



## DPCDSB ADULT AND CONTINUING EDUCATION SUMMER SCHOOL CREDIT PROGRAM INFORMATION

### How to register:

Registrants can send their application form by fax, mail or drop it off in person at the Adult and Continuing Education Office, 870 Queen Street West, Suite 100, Mississauga, Monday to Friday 8:30 a.m. to 4:30 p.m. prior to the start of programs. *Secondary School Students* must submit registration forms to the Guidance Office at their home school. Last day to apply for summer school is **Friday, May 25, 2007**.

### Formation of Classes:

All classes are conditional on minimum enrollment, teacher availability and are subject to transfer or cancellation. Applicants are registered on a first-come, first-served basis. Class times are: 8:15 a.m. to 1:15 p.m. Please note: We do not provide confirmations of acceptance into the program. **We will ONLY call if the course has been cancelled or location moved.** Bring a copy of your registration form to class.

### What is the attendance policy?

A pupil who has registered for a credit course **but does not attend on opening day will be removed** from the course. Regular attendance is mandatory for success in summer school. A pupil is expected to be punctual and attend every day. Absence for any reason counts towards attendance. A late will count as a partial absence. The **third** absence will result in automatic withdrawal from a **new/full make-up course**. The **second** absence will result in automatic withdrawal in a **make-up course**. A student may be **withdrawn** after **one unacceptable absence**.

### Is there homework:

Summer school courses cover the requirements in a compressed period of time and students must be prepared to allocate sufficient time to work at home every day.

### What is the examination policy?

To qualify for credit, a student **must** write a final examination at the time scheduled by Adult and Continuing Education.

### Medical Concerns:

It is highly recommended participants in Adult and Continuing Education Programs, advise the Administration and classroom teacher of any major health concerns/conditions and ensure an emergency contact number is available.

### When do I get my report card?

#### NEW CREDIT 4 WEEK COURSES

**Interim Report Card:** On Friday July 20, 2007 students will receive an interim progress report.

**Final Report Card:** Students in credit courses **must attend the last day of classes, Friday August 3, 2007** to receive their final grade and review their examination papers. The official report cards will be sent directly to the home school or mailed to the student's home if they are not currently enrolled in a day school.

#### MAKE-UP 2 WEEK COURSES:

**Final Report Card:** Students in 2 week make-up courses **must attend the last day of classes, Session 1: Thursday July 19/07 Session 2: Friday, August 3/07** to receive their final grade and review their examination papers.

### Dufferin-Peel Student ID# and OEN#:

Dufferin-Peel day students must enter their 9 digit ID# and OEN#. Students and adults new to Dufferin-Peel will be assigned a Dufferin-Peel Student ID# and OEN#. All other students must enter an OEN#.

### Public Transportation:

For information concerning public transportation, please call:

- Mississauga Transit 905-615-4636
- Brampton Transit 905-874-2999

### **NEW – Dufferin-Peel PED Policy – MUST READ**

It is the policy of the DPCDSB that all PEDs be kept out of sight, turned off and not used within school premises or during school sanctioned activities. PEDs (Personal Electronic Devices) are wireless and/or Hand-held Equipment. Information letter will be distributed to students on the first day of classes. Failure to comply may result in confiscation of PED and/or disciplinary action as outlined in the Catholic Code of Conduct 2001.

### How do I get to Summer School:

Summer School students normally walk or use public transit.

### Religious Activities:

All students are expected to attend all religious activities.

### Is there a fee for Summer School?

A \$90.00 textbook deposit must be submitted to the classroom teacher on the first day of class. Please provide a cheque payable to: DPCDSB Adult and Continuing Education Office and indicate the name of the student and summer school location on the **Memo Portion** of the cheque. This will be refunded upon the return of the non-damaged textbook.

### Medical Concerns:

It is highly recommended participants in Adult and Continuing Programs advise the Administration and classroom teacher of any major health concerns/conditions and ensure an emergency contact number is available.

**OLC Course:** Students applying to the OLC Course **must have the Principal sign their reapplication form.**

### Code of Conduct:

The Dufferin-Peel Catholic District School Board, Adult and Continuing Education Department will do everything in its power to create a Catholic learning community in which students will be able to develop their spiritual, intellectual, physical and social potential. It is the expectation of the Board that students will respond positively and avail themselves of their opportunities. Dufferin-Peel Catholic District School Board, mandated by the Ministry of Education Safe Schools policy, has established *The Catholic Code of Conduct*, which outlines the rights and responsibilities of students attending programs in Dufferin-Peel. Participants in Adult and Continuing Education programs failing to meet requirements of The Catholic Code of Conduct may result in: police involvement, "violent incident"/"expulsion" form filed in day school OSR or removal from Adult and Continuing Education Programs. Students and parents should review the official document; "**Catholic Code of Conduct**" available at the following link: <http://www.dpcdsb.org/pr/codeofconductfinalapril2005.pdf> or contact our office to view a copy.

### Is there a dress code?

Students are expected to dress appropriately for summer learning. A policy statement will be issued on the first day of Summer School. Absolutely **no** bandanas or other headgear or insignias may be worn.

**Student and Parent Responsibility:** By signing the student signature and parent signature of this registration form, we understand and accept all of the terms and requirements for Summer School, specifically the following:

1. I understand that I will be withdrawn from Summer School for non-compliance of the attendance policy.
2. To be eligible for a credit, I must write the examination as scheduled.
3. I will be responsible for books, materials or equipment loaned to me and I will pay for any loss or damage.
4. I will inform Adult and Continuing Education and my summer school site in writing of any medical problem of which staff should be aware.
5. Absence on Opening Day will result in withdrawal of registration.
6. On the first day of class a cheque for \$90.00 is due for textbook deposit. This will be refunded upon return of undamaged textbook.
7. In case of emergency and I am not available, I, the parent, or guardian, authorize you to contact the emergency contact person I provided on this form.

**Any further questions please contact our office at: 905 891 9263 Ext. 0**