



Avon Maitland District School Board Dual Credit Student Handbook



Lambton College Dual Credits

This handbook belongs to:

Name	
Student #	
AMDSB Dual Credit Teacher	
AMDSB Dual Credit Teacher Email	
Dual Credit Teacher Phone #	
AMDSB Pathways Twitter	@AMDSBPathways
Lambton Dual Credit Twitter	@LambtonSCWI

Introduction

This document has been developed to inform Avon Maitland District School Board dual credit students and guardians of the relevant guidelines, expectations and procedures of the dual credit program with Lambton College.

Due to ongoing development of dual credit programming, information in this document is correct at time of printing and is subject to change at any time.

More information can be found Ministry of Education, Dual Credit Programs, Policy & Program Requirements, 2013 (<http://www.edu.gov.on.ca/eng/teachers/studentssuccess/DualCreditPro.pdf>)

Document first Issued: February 20, 2014

Revised: December 15, 2015

© Copyrighted 2015 by Avon Maitland District School Board

All rights reserved. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or any information storage and retrieval system, without permission in writing from the Avon Maitland District School Board.



TABLE OF CONTENTS

Dual Credit Program	1
Expectations of Student	1
Home School Expectations	1
College Expectations	1
Transportation	2
Attendance and Punctuality	2
Inclement Weather and Dual Credit Cancellations	3
Dual Credit Class Cancellation	3
Dual Credit Transportation Cancellation	3
Dual Credit Class Running and Home School Closed	3
Dual Credit Cancellation Communication	3
Assessment, Evaluation and Reporting in Dual Credit	4
Dual Credit Delivery Types	4
College Delivered Dual Credit Courses	4
Team-Taught Delivered Dual Credit Courses	4
College Registration	5
Course Withdrawal	5
College Record	6
Health and Safety	6
Illness and Injury	6
Medically At-Risk Students	6
Students with Special Needs	6
Dismissal From Dual Credit Program	6
AMDSB & Lambton College Dual Credit Locations and Experiences	7
Lambton College - Main Campus	7

Dual Credit Program

Dual credit programs are intended to assist secondary school students in completing their OSSD and making a successful transition to college and/or apprenticeship programs. The program is designed to assist in creating a seamless transition for students from secondary school to college while clarifying a student's post-secondary or career aspirations.

The Dual Credit program is not an entitlement. Students must apply and be accepted into the program based on criteria for three groups of students (Primary target group, SHSM, OYAP). This is a unique opportunity for those accepted to obtain post-secondary experience at our local colleges. The Dual Credit program allows secondary students the opportunity to receive both secondary and college credits at the same time. The program has many benefits: sample college culture, experience college course expectations, tuition free college course with textbooks and transportation provided for college attendance.

Students may count a maximum of four optional credits towards the OSSD earned through approved college-delivered dual credit programs, if they are not also claiming credit for external (music) credentials.

The number of optional credits that can be earned through team-taught dual credit courses is not restricted.

EXPECTATIONS OF STUDENT:

Home School Expectations:

- Attend home school and dual credit classes as expected;
- make alternate arrangements due to specialized timetable;
- Maintain marks representative of your ability;
- Submit all assignments on time;
- Absolutely no "alternate plans" in regards to transportation. You must arrive at college and return to your home school using the transportation provided for you;
- Inappropriate behaviour on transportation provided will result in removal from the dual credit program.

College Expectations:

- Appropriate conduct that portrays a positive image of yourself, your classmates, the Avon Maitland District School Board and the college;
- Behaviour and maturity consistent with an adult-oriented community college learning environment;
- Attend each and every dual credit class. All courses require good attendance and being prepared each day to participate in the learning environment;
- Meet the expectations of any dual credit course as outlined by the college instructor. This may include, but is not limited to, attending field trips or Reach Ahead activities;
- Cell phones and other electronic communication devices may not be used in classrooms and labs without prior permission from the instructor or staff member;
- There is no food permitted in any classroom or lab. Beverages are permitted in classrooms only if in unbreakable, re-sealable containers.



- For health and safety reasons, instructions will be established by faculty and management within designated shop areas, such as Electrical, Welding and Woodworking;
- Items such as books, pens, pencils, and personal protective equipment (PPE) are required each class

***Students unable to meet the Dual Credit behaviour and attendance expectations
MAY be removed from the Dual Credit program.***

TRANSPORTATION

Dual Credit programs require transportation at some point. The transportation might be to attend the class at a participating college or to take part in a field trip.

Students are provided transportation in a variety of ways. The normal mode of transportation is a school bus. In the event that a registered taxi company is used, parents/guardians must understand that all standard options for transportation have been explored but are not able to be provided.

There are absolutely no “alternate plans” in regards to transportation. Students must arrive at college and return to their home school using the transportation provided for them. Use of a personal vehicle to travel to a Dual Credit experience is not permitted. If principals believe that a one-time exceptional circumstance exists related to transportation, he/she must consult with the Superintendent of School Operations/Student Success for approval of alternate transportation.

Students will be picked up and dropped off at their home school. Parents/guardians need to be aware that not all modes of transportation will be supervised and that the expectation of student behaviour must be reflective of the AMDSB, Southwestern Ontario Student Transportation Services and college policy. Additionally, students are responsible for attending their college class on time and returning to their home school.

Inappropriate behaviour on the transportation provided will result in removal from the dual credit program.

“Avon Maitland District School Board does not provide any accidental death, disability, dismemberment or medical expense insurance on behalf of students, parents/guardians/volunteers or supervisors for this activity.”

ATTENDANCE AND PUNCTUALITY

Regular attendance and punctuality at dual credit classes is essential for the overall success of students. Missing more than three dual credit classes will make it difficult to recover the college level material and overall success in dual credit will be at risk.

Practical courses require good attendance and being prepared each day to participate in the learning environment. Colleges have attendance and punctuality requirements that are expected to be followed by dual credit students.



Participation in class activities, discussions and completing all work assignments are essential to obtain success at dual credit.

Students aware of an upcoming absence are required to account for their absence, it is the student's responsibility to notify the college instructor, the school and the dual credit teacher.

Students should consult with their college instructor concerning missed class work, homework assignments and/or tests that they may or have missed. Failure to submit class work, homework assignments, lab work or tests without prior authorization from the instructor could result in an "incomplete."

An unauthorized absence from an exam could result in a mark of "0" which may be used to calculate the final mark. The student should contact the college instructor and dual credit teacher as soon as possible if this should take place.

Students are required to provide written verification from parents/guardians or the student if the student is over 18 years of age for any absences from dual credit classes in accordance with AMDSB AP No. 308 - Absence of Students. Additionally, the college and/or faculty policy may require a valid reason or legal/medical certificate as well.

As mentioned at time of submitting a dual credit application, participation in school sports, events and social activities do not supersede academic expectations at the college. Colleges do not shut down for secondary school Professional Activity days or Easter Monday.

INCLEMENT WEATHER AND DUAL CREDIT CANCELLATIONS

Students are expected to attend each and every dual credit class unless the following occurs:

1. Dual credit classes are cancelled.
 - Student is then responsible to log into college portal to be informed of instructions of the College Instructor.
2. Dual Credit transportation has been cancelled.
 - Student is then responsible to log into college portal to be informed of instructions of the College Instructor.
3. If the student's parents/guardians are not comfortable with the student travelling to his/her home school to board Dual Credit transportation while the home school is closed due to inclement weather.
 - Student is then responsible to log into college portal and inform college instructor. Student to also inform school and dual credit teacher of absence. Student is then responsible to log into college portal to be informed of instructions of the College Instructor.

In the event that dual credit classes or transportation has been cancelled
but the students home school is open,
the student is required to attend regularly scheduled classes.



DUAL CREDIT CANCELLATION COMMUNICATION

In the event of inclement weather or college closure, information will be posted on the **www.ourschoolbuses.ca** website and **@AMDSBPathways** (Twitter) as it becomes available. Students and parents/guardians should check this information before leaving the house in the morning.

ASSESSMENT, EVALUATION, AND REPORTING IN DUAL CREDIT

Dual credit students will be informed by the college, on or before the first day of instruction, of the percentage or letter grade required in order to pass and earn credit for the course. Students who do not successfully complete the course by attaining the passing grade established by the college will not receive credit towards the OSSD for the course.

You must meet the expectations of the college course in order to be granted the high school credit. In some college courses a pass may be over 60%.

The college instructor or professor is responsible for the assessment and evaluation of student achievement. College instructors are not allowed to share academic information with anyone other than the student and the Dual Credit teacher.

Credit Recovery and/or PLAR do not apply to dual credit.

The result of the college assessment and evaluation of student achievement is to be reported on the provincial report card and on the Ontario Student Transcript.

DUAL CREDIT DELIVERY TYPES

College-delivered courses

A **college-delivered** course occurs when a student engages in a college course or Level 1 apprenticeship program.

Students take a course from a college professor or instructor and receive additional support from a secondary school dual credit teacher. The student's achievement is evaluated by the college according to its own standards. Students earn credit that counts towards both their OSSD (awarded by the school principal) and their Ontario college certificate, diploma, or bachelor's degree (awarded by the college). Credit is recorded on the college record; credit is also recorded on the Ontario Student Transcript (OST) using a special dual credit course code assigned by the Ministry of Education.

Team-taught delivered courses

A **team-taught** course occurs when a student engages in a closely matched college or apprenticeship and secondary curriculum. Content is taught by both a college professor or instructor and a secondary school teacher.



Students are enrolled in a course that covers the content of both a secondary curriculum course and a college curriculum course. Courses that are paired must have significant overlap. A college professor or instructor delivers the portion of the course from the college curriculum, and a secondary school teacher delivers the portion contained in the Ontario curriculum course. The student's achievement of the content contained in the college course is evaluated by the college professor or instructor according to the standards of the college, and his or her achievement of the content contained in the secondary course is evaluated separately by the secondary school teacher. Credit for successful completion of the secondary curriculum course is recorded on the student's OST. Credit for the completion of the college course, if granted, is recognized in a record issued to the student by the college.

COLLEGE REGISTRATION

Participants in dual credit programs will be registered as college students (in addition to their enrolment in a secondary school). No tuition fees or apprenticeship classroom fees will be charged. Colleges will inform students and their parents where appropriate (if under 18yrs old), of the supports and services available to them, as well as of the applicable grading, assessment, attendance, and withdrawal policies of the college.

COURSE WITHDRAWAL

Full disclosure will apply to dual credit courses: All attempts at completion of dual credit courses, both successful and unsuccessful, will be recorded on the student's OST.

For withdrawals from dual credit courses, the college's deadline for withdrawal without academic penalty will be observed (equivalent to "day ten"). If the student withdraws after the college's "day ten" deadline, a "W" is not entered in the "Credit" column and the student's percentage grade at the time of withdrawal is recorded in the "Percentage Grade" column on the OST. A course dropped after the academic deadline (approximately three weeks before the end of class) then will receive the grade earned to that point on their OST and normally an "F" on their College transcript. Students need to be mindful of those dates.

Students should strongly consider withdrawing from a dual credit course if their credit is in jeopardy five days after the issuing of the midterm report card. If a student should want to withdraw from a dual credit course, they should immediately speak with their Dual Credit teacher. A Fanshawe College Dual Credit Withdrawal Request Form must be completed.

COLLEGE RECORD

A college record will be generated to document students' achievement and will be sent to the secondary school principal to be placed in the students' Ontario Student Record (OSR). Students may obtain a copy of the college record by requesting it from the college, or they may obtain a copy from their OSR.

Completion of Level 1 apprenticeship in-school training is recorded by the college. In most cases, for registered apprentices, the Ministry of Training, Colleges and Universities also records the completion of Level 1 apprenticeship in-school training. Students should confirm that this has been done by visiting their local MTCU apprenticeship office. The completion of the Level 1 apprenticeship in-school training may result in advanced standing in a college program.



HEALTH AND SAFETY

The use of protective equipment, safety training and regulations must be followed. Students must comply with all safety standards of the course and college including the wearing of personal protective clothing, equipment and/or uniforms.

ILLNESS AND INJURY

Students who become ill or who are injured during dual credit must report this to the college instructor and dual credit teacher. The home school will be notified. If necessary, a parent or guardian will be called to pick the student up. If necessary the student will be transported to the local hospital.

MEDICALLY AT-RISK STUDENTS

Students who are medically at-risk must self advocate for assistance and/or accommodations in a college course. The Consent for Exchange of Information permission is part of the College application. Dual Credit teachers and the dual credit contact at the student's home school can assist with this process. College may require a Medical Emergency Plan and Physician approval to participate.

STUDENTS WITH SPECIAL NEEDS

Students with an Individual Education Plan (IEP) must self advocate for assistance and/or accommodations in a college course. The Consent for Exchange of Information permission is part of the College application. Dual Credit teachers and the dual credit contact at the student's home school can assist with this process.

DISMISSAL FROM DUAL CREDIT PROGRAM

A student may be removed from the Dual Credit Program if the student participates in any of the following violations but not limited to:

- breaking any college rule for which a college student would be dismissed (e.g. habitual lateness or absenteeism, allegations of criminal misconduct, swearing, disrespectful conduct)
- sexual harassment
- use or possession of tobacco
- possession of alcohol and or drugs for non-medical use
- being under the influence of alcohol and/or drugs for non-medical use
- distribution of alcohol, tobacco, and/or drugs on any mode of transportation or school or college property
- selling of alcohol, tobacco, and/or drugs on any mode of transportation or school or college property
- use of inhalants for the purpose of intoxication
- use of steroids and other performance enhancing drugs
- other actions which in the opinion of the teacher, college and/or administration warrant removal from the program



AMDSB & LAMBTON DUAL CREDIT LOCATIONS AND EXPERIENCES

Lambton College - Main Campus

1457 London Road, Sarnia, Ontario N7S 6K4

Tel. 519-452-4450

Course Info:

(2 credit package)

Students must choose a morning and afternoon course from a variety of choices. Check Home School Student Services department for the most up-to-date list of options.

Notes:

Bus/Taxi students will arrive/depart in the same location at the Skilled Trades Building of the college.

Textbooks and course materials are supplied at no cost. Please bring a pen/pencil and paper.

Students are strongly encouraged to bring a lunch. Cafeteria is on site. Vending machines are available in various buildings. Change machines are also found throughout the college.

Students must stay on school property during breaks and at lunch time.