

## Summer School 2017 – Registration Form

### RIVER EAST TRANSCONA SCHOOL DIVISION ADULT AND CONTINUING EDUCATION SUMMER SCHOOL 2017

at

McLeod Education Centre, 530 McLeod Avenue

**Dates of Summer School:** July 4 – July 26      **Repeater Courses**  
8:00 am – 10:40 am

**Fees:** \$190 per course. Fees must be included with the completed application form. Make cheques payable to River East Transcona School Division. Do not send cash in the mail. There will be a charge for NSF cheques.

**Eligibility:** Repeater students must have completed the course with a grade above 35% as verified by a report card. Instruction cannot be provided for students who require modified or EAL programming.

**Registration Deadline:** 4 p.m., Friday, June 30<sup>th</sup>. Registrations will be accepted on a first-come, first-served basis. Students should register early to improve their chance of getting a preferred course. Mail or drop off applications for summer school to: Adult and Continuing Education Office, 530 McLeod Ave., Winnipeg, MB, R2K 0B5. Late registrations will be accepted up to the third day of classes, i.e. July 6<sup>th</sup>, subject to availability. Applicants will be assessed a late fee of \$10.

**Course Cancellations:** River East Transcona School Division reserves the right to cancel courses for which there is insufficient enrolment. This means a course could be cancelled outright and the student will receive a full refund.

**Refunds/Withdrawal Deadline:** Thursday, July 6<sup>th</sup>: To receive a refund, the student must withdraw from the course by July 6<sup>th</sup>. To apply for a refund, the student must present their receipt, along with a letter from their parent or guardian indicating the reason for withdrawing, to the summer school office located at McLeod Education Centre. An administrative fee of \$20 will be deducted regardless of whether or not the student has attended any classes.

**Parent-Teacher Meeting:** Friday, July 14<sup>th</sup>: Parent-teacher meetings will be held the morning of July 14<sup>th</sup>. More details about this event will be sent home with students during the first week summer school is in session.

**Report Cards:** Report cards will be mailed to the home immediately following the conclusion of summer school. Copies of the reports will also be forwarded to the “sending” and “receiving” school.

**Enquiries prior to the start of summer school:** Contact Adult and Continuing Education, 204-667-6193 during office hours, 8:30 a.m. – 4:30 p.m., or email: [crempel@retsd.mb.ca](mailto:crempel@retsd.mb.ca)

**Enquiries during summer school:** Direct any questions or concerns to the summer school administrator at 204-667-6193 between 8:00 a.m. and 1:00 p.m., or email: [office@retsd.mb.ca](mailto:office@retsd.mb.ca)

Prior to the start of summer school, teachers will phone students to confirm start time and classrooms.

**Important Dates:**

June 30, 4 pm	– Registration deadline
July 6	– Late registration deadline
July 6	– Withdrawal deadline
July 14	– Parent-teacher meetings

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<b>Applicant:</b>		<b>Birth Date (mm/dd/yy):</b>	
<b>Address:</b>		<b>City:</b>	<b>Postal Code:</b>
<b>Name of School Attended in 2016-17:</b>			
<b>Name of school to be attended Sept 2017:</b>			
<b>Name of Parent(s)/Guardian(s):</b>			
<b>Home Phone:</b>		<b>Parent/Guardian Cell Phone:</b>	
<b>Parent/Guardian Work Phone</b>		<b>Parent/Guardian email address:</b>	
<b>Medical Concerns</b>			

The following courses will be offered, subject to sufficient enrolment. In order for classes to run classes may be combined. Be sure to indicate, in the spaces(s) provided, the **FINAL MARK** you attained in the subject(s). Your marks **must** be verified by a school authority, whose signature is required below. Please include a transcript or report card confirming completion of the course and final mark.

Signature of school authority \_\_\_\_\_

Position \_\_\_\_\_

X	GR	TIME – 8:00 am - 10:40 am	Final Mark
	9	SS01 MATHEMATICS 10F	
	9	SS02 LANGUAGE ARTS 10F	
	10	SS03 ENGLISH 20F	
	10	SS04 ESSENTIAL MATH 20S	
	10	SS05 INTRO TO APPLIED AND PRE-CAL MATH 20S	
	11	SS06 ENGLISH 30S	
	11	SS07 APPLIED MATH 30S	

X	GR	TIME – 8:00 am - 10:40 am	Final Mark
	11	SS08 ESSENTIAL MATH 30S	
	11	SS09 PRE CAL MATH 30S	
	12	SS10 ENGLISH 40S	
	12	SS11 ESSENTIAL MATH 40S	
	12	SS12 APPLIED MATH 40S	
	12	SS13 PRE CALCULUS 40S	

Amount Paid \_\_\_\_\_ Cheque \_\_\_ Cash \_\_\_ Visa \_\_\_ Mastercard \_\_\_ CC Receipt# \_\_\_\_\_

Late fees \_\_\_\_\_ Receipt # \_\_\_\_\_

### Guidelines for Students

It is hoped that by choosing to attend summer school, you will earn the credits you require and improve your ability to meet the demands of high school. A team of highly conscientious and caring teachers is ready to help you meet these goals. They have prepared a program of activities intended to assist you in achieving two objectives: Improving your mark in the course for which you have enrolled and giving you a positive start to the new school year. Guidelines for your personal success are outlined briefly below. We trust you will respond positively to them.

**Attendance Matters:** Summer school classes are intensive learning opportunities. Attendance is compulsory, and evaluation activities are scheduled every day. Parents/guardians will be notified of unexcused absences. Students may be withdrawn after three days of unexcused absence, without refund of fee.

**Assignments/Assessments:** You are expected to complete all assignments and assessments as scheduled by your teacher.

**Code of Conduct:** You are expected to follow the code of conduct established by River East Transcona School Division. To read the code of conduct please go to: <http://www.retsd.mb.ca/site/about/code.html>

You are expected to dress appropriately. Hats and beach clothing are not acceptable.

You are expected to refrain from smoking anywhere on school property.

You are expected to take care of textbooks and other instructional material or equipment allocated to you and return these items to your teacher at the conclusion of summer school.

**Daily Routine:** You will receive a five-minute break at approximately 9:30 a.m. each day. You are expected to remain on the school grounds during the break time.

**In Case of Illness:** In case you become ill at Summer School, you are expected to report first to your class teacher, then to the Summer School office. You should not leave the school without reporting to the Summer School office.

**Personal Items:** School lockers are not available. MPS and MP4 players, iPods and cell phones cannot be used in the classroom.

You are responsible for the safekeeping of all personal items. Should you happen to lose any personal belongings (e.g. bicycle) you are responsible for notifying the appropriate authorities (police and your insurance company) immediately upon discovering the loss. Textbooks given to you for use during the Summer School must be returned in the same condition as you received them. Any damage or loss will necessitate reimbursement to the Summer School.

River East Transcona School Division • Adult & Continuing Education