

Program Information – Credit Recovery Programs

Program Overview

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 6, 2020 and conclude Thursday July 16, 2020. Semester 2 begins Friday July 17, 2020 and ends Wednesday July 29, 2020.

Summative evaluations for Semester 1 courses will be held on Wednesday July 15th and Thursday July 16th, 2020.

Summative evaluations for Semester 2 courses will be held on Tuesday July 28th and Wednesday July 29th, 2020.

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 16th and July 29th, 2020. *Note: the bussing schedule on July 16th 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 July 2020 program (i.e. Learn@Home, eLearning, Accelerated)

July 2020

Semester 1 – Credit Recovery Dates

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

July 2020

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 Start	18
19	20	21	22	23	24	25
26	27	28 Exam	29 Exam	30	31	

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 recovery course cancellations will appear on the DCE website by Tuesday June 30, 2020, 12:00 pm.

First Day Procedures for Secondary Summer School Students

Classes begin **Monday July 6, 2020 for Credit Recovery Semester 1 Programs, and Friday July 17, 2020 for Credit Recovery 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.

- 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: Credit Recovery Semester 1 – Monday July 13, 2020 (9:00 am); Credit Recovery Semester 2 – Friday July 24, 2020 (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 2019/2020 year who have applied to Ontario College or University entrance in Fall 2020, will have their marks transmitted electronically in mid-August 2020. 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 2020 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 2020.

For ALL other students who have applied to Ontario Universities for Fall 2020 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 2020 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 - NEW

Students will be required to bring a cheque in the amount of \$100.00 as security in classes where the teacher distributes 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.

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 D A Wilson SS and J Clarke Richardson C. Durham Region Transit will be notified of the location of summer school sites and may adjust routes accordingly for all other locations.

Program Locations

Credit Recovery programs will be offered at three (3) locations throughout Durham Region; J Clarke Richardson C, D A Wilson SS and Maxwell Heights SS (Semester 1 only). GL Roberts CVI, and Brock HS will offer limited Credit Recovery programs in Semester 1 only. DA Wilson SS will offer limited Credit Recovery programs in Semester 2 only.

J Clarke Richardson C

1355 Harwood Avenue North
Ajax, ON L1S 1P2

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

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 D A Wilson SS in Semester 2. Students in this program may employ a self-directed, teacher support learning method.