
Instructions

Changes for 2009

All changes in policy or procedure that appear in the Instructions section are highlighted in boldface type.

Regulations Pertaining to the Registers

The Ministry of Education requires that, for audit purposes, the current year's register and the previous year's register be retained. Retention beyond that minimum period is to be carried out in accordance with the board's record management program, as specified in paragraph 38 of subsection 171(1) of the Education Act.

Authorization for the collection of the information required in the registers is found in subsection 8(1)8 of the Education Act. This information is required for administrative purposes. Anyone needing additional information regarding the collection of this information should contact the principal of the summer school program.

Under section 8 of Ontario Regulation 84/08, boards are entitled or required to charge certain pupils tuition fees for courses. These pupils must not be included in this register.

Responsibilities of the Principal of the Program

Administration of the Program

The principal must ensure that the following general requirements are met:

- Programs may not begin until after the last school day in the 2008–09 school year, nor may they extend beyond the first school day of the 2009–10 school year.
- Classes or courses must be provided by the board between 8 a.m. and 5 p.m.
- With the exception of cooperative education courses, all courses for which enrolment is recorded in this register must be given through classroom instruction.
- Pupils must not be charged any registration fees and/or other fees pertaining to administration. Pupils in credit courses may, however, be asked to pay nominal refundable textbook deposits. As in day school courses, a pupil must not be charged fees to cover costs of materials used in class unless he or she wishes to use materials that are

more expensive than the ones provided by the school (e.g., maple wood rather than spruce in a woodworking class). Where inappropriate fees are charged, the ministry may adjust the amount of funding the school board receives for the course.

Pupils who were enrolled in a day school program offered by the board may be admitted to the board's summer school program. Also, pupils who were enrolled in Grades 1 to 12 in a private school that was in compliance with subsection 16(1) of the Education Act may be admitted to ministry-funded summer school programs offered by the board.

For *all credit courses* offered in summer school, the principal shall ensure that the courses meet the requirements set out in curriculum policy documents under *Ontario Secondary Schools, Grades 9 to 12: Program and Diploma Requirements, 1999 (OSS)*. Such courses include transfer courses in *The Ontario Curriculum, Grades 10 and 11: Transfer Courses, 2001*. The course of study for each course is to be retained for review at the school.

The principal shall ensure that all courses taken for credit are taught by a person holding a valid Certificate of Qualification, as specified in section 3(1) of Regulation 285. In addition, he or she shall ensure that records are established and maintained for each pupil taking a course for credit, in accordance with *The Ontario Student Record (OSR): Guideline, 2000*.

It should be noted that the only partial-credit courses for which the ministry will provide funding are those that are permitted under OSS or that have been approved by the ministry.

For cooperative education courses, all of the requirements outlined in OSS, section 7.5, and *Cooperative Education and Other Forms of Experiential Learning: Policies and Procedures for Ontario Secondary Schools, 2000* must be met. The time spent by students in the placement component will be considered as pupil hours for the purpose of determining equivalent average daily enrolment. However, the maximum number of pupil hours for any pupil for the course (that is, hours in all components, including pre-placement, integration, and placement) is limited to 110 hours times the credit value of the course.

For *non-credit remedial programs in literacy and numeracy*, the principal of the school in which the pupil was enrolled must recommend that the pupil take the program/course. Instructors need not be qualified teachers. However, in order to receive funding, the board must employ and pay instructors directly.

For *summer school programs for the developmentally delayed*, the board shall determine the location, number of sessions, and class size. Special education classes must satisfy the requirements for class size outlined in section 31 of Regulation 298.

Where an instructional session has been cancelled owing to exceptional circumstances (e.g., inclement weather has caused a breakdown in transportation arrangements or otherwise prevents pupils from attending class), the session will be recognized for funding purposes if the instructor is still paid for the session *and* the session is not rescheduled. This session must be marked with a “C” in the register to indicate the cancellation, and the reason for the cancellation must be recorded.

Use of the Register

The principal shall ensure that this register contains data on enrolment and attendance *only* on pupils enrolled in the following summer school programs or courses:

- credit courses delivered through classroom instruction
- credit courses delivered through cooperative education
- transfer courses for pupils in Grade 10 or 11
- credit recovery
- non-credit summer school programs for developmentally delayed pupils
- non-credit Grade 7 or 8 Remedial Literacy and Numeracy for pupils who have completed Grade 7 or a higher grade
- non-credit Grade 9 or 10 Remedial Literacy and Numeracy for pupils enrolled in Grade 9 or a higher grade
- “crossover material”, as described in OSS, section 5.6, and *The Ontario Curriculum, Grades 9 to 12: Program Planning and Assessment, 2000* (i.e., course work of up to 30 hours taken by a pupil who wishes to switch from one course type in Grade 9 to the other in Grade 10)

Pupils enrolled in self-study programs must not be included in this register, nor pupils enrolled in summer day camps, sports camps, or day-care activities.

The principal shall ensure that a separate register is used *for each class* and that a pupil’s name is not entered in the register until the day on which the pupil actually begins to attend classes.

The principal shall ensure that page 4 of the register is completed accurately. Since classes may include pupils who are enrolled in different courses, the course name(s)

and course code(s) must be entered, and the credit value indicated. For a remedial literacy and numeracy course, enter the grade level and “Remedial Literacy and Numeracy”. For a course for developmentally delayed pupils, enter “DD” and the course name. It should be noted that the “number of pupils” (under Course Data) must include *all pupils* who enrolled in a course and attended course sessions. This number is not reduced if a pupil withdraws before completing the course.

Instructions for Staff Recording Enrolment and Attendance

Use a separate register for each class. Do not enter a pupil’s name in the register until the day on which the pupil actually begins classes. Enter the pupil’s name, **gender (M or F)**, and the name of the pupil’s day school.

For all courses, indicate attendance at sessions by leaving the appropriate spaces on the register blank, and indicate absence by entering an “A”, as shown in the sample register on page 3. If a pupil is admitted after the course begins, draw a horizontal line through all spaces up to the date on which the pupil was admitted (see pupils 16, 17, and 18 in the sample). If a pupil withdraws, draw a horizontal line through the spaces following the date of withdrawal (see pupil 14). Where an instructional session has been cancelled owing to exceptional circumstances, enter a “C” for that session for the first and last pupils, join the “Cs” by a vertical line, and record the reason on the register (see session 9 in the sample).

Using the information provided in this paragraph, determine the number of sessions for each pupil during the summer, and enter this number under “Number of sessions recognized for funding”. If a pupil has been absent for *three or more consecutive sessions*, subtract the number of consecutive sessions missed from the total number of sessions (see pupils 1, 3, 4, 6, 7, and 10). If a pupil has begun the course late, subtract *all* sessions missed at the beginning from the total (see pupils 16, 17, and 18). If a pupil withdraws from the course or is simply absent *and* the withdrawal or absence results in missing *three or more* consecutive sessions, subtract the number of consecutive sessions missed from the total (see pupils 1, 7, 9, 11, and 14). Note that a cancelled session (marked “C”) is not included in the calculation of the number of consecutive sessions for which a pupil has been absent (see pupils 3 and 6).

School <input style="width: 95%;" type="text"/>	Teacher <input style="width: 95%;" type="text"/>
----------------------------------------------------	-----------------------------------------------------

Course Data

Course name <input style="width: 95%;" type="text"/>			Common Course Code <input style="width: 80%;" type="text"/>	Credit value <input style="width: 60%;" type="text"/>																	
Dates		Dates		Days																	
Start	<table style="display: inline-table; border-collapse: collapse;"> <tr><td style="text-align: center;">Y</td><td style="text-align: center;">M</td><td style="text-align: center;">D</td></tr> <tr><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td></tr> </table>	Y	M	D				Finish	<table style="display: inline-table; border-collapse: collapse;"> <tr><td style="text-align: center;">Y</td><td style="text-align: center;">M</td><td style="text-align: center;">D</td></tr> <tr><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td></tr> </table>	Y	M	D				Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
Y	M	D																			
Y	M	D																			
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												
Time of day		Time of day		Hours of classroom instruction																	
Start	<input style="width: 60%;" type="text"/>	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	Finish	<input style="width: 60%;" type="text"/>	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<input style="width: 60%;" type="text"/> X <input style="width: 60%;" type="text"/> = <input style="width: 60%;" type="text"/>															
						Number of sessions	Hours per session	Total number of hours													
Number of pupils																					
<input style="width: 40%;" type="text"/>	Male		<input style="width: 40%;" type="text"/>	Female																	

Pupil Data

Hours recognized for funding				
<input style="width: 60%;" type="text"/>	X	<input style="width: 60%;" type="text"/>	=	<input style="width: 60%;" type="text"/>
Sessions recognized (from register)		Hours per session		Total number of pupil hours

I certify that I have examined the course data and pupil data given above. To the best of my knowledge, they are correct and are in accordance with the requirements in the instructions.

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Signature of principal	Date

