

Program Information – Credit Upgrading Programs (In-person and Online/Real-time/Synchronous)

Program Overview

Credit Upgrading 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. **It is the responsibility of students and their guidance counsellors to ensure that all requirements have been met before registering for credit upgrading course. The student MUST take the same course grade and stream that was previously taken.** For students in grades 9 to 12, the upgraded mark along with the previously earned mark will be entered on the student's Ontario Student Transcript (OST). These courses do not grant additional credits.

Credit upgrading courses run Monday through Friday and are semestered. Semester 1 classes commence Wednesday July 6, 2022, and conclude Monday July 18, 2022. Semester 2 begins Tuesday July 19, 2022, and ends Friday July 29, 2022.

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

Current DDSB students enrolled in a Credit Upgrading course CANNOT take any other course (except a second Credit Upgrading course) in any other delivery model during the duration of the July 2022 program (i.e., Learn@Home, eLearning, Full Credit)

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. Credit upgrading course cancellations will appear on the DCE website by Wednesday June 29, 2022, 12:00 pm.

First Day Procedures for Secondary Summer School Students

Classes begin **Wednesday July 6, 2022, for Credit Upgrading Semester 1 Programs, and Tuesday July 19, 2022, for Credit Upgrading Semester 2 Programs.**

- 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. Online students will receive login instructions 3 days prior to the start of program (students should monitor DDSB student Gmail accounts). Online students will access their course through the [DDSB Mobile Campus](#) – Google Classroom.
- If a student's name does not appear on any class list for in-person delivery, he/she should visit the summer school office. If a student cannot access their online course, they can complete a [Help Request](#) online.
- 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. Online students must call 905.436.3211 or email DCEInfo@ddsb.ca

Expectations of Online, Synchronous Learning students ONLY:

- You are expected to login to your course, be present and engaged, from 8:30 AM – 2:15 PM (Monday – Friday). Failure to participate daily may result in removal from the course. Additional time may be required for assignment completion.
- You are responsible for checking announcements and emails for updates.

- 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 Online Learning courses, as does the Durham Continuing Education Code of Conduct.

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 upgrading course, both attempts appear on the Ontario Student Transcript. Full disclosure dates are as follows: Credit Upgrading Semester 1 – Wednesday July 13, 2022 (9:00 am); Credit Upgrading Semester 2 – Monday July 25, 2022 (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 or make other arrangements with their teacher **before the end of their program**.

Mark Transmission to Colleges/Universities

Students enrolled in a Durham District School Board school during the 2021/2022 year who have applied to Ontario College or University entrance in Fall 2022, will have their marks transmitted electronically in mid-August 2022. Should the student need a proof of mark outside the scheduled transmission date, please complete the [Proof of Mark](#) request form online prior to the end of the program. *Note: Students are responsible to provide their Ontario College Application Service (OCAS)/Ontario Universities Application Centre (OUAC) number and full email address for the official letter. Letters will be prepared and emailed within two business days after the end of summer school. Durham Continuing Education is NOT responsible for letters once they have been emailed or for delays in processing at the College or University locations.*

For ALL other students who have applied to Ontario Colleges **ONLY** for Fall 2022 entry and who wish their marks transmitted electronically, please complete the [Proof of Mark](#) request online prior to the end of the program. Marks will be transmitted in mid-August 2020.

For ALL other students who have applied to Ontario Universities for Fall 2022 entry, please complete the [Proof of Mark](#) request form online prior to the end of the program. *Note: Students are responsible to provide their OCAS/OUAC number and full email address for the official letter. Letters will be prepared and emailed within two business days after the end of summer school. Durham Continuing Education is NOT responsible for letters once they have been emailed 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 2022 entry, please complete the [Proof of Mark](#) request form online prior to the end of the program. *Note: Students are responsible to provide their OCAS/OUAC number and full email address for the official letter. Letters will be prepared and emailed within two*

business days after the end of summer school. Durham Continuing Education is NOT responsible for letters once they have been emailed 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 online 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 decide and inform the school, the students, and the parents of the final decision.

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.

Program Locations

Credit upgrading programs will be offered at three (3) locations throughout Durham Region; Pickering HS (Semester 1 only), D A Wilson SS (both semesters) and Maxwell Heights SS (Semester 1 only). GL Roberts CVI, Port Perry HS, Uxbridge SS and Brock HS will offer limited Credit upgrading programs in Semester 1 only.

Pickering HS

180 Church St. North
Ajax, ON L1T 2W7

D A Wilson SS

681 Rossland Road West
Whitby, ON L1P 1Y1

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

Port Perry HS++

160 Rosa Street
Port Perry, ON L9L 1L7

Uxbridge SS ++

127 Planks Lane
Uxbridge, ON L9P 1K5

++ Note: A limited credit upgrading ONLY program will be run at Brock HS, Port Perry HS, Uxbridge SS and GL Roberts CVI in Semester 1. Students will be invited to this program by homeschool administration.