking, reading, and writing by using language learning strategies introduced in the elementary Core French program, and will apply creative and critical thinking skills in various ways. They will also enhance their understanding and appreciation of diverse French-speaking communities and will develop skills necessary for lifelong language learning. *Prerequisite: None*

FSF1P1 – Core French, Grade 9, Applied (1.0 credit)

This course provides opportunities for students to communicate and interact in French in structured situations, with a focus on everyday topics, and to apply their knowledge of French in everyday situations. Students will develop listening, speaking, reading, and writing skills introduced in the elementary Core French program, through practical applications and concrete examples, and will use creative and critical thinking skills in various ways. They will also enhance their understanding and appreciation of diverse French-speaking communities and will develop skills necessary for lifelong language learning.

Prerequisite: None

Guidance and Career Education

GLC2O1/GLC2OF* – Career Studies, Grade 10, Open (0.50 credit)

This course teaches students how to develop and achieve personal goals in education and work and contribute to their communities. Student learning will include assessing their own knowledge, skills, and characteristics and investigating economic trends, workplace organization, work opportunities, and ways to search for work. The course explores post-secondary learning options, prepares students for community-based learning, and helps them build the capabilities needed for managing work and life transitions. Students will design action plans for pursuing their goals. ***GLC2OF is delivered in French.** *Prerequisite: None*

Health and Physical Education

PPL1O1 – Healthy Active Living, Grade 9, Open (1.0 credit)

This course equips students with the knowledge and skills they need to make healthy choices now and lead healthy, active lives in the future. Through participation in a wide range of physical activities, students develop knowledge and skills related to movement competence and personal fitness that provide a foundation for active living. Students also acquire an understanding of the factors and skills that contribute to healthy development and learn how their own well-being is affected by, and affects, the world around them. Students build their sense of self, learn to interact positively with others, and develop their ability to think critically and creatively. *Prerequisite: None*

Note: Candidates for this program **MUST** be recommended by their previous elementary school Principal and approved students will be registered by the elementary school administration. Registrations will not be accepted in any other manner.

Interdisciplinary Studies

IDC4O/U1 – Archaeological Studies, Grade 12, Open or University Preparation (1.0 credit) – BOYD Field School

This course examines methods of archaeological surveying, excavating, artifact collecting, and field interpretation. Students will review the history of archaeology and investigate the development of archaeological theory. Using diverse research methods and field study, they will also examine archaeological evidence in local, national, and/or international museums and sites; learn to analyse archaeological materials, apply data management skills, and create field maps and cross-sectional drawings of archaeological phenomena; and investigate archaeological careers and legal, ethical, and technological issues regarding archaeological investigation. *Prerequisite: Completion of Grade 10 (16 credits)*

Note: The cooperative education credit for this program will be determined on an individual basis after student registration. All registrations for this program are completed through the Boyd Field School.

Mathematics

MPM1D1 – Principles of Mathematics, Grade 9, Academic (1.0 credit)

This course enables students to develop an understanding of mathematical concepts related to algebra, analytic geometry, and measurement and geometry through investigation, the effective use of technology, and abstract reasoning. Students will investigate relationships, which they will then generalize as equations of lines, and will determine the connections between different representations of a linear relation. They will also explore relationships that emerge from the measurement of three-dimensional figures and two-dimensional shapes. Students will reason mathematically and communicate their thinking as they solve multi-step problems. *Prerequisite: None*

MFM1P1 – Foundations of Mathematics, Grade 9, Applied (1.0 credit)

This course enables students to develop an understanding of mathematical concepts related to introductory algebra, proportional reasoning, and measurement and geometry through investigation, the effective use of technology, and hands-on activities. Students will investigate real life examples to develop various representations of linear relations and will determine the connections between the representations. They will also explore certain relationships that emerge from measurement of three-dimensional figures and two-dimensional shapes. Students will consolidate their mathematical skills as they solve problems and communicate their thinking. *Prerequisite: None*

MPM2D1 – Principles of Mathematics, Grade 10, Academic (1.0 credit)

This course enables students to broaden their understanding of relationships and extend their problem-solving and algebraic skills through investigation, the effective use of technology, and abstract reasoning. Students will explore quadratic relations and their applications; solve and apply linear systems; verify properties of geometric figures using analytic geometry; and investigate the trigonometry of right and acute triangles. Students will reason mathematically and communicate their thinking as they solve multi-step problems. *Prerequisite: Mathematics, Grade 9, Academic*

MFM2P1 – Foundations of Mathematics, Grade 10, Applied (1.0 credit)

This course enables students to consolidate their understanding of linear relations and extend their problem-solving and algebraic skills through investigation, the effective use of technology, and hands-on activities. Students will develop and graph equations in analytic geometry; solve and apply linear systems, using real-life examples; and explore and interpret graphs of quadratic relations. Students will investigate similar triangles, the trigonometry of right triangles, and the measurement of three-dimensional figures. Students will consolidate their mathematical skills as they solve problems and communicate their thinking. *Prerequisite: Mathematics, Grade 9, Academic or Applied*

MBF3C1 – Foundations for College Mathematics, Grade 11, College Preparation (1.0 credit)

This course enables students to broaden their understanding of mathematics as a problem-solving tool in the real world. Students will extend their understanding of quadratic relations; investigate situations involving exponential growth; solve problems involving compound interest; solve financial problems connected with vehicle ownership; develop their ability to reason by collecting, analysing, and evaluating data involving one variable; connect probability and statistics; and solve problems in geometry and trigonometry. Students will consolidate their mathematical skills as they solve problems and communicate their thinking. *Prerequisite: Mathematics, Grade 10, Applied*

MCF3M1 – Functions, Grade 11, University/College Preparation (1.0 credit)

This course introduces the mathematical concept of the function by extending students' experiences with linear and quadratic relations. Students will investigate properties of discrete and continuous functions, including trigonometric and exponential functions; represent functions numerically, algebraically, and graphically; solve problems involving applications of functions; investigate inverse functions; and develop facility in determining equivalent algebraic expressions. Students will reason mathematically and communicate their thinking as they solve multi-step problems. *Prerequisite: Mathematics, Grade 10, Academic or Applied*

MCR3U1 – Functions & Relations, Grade 11, University Preparation (1.0 credit)

This course introduces some financial applications of mathematics, extends students' experiences with functions, and introduces second-degree relations. Students will solve problems in personal finance involving applications of sequences and series; investigate properties and applications of trigonometric functions; develop facility in operating with polynomials, rational expressions, and exponential expressions; develop an understanding of inverses and transformations of functions; and develop facility in using function notation and in communicating mathematical reasoning. Students will also investigate loci and the properties and applications of conics. *Prerequisite: Mathematics, Grade 10, Academic*

MAP4C1 – Foundations for College Mathematics, Grade 12, College Preparation (1.0 credit)

This course enables students to broaden their understanding of real-world applications of mathematics. Students will analyse data using statistical methods; solve problems involving applications of geometry and trigonometry; simplify expressions; and solve equations. Students will reason mathematically and communicate their thinking as they solve multi-step problems. This course prepares students for college programs in areas such as business, health sciences, and human services, and for certain skilled trades. *Prerequisite: Mathematics, Grade 11, College Preparation*

MCT4C1 – Mathematics for College Technology, Grade 12, College Preparation (1.0 credit)

This course enables students to extend their knowledge of functions. Students will investigate and apply properties of polynomial, exponential, and trigonometric functions; continue to represent functions numerically, graphically, and algebraically; develop facility in simplifying expressions and solving equations; and solve problems that address applications of algebra, trigonometry, vectors, and geometry. Students will reason mathematically and communicate their thinking as they solve multi-step problems. This course prepares students for a variety of college technology programs. *Prerequisite: Mathematics – Functions and Applications, Grade 11, University/College Preparation*

MCV4U1 – Calculus and Vectors, Grade 12, University Preparation (1.0 credit)

This course builds on students' previous experience with functions and their developing understanding of rates of change. Students will solve problems involving geometric and algebraic representations of vectors, and representations of lines and planes in three-dimensional space; broaden their understanding of rates of change to include the derivatives of polynomial, rational, exponential, and sinusoidal functions; and apply these concepts and skills to the modelling of real-world relationships. Students will also refine their use of the mathematical processes necessary for success in senior mathematics. This course is intended for students who plan to study mathematics in university and who may choose to pursue careers in fields such as physics and engineering. *Prerequisite: Mathematics – Advanced Functions, Grade 12, University Preparation (must be taken prior to or concurrently with Calculus and Vectors)*

MDM4U1 – Mathematics of Data Management, Grade 12, University Preparation (1.0 credit)

This course broadens students' understanding of mathematics as it relates to managing data. Students will apply methods for organizing large amounts of information; solve problems involving probability and statistics; and carry out a culminating project that integrates statistical concepts and skills. Students will also refine their use of the mathematical processes necessary for success in senior mathematics. Students planning to enter university programs in business, the social sciences, and the humanities will find this course of particular interest. *Prerequisite: Mathematics – Functions, Grade 11, University Preparation OR Mathematics – Functions and Applications, Grade 11, University/College Preparation*

MHF4U1 – Advanced Functions, Grade 12, University Preparation (1.0 credit)

This course extends students' experience with functions. Students will investigate the properties of polynomial, rational, logarithmic, and trigonometric functions; broaden their understanding of rates of change; and develop facility in applying these concepts and skills. Students will also refine their use of the mathematical processes necessary for success in senior mathematics. This course is intended both for students who plan to study mathematics in university and for those wishing to consolidate their understanding of mathematics before proceeding to any one of a variety of university programs. *Prerequisite: Mathematics – Functions, Grade 11, University Preparation OR Mathematics for College Technology, Grade 12, College Preparation*

Science

SNC1D1 – Science, Grade 9, Academic (1.0 credit)

This course enables students to develop their understanding of basic concepts in biology, chemistry, earth and space science, and physics, and to relate science to technology, society, and the environment. Throughout the course, students will develop their skills in the processes of scientific investigation. Students will acquire an understanding of scientific theories and conduct investigations related to sustainable ecosystems; atomic and molecular structures and the properties of elements and compounds; the study of the universe and its properties and components; and the principles of electricity.

Prerequisite: None

SNC1P1 – Science, Grade 9, Applied (1.0 credit)

This course enables students to develop their understanding of basic concepts in biology, chemistry, earth and space science, and physics, and to apply their knowledge of science to everyday situations. They are also given opportunities to develop practical skills related to scientific investigation. Students will plan and conduct investigations into practical problems and issues related to the impact of human activity on ecosystems; the structure and properties of elements and compounds; space exploration and the components of the universe; and static and current electricity. *Prerequisite: None*

SNC2D1 – Science, Grade 10, Academic (1.0 credit)

This course enables students to enhance their understanding of concepts in biology, chemistry, earth and space science, and physics, and of the interrelationships between science, technology, society, and the environment. Students are also given opportunities to further develop their scientific investigation skills. Students will plan and conduct investigations and develop their understanding of scientific theories related to the connections between cells and systems in animals and plants; chemical reactions, with a particular focus on acid–base reactions; forces that affect climate and climate change; and the interaction of light and matter. *Prerequisite: Science, Grade 9, Academic*

SNC2P1 – Science, Grade 10, Applied (1.0 credit)

This course enables students to develop a deeper understanding of concepts in biology, chemistry, earth and space science, and physics, and to apply their knowledge of science in real-world situations. Students are given opportunities to develop further practical skills in scientific investigation. Students will plan and conduct investigations into everyday problems and issues related to human cells and body systems; chemical reactions; factors affecting climate change; and the interaction of light and matter. *Prerequisite: Science, Grade 9, Academic or Applied*

SBI3C1 – Biology, Grade 11, College Preparation (1.0 credit)

This course focuses on the processes that occur in biological systems. Students will learn concepts and theories as they conduct investigations in the areas of cellular biology, microbiology, genetics, the anatomy of mammals, and the structure of plants and their role in the natural environment. Emphasis will be placed on the practical application of concepts, and on the skills needed for further study in various branches of the life sciences and related fields. *Prerequisite: Science, Grade 10, Academic or Applied*

SBI3U1 – Biology, Grade 11, University Preparation (1.0 credit)

This course furthers students' understanding of the processes that occur in biological systems. Students will study theory and conduct investigations in the areas of biodiversity; evolution; genetic processes; the structure and function of animals; and the anatomy, growth, and function of plants. The course focuses on the theoretical aspects of the topics under study, and helps students refine skills related to scientific investigation. *Prerequisite: Science, Grade 10, Academic*

SCH3U1 – Chemistry, Grade 11, University Preparation (1.0 credit)

This course enables students to deepen their understanding of chemistry through the study of the properties of chemicals and chemical bonds; chemical reactions and quantitative relationships in those reactions; solutions and solubility; and atmospheric chemistry and the behaviour of gases. Students will further develop their analytical skills and investigate the qualitative and quantitative properties of matter, as well as the impact of some common chemical reactions on society and the environment. *Prerequisite: Science, Grade 10, Academic*

SPH3U1 – Physics, Grade 11, University Preparation (1.0 credit)

This course develops students' understanding of the basic concepts of physics. Students will explore kinematics, with an emphasis on linear motion; different kinds of forces; energy transformations; the properties of mechanical waves and sound; and electricity and magnetism. They will enhance their scientific investigation skills as they test laws of physics. In addition, they will analyse the interrelationships between physics and technology, and consider the impact of technological applications of physics on society and the environment. *Prerequisite: Science, Grade 10, Academic*

SBI4U1 – Biology, Grade 12, University Prep. (1.0 credit)

This course provides students with the opportunity for in-depth study of the concepts and processes that occur in biological systems. Students will study theory and conduct investigations in the areas of biochemistry, metabolic processes, molecular genetics, homeostasis, and population dynamics. Emphasis will be placed on the achievement of detailed knowledge and the refinement of skills needed for further study in various branches of the life sciences and related fields. *Prerequisite: Biology, Grade 11, University Preparation*

SCH4C1 – Chemistry, Grade 12, College Preparation (1.0 credit)

This course enables students to develop an understanding of chemistry through the study of matter and qualitative analysis, organic chemistry, electrochemistry, chemical calculations, and chemistry as it relates to the quality of the environment. Students will use a variety of laboratory techniques, develop skills in data collection and scientific analysis, and communicate scientific information using appropriate terminology. Emphasis will be placed on the role of chemistry in daily life and the effects of technological applications and processes on society and the environment. *Prerequisite: Science, Grade 10, Academic or Applied*

SCH4U1 – Chemistry, Grade 12, University Preparation 1.0 credit)

This course enables students to deepen their understanding of chemistry through the study of organic chemistry, the structure and properties of matter, energy changes and rates of reaction, equilibrium in chemical systems, and electrochemistry. Students will further develop their problem-solving and investigation skills as they investigate chemical processes and will refine their ability to communicate scientific information. Emphasis will be placed on the importance of chemistry in everyday life and on evaluating the impact of chemical technology on the environment. *Prerequisite: Chemistry, Grade 11, University Preparation*

SPH4C1 – Physics, Grade 12, College Preparation (1.0 credit)

This course develops students' understanding of the basic concepts of physics. Students will explore these concepts with respect to motion; mechanical, electrical, electromagnetic, energy transformation, hydraulic, and pneumatic systems; and the operation of commonly used tools and machines. They will develop their scientific investigation skills as they test laws of physics and solve both assigned problems and those emerging from their investigations. Students will also consider the impact of technological applications of physics on society and the environment. *Prerequisite: Science, Grade 10, Academic or Applied*

SPH4U1 – Physics, Grade 12, University Preparation (1.0 credit)

This course enables students to deepen their understanding of physics concepts and theories. Students will continue their exploration of energy transformations and the forces that affect motion, and will investigate electrical, gravitational, and magnetic fields and electromagnetic radiation. Students will also explore the wave nature of light, quantum mechanics, and special relativity. They will further develop their scientific investigation skills, learning, for example, how to analyse, qualitatively and quantitatively, data related to a variety of physics concepts and principles. Students will also consider the impact of technological applications of physics on society and the environment. *Prerequisite: Physics, Grade 11, University Preparation*

Social Sciences & Humanities

HSG3M1 – Gender Studies, Grade 11, University/College Preparation (1.0 credit)

This course enables students to explore the social construction of gender. Students will learn about the dynamic nature of gender roles and norms; sexism and power relations; and the impact of representations of women and men in the media, popular culture, and the arts. Students will analyse a range of gender equity issues, including gender-based violence and workplace equity, in both Canadian and global contexts. Students will develop and apply research skills and will design and implement a social action initiative relating to gender equity. *Prerequisite: None*

HFA4C1 – Nutrition and Health, Grade 12, College Preparation (1.0 credit)

This course focuses on the relationship between nutrition and health at different stages of life and on global issues related to food production. Students will investigate the role of nutrition in health and disease and assess strategies for promoting food security and environmental responsibility. Students will learn about healthy eating, expand their repertoire of food-preparation techniques, and refine their ability to use social science research and inquiry methods to investigate topics related to nutrition and health. *Prerequisite: Any university, college, or university/college preparation course in social sciences and humanities, English, or Canadian and world studies*

HFA4U1 – Nutrition and Health, Grade 12, University Preparation (1.0 credit)

This course examines the relationships between food, energy balance, and nutritional status; the nutritional needs of individuals at different stages of life; and the role of nutrition in health and disease. Students will evaluate nutrition-related trends and will determine how food choices can promote food security and environmental responsibility. Students will learn about healthy eating, expand their repertoire of food-preparation techniques, and develop their social science research skills by investigating issues related to nutrition and health. *Prerequisite: Any university, college, or university/college preparation course in social sciences and humanities, English, or Canadian and world studies*

HSC4M1 – World Cultures, Grade 12, University/College Preparation (1.0 credit)

This course examines the nature of culture; how cultural identities are acquired, maintained, and transformed; and theories used to analyse cultures. Students will explore world cultures, with an emphasis on the analysis of religious and spiritual beliefs, art forms, and philosophy. They will study the contributions and influence of a range of cultural groups and will critically analyse issues facing ethnocultural groups within Canada and around the world. Students will develop and apply research skills and will design and implement a social action initiative relating to cultural diversity. *Prerequisite: Any university, college, or university/college preparation course in social sciences and humanities, English, or Canadian and world studies*

HSP3C1 – Introduction to Anthropology, Psychology, and Sociology, Grade 11, College Preparation (1.0 credit)

This course introduces students to theories, questions, and issues related to anthropology, psychology, and sociology. Students learn about approaches and research methods used by social scientists. Students will be given opportunities to apply theories from a variety of perspectives, to conduct social science research, and to become familiar with current issues within the three disciplines. *Prerequisite: None*

HSP3U1 – Introduction to Anthropology, Psychology, and Sociology, Grade 11, University Preparation (1.0 credit)

This course provides students with opportunities to think critically about theories, questions, and issues related to anthropology, psychology, and sociology. Students will develop an understanding of the approaches and research methods used by social scientists. They will be given opportunities to explore theories from a variety of perspectives, to conduct social science research, and to become familiar with current thinking on a range of issues within the three disciplines. *Prerequisite: The Grade 10 academic course in English, or the Grade 10 academic history course (Canadian and world studies)*

HZT4U1 – Philosophy: Questions and Theories, Grade 12, University Preparation (1.0 credit)

This course enables students to acquire an understanding of the nature of philosophy and philosophical reasoning skills and to develop and apply their knowledge and skills while exploring specialized branches of philosophy (the course will cover at least three of the following branches: metaphysics, ethics, epistemology, philosophy of science, social and political philosophy, and aesthetics). Students will develop critical thinking and philosophical reasoning skills as they formulate and evaluate arguments related to a variety of philosophical questions and theories. They will also develop research and inquiry skills related to the study and practice of philosophy. *Prerequisite: Any university or university/college preparation course in social sciences and humanities, English, or Canadian and world studies*

Summer School FAQs (Frequently Asked Questions)

Commonly asked questions are categorized in the following areas;

- Course Information
- Eligibility to Register
- Fees
- Inclusive Education
- Medical Conditions
- First Day of Class
- Building & Location
- Absences
- Exams
- Guidance
- Marks/Mark Reporting/Withdraw from Program
- Transportation
- Employment Opportunities

Should you have additional questions, please contact our Durham Continuing Education at 905.436.3211 or 800.408.9619, or email DCEInfo@ddsb.ca

COURSE INFORMATION

Secondary

What is an accelerated course?

Courses in this program are recommended for secondary students who wish to gain up to one credit in a subject they have not previously studied or wish to upgrade a mark in a course that they have successfully completed. It is the responsibility of students and their guidance counsellors to ensure that all prerequisites have been met before registering for an accelerated course.

What is a credit recovery course?

Courses in this program are designed for students with home school approval who, during the preceding two school years, have been unsuccessful in one or two subjects. If unsuccessful, students should have no more than **15 class absences** and have achieved a **mark between 35% and 49%**. Students must retake the same course – grade and level as previously taken.

Are these courses the same as high school credit courses?

Yes. All credit courses adhere to the Ontario Ministry of Education curriculum expectations and are delivered by certified teachers registered with the Ontario College of Teachers. Summer school courses are viewed the same as those delivered during the school year.

The course I want is not offered – where can I get it?

You may be able to obtain it through our Learn@Home department. Visit www.dce.ca under Learn@Home or call 905.440.4500 for more information. Please note, students under 21 years of age who are not graduates, are only eligible for Learn@Home if the required course is NOT available in summer school.

I am looking for transfer courses?

We do not offer transfer courses in summer school. The grade 9 transfer course for math is available for DDSB students through our Learn@Home program.

I see a grade 9 Physical Education (PPL10) course listed. How do I get my child enrolled in that program?

Our grade 9 physical education program is designed for a target group of students that must be recommended by their elementary principal. If you are interested in this program, please talk to your child's elementary principal regarding eligibility. Recommendations are made by the elementary principals only.

My child didn't get 35% in his/her grade 9/10 course and needs to take the full course over again. Do you offer full courses for grade 9 and 10?

We do offer full grade 9 and 10 core courses at summer school. If you need other optional courses, please return to your home school guidance department to explore other options.

My child passed their course and just wants to upgrade their mark. Why do they now have to take the full course (4 weeks) rather than the credit recovery course (2 weeks)?

The Ministry of Education had determined that students who wish to improve a mark in a course they have successfully completed must take the full 18-day course. The 9-day program is a credit recovery program – and is only for students who have been unsuccessful in the course within the last two years.

Cooperative Education

I want to take Co-op this summer – who will find me a placement?

It is up to the student to find their own summer co-op placement within Durham Region. They may wish to contact their home school guidance counsellor or co-op teacher for ideas of where to source placements – however, it is NOT the responsibility of the home school to find students summer placements. Durham Continuing Education does not have a bank of placements for adolescents.

I have found a Co-op placement but it is outside of Durham Region – is that okay?

No, all placements MUST be within Durham Region. The limited time frame prohibits our teachers from excessive travel for placement visits.

I see Youth in Policing listed in your brochure – my child wants to register for that program – how do I do that?

Participants for this program are invited by the Durham Regional Police. We do not choose the students who participate in this program. For further information about Youth in Policing visit their website at www.drps.ca

Who should I fax/email my cooperative forms to?

All co-op forms can be faxed to 905.436.1780 or emailed to michele.reid@ddsb.ca. Alternately, forms may be dropped off at our Oshawa location – 120 Centre St. S, Oshawa, ON. Often schools can fax forms for summer school students.

The potential employer has questions – who can I contact to answer them?

Please refer to the document “Information Sheet to take to Potential Employers” found on the summer school co-op page. Most questions are answered within that document. Should that not be sufficient, please email your question to michele.reid@ddsb.ca or call 905.436.3211.

I have found a placement, but the hours they want me to work are evenings and/or on weekends. Can I use this placement?

Unfortunately, no. The placement hours must mostly fall between 8:00 am and 5:00 pm Monday through Friday. Slightly earlier starts or finishes may be able to be accommodated. Check with your teacher on July 2nd, 2019.

The potential employer will be shutting down for two weeks in July – how will this affect my co-op?

Unfortunately, you will need to find another placement. The program cannot accommodate employer shut-downs.

eLearning Program

Can I take more than one course i.e. 1 eLearning course and 1 accelerated course in July?

Current DDSB students can only take the equivalent of one accelerated course no matter the mode of delivery in Summer 2019. You cannot combine an in-class credit recovery course with an eLearning or correspondence course. All other students are able to take a maximum of ONE credit per semester. Current secondary students outside of the DDSB will require home school approval.

ELIGIBILITY TO REGISTER

Secondary

I live and go to school in Toronto. Can I still register?

Yes, in person only with required documents. Since we only have one location to service Pickering/Ajax, we must reserve the west Durham site for Durham students only. You are welcome to register for courses offered at our Whitby and Oshawa locations where we have more space.

Is there an age limit for students attending summer school?

There is no age limit – all ages welcome. However, most students attending summer school fall within the adolescent age group.

I am on a student visa which allows me to study in Canada during the regular school year. Am I eligible for summer school? What are the fees?

In most cases, the visa will allow you to attend summer school but you will need to register in person and bring your visa documents. Depending on status, it is likely that you will need to pay the non-resident fees per course (see the registration instructions for more details).

Elementary

Who can register for the SMILE summer school program?

The SMILE program is open to all students that have completed grade 6, 7 or 8 in the previous academic year.

Can an out-of-board or homeschooled student register?

Yes, but must register in person and bring required proof of citizenship.

Who can register for the Getting Ready for High School program?

The program is open to all students who have completed grade 8 and are entering grade 9 in the next academic year.

Can a homeschooled grade 8 student register for Getting Ready for High School?

Yes, but must register in person and bring required proof of citizenship.

Can an out-of-board student register for Getting Ready for High School?

Yes, but must register in person and bring required proof of citizenship. Please note; each program is designed to welcome incoming students and is specific to the secondary school in which it is being held.

FEES

Is there a fee?

Most programs are free for Canadian citizens, permanent residents and approved refugees. *Please see program specific pages as some programs do not require a security deposit or fees. The fees listed are general amounts.*

ADDITIONAL Student Fees for Non-Residents – for students who reside out of the country and Visa students:

Accelerated Course: \$1825.00 (non-refundable) per credit (**\$913.00** for CHV201 and GLC201), payable in full at time of registration **PLUS** a refundable security deposit cheque for \$100.00 (where applicable) payable to Durham Continuing Education (security deposit to be provided at the first summer school class).

Credit Recovery Course: \$913.00 (non-refundable) per course (**\$457.00** for CHV201 and GLC201), payable in full at time of registration **PLUS** a refundable security deposit cheque for \$100.00 payable to Durham Continuing Education (security deposit to be provided at the first summer school class).

SMILE Program: \$1825.00 (non-refundable) course **fee**, payable in full at time of registration.

Security deposits are NOT required for the SMILE, PPL101, Co-op, Youth In Policing or for Getting Ready for High School.

It states that a cheque is required for the book deposit – I don't have a chequing account – what should I do?

Check with your bank - they often give free cheques on savings accounts. We will only cash the cheque if the materials are not returned or are damaged. We cannot accept cash or credit.

I am sponsored by OW/ODSP and I need a funding letter – Where can I get that?

Letters may be obtained from Durham Continuing Education Guidance office. Make sure you request the letter for your worker **very early** – registration cannot be completed until funding is confirmed.

If I am taking the Co-op program or the eLearning course, am I still required to provide a \$100.00 security deposit cheque?

No – however, some eLearning courses require additional materials and will therefore require a security deposit at the time of registration.

If my course does not use a textbook, do I still need to bring a deposit cheque?

Yes. Teachers may not choose to use traditional textbooks, however, the security deposit is for any materials used in summer school. The cheque will only be cashed should materials not be returned or are returned damaged.

REGISTRATION

When does registration open?

May 1st, 2019 at noon (12:00 pm EST)

I am not a Durham District School Board student or don't go to school anymore. Why must I register in person. Why can't I register on-line?

The Ministry of Education requires that we see original documents of proof of citizenship for registrants who are not students of our board. We have day and evening times to accommodate registration. Please see our registration dates and times for more information.

My child is home schooled, am I required to produce proof of Canadian Citizenship, photo ID and letter of permission?

Proof of citizenship/residency is required for all registrants if they are not attending a school that is part of the DDSB. If the student is home schooled, a letter of permission is not required. A note should accompany the registration to identify the student as home schooled.

I want to cancel or withdraw from my course before the start of the program – how do I do that?

We are sorry that you cannot attend summer school. Please call our office during regular business hours at 905.436.3211 or 1.800.408.9619 and speak to a registration representative. Alternately, email us at dceinfo@ddsb.ca with the student name, course/program, location and telephone contact number – please state that you wish to withdraw/cancel registration for Summer School.

Where do I go to withdraw from my course?

Students who attend a face-to-face program including cooperative education, **must** return in person to the summer school site during school hours to complete a Withdraw Request form and to obtain the security deposit cheque (where applicable). eLearning students may obtain a Withdraw Request form from their teacher. This MUST be completed and sent to michele.reid@ddsb.ca or to your eLearning teacher.

Why would you cancel a course?

Durham Continuing Education reserves the right to cancel a course if there are insufficient registrations, as well as the right to determine the number of courses to be offered, and the number of sections in each course.

Will I be informed if DCE cancels my course?

Yes, students will be notified of course cancellations by recorded telephone message and/or by email (contact information as appears on the registration account). Course cancellations will also appear on the DCE website by June 27/28, 2019, 4:00 pm

Why do you wait so long to cancel courses?

We try very hard not to cancel courses and therefore leave courses open for registration as long as possible. However, in some cases, we do not have sufficient enrolment to run the program and must cancel. Unfortunately, this may result in very few alternate choices when cancellations are done.

If your course has been cancelled, make sure you check with us to see if there are alternate methods to obtain your desired course.

I need a confirmation of registration for university/college or sponsorship agency?

Students who are currently in a Durham District School Board School and who have applied through their school on a 101 form, your course enrolment will be transmitted in the early July electronic transfer.

All other students who require a letter as proof of registration (prior to the start of summer school), must visit our Guidance Office at Durham Continuing Education in Oshawa. eLearning students may obtain the request form from their teacher on the first day of program.

I have a summer job and can't attend summer school but really need to take a course – is there other ways to take courses in the summer?

You may be able to obtain it through our Learn@Home department. Visit www.dce.ca under Learn@Home or call 905.440.4500 for more information. Please note, students under 21 years of age who are not graduates, are only eligible for Learn@Home if the required course is NOT available in summer school.

Registration Deadlines

What is the last day I can register for accelerated courses?

The deadline to register for accelerated courses is noon (12:00 pm EST) Wednesday June 26, 2019 for course decisions. Registration will resume after notification of cancelled classes has been sent and the information has been updated on our website. At that time, students may still register where space is available, however choices may be limited.

The last day to register for accelerated courses is Friday July 5, 2019 8:30 am (EST). Students registering after the start of the program are responsible for catching up any class assignments or evaluations.

What is the last day I can register for July courses?

The deadline to register is noon (12:00 pm EST) Wednesday June 26, 2019 for accelerated course decisions. Registration will resume after notification of cancelled classes has been sent and the information has been updated on our website. At that time, students may still register where space is available, however choices may be limited.

The last day to register for accelerated courses is Friday July 5, 2019 8:30 am (EST). Students registering after the start of the program on Wed. July 3, 2019, are responsible for catching up any class assignments or evaluations.

The deadline to register is noon (12:00 pm EST) Friday July 5, 2019 for Semester 1 credit recovery course decisions. Registration will resume after notification of cancelled classes has been sent and the information has been updated on our website. At that time, students may still register where space is available, however choices may be limited.

The last day to register for Semester 1 credit recovery courses is Tuesday July 9, 2019 8:30 am (EST). Students registering after the start of the program on Monday July 8, 2019, are responsible for catching up any class assignments or evaluations.

What is the cooperative education placement deadline?

Due to the nature of the program the placement must be secured, forms completed & received by DCE with payment made by noon (12:00 pm EST) Wednesday June 26, 2019. No additional students will be accepted after that date.

INCLUSIVE EDUCATION

My child has an IEP – are there supports in summer school?

Please email michele.reid@ddsb.ca or call 905.436.3211 to discuss accommodations.

MEDICAL CONDITIONS

My child has a medical condition that the site needs to be aware of – how can I contact the site?

Please email michele.reid@ddsb.ca or call 905.436.3211. We will facilitate getting the information to the correct administrator or have the administration connect with you to coordinate a safe environment for your child's condition.

FIRST DAY OF CLASS

Secondary

What room do I go to on the first day of class?

Lists will be posted near the front of the school. Students should look for their name on the list – this will direct them to the proper classroom. Staff will be available to assist students. It is recommended that students bring a copy of their receipt with them the first day.

SMILE

What should a student bring on the first day of class?

- Copy of their final report card
- Completed registration form (available to download on our website)
- Paper or notebook, pencil, eraser and pen
- Lunch
- Snacks and beverages

What room should my child go to when they arrive?

Students are to report to the main lobby of the summer school site where teachers will meet them and take them to the assigned classroom.

Is there any administration staff on site?

Each site has an administrative team that includes a Principal, one or two Vice-Principals and clerical support that are responsible for the elementary and secondary summer school programs run at their location. Larger sites will also have a security guard to assist in safety and security of students while at summer school.

Getting Ready for High School

What should a student bring on the first day of class?

- Completed registration form (available to download on our website)
- Paper or notebook, pencil, eraser and pen
- Snacks and beverages

BUILDING & LOCATION

What schools are hosting summer school?

Pickering HS – Ajax/Pickering
Brock HS – Cannington

Sinclair SS – Whitby
GL Roberts CVI – Oshawa

Maxwell Heights SS – Oshawa
EA Lovell ACEC - Oshawa

Are the schools air-conditioned?

Maxwell Heights SS, Sinclair SS and GL Roberts CVI sites are fully air-conditioned or air-cooled. Pickering HS is partially air-conditioned. The remaining sites and portables are NOT air-conditioned. Portables will only be used if necessary. Staff will monitor students in non-air conditioned sites for symptoms of heat exhaustion should the weather become extremely warm. Most classrooms will have access to a fan(s). Please make sure your children bring water to class – hydration is extremely important in warm weather.

Getting Ready for High Schools sites – many sites are partially or fully air-conditioned.

Is parking available at the summer school site and is there a charge?

Yes, parking is available and there is no charge for parking but limited spaces are available.

Is there lunch service available at summer school sites?

Unfortunately, we do not have cafeteria service, however, some sites may have pizza or other food sales supported by school groups or teams. Students should bring water and a lunch or snacks to get them through the day. Refrigeration and microwave access is NOT available.

ABSENCES

How many days can I be absent from my secondary summer school credit course(s)?

Students' attendance at summer school must be regular and punctual. The hours for credit recovery and full credit courses follow Ministry of Education guidelines. The summer school principal will rule on all unsatisfactory attendance or other serious infractions of school rules. Due to the concentrated time and workload of summer school, any serious infraction of the attendance rules, including the following, may result in immediate dismissal:

- ½ day if CHV2O1 or GLC2O1 course
- 1 day if a credit recovery course
- 2 days if an accelerated course excluding cooperative education
- late arrival and sign-outs are considered to be ½ day absences
- skipping

Regular attendance & punctuality are essential. A note signed by a parent/guardian must explain all absences for student under the age of 18 years. Questions or concerns should be directed to the summer school principal on site after Tues. July 2nd, 2019.

I have a trip planned in the middle of the eLearning course and will not have access to the internet during that time – is that okay?

NO – students are expected to participate Monday – Friday an average of 6 hours per day for the duration of the program. The program cannot accommodate extended absences. Failure to communicate with the teacher three days in a row may be removed from the course.

How many days can I be absent from my elementary summer school non-credit course(s)?

Regular attendance & punctuality are recommended in order for students to benefit from the program, however, some absences can be accommodated i.e. summer camp, family vacation etc. Please contact the teacher and/or site principal to discuss options once the program commences.

I know I will be missing the first day of summer school credit course – can I still register?

Yes, as long as it is understood that the absence will be charged against you and must fall within the attendance policy set out for credit recovery and full credit courses (*see below, Who should I call?*)

Is it okay to miss the first and or last day of the eLearning course?

The first day of the eLearning program is now OPTIONAL. However, the final exam day is MANDATORY and cannot be altered. If you cannot be available on the final day, unfortunately, you will not be able to participate in eLearning this summer. Teachers reserve the right to alter the schedule for the final summative – this information will be made available on the first day of program.

Can my child still register even though they will miss a day of the Getting Ready for High School program?

Yes, however due to the short duration of the program, it is not recommended that students miss any days.

Who should I call to report an absence (prior to start of summer school)?

If you know that you will be absent on the first day, please email michele.reid@ddsb.ca or call 905.440.4498 and leave your name (student's name), summer school site, course, date of absence, reason and a contact number. Your communication will be forwarded to the appropriate site Principal.

Who should I call to report an absence (on or after start of summer school)?

If reporting an absence on or after Wednesday July 3th, 2019, please have the student/parent/guardian call the summer school site during summer school hours and leave a detailed message for the summer school administration.

EXAMS

Do I have to write an exam in the credit recovery or accelerated summer school program?

Yes, all students **must** write a final examination or complete a culminating activity held on the last two days of the course. Students **MUST** attend both days.

Can I write the exam on another day?

Unfortunately, due to the shortened timeframe for summer school, we cannot alter the schedule. All students must write a final examination or complete a culminating activity held on the last two days of the course. **Exam dates are non-negotiable**; please consider these dates when registering.

Are there exams in the SMILE and/or Getting Ready for High School programs?

No. This is a non-credit program. Evaluations are only to assist the student in mastery of skills.

GUIDANCE

I no longer attend secondary school and I would like help choosing courses for summer school –who can help me?

You may obtain help here at DCE. A counsellor will be available Monday to Friday between 10:00 am to 2:00 pm or during our extended registration hours. Please note – if you come during the day, counsellors will fit you in between their regularly scheduled appointments – so you may need to wait a short period of time.

Do I have to do the prerequisite course or can I jump right into the grade 12 college/university credit that I need for college/university entrance.

School-age, non-graduate students **MUST** have prerequisite courses to be eligible for grade 12 programs. Adult students and graduates are strongly recommended to have the prerequisite, but it is not mandatory.

How can I get extra help while at Summer School?

Teachers are available 15 minutes before and after class. In addition, each site may have a number of tutors available to help students during the day. The tutors are university students interested in teaching as a career and are available to help at no charge to all registered students.

MARKS/MARK REPORTING/WITHDRAW FROM PROGRAM

How do I withdraw from this program?

If you wish to withdraw prior to the start of summer school, please call 905.436.3211 or visit Durham Continuing Education.

If you wish to withdraw after the start of summer school, please visit the summer school site to fill out a withdraw form. eLearning students may obtain the appropriate form from their eLearning teacher.

What is full-disclosure?

Any student who remains in a grade 11/12 course after the full-disclosure date, will have the course recorded in their Ontario Student Transcript, even if they do not complete the course or are unsuccessful.

How can I get the mark for my child when they finish this course?

Students should leave a self-addressed stamped envelope with their teacher prior to the end of their class. The teacher will send out an un-official report in this envelope as soon as they finalize the course. Report cards will follow in late August to the home school for DDSB/DCDSB/KPRDSB/PVNCCDSB students, or to the address provided for all others. **Marks cannot be obtained through Durham Continuing Education office in August.**

I will need my marks sent to a College or University when I finish the course. How can I do this?

Please check with the summer school office at your site or your eLearning teacher. They will have a process in place to facilitate expedited mark reporting to colleges/universities. There may be a nominal fee charged for letters produced beyond the normal reporting processes.

How do I get the course on my transcript when I am finished?

For students who are currently attending a Durham District School Board school, the course will automatically be added to your transcript. For students who attend schools in the DCDSB, KPRDSB or PVNCCDSB, reports will be sent to your home school in August and the school should add your course to your transcript (check with your school in Sept). Recent DDSB students (within the last 5 years) will also have the course added to their transcript automatically.

For all other students, report cards will be mailed to the address on file at the end of August. It is suggested that you take a copy to your last secondary school and have it added to your transcript and Ontario Student Record. In the event the school cannot add the course to your Ontario Student Transcript, you will always be able to access a transcript for this course from Durham Continuing Education.

For students participating in eLearning course through the Ontario eLearning Consortium, reports will be mailed to your home school and the address on file in PRISM at the end of August. Please make sure you take the report card to your school to ensure they have a copy on file.

Will my elementary child be given a progress report/report card from summer school?

Yes, on the final day of the program.

TRANSPORTATION

Why is there no bussing in the south of Durham?

Durham Region Transit has a very well-developed system in the Oshawa/Whitby/Ajax area. We have notified them of the Summer School locations and they will adjust their routes accordingly.

When should my child be at their designated bus stop?

Students should arrive 10 minutes prior to the scheduled pick-up time on the first day and 5 minutes for the remainder of the program.

Are there any special rules for student's riding the bus?

Parents/guardians are responsible for their child's behaviour at the bus stop. Students are to obey all of the driver's instructions and abide by all bus rules.

Are the bus pick-up and drop-off times "set in stone"?

Times may change if stops are added or deleted, however, the first day or two times will stay the same as advertised.

Is there a transportation policy?

Yes, summer school transportation follows the DDSB transportation policy, visit <http://ddsb.durham.edu.on.ca/DDSBmain.htm>

Who should I contact regarding transportation issues?

DSTS: 905.666.6940 (DDSB/DCDSB Transportation Dept.) www.dsts.on.ca

Can my high school child ride the elementary school bus to summer school?

Unfortunately, the bussing is for elementary students only. It may operate on a different schedule than the secondary classes. In the case of the rural routes, for efficiency purposes, elementary and secondary students do share the same bus in some cases. *Please see our website for bussing schedules.*

EMPLOYMENT or VOLUNTEER OPPORTUNITIES

Where and when can I apply for summer school positions?

All positions are posted on the "Apply to Education" website beginning as early as Jan each year. Please check the site often for job postings. You must apply to an open posting to be considered. Note: many of our teaching positions are open to internal candidates only and will be accessible internally only. General Timelines for Postings;

Administration	February
Teaching Staff	Mid March, Mid April, June
Clerical	Mid April/May
Security	Mid April/May
Tutors	Late April/Early May

I would like to volunteer at summer school?

Please email michele.reid@ddsb.ca and provide your name, contact number and area of interest (i.e. site, subject). Your name and information will be forwarded to the appropriate site principal and they will contact you if they are interested. All volunteers must provide a current Criminal Background Check with Vulnerable Sector Screening prior to helping in any facility or position.

Appendix A: Registration Checklists/Contacts

The following pages include reproducible registration checklists for the following programs;

- Accelerated Summer School
- Credit Recovery Summer School
- eLearning
- Co-operative Education (SHSM/Regular Co-op)
- Elementary Language Arts and Mathematics Program (SMILE)
- Getting Ready for High School
- PPL

Registration Contact Information is included for the following programs;

- Boyd Field School
- Youth In Policing
- Summer School to Work Initiative
- Scugog Island First Nation Co-op
- Focus for Future
- Learn@Home
- English as a Second Language (Adult Program)

Registration Checklist for Accelerated Summer School

For students who attended a Durham District School Board secondary school in 2018/2019

- Identify the course that you wish to take (noting the registration code) www.dce.ca
- Visit your home school guidance department to obtain permission to enrol in summer school. *It is the responsibility of the home school to ensure eligibility/prerequisite requirements have been met.*
- Once permission has been granted, register for summer school utilizing one of the following methods;
 - **On-line** at www.dce.ca
 - **By telephone** – 905.436.3211 or 800.408.9619 Registration is available Monday – Friday, 8:30 am – 3:30 pm with extended hours until 7:00 pm on June 25th and 27th.
 - **In person** at EA Lovell ACEC – Durham Continuing Education, 120 Centre St. S. Oshawa L1H 4A3 Registration is available Monday – Friday, 8:30 am – 3:30 pm with extended hours until 7:00 pm on June 25th and 27th.
- Take your registration receipt to your guidance office to confirm your enrolment in the course.

Registration Checklist for Accelerated Summer School

For students who attended secondary school outside the Durham District School Board (DDSB) or did not attend school in 2018/2019

- Identify the course that you wish to take (noting the registration code) www.dce.ca
- **Letter of Permission:** (Only required by applicants currently attending a secondary school other than a Durham District School Board school). Student must consult with their home school guidance department and receive a letter of permission. The letter of permission must be on official school letterhead and include the student's legal name, date of birth, OEN number and academic course code choice. **Alternately, a Current Transcript/Consolidated Report/Status Sheet** signed by a guidance counsellor or administrator clearly denoting the approved course.
- Register **IN PERSON** at EA Lovell ACEC – Durham Continuing Education, 120 Centre St. S. Oshawa L1H 4A3 Registration is available Monday – Friday, 8:30 am – 3:30 pm with extended hours until 7:00 pm on June 25th and 27th and bring the following documents (registration CANNOT be completed without ALL required documents);
 - **Canadian Citizenship Requirement:** (Required by all applicants & **must** provide **one** of the following as proof of Canadian residency)
 - ✓ Valid Canadian birth certificate
 - ✓ Valid Canadian passport
 - ✓ Valid landed immigrant or permanent resident documentation
 - ✓ Valid proof of refugee status in Canada
 - **Official government photo identification** (Required by all applicants)
i.e. - health card, driver's licence, current secondary student ID
 - **Letter of Permission or Transcript/Status Sheet** (for secondary students only)

Registration Checklist for Credit Recovery Summer School

- **For students who attended a Durham District School Board secondary school in 2018/2019**
- Identify the course(s)/location(s) that you wish to take (noting the registration code) www.dce.ca
- Visit your home school guidance department to obtain permission to enrol in summer school. *It is the responsibility of the home school to ensure eligibility requirements have been met.*
- Once permission has been granted, register for summer school utilizing one of the following methods;
 - **On-line** at www.dce.ca
 - **By telephone** – 905.436.3211 or 800.408.9619 Registration is available Monday – Friday, 8:30 am – 3:30 pm with extended hours until 7:00 pm on June 25th and 27th.
 - **In person** at EA Lovell ACEC – Durham Continuing Education, 120 Centre St. S. Oshawa L1H 4A3 Registration is available Monday – Friday, 8:30 am – 3:30 pm with extended hours until 7:00 pm on June 25th and 27th.
- Take your registration receipt to your guidance office to confirm your enrolment in the course.

Registration Checklist for Credit Recovery Summer School

For students who attended secondary school outside the Durham District School Board (DDSB) or did not attend school in 2018/2019

- Identify the course(s)/location(s) that you wish to take (noting the registration code) www.dce.ca
- **Letter of Permission:** (Only required by applicants currently attending a secondary school other than a Durham District School Board school). Student must consult with their home school guidance department and receive a letter of permission. The letter of permission must be on official school letterhead and include the student's legal name, date of birth, OEN number and academic course code choice. **Alternately**, a **Current Transcript/Consolidated Report/Status Sheet** signed by a guidance counsellor or administrator clearly denoting the approved course.
- Register **IN PERSON** at EA Lovell ACEC – Durham Continuing Education, 120 Centre St. S. Oshawa L1H 4A3 Registration is available Monday – Friday, 8:30 am – 3:30 pm with extended hours until 7:00 pm on June 25th and 27th and bring the following documents (registration CANNOT be completed without ALL required documents);
 - **Canadian Citizenship Requirement:** (Required by all applicants & **must** provide **one** of the following as proof of Canadian residency)
 - ✓ Valid Canadian birth certificate
 - ✓ Valid Canadian passport
 - ✓ Valid landed immigrant or permanent resident documentation
 - ✓ Valid proof of refugee status in Canada
 - **Official government photo identification** (Required by all applicants)
i.e. - health card, driver's licence, current secondary student ID

Registration Checklist for eLearning Summer School

- For students who attended a Durham District School Board secondary school in 2018/2019**
- Identify the course that you wish to take (noting the registration code) www.dce.ca.
- Visit your home school guidance department to obtain permission to enrol in summer school. *It is the responsibility of the home school to ensure eligibility/prerequisite requirements have been met.*
- Once permission has been granted, register for summer school utilizing one of the following methods;
 - **On-line** at www.dce.ca
 - **By telephone** – 905.436.3211 or 800.408.9619 Registration is available Monday – Friday, 8:30 am – 3:30 pm with extended hours until 7:00 pm on June 25th and 27th.
 - **In person** at EA Lovell ACEC – Durham Continuing Education, 120 Centre St. S. Oshawa L1H 4A3. Registration is available Monday – Friday, 8:30 am – 3:30 pm with extended hours until 7:00 pm on June 25th and 27th.
- Take your registration receipt to your guidance office to confirm your enrolment in the course.

Registration Checklist for eLearning Summer School

- For students who attended secondary school outside the Durham District School Board (DDSB) or did not attend school in 2018/2019**
- Identify the course that you wish to take (noting the registration code) www.dce.ca.
- **Letter of Permission:** (Only required by applicants currently attending a secondary school other than a Durham District School Board school). Student must consult with their home school guidance department and receive a letter of permission. The letter of permission must be on official school letterhead and include the student's legal name, date of birth, OEN number and academic course code choice. **Alternately, a Current Transcript/Consolidated Report/Status Sheet** signed by a guidance counsellor or administrator clearly denoting the approved course.
- Register **IN PERSON** at EA Lovell ACEC – Durham Continuing Education, 120 Centre St. S. Oshawa L1H 4A3 Registration is available Monday – Friday, 8:30 am – 3:30 pm with extended hours until 7:00 pm on June 25th and 27th and bring the following documents (registration CANNOT be completed without ALL required documents);
 - **Canadian Citizenship Requirement:** (Required by all applicants & **must** provide **one** of the following as proof of Canadian residency)
 - ✓ Valid Canadian birth certificate
 - ✓ Valid Canadian passport
 - ✓ Valid landed immigrant or permanent resident documentation
 - ✓ Valid proof of refugee status in Canada
 - **Official government photo identification** (Required by all applicants)
i.e. - health card, driver's licence, current secondary student ID

Registration Checklist for SHSM/Regular Cooperative Education

- For students who attended a Durham District School Board secondary school in 2018/2019**
- Secure a cooperative education placement.
- Identify the course/location that you wish to take (noting the registration code) www.dce.ca.
- Visit your home school guidance department to obtain permission to enrol in summer school. *It is the responsibility of the home school to ensure eligibility/prerequisite requirements have been met.*
- Once permission has been granted, register for summer school utilizing one of the following methods;
 - **On-line** at www.dce.ca
 - **By telephone** – 905.436.3211 or 800.408.9619 Registration is available Monday – Friday, 8:30 am – 3:30 pm with extended hours until 7:00 pm on June 25th and 27th.
 - **In person** at EA Lovell ACEC – Durham Continuing Education, 120 Centre St. S. Oshawa L1H 4A3 Registration is available Monday – Friday, 8:30 am – 3:30 pm with extended hours until 7:00 pm on June 25th and 27th.
- Take your registration receipt to your guidance office to confirm your enrolment in the course.
- Visit www.dce.ca under “Programs”, “Summer School”, “Cooperative Education Programs”, download the appropriate “Placement Information Form”, complete and return it as directed to Michele Reid, Head of Elective Programs to complete the registration process. **Deadline – Wednesday June 26, 2019**

Registration Checklist for SHSM/Regular Cooperative Education

- For students who attended secondary school outside the Durham District School Board (DDSB) or did not attend school in 2018/2019**
- Secure a cooperative education placement
- Identify the course/location that you wish to take (noting the registration code) www.dce.ca
- **Letter of Permission:** (Only required by applicants currently attending a secondary school other than a Durham District School Board school). Student must consult with their home school guidance department and receive a letter of permission. The letter of permission must be on official school letterhead and include the student’s legal name, date of birth, OEN number and academic course code choice. **Alternately, a Current Transcript/Consolidated Report/Status Sheet** signed by a guidance counsellor or administrator clearly denoting the approved course.
- Register **IN PERSON** at EA Lovell ACEC – Durham Continuing Education, 120 Centre St. S. Oshawa L1H 4A3 Registration is available Monday – Friday, 8:30 am – 3:30 pm with extended hours until 7:00 pm on June 25th and 27th and bring the following documents (registration CANNOT be completed without ALL required documents);
 - **Canadian Citizenship Requirement:** (Required by all applicants & **must** provide **one** of the following as proof of Canadian residency)
 - ✓ Valid Canadian birth certificate
 - ✓ Valid Canadian passport
 - ✓ Valid landed immigrant or permanent resident documentation
 - ✓ Valid proof of refugee status in Canada
 - **Official government photo identification** (Required by all applicants)
i.e. - health card, driver’s licence, current secondary student ID
- Visit www.dce.ca under “Programs”, “Summer School”, “Cooperative Education Programs”, download the appropriate “Placement Information Form”, complete and return it as directed to Michele Reid, Head of Elective Programs to complete the registration process. **Deadline – Wednesday June 26, 2019**

Registration Checklist for the SMILE Program

- For students who attended a Durham District School Board elementary school in 2018/2019 and have completed Grade 6, 7, or 8.
 - Discuss student suitability for program with home school administration, current teacher and/or SERT (if applicable).
 - Identify the course/location that you wish to take (noting the registration code and bus stop if applicable) www.dce.ca
 - Register for summer school utilizing one of the following methods;
 - **On-line** at www.dce.ca
 - **By telephone** – 905.436.3211 or 800.408.9619 Registration is available Monday – Friday, 8:30 am – 3:30 pm with extended hours until 7:00 pm on June 25th and 27th.
 - **In person** at EA Lovell ACEC – Durham Continuing Education, 120 Centre St. S. Oshawa L1H 4A3 Registration is available Monday – Friday, 8:30 am – 3:30 pm with extended hours until 7:00 pm on June 25th and 27th.
 - Visit www.dce.ca under “Programs”, “Summer School”, “SMILE Program”, download the “Registration Form”, complete and return it as directed to Michele Reid, Head of Elective Programs to complete the registration process OR bring the registration form on the first day of class to the summer school office.

Registration Checklist for the SMILE Program

- For students who attended elementary school outside the Durham District School Board (DDSB) or did not attend a publically funded school in 2018/2019 and have completed Grade 6, 7, or 8.
 - Discuss student suitability for program with home school administration, current teacher and/or SERT (if applicable).
 - Identify the course/location that you wish to take (noting the registration code and bus stop if applicable) www.dce.ca
 - Register **IN PERSON** at EA Lovell ACEC – Durham Continuing Education, 120 Centre St. S. Oshawa L1H 4A3 Registration is available Monday – Friday, 8:30 am – 3:30 pm with extended hours until 7:00 pm on June 25th and 27th and bring the one of the following documents (registration CANNOT be completed without the required document);
 - **Canadian Citizenship Requirement:** (Required by all applicants & **must** provide **one** of the following as proof of Canadian residency)
 - ✓ Valid Canadian birth certificate
 - ✓ Valid Canadian passport
 - ✓ Valid landed immigrant or permanent resident documentation
 - ✓ Statement of Birth
 - ✓ Valid documentation of Refugee Status in Canada
 - Visit www.dce.ca under “Programs”, “Summer School”, “SMILE Program”, download the “Registration Form”, complete and return it as directed to Michele Reid, Head of Elective Programs to complete the registration process OR bring the registration form on the first day of class to the summer school office.

Registration Checklist for Getting Ready for High School

- For students who attended a Durham District School Board elementary school in 2018/2019 and will be entering Grade 9 in Fall 2019
- Identify the course/location that you wish to take (noting the registration code and bus stop if applicable) www.dce.ca
 - Register for Getting Ready for High School utilizing one of the following methods;
 - **On-line** at www.dce.ca
 - **By telephone** – 905.436.3211 or 800.408.9619 Registration is available Monday – Friday, 8:30 am – 3:30 pm with extended hours until 7:00 pm on June 25th and 27th.
 - **In person** at EA Lovell ACEC – Durham Continuing Education, 120 Centre St. S. Oshawa L1H 4A3 Registration is available Monday – Friday, 8:30 am – 3:30 pm with extended hours until 7:00 pm on June 25th and 27th.
 - Visit www.dce.ca under “Programs”, “Summer School”, “Getting Ready for High School Program”, download the “Registration Form”, complete and return it as directed to Michele Reid, Head of Elective Programs to complete the registration process OR bring the registration form on the first day of class.

Registration Checklist for Getting Ready for High School

- For students who attended elementary school outside the Durham District School Board (DDSB) or did not attend a publically funded school in 2018/2019 and will be entering Grade 9 in Fall 2019
- Identify the course/location that you wish to take (noting the registration code and bus stop if applicable) www.dce.ca
 - Register **IN PERSON** at EA Lovell ACEC – Durham Continuing Education, 120 Centre St. S. Oshawa L1H 4A3 Registration is available Monday – Friday, 8:30 am – 3:30 pm with extended hours until 7:00 pm on June 25th and 27th and bring the one of the following documents (registration CANNOT be completed without the required document);
 - **Canadian Citizenship Requirement:** (Required by all applicants & **must** provide **one** of the following as proof of Canadian residency)
 - ✓ Valid Canadian birth certificate
 - ✓ Valid Canadian passport
 - ✓ Valid landed immigrant or permanent resident documentation
 - ✓ Statement of Birth
 - ✓ Valid documentation of Refugee Status in Canada
 - Visit www.dce.ca under “Programs”, “Summer School”, “Getting Ready for High School Program”, download the “Registration Form”, complete and return it as directed to Michele Reid, Head of Elective Programs to complete the registration process OR bring the registration form on the first day of class.

Registration Checklist for Small Group Phys. Ed. (PPL101) and Credit Recovery (Brock HS and GL Roberts CVI Only)

- Students are identified by home school administration/guidance as candidates for respective program.
- Home school to provide parents/guardians with appropriate registration form (available from www.dce.ca under “Programs”, “Summer School”, “Admin ONLY Forms”), obtain appropriate signatures and return the form to Michele Reid, Head of Elective Programs – Deadline – Wednesday June 26, 2019.
- Michele Reid will acknowledge registration receipt to home school administration.

Registration Contact Information for other specialty programs;

Boyd Field School

Website: <https://trca.ca/conservation/archaeology/boydfieldschool/>

Contact: Alex Payne apayne@trca.on.ca

Youth In Policing

Website: www.drps.ca

Contact: Wahaj Arshad washad@drps.ca

Summer Centres for Success at Durham College

Contact: Home School Guidance Department (applications available in late May)

Scugog Island First Nation Co-op

Contact: Mary-Anne Hoggarth – 905.985.1826 x 224 or by email mhoggarth@scugogfirstnation.com

Contact: Michelle Evans michelle.evans@ddsb.ca or 905.666.5500 x 5142

Focus for Future

Contact: Ontario Works LEAP Worker

Contact: Maureen Cook, Durham Continuing Education, 905.436.3211 or maureen.cook@ddsb.ca

Learn@Home

Website: www.dce.ca under “Programs”, “Learn@Home”

Contact: 905.440.4500

English as a Second Language (Adult Program)

Oshawa: 905.440.4489

Pickering: 905.831.3118

Appendix B: Program Specific Forms

The following forms are available in fillable .pdf format on the website www.dce.ca under “Programs”, “Summer School”

Applications included:

- Cooperative Education Information Form (2 pages)
- Specialist High Skills Major (SHSM) Cooperative Education Form (2 pages)
- Elementary SMILE Registration Form (2 pages)
- Getting Ready for High School Registration Form (2 pages)
- Credit Recovery (GL Roberts CVI) and Small Group Phys Ed (PPL1O1) Registration Form (1 page)
- Youth In Policing Cooperative Education Registration Form (2 pages)



**Durham Continuing Education Summer School
Cooperative Education Placement Information Form (NOT SHSM)
(PLEASE Print Clearly)**



Must be received by Durham Continuing Education no later than Wednesday June 26, 2019 3:00 pm

Summer School Location (select one)		
<input type="checkbox"/> Maxwell Heights SS (Oshawa)	<input type="checkbox"/> Pickering HS (Ajax)	
<input type="checkbox"/> Sinclair SS (Whitby)	<input type="checkbox"/> Scugog Island First Nation	
Demographics (Basic Student Demographics)		
Name (print clearly)	Date of Birth (<i>dd/mm/yyyy</i>)	Gender (I identify as): <input type="checkbox"/> Male <input type="checkbox"/> Female
Address:	City:	Postal Code:
Contact Number(s): Home: _____ Cell: _____	Parent/Guardian #1 (name) _____ Daytime Contact # _____ Parent/Guardian #2 (name) _____ Daytime Contact # _____	
Email: (print clearly)		
Home School:		
The information collected on this application is done under the authority of the Education Act, 1990 and will be used for the purposes of determining suitable candidates for the program, enrolling students in the program, and matching the students to an appropriate cooperative education placement. It is necessary for the Durham DSB to share the names, contact information, and academic achievements of the students with the supervisors at the cooperative education placement. By submitting this application form, you are consenting to the Durham DSB sharing information contained in this application form as required.		
Placement Information (Placements MUST be within Durham Region)		
<i>It is strongly recommended that the student complete research regarding the placement for this course. Discuss placement possibilities with the cooperative education department at your home school, parents, neighbours, and other relatives. The Summer Cooperative Education teacher will contact the placement to ensure a safe, healthy and challenging learning environment and to confirm schedule and placement responsibilities.</i>		
Placement Choice – Name of Company	Name AND Phone Number of Contact Person	
Co-op History		
Do you have a part time job? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, where do you currently work?	Have you completed a cooperative education program before? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, where was your placement?	
Why have you decided to participate in the summer school cooperative education program?		
Contact: Summer School Cooperative Education, 905.436.3211 email: michele.reid@ddsb.ca		

Terms and Conditions for Summer School Cooperative Education Program

Summer school cooperative education begins **Tuesday July 2, 2019 at 8:30AM and ends Friday Aug. 2, 2019**

- Students are **not paid** during the cooperative education program.
- Students are responsible for **transportation to and from** the placement.
- Students **attend the placement full days each day**, for a minimum of 8 hours daily or 40 hours weekly.
- Students **must complete the application form** - incomplete forms will not be considered.
- Students will be contacted at his/her home phone number by the cooperative education teacher.
- Students are **required to recruit and secure their placement**. The summer school cooperative education teacher will contact the recruited placement prior to the first day of the placement to confirm suitability. Suggestions for placement opportunities **may** be obtained in consultation with the home school, neighbours, parents and relatives.
- Students will be **required to attend all days for the pre-placement sessions**. Absence may mean that your start date at the placement is delayed or cancelled.
- Students will be required to **complete assignments during the placement component**.
- Placements may request security, character or credit checks prior to final acceptance at the placement.
- The **cooperative education teacher may be required to provide pertinent information** about the student to a perspective placement.
- Students **MUST not drive any motorized vehicles (ATV, forklift, car, truck, boat, etc.)** while attending the placement.
- Students may be **required to wear personal protective equipment** and may be removed from the placement if they fail to comply with the rules.
- Students must **maintain strict confidentiality** regarding matters at the placement.
- Theft, vandalism or crimes are grounds for **termination of the placement** and/or removal from the program with loss of credits and/or possible further action under the law.
- If the supervisor terminates the placement, **you may be asked to leave the program** with the possible loss of credits.
- Students must attend the placement as agreed upon and outlined on the Work Education Agreement.
- Students must **report all absences to the placement AND to the cooperative education teacher** at the beginning of each day, stating the reason for the absence.
- **Medical appointments, family vacations and part time jobs must be scheduled outside of class time.**
- **Credits are earned based on the achievement of expectations** related to *Navigating the Workplace* and attendance for the required amount of time at the placement. All assignments and expectations must be completed by the last date of the program as the cooperative education teacher will not be available after the final date of the program.
- If you have a medical condition that may affect the placement, student must disclose this information to the cooperative education teacher prior to the start of the placement.
- Students **must observe all health and safety regulations at the placement**, and report any health and safety concerns immediately to the cooperative education teacher.
- Students will be **provided with Workplace Safety and Insurance (WSIB)** by the Ministry of Education while attending the cooperative education placement.

I understand that I can be removed from the cooperative education program with loss of credits, if I am unable to meet the program requirements in either the classroom component or the placement component.

I have read the schedule for summer school and am aware of the start and end dates for this accelerated summer school course. I am aware I will earn two credits upon successful completion of the course.

I agree to the above terms as indicated by my signature.

Student Signature:

Date:

I understand that my daughter/son is enrolling in a summer school cooperative education program which will involve substantial time in the community. I understand that my daughter/son must adhere to the above terms.

Parent/Guardian Signature:

Date:

Return the completed application form to the guidance department at your school. Completed forms accompanied by a current student status sheet, should be forwarded by the home school guidance department to Durham Continuing Education to complete the registration process. Fax: 905.436.1780

Contact: Summer School Cooperative Education, 905.436.3211

email: michele.reid@ddsb.ca



**Durham Continuing Education Summer School
Cooperative Education Placement Information Form
Specialist High Skills Major (SHSM) ONLY**



Must be received by Durham Continuing Education no later than Wednesday June 26, 2019 3:00 pm

Summer School Location (select one)

<input type="checkbox"/> Maxwell Heights SS (Oshawa)	<input type="checkbox"/> Sinclair SS (Whitby)	<input type="checkbox"/> Pickering HS (Ajax)
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Demographics (Basic Student Demographics)

Name (print clearly)	Date of Birth (dd/mm/yyyy)	Gender (I identify as): <input type="checkbox"/> Male <input type="checkbox"/> Female
Address:	City:	Postal Code:
Contact Number(s): Home: _____ Cell: _____	Parent/Guardian #1 (name) _____ Daytime Contact # _____ Parent/Guardian #2 (name) _____ Daytime Contact # _____	
Email: (print clearly)		

Home School:

The information collected on this application is done under the authority of the Education Act, 1990 and will be used for the purposes of determining suitable candidates for the program, enrolling students in the program, and matching the students to an appropriate cooperative education placement. It is necessary for the Durham DSB to share the names, contact information, and academic achievements of the students with the supervisors at the cooperative education placement. By submitting this application form, you are consenting to the Durham DSB sharing information contained in this application form as required.

Placement Information (Placements MUST be within Durham Region)

It is strongly recommended that the student complete research regarding the placement for this course. Discuss placement possibilities with the cooperative education department at your home school, parents, neighbours, and other relatives. The Summer Cooperative Education teacher will contact the placement to ensure a safe, healthy and challenging learning environment and to confirm schedule and placement responsibilities.

1 st Placement Choice – Name of Company/Organization	Name AND Phone Number of Contact Person
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Co-op History and Related Information

Do you have a part time job? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, where do you currently work?	Have you completed a cooperative education program before? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, where was your placement?
---	--

Why have you decided to participate in the summer school cooperative education program?

Selection Criteria for Students who are participating in this program:

- Currently enrolled in secondary school and attending classes
- Enrolled in a Specialist High Skills Major at the home school
- Arranged a co-op placement in major area (sector) – Area of specialty: _____

Contact: Summer School Cooperative Education, 905.436.3211 email: michele.reid@ddsb.ca

Terms and Conditions for Summer School Cooperative Education Program

Summer school cooperative education begins **Tuesday July 2, 2019 at 8:30AM** and ends **Friday Aug. 2, 2019**

- Students are **not paid** during the SHSM cooperative education program
- Students are responsible for **transportation to and from** the placement
- Students **attend the placement full days each day**, for a minimum of 8 hours daily or 40 hours weekly.
- Students are **required to recruit and secure their placement**. The summer school cooperative education teacher will contact the recruited placement prior to the first day of the placement to confirm suitability. Suggestions for placement opportunities **may** be obtained in consultation with the home school, neighbours, parents and relatives.
- Students **must complete the application form** - incomplete forms will not be considered
- Students will be contacted at his/her home phone number by the cooperative education teacher
- Students will be **required to attend all days for the pre-placement sessions**. Absence may mean that your start date at the placement is delayed or cancelled.
- Students will be required to **complete assignments during the placement component**.
- The **Cooperative Education Teacher may be required to provide pertinent information** about the student to a perspective placement.
- Students **MUST not drive any motorized vehicles (ATV, forklift, car, truck, boat, etc.)** while attending the placement.
- Students may be **required to wear personal protective equipment** and may be removed from the placement if they fail to comply with the rules.
- Students must **maintain strict confidentiality** regarding matters at the placement
- Theft, vandalism or crimes are grounds for **termination of the placement** and/or removal from the program with loss of credits and/or possible further action under the law.
- If the supervisor terminates the placement, **you may be asked to leave the program** with the possible loss of credits.
- Students must attend the placement as agreed upon and outlined on the Work Education Agreement.
- Students must **report all absences to the placement AND to the Cooperative Education Teacher** at the beginning of each day, stating reason for absence.
- **Medical appointments, family vacations and part time jobs must be scheduled outside of class time. Credits are earned based on the achievement of expectations** related to the related SHSM major credit and attendance for the required amount of time at the placement. All assignments and expectations must be completed by the last date of the program as the cooperative education teacher will not be available after the final date of the program.
- If you have a medical condition that may affect the placement, students must disclose this information to the cooperative education teacher, prior to the start of the placement.
- Students **must observe all health and safety regulations at the placement** and report any health and safety concerns immediately to the cooperative education teacher.
- Students will be **provided with Workplace Safety and Insurance (WSIB)** by the Ministry of Education while attending the cooperative education placement.

I understand that I can be removed from the Specialist High Skills Major cooperative education program with loss of credits, if I am unable to meet the program requirements in either the classroom component or the placement component.

I have read the schedule for Summer School and am aware of the start and end dates for this accelerated summer school course. I am aware I will earn two credits upon successful completion of the course.

I agree to the above terms as indicated by my signature.

Student Signature:

Date:

I understand that my daughter/son is enrolling in a summer school cooperative education program which will involve substantial time in the community. I understand that my daughter/son must adhere to the above terms.

Parent/Guardian Signature:

Date:

Include the following items with this application: (status sheet and attendance report are available from guidance)

- Updated resume and cover letter Student status sheet for the current year Attendance report

Return the completed application form to the guidance department at your school. Completed forms should be forwarded by the home school guidance department to Durham Continuing Education to complete the registration process by the registration deadline. Fax: 905.436.1780

Contact: Summer School Cooperative Education, 905.436.3211

email: michele.reid@ddsb.ca

DURHAM CONTINUING EDUCATION
SMILE Program (for students who have completed grade 6/7/8 in June 2019)
July 2 – 26, 2019 (Monday – Friday 8:30 AM – 2:15 PM)

2019

LOCATION		TRANSPORTATION	
<input type="checkbox"/> Pickering HS – Ajax <input type="checkbox"/> Sinclair SS – Whitby	<input type="checkbox"/> Maxwell Hts. SS – Oshawa <input type="checkbox"/> GL Roberts CVI – Oshawa	BUS Schedules available at www.dce.ca BUS STOP: _____	

DEMOGRAPHICS (Basic Student Demographics)			
Legal Last Name (as shown on Proof of Citizenship)	Legal First Name (as shown on Proof of Citizenship)	Legal Middle (as shown on Proof of Citizenship)	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
Preferred/Common Last Name	Preferred/Common First Name	Home Phone: <input type="checkbox"/> Unlisted	Cell:
Date of Birth		Proof of Age Document (copy attached) (<i>Office Use Only</i>)	
Month	Day	Year	<input type="checkbox"/> Birth Cert <input type="checkbox"/> Landed Immigrant <input type="checkbox"/> Citizenship Card <input type="checkbox"/> Other <input type="checkbox"/> Passport <input type="checkbox"/> Student Visa <input type="checkbox"/> Permanent Res. Card
House #	Street Name	Apt/Unit	City/Town Postal Code
Mailing Address <input type="checkbox"/> Same as above		Email Address	
Parent/Guardian #1 (first & last name)		Daytime Phone#	
Parent/Guardian #2 (first & last name)		Daytime Phone#	

EDUCATION		
IN JUNE 2019, THE STUDENT WAS IN:	Student's Elementary Home School	OEN#
GRADE 6 <input type="checkbox"/> GRADE 7 <input type="checkbox"/> GRADE 8 <input type="checkbox"/>		

ADMISSION (Citizenship)			
Country of Birth	If Canada, province of birth:	If outside Canada, Date of Entry (YYYY/MM)	
		Year	Month
Citizenship Documentation (<i>Office Use Only</i>)		Photo ID	
<input type="checkbox"/> Canadian <input type="checkbox"/> Other Visa <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Student Visa <input type="checkbox"/> Refugee Status		<input type="checkbox"/> Passport <input type="checkbox"/> Driver's License <input type="checkbox"/> Current Student ID <input type="checkbox"/> Other _____	
Admit Date (Start Date)		First Language	
Month	Day	Year	All parents/guardians of Aboriginal students, and students who are 18 years or older, have the right to voluntarily and confidentially self-identify their Aboriginal ancestry. If the student is considered to be of Aboriginal ancestry, please check the appropriate box: <input type="checkbox"/> First Nations <input type="checkbox"/> Métis <input type="checkbox"/> Inuit

EMERGENCY (Emergency Contact)		
Emergency Contact (If Parent/Guardian above unavailable)	Emergency Contact Phone #	Student Health Card #
Do you have health conditions and/or allergies that are life threatening? Yes <input type="checkbox"/> No <input type="checkbox"/>		I choose not to disclose <input type="checkbox"/> Initial: _____
If YES, please give details: _____		Student wears MedicAlert® <input type="checkbox"/> Registration No. _____
EpiPen required at summer school: Yes <input type="checkbox"/> No <input type="checkbox"/>	Administration of medicine required during summer school: Yes <input type="checkbox"/> No <input type="checkbox"/>	
If, in the case of illness or accident my emergency contact cannot be reached by telephone, I hereby grant authority to the Principal or designate to call an ambulance.		Yes <input type="checkbox"/> No <input type="checkbox"/>



Please read and sign the waiver and agreement of understanding on the reverse.



Student Registration Waiver – Please complete and sign

My child's school work may be displayed in school buildings, school, or board publications and/or website articles in the media.	<input type="checkbox"/> I give consent <input type="checkbox"/> I do not give consent
My child's photograph/visual likeness may be displayed in school buildings, school, or board publication and/or website articles in the media.	<input type="checkbox"/> I give consent <input type="checkbox"/> I do not give consent
I give permission for my name and phone number to be used by School Community Councils for the purpose of sharing school information.	<input type="checkbox"/> I give consent <input type="checkbox"/> I do not give consent
For the duration of summer school only, I hereby give my approval for Durham Continuing Education, a school within the Durham District School Board, to access this child's medical records that are on file at the home school within the Durham District School Board.	<input type="checkbox"/> I give consent <input type="checkbox"/> I do not give consent

Agreement of Understanding

- To the best of my knowledge, the information on this form is correct.
- **I understand that:**
 - until all required documentation is complete i.e. proof of citizenship (where applicable) etc., the registration is **NOT** complete and the **SEAT WILL NOT BE HELD**.
 - programs are subject to cancellation on short notice, but I may be allowed to make alternate choices, space permitting.
 - regular attendance and punctuality are essential. All absences must be explained by a note signed by a parent or guardian.
 - due to the concentrated time and work load of summer school and the fact that participation is optional, consistent attendance is recommended in order for the student to receive full benefit of the program.
 - students will receive an assessment upon completion of each component of the program.
- **It is my responsibility to:**
 - immediately advise the school of changes in the information stated on this form.
 - notify the summer school office of any absences or if I wish to withdraw from the program.

Student Signature	Parent/Guardian Signature	Date
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Opening Day Procedures – SMILE 2019

1. **Students must bring this form and a copy of their final report card.**
2. The starting time for each school is 8:30 AM.
3. The room location for classes will be posted in the school on the first day.
4. The teacher will provide textbooks or other learning materials for classes.
5. Please note – there is no on-site food service at summer school. Students will be given time for nutrition breaks.

NOTE:

Summer school may not be appropriate for the success of identified students who receive modification or accommodations to their program during the school year. As summer school is an optional program, additional support for identified students is not always available.

Ways to Register: On-line: www.dce.ca By Phone: 905.436.3211 OR 1.800.408.9619
By Fax: 905.436.1780 In person or by mail: Durham Continuing Education
120 Centre St. S Oshawa ON L1H 4A3

Direct Inquiries to: DURHAM CONTINUING EDUCATION, 120 CENTRE ST. S., OSHAWA ON L1H 4A3
905.436.3211 or 1.800.408.9619 Email: michele.reid@ddsb.ca

www.dce.ca

DURHAM CONTINUING EDUCATION
Getting Ready for High School
 August 19 – 22, 2019* (some exceptions apply)

2019

LOCATION (please select one)

<input type="checkbox"/> AJAXAjax HS	<input type="checkbox"/> OSHAWA.....Maxwell Heights SS* (Aug 19–21)	<input type="checkbox"/> WHITBY.....Anderson CVI
<input type="checkbox"/> AJAX JC Richardson C	<input type="checkbox"/> OSHAWA.....O’Neill CVI	<input type="checkbox"/> WHITBY..... D A Wilson SS
<input type="checkbox"/> BROOKLINBrooklin HS	<input type="checkbox"/> OSHAWA.....RS McLaughlin CVI	<input type="checkbox"/> WHITBY.....D A Wilson SS - French
<input type="checkbox"/> CANNINGTON....Brock HS* (Aug 19 – 21)	<input type="checkbox"/> PICKERING.....Dunbarton HS	<input type="checkbox"/> WHITBY.....Henry St HS* (Aug 19 – 21)
<input type="checkbox"/> OSHAWA.....Eastdale CVI	<input type="checkbox"/> PICKERING.....Pickering HS	<input type="checkbox"/> WHITBY..... Sinclair SS
<input type="checkbox"/> OSHAWAGL Roberts CVI	<input type="checkbox"/> PICKERING.....Pine Ridge SS	<input type="checkbox"/> UXBRIDGE.....Uxbridge SS
	<input type="checkbox"/> PORT PERRY....Port Perry HS	

BUS TRANSPORTATION

Bus Transportation – Rural Areas Only – Check one box: Port Perry HS Uxbridge SS
 (schedules available at www.dce.ca) Brock HS

BUS STOP: _____

DEMOGRAPHICS (Basic Student Demographics)

Legal Last Name (as shown on Proof of Citizenship)		Legal First Name (as shown on Proof of Citizenship)		Legal Middle (as shown on Proof of Citizenship)		<input type="checkbox"/> MALE
						<input type="checkbox"/> FEMALE
Preferred/Common Last Name		Preferred/Common First Name		Home Phone: <input type="checkbox"/>		
				Unlisted		
				Cell:		
Date of Birth			Proof of Age Document (copy attached) (Office Use Only)			
Month	Day	Year	<input type="checkbox"/> Birth Cert	<input type="checkbox"/> Landed Immigrant	<input type="checkbox"/> Citizenship Card	<input type="checkbox"/> Other
			<input type="checkbox"/> Passport	<input type="checkbox"/> Student Visa	<input type="checkbox"/> Permanent Res. Card	
House #	Street Name		Apt/Unit	City/Town		Postal Code
Mailing Address			Email Address			
<input type="checkbox"/> Same as above						
Parent/Guardian #1 (first & last name)			Daytime Phone#			
Parent/Guardian #2 (first & last name)			Daytime Phone#			

EDUCATION

Student’s Elementary Home School	School Student will attend in Fall 2019	OEN#

ADMISSION (Citizenship)

Country of Birth	If Canada, province of birth:	If outside Canada, Date of Entry (YYYY/MM)	
		Year	Month
Citizenship Documentation (Office Use Only)		Photo ID	
<input type="checkbox"/> Canadian <input type="checkbox"/> Other Visa <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Student Visa <input type="checkbox"/>		<input type="checkbox"/> Passport <input type="checkbox"/> Driver’s License <input type="checkbox"/> Current Student ID	
Refugee Status		<input type="checkbox"/> Other	
Admit Date (Start Date)		First Language	
Month	Day	Year	
		All parents/guardians of Aboriginal students, and students who are 18 years or older, have the right to voluntarily and confidentially self-identify their Aboriginal ancestry. If the student is considered to be of Aboriginal ancestry, please check the appropriate box: <input type="checkbox"/> First Nations <input type="checkbox"/> Métis <input type="checkbox"/> Inuit	

Please read and sign the waiver and agreement of understanding on the reverse.



EMERGENCY (Emergency Contact)

Emergency Contact (If Parent/Guardian above unavailable)	Emergency Contact Phone #	Student Health Card #
Do you have health conditions and/or allergies that are life threatening? Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, please give details:		I choose not to disclose <input type="checkbox"/> Initial:
		Student wears MedicAlert® <input type="checkbox"/> Registration No.
EpiPen required at summer school: Yes <input type="checkbox"/> No <input type="checkbox"/>	Administration of medicine required during summer school: Yes <input type="checkbox"/> No <input type="checkbox"/>	
If, in the case of illness or accident my emergency contact cannot be reached by telephone, I hereby grant authority to the Principal or designate to call an ambulance.		Yes <input type="checkbox"/> No <input type="checkbox"/>

Student Registration Waiver – Please complete and sign

My child's school work may be displayed in school buildings, school, or board publications and/or website articles in the media.	<input type="checkbox"/> I give consent <input type="checkbox"/> I do not give consent
My child's photograph/visual likeness may be displayed in school buildings, school, or board publication and/or website articles in the media.	<input type="checkbox"/> I give consent <input type="checkbox"/> I do not give consent
I give permission for my name and phone number to be used by School Community Councils for the purpose of sharing school information.	<input type="checkbox"/> I give consent <input type="checkbox"/> I do not give consent
For the duration of summer school only, I hereby give my approval for Durham Continuing Education, a school within the Durham District School Board, to access this child's medical records that are on file at the home school within the Durham District School Board.	<input type="checkbox"/> I give consent <input type="checkbox"/> I do not give consent

Agreement of Understanding

- To the best of my knowledge, the information on this form is correct.
- **I understand that:**
 - until all required documentation is complete i.e. proof of citizenship (where applicable) etc., the registration is **NOT** complete and the **SEAT WILL NOT BE HELD**.
 - regular attendance and punctuality are essential. All absences must be explained by a note signed by a parent or guardian.
 - due to the concentrated time and work load of summer school and the fact that participation is optional, consistent attendance is recommended in order for the student to receive full benefit of the program.
 - students will receive an assessment upon completion of each component of the program.
- **It is my responsibility to:**
 - immediately advise the school of changes in the information stated on this form.
 - notify the summer school office of any absences or if I wish to withdraw from the program.

Student Signature	Parent/Guardian Signature	Date
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Opening Day Procedures – Getting Ready for High School 2019

1. **Students must bring this form.**
2. The starting time for each school is 8:30 AM.
3. The room location for classes will be posted in the school on the first day.
4. The teacher will provide textbooks or other learning materials for classes.
5. Please note – there is no on-site food service at summer school. Students will be given time for nutrition breaks.

NOTE: Summer school may not be appropriate for the success of identified students who receive modification or accommodations to their program during the school year. As summer school is an optional program, additional support for identified students is not always available.

Ways to Register: On-line: www.dce.ca By Phone: 905.436.3211 OR 1.800.408.9619

By Fax: 905.436.1780 In person or by mail: Durham Continuing Education
120 Centre St. S Oshawa ON L1H 4A3

Direct Inquiries to: DURHAM CONTINUING EDUCATION, 120 CENTRE ST. S., OSHAWA ON L1H 4A3
905.436.3211 or 1.800.408.9619 Email: michele.reid@ddsbc.ca

www.dce.ca



DURHAM CONTINUING EDUCATION
Summer School Credit Registration Form 2019
 PPL1O1 - July 3 to 26, 2019 (Mon. – Fri. 8:30 am – 2:15 pm)
 Credit Recovery – July 2 to 12, 2019 (Mon. – Fri. 8:30 am – 2:15 pm)



Program: (choose one of the following)

<input type="checkbox"/> PPL1O1 (Sinclair SS) <input type="checkbox"/> GLD2O1 (GL Roberts CVI) Jr. Credit Recovery* <input type="checkbox"/> GLN4O1 (GL Roberts CVI) Sr. Credit Recovery*	* Credit(s) to be recovered:
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DEMOGRAPHICS (Basic Student Demographics)

Legal Last Name (as shown on Proof of Citizenship)		Legal First Name (as shown on Proof of Citizenship)		Legal Middle (as shown on Proof of Citizenship)		<input type="checkbox"/> MALE
						<input type="checkbox"/> FEMALE
Preferred/Common Last Name		Preferred/Common First Name		Home Phone: <input type="checkbox"/> Unlisted		
				Cell:		
House #	Street Name		Apt/Unit	City/Town		Postal Code
Mailing Address			Email Address			
<input type="checkbox"/> Same as above						

Date of Birth			All parents/guardians of Aboriginal students, and students who are 18 years or older, have the right to voluntarily and confidentially self-identify their Aboriginal ancestry. If the student is considered to be of Aboriginal ancestry, please check the appropriate box: <input type="checkbox"/> First Nations <input type="checkbox"/> Métis <input type="checkbox"/> Inuit
Month	Day	Year	

EDUCATION

Previous School	O.E.N. #	School Attending in Sept. 2019
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EMERGENCY (Emergency Contact)

Emergency Contact	Emergency Contact Phone #	Student Health Card #
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Does the student have health conditions and/or allergies that are life threatening? If YES, please give details:	<input type="checkbox"/> Yes <input type="checkbox"/> No	I choose not to disclose <input type="checkbox"/> Initial:
		Student wears MedicAlert® <input type="checkbox"/> Registration No.

If, in the case of illness or accident my emergency contact cannot be reached by telephone, I hereby grant authority to the Principal or designate to call an ambulance.	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Student Registration Waiver – Please complete and sign

I have read the Acceptable and Safe Use Procedure form and will abide by the guidelines while accessing the internet at school.	<input type="checkbox"/> I give consent <input type="checkbox"/> I do not give consent
My school work may be displayed in school buildings, school, or board publications and/or website articles in the media.	<input type="checkbox"/> I give consent <input type="checkbox"/> I do not give consent
My photograph/visual likeness may be displayed in school buildings, school, or board publication and/or website articles in the media.	<input type="checkbox"/> I give consent <input type="checkbox"/> I do not give consent

Agreement of Understanding

- To the best of my knowledge, the information on this form is correct.
- **I understand that** courses are subject to cancellation on short notice, but I may be allowed to make alternate choices, space permitting.
- **It is my responsibility to** immediately advise the school of changes in the information stated on this form.
- Due to the concentrated time and work load of summer school, any serious infraction of the rules, including the following, may result in immediate dismissal:
 - No more than two absences; lates and sign-outs are considered ½ day absences,
 - Inappropriate behaviour (including any form of violence or harassment).

Student signature	Parent signature	Date
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Office Use Only: Recommended by: _____ or <input type="checkbox"/> Recommendation email attached

Return to Durham Continuing Education – Attn: Michele Reid (or via email at michele.reid@ddsb.ca) or fax 905.436.1780
 *Please identify credits to be recovered (attach status sheet).



**Durham Continuing Education Summer School
Cooperative Education Program Application Form
Youth in Policing Initiative 2019**



Demographics (Basic Student Demographics)

Name (print clearly)	Date of Birth (dd/mm/yyyy)	Gender (I identify as): <input type="checkbox"/> Male <input type="checkbox"/> Female
Address:	City:	Postal Code:
Contact Number(s): Home: _____ Cell: _____	Parent/Guardian #1 (name) _____ Daytime Contact # _____ Parent/Guardian #2 (name) _____ Daytime Contact # _____	
Email: (print clearly)		

Home School:

The information collected on this application is done under the authority of the Education Act, 1990 and will be used for the purposes of determining suitable candidates for the program, enrolling students in the program, and matching the students to an appropriate cooperative education placement. It is necessary for the Durham DSB to share the names, contact information, and academic achievements of the students with the supervisors at the cooperative education placement. By submitting this application form, you are consenting to the Durham DSB sharing information contained in this application form as required.

Co-op History/Work Experience

List your skills, previous experience or interests that are related to this placement:

Do you have a part time job? Yes No

If yes, where do you currently work?

Have you completed a cooperative education program

before? Yes No

If yes, where was your placement?

Why have you decided to participate in the Youth in Policing summer school cooperative education program?

Include the following items with this application:

For **Durham District School Board Students** – submit this form **ONLY**.

For students from **another school board** such as: Durham Catholic District School Board, Kawartha Pine Ridge District School Board, Peterborough/Victoria/Northumberland/Clarington District School Board or a private school, please submit these additional documents with the application form:

- Original Proof of citizenship government /school photo ID (i.e. Passport **OR** Birth certificate and photo ID)
- Letter or permission from the home school (or signed status sheet) acknowledging the school is aware you are participating in the credit portion of this program – see guidance to obtain this document.

Contact: Summer School Cooperative Education, 905.436.3211 email: michele.reid@ddsb.ca

Terms and Conditions for Summer School Cooperative Education Program

Summer school cooperative education begins **Tuesday July 2, 2019 at 8:30AM and ends Wednesday Aug. 21, 2019**

- Students are responsible for **transportation to and from** the placement.
- Students **attend the placement full days each day**, for a minimum of 8 hours daily or 40 hours weekly.
- Students **must complete the application form** - incomplete forms will not be considered.
- Students will be **required to attend all days for the pre-placement sessions**. Absence may mean that your start date at the placement is delayed or cancelled.
- Termination from the Youth In Policing Initiative will result in forfeiture of some or all cooperative education credits related to this program.
- Students will be required to **complete assignments during the placement component**.
- Placements may request security, character or credit checks prior to final acceptance at the placement.
- The **Cooperative Education Teacher may be required to provide pertinent information** about the student to a perspective placement.
- Students **MUST not drive any motorized vehicles (ATV, forklift, car, truck, boat, etc.)** while attending the placement.
- Students may be **required to wear personal protective equipment** and may be removed from the placement if they fail to comply with the rules.
- Students must **maintain strict confidentiality** regarding matters at the placement.
- Theft, vandalism or crimes are grounds for **termination of the placement** and/or removal from the program with loss of credits and/or possible further action under the law.
- If the supervisor terminates the placement, **you may be asked to leave the program** with the possible loss of credits.
- Students must attend the placement as agreed upon and outlined on the Work Education Agreement.
- Students must **report all absences to the placement AND to the Cooperative Education Teacher** at the beginning of each day, stating the reason for the absence.
- **Medical appointments, family vacations and part time jobs must be scheduled outside of class time.**
- **Credits are earned based on the achievement of expectations** related to *Leadership and Peer Support* and attendance for the required amount of time at the placement. All assignments and expectations must be completed by the last date of the program as the Cooperative Education Teacher will not be available after the final date of the program.
- If you have a medical condition that may affect the placement, student must disclose this information to the cooperative education teacher prior to the start of the placement.
- Students **must observe all health and safety regulations at the placement**, and report any health and safety concerns immediately to the cooperative education teacher.
- Students will be **provided with Workplace Safety and Insurance (WSIB)** by the Durham Region Police Service while attending the cooperative education placement.

I understand that I can be removed from the Youth in Policing cooperative education program with loss of credits, if I am unable to meet the program requirements in either the classroom component or the placement component.

I have read the schedule for summer school and am aware of the start and end dates for this accelerated summer school course. I am aware I will earn three credits upon successful completion of the course.

I agree to the above terms as indicated by my signature.

Student Signature:

Date:

I understand that my daughter/son is enrolling in a summer school cooperative education program which will involve substantial time in the community. I understand that my daughter/son must adhere to the above terms.

Parent/Guardian Signature:

Date:

Return the completed application form to the guidance department at your school. Completed forms accompanied by a current student status sheet, should be forwarded by the home school guidance department to Durham Continuing Education to complete the registration process. Fax: 905.436.1780

Contact: Summer School Cooperative Education, 905.436.3211

email: michele.reid@ddsb.ca

Program Summary – Quick Reference

Credit Programs	Dates (2019)	Registration Deadlines
Accelerated – Grades 9 – 12	July 3 – 26 (Mon – Fri)	Wednesday June 26 ⁺
Credit Recovery – Grades 9 – 12	Sem 1: July 8 – 18 (Mon – Fri) Sem 2: July 22 – Aug 1 (Mon – Fri)	Sem 1: Friday July 5 ⁺ Sem 2: Tuesday July 16 ⁺
Reach Ahead Phys. Ed. Program (PPL1O1) *	July 3 – 26 (Mon – Fri)	Wednesday June 26 ⁺
Co-operative Education	July 2 – Aug 2 (Mon – Fri)	Wednesday June 26
SHSM Co-operative Education	July 2 – Aug 2 (Mon – Fri)	Wednesday June 26
Youth In Policing **	July 2 – Aug 21 (Mon – Fri) (co-op portion only)	N/A
Scugog Island First Nation Co-operative Education **	July 2 – Aug 2 (Mon – Fri)	N/A
eLearning	Sem 1: July 3 – 26 Sem 2: July 30 – Aug 23	Sem1: Wednesday June 26 ⁺ Sem 2: Wednesday July 24 ⁺
Summer Centres for Success at Durham College **	July 2 – 25 (Mon – Thurs)	N/A
Focus for Future **	July 2 – 25 (Mon – Thurs)	N/A
Boyd Field School ***	Aug 9 – 25 (eLearning starting approx. July 30, 2019)	See Boyd Field School
Learn@Home	July 2 – 12 (registration dates for secondary students) <i>Aug 14 completion deadline for secondary students</i> Continuous intake for all other eligible students	Friday July 12 (secondary students only)

Non-credit Programs	Dates (2019)	Registration Deadlines
Elementary SMILE Program Grades 6/7/8	July 2 – 26 (Mon – Fri)	Friday June 28 ⁺
Getting Ready for High School	Aug 19 – 22	Thursday August 15 ⁺
English as a Second Language Instruction for Adults	July 2 – 26 (Mon – Fri)	Tuesday July 2 ⁺

* By Recommendation Only

** By Invitation Only

*** Registration via Boyd Field School

Note: Classes at GL Roberts CVI, Brock HS and EA Lovell (except SMILE) will be delivered as a teacher supported – student directed learning process. Students who wish teacher directed learning should register for courses at either Pickering HS, Sinclair SS or Maxwell Heights SS summer school locations.

***Note:** Registration deadlines are for course decision making purposes – students may still register after this date, but course choice may be limited.