

2018 ACADEMIC SUMMER SESSION GUIDELINES

Before registering for summer session it is always important to discuss the option with your child's school. We are not able to advise which course(s) students should be registering for. Resource and counselling supports are not available for students attending summer session.

Registration and Fee Payment for Courses:

1. Please ensure that the student registration form is filled out completely.

If you are 18 or older you do not have to fill out the parent/guardian information.

If you are over the age of 21 please contact the Summer Session Office 204-586-5015, P. Burgess, Principal, pburgess@wsd1.org or S. Bright, Vice-Principal, sbright@wsd1.org. If you are not sure whether you are a resident or a non-resident of the Winnipeg School Division please call the Summer Session office at 204-586-5015 or go to www.winnipegssd.ca. Residency is determined by where your guardian lives, not by which school you attend regularly. Students who are attending a school in the Winnipeg School Division as a "SCHOOLS OF CHOICE" are still considered non-residents.

2. FOR IN-PERSON REGISTRATIONS:

If you register and pay in person payment may be cash, debit, personal cheque or money order (payable to the Winnipeg School Division, Summer Session). We are unable to process credit card transactions in person. In person registration takes place in the Summer Session office at Ashland School, Room 2-170 Ashland Avenue Main Floor.

Registration dates: Tuesday, May 1st to Friday, June 29th from 8:00 a.m. - 3:00 p.m. (Monday-Friday)
Saturday, June 30th, and Sunday, July 1st from 9:00 a.m. - 3:00 p.m.

There will be registration on Tuesday, July 3rd from 8:00 a.m. – 1:00 p.m. but it will have to be done in person at the Ashland office. Registration will be accepted if there are spots available in the class. Please check the Winnipeg School Division website first to see which courses are still available. Payment July 4th can only be made by cash, debit, money order or cheque.

FOR ON-LINE REGISTRATIONS:

To register on-line, go to <https://www.winnipegssd.ca/summer-session/Pages/default.aspx> you can register on-line with or without a PayPal account. You can use your credit card (Visa, MasterCard or American Express) without setting up a PayPal account. On-line registration will be available until Tuesday, July 3rd 12-noon. After that time you will not be able to access the system and you must register in person.

3. Whether a class will run is dependent on registration numbers. The final decision regarding which courses are run will be made at the end of the day, Sunday July 1st. Courses will be cancelled with insufficient student registrations. Please check the WSD website on Monday, July 2nd for a current listing of courses being offered.
4. This summer we are offering courses at both Grant Park High School and Andrew Mynarski V.C. Please ensure that you have indicated which school you would prefer to attend.
5. If a class is cancelled at the school site you chose, you may take a different course at that same school site; stay in the same course but attend at the other site or receive a full refund.
6. Non-payment of fees, non-collectible NSF cheques, or insufficient payment of fees may result in withdrawal of a student and no mark being issued.
7. Students are responsible for payment for loss or excessive damage to textbooks they have been issued. Students who withdraw **MUST** return textbooks.

Course Cancellations:

ALL COURSE cancellations will be posted on Monday, July 2nd. You will not receive an individual notification of a course cancellation. You need to check the WSD web page on Monday before proceeding to your class on Wednesday, July 4th.

If the course you have registered for at a specific school location is cancelled you have 3 options:

1. You will receive a full refund for the cancelled course. You do not need to do anything. You do not need to contact us. The refund will be mailed back to you at the end of July in the form of a cheque. We are **UNABLE** to reverse the debit to either Paypal or a credit card.
2. If the course is cancelled at one school location but not at the other school location you may choose to transfer to the other school. To request a transfer from one school to the other please email ppatten@wsd1.org. On Wednesday, July 4th proceed to the location where it is being offered.
3. If you would like to register in another course altogether *example:* change from Grade 12 Biology to Grade 12 Chemistry please email ppatten@wsd1.org. We will make the course change for you, and then Wednesday, July 4th you will attend the new class. If there is money owing due to the course change, you may pay it on the first day of class by cash or cheque. If there is a refund owing we will process it and mail it to you.

Refunds:

1. All refunds issued will be to the person whose name is on the receipt and will be in the form of a cheque. We are unable to reverse on-line payments back to the credit card or PayPal account it was drawn from. **Cheques will be mailed out at the end of July to the address provided on the student application.**
2. All requests for a refund of fees, except when a course has been cancelled, need to be submitted by the parent/guardian in writing to the principal, email: pburgess@wsd1.org, Summer Session Office.
3. Refund requests received by the end of day on the first day of classes **Wednesday, July 4th** will result in a refund of fees minus a \$25.00 processing charge
4. If the course is cancelled a full refund will be issued automatically by cheque at the end of July. You will not need to request one.

5. **Refund requests for medical reasons** after the course has started must be accompanied by supporting medical documentation from a physician.
6. **There will be no refunds issued after Wednesday, July 4th unless there are exceptional circumstances.**
7. **There will be no refunds issued if a student is removed from the course for behavioural reasons and/or chronic absenteeism.**
8. **Non-payment of fees may result in the student being withdrawn from the course.**

Credit Requirements:

1. It is extremely important that you indicate the last school that you attended in the 7-12 school system. **The Summer Session does not have the authority to send your mark(s) to Manitoba Education and register them as a credit. Your mark(s) will be sent to the last school you attended and that school will register your credit.** Consequently, after you receive your final mark please check with the school in September to ensure that they did receive your mark and it is included on your transcript.
2. **In order to register for a repeater course you must be able to provide proof that you have taken the course and received a mark of 30% or more. You will be asked to provide a copy of your report card either when you register or on the first day of class. If the timetable allows, students may register for up to 2 repeater classes in one session. If the mark is less than 30%, students must sign up for a non-repeater course OR provide a letter of eligibility from their school signed by a school administrator. You will be withdrawn from the repeater course if you are unable to provide a report card or letter of eligibility from your home school.**
3. **Classroom teachers** will notify parents/guardians mid-way through the course if the student appears to be in danger of not obtaining the credit.
4. **Non-payment of fees, non-collectible NSF cheques, or insufficient payment of fees** may result in withdrawal of a student and no mark being issued.
5. **Evaluations** will be conducted on a continuous daily basis. Each student will write a final exam which will count for a minimum of 20% up to a maximum of 35%.
6. **Tests** must be written as scheduled and assignments completed as requested by teachers. There may be penalties for late assignments.
7. **There are no stated pre-requisites for a non-repeater course.** However, it is STRONGLY recommended that the student has taken the previous level course (ie. completed grade 11 Physics prior to enrolling grade 12 Physics.) The student should also ensure that their home school will recognize the credit if they have not successfully completed the previous level course.

Student Supports:

There are no additional student supports available during summer session. If your child requires resource support, counselling support and/or educational assistant support you should discuss with your child's school if summer session is an appropriate program choice for your child. Summer session courses present a full year's program content in a very short period of time and at a fast pace. The class sizes may or may not be as large as the regular school classes.

Attendance:

1. **Regular and punctual attendance** is expected to ensure student success.
2. **Students arriving late for class** will be admitted by the classroom teacher at a time when there is minimal disruption for other students.
3. **3 absences** may result in a withdrawal from classes.
4. **Summer session staff will contact parents/guardians in the event of a student's unexcused absence.**

Student Behaviour:

1. Student behaviour is governed by all of the applicable policies of the Winnipeg School Division. Students are expected to act appropriately and respectfully towards all persons and the building.
2. Regular **school dress code** applies. Beach attire is not acceptable. Shoes must be worn.
3. **We recommend** that you **do not** bring your bicycle/skateboard to Summer Session. **We do not accept responsibility for any stolen personal items. Cell phones must be turned off or on silent mode [for emergencies] during school hours.**
4. **Smoking is prohibited in all school division buildings and on all school division property. This includes private vehicles parked on school division property.**

Winnipeg School Division 2018 Academic Summer Session - Student Registration Form

Please complete this form in full.

Student Name: _____
(LAST NAME) (FIRST NAME)

Date of Birth: _____
(day month year)

School attended in 2017-2018: _____ (Please note this is the school that has the authority to register your mark as a credit with Manitoba Education. This is where your summer session report will be sent)

School Report needs to be sent to: _____ (Last school attended if you did not attend a school in 2017-2018.)

Home Address of Parent/Guardian: _____ Postal Code: _____
(to which all correspondence will be sent and residency requirements will be determined)

Parent/Guardian: _____
(LAST NAME) (FIRST NAME)

E-mail address: _____

Day Time Phone #: _____ Home Phone #: _____

Emergency Contact: (if parent/guardian cannot be reached, please ensure the following information is complete)

Name of Contact Person: _____ Relationship to Student: _____

Emergency Phone #: _____

Any concerns or medical information that you would like our staff to be aware of? _____

I verified that all information herein is accurate. I have read and I am aware (check box "✓") of all summer session guidelines regarding attendance, fee payment, refunds and behaviour as determined by the Winnipeg School Division Summer Session.

If you are registering for a repeater course then you must provide a copy of the report card when you register or to your teacher on the first day of class to verify that you have completed the course with a minimum mark of 30%.

Classes start Wednesday, July 4th and end Friday, July 27th, 2018.
 Grade 7 & 8 math courses – 2.0 hours per day
 Grade 9-12 courses (Repeater) – 2.5 hours per day
 Grade 10-12 courses (Non-repeater) – 5 hours per day

2018 SUMMER SESSION FEE SCHEDULE:

WINNIPEG SCHOOL DIVISION RESIDENTS:

Grades 7 & 8 - \$150.00; Senior High Repeater - \$210.00; Senior High Non-repeater - \$350.00

NON-RESIDENTS (OUT OF WSD DIVISION):

Grades 7 & 8 - \$255.00; Senior High Repeater - \$350.00; Senior High Non-repeater - \$570.00

Summer Session Office use only

Amount of fee received: \$ _____ Date received: _____

Person who made payment: _____

Cash Interac Cheque # _____ Money Order By mail In Person Divisional courier

Receipt No. _____ Person who takes payment: _____ (initial)

All Classes start Wednesday, July 4, 2018 - WSD ACADEMIC SUMMER SESSION - TIMETABLE

Before checking off which course[s] you want to take please make sure to read the Summer Session Guidelines. The Summer Session Guidelines will explain the registration process [both in person and on line] in detail and answer any questions you may have re office hours, fees, refunds, course cancellations and course changes.

Course offerings are tentative and are subject to cancellation based on insufficient enrolments. Repeater classes may be offered in combination with Non-repeater classes where necessary. **The decision of whether there are sufficient numbers of students enrolled to offer a course will be based on the student registrations received as of Sunday, July 1st. Register early to avoid course cancellations.** All course cancellations will be posted on the **WSD home page Monday, July 2nd**. **You will not receive any other notification of a course cancellation.**

This summer we are offering courses at both, *Grant Park High School* and *Andrew Mynarski V.C.* if we receive sufficient registrations. Please “✓” which course(s) and school location you would prefer.

Grades 7 & 8 Repeater Classes July 4-July 27	
9:00 am-11:00 am	Grant Park
Grade 7 Math	
Grade 8 Math	

Grade 9–12 Repeater Classes July 4-July 27			Grade 9–12 Repeater Classes July 4-July 27		
9:00 am-11:30 am	Grant Park	Andrew Mynarski V.C.	11:30 am-2:00 pm	Grant Park	Andrew Mynarski V.C.
Grade 9 Math (10F)			Grade 9 English Language Arts (10F)		
Grade 9 Social Studies: Canada in the Contemporary World (10F)			Grade 9 Science (10F)		
Grade 10 Geography: Geographic Issues of the 21 st Century (20F)			Grade 10 English Language Arts (20F)		
Grade 10 Visual Arts (20S)			Grade 10 Science (20F)		
Grade 10 Intro to Applied & Pre-Calculus Mathematics (20S)			Grade 11 ELA: Transactional Focus (30S)		
Grade 10 Essential Mathematics (20S)			Grade 11 ELA: Literary Focus (30S)		
Grade 11 Applied Mathematics (30S)			Grade 11 ELA: Comprehensive Focus (30S)		
Grade 11 Essential Mathematics (30S)			Grade 11 Physics (30S)		
Grade 11 Pre-Calculus Mathematics (30S)			Grade 11 Chemistry (30S)		
Grade 11 History: History of Canada (30F)			Grade 11 Biology (30S)		
Grade 11 Visual Arts (30S)			Grade 12 ELA: Transactional Focus (40S)		
Grade 12 Visual Arts (40S)			Grade 12 ELA: Language & Transactional Forms(40S)		
Grade 12 Applied Mathematics (40S)			Grade 12 ELA: Literary Focus (40S)		
Grade 12 Essential Mathematics (40S)			Grade 12 ELA: Language & Literary Forms (40S)		
Grade 12 Pre-Calculus Mathematics (40S)			Grade 12 ELA: Comprehensive Focus (40S)		
			Grade 12 Physics (40S)		
			Grade 12 Chemistry (40S)		
			Grade 12 Biology (40S)		

Grades 10-12 Non-Repeater Classes July 4-July 27			Grades 10-12 Non-Repeater Classes July 4-July 27		
9:00 am-2:00 pm	Grant Park	Andrew Mynarski V.C.	9:00 am-2:00 pm	Grant Park	Andrew Mynarski V.C.
Grade 10 Visual Arts (20S)			Grade 11 ELA: Transactional Focus (30S)		
Grade 10 Intro to Applied & Pre-Calculus Mathematics (20S)			Grade 11 ELA: Literary Focus (30S)		
Grade 11 Visual Arts (30S)			Grade 11 ELA: Comprehensive Focus (30S)		
Grade 11 Pre-Calculus Mathematics (30S)			Grade 12 ELA: Transactional Focus (40S)		
Grade 11 Physics (30S)			Grade 12 ELA: Language & Transactional Forms(40S)		
Grade 11 Chemistry (30S)			Grade 12 ELA: Literary Focus (40S)		
Grade 11 Biology (30S)			Grade 12 ELA: Language & Literary Forms (40S)		
Grade 12 Visual Arts (40S)			Grade 12 ELA: Comprehensive Focus (40S)		
Grade 12 Applied Mathematics (40S)			Grade 12 Physics (40S)		
Grade 12 Essential Mathematics (40S)			Grade 12 Chemistry (40S)		
Grade 12 Pre-Calculus Mathematics (40S)			Grade 12 Biology (40S)		