

Program Description

Courses in these programs are recommended for secondary students who wish reach ahead in a subject they have not previously studied, wish to recover a credit that they have previously been unsuccessful in or wish to upgrade a mark in a course that they have previously completed successfully. These programs are delivered via an in person learning model which may include some online activities while in the classroom to compliment and consolidate learning, or in a synchronous/ real time delivery model. Instruction is delivered by an OCT certified teacher. Learning may be supported using the D2L Brightspace platform and/or Google classroom and may involve students watching video lessons, completing assigned tasks, or contributing to online discussion boards.

The programs will run Monday – Friday from 8:30 AM to 2:15 PM with 2 nutrition breaks each day. Students MUST commit to the entire program. Missed classes may result in the removal from the program. These programs cannot be compressed, the course calendar cannot be altered, and exam/summative dates (full credit programs only) cannot be changed. Note: It is the responsibility of students and their guidance counsellors to ensure that all prerequisites have been met before registering for a new credit, recovery or upgrading course. Students registered in a credit recovery or upgrading course must take the same grade and level in summer school that they are repeating. Students wishing to change academic streams in future grades must take full credit courses to obtain required pre-requisites.

Note: Civics (CHV201/F) and Career Studies (GLC201/F) are separate courses and require separate registrations.

Program Dates

Full Credit	Credit Recovery/Upgrading – Sem 1	Credit Recovery/Upgrading – Sem 2
1.0 Credit Courses: July 6 – July 29	Semester 1: July 6 – July 18	Semester 1: July 19 – July 29
Civics: July 6 – July 18	Semester 1 Civics: July 6 – July 12*	Semester 1 Civics: July 19 – July 25*
Careers: July 19 – July 29	Semester 1 Careers: July 12 ⁺ – July 18	Semester 1 Careers: July 25 ⁺ – July 29

* Dismissal at 10:30 AM + Program starts at 12:00 PM

Summative Evaluations – IMPORTANT Dates for Full Credit Students ONLY

Students may be required to complete a summative evaluation as determined by the course teacher (Full Credit only). Students must be available on the following dates for possible summative evaluations. Note: the precise dates, time and other details will be determined by the individual teachers and will be finalized on the first day of the course.

Full Credit Summative Dates:

1.0 Credit Courses: July 28/28 Civics: July 17/18 Careers: July 28/29

Course Registration Deadlines

Registration deadlines: Friday June 24, 2022, 12:00 pm for Full Credit courses, Wednesday June 29, 2022, 12:00 pm for Credit Recovery/Upgrading Semester 1 courses and, Tuesday July 12, 2022, 12:00 pm for Credit Recovery/Upgrading Semester 2 courses. Registration will resume after deadline dates where space exists, but no additional sections will be added. **Durham Continuing Education reserves the right to revise, limit, or cancel programming because of the COVID-19 pandemic, enrollment, and other circumstances. Students will be notified of course cancellations.**

Course Withdraw

Withdraws PRIOR to the first day of the course:

- DDSB students and students from DDSB schools, must withdraw through their home school guidance department.
- All other students may withdraw via our online [Withdraw Form](#)

Withdraws AFTER the first day of the course (even if student has not attended):

- Students must use the withdraw link found in the navigation bar of the course or our online [Withdraw Form](#)

NOTE: Use of a laptop, tablet or desktop computer is **required** for any online portion of the program. The program is not designed for completion on a cell phone.

First Day Procedures

Students should plan to arrive on site 15 minutes early on the first day. Class lists with room numbers will be posted in the front foyer of the school. Students should bring their Chromebooks as well as paper and writing utensils to class each day. Note: Chromebooks are not available for loan from DCE.DSB Chromebook.

Durham District School Board (DDSB) students – all DDSB students will access their course using DDSB credentials via the MyCampus portal (<http://student.ddsb.ca>) – D2L Brightspace or Google Classroom login. Courses may not be accessible until the first day of program. **Students new to the DDSB:** Login information will be provided approximately 2 days prior to the start of program for students new to the DDSB.

Technical and Login Assistance: *if you are unable to login as instructed, please complete the [Request for Technical Assistance Form](#) ONCE ONLY. The DCE team will work through responses on a first come first served basis. Your classroom teacher may be able to reset passwords if required.*

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: Full Credit courses – Tuesday July 19, 2022 (9:00 am), Credit Recovery/Credit Upgrading Sem. 1 courses – Wednesday July 13, 2022 (9:00 am) and Credit Recovery/Credit Upgrading Sem. 2 courses – Tuesday Aug 9, 2022 (9:00 am).** Students wishing to withdraw must complete a withdraw request using the link in the navigation bar in their D2L course by the disclosure deadline or via the online [withdraw request](#).

Report Cards

Final report cards will be available by the end of August/early September. For DDSB students enrolled in a day school, the report card will be sent to their **home school**. For students enrolled in an DCDSB school, marks will be electronically transferred for upload to student transcripts and report cards will be emailed for distribution. Note: DCE is not responsible for processing delays of transferred marks at the destination. DCDSB students should check with home school guidance in Fall 2022 to ensure mark has been added to their transcript. All other students will have the report card mailed to the address on file only and should take the report card to their home school to have the credit added to their transcript.

Marks will NOT be given out over the telephone. If students wish to know their mark prior to formal reporting, they should request their teacher to send a final unofficial mark summary at the end of their program. Unofficial mark reports are NOT available after the completion of the program.

Mark Transmission to College/Universities

Students enrolled in a DDSB School during the 2021/2022 year who have applied to Ontario College or University entrance in Fall 2022, will have their marks automatically transmitted electronically in mid-August 2022. Should the student need a proof of mark prior to or after the transmission date, please request official proof of mark letters via a link in the navigation bar in their course.

For ALL other students who have applied to post-secondary destinations for Fall 2022 entry and who wish their marks transmitted or proof mark letters sent, please complete the request via the appropriate link in the navigation bar of your course or via the [Proof of Mark Request Form](#). **All proof of mark letters or electronic transmission requests MUST be completed using the link in the course navigation bar prior to the end of program.**

Note: Students are responsible to provide their Ontario College Application Service (OCAS)/Ontario Universities Application Centre (OUAC) number, full mailing address and institution email for the official letter. Letters will be prepared and mailed/emailed within two business days after the end of the summer school program. DCE is NOT responsible for letters once they have been mailed/email or for delays in processing at the College/University locations.

DDSB Secondary School Acceptable and Safe Use Procedure for Computing and Information Technology

The DDSB's computing and information technology facilities and resources are made available to students in support of their learning, research requirements and career preparation. Students and parents/guardians will be asked to review the [DDSB's Secondary School Acceptable and Safe Use Procedure for Computing and Cyber Safety](#)