



WRDSB - Night School Student Information

Cameron Heights C.I., 301 Charles St. E.

519.578.8330 - www.wrdsb.ca/continuing-education

Night School Winter 2017

Night School is using a new **blended online format**. The blended environment provides the flexibility of doing work from home while having the ability to come to school and work directly with teachers.

NIGHT SCHOOL DATES AND NIGHTLY INFORMATION: (bolded dates are mandatory dates for students)

- Nightly Schedule: 6:00 pm to 9:30 pm. All classes are held at Cameron Heights C.I.
- Night school access is limited to the front doors of the building (off Charles St.)
- **Please note that teachers are available on site for all night school dates.**

Dates	Details
Feb. 6 & 9	Registration dates
Feb. 13	First day of classes - Come to main lobby to find your classroom. Failure to attend the first night may result in your removal from Night School.
Feb. 16	Mandatory class
Feb. 21, 23, 27	Tutorial sessions - student attendance is optional
Mar. 2	Mandatory class
Mar. 6, 9, 20	Tutorial sessions - student attendance is optional
Mar. 23	Mandatory class
Mar. 27, 30, Apr. 3	Tutorial sessions - student attendance is optional
Apr. 6	Mandatory class - <i>Mid-point in the course</i>
Apr. 10, 12, 18	Tutorial sessions - student attendance is optional → <i>Midterm report cards will be available on April 12</i>
Apr. 20	Mandatory class - <i>Full disclosure</i>
Apr. 24, 27, May 1	Tutorial sessions - student attendance is optional
May 4	Mandatory class <i>Cla</i>
May 8, 11	Tutorial sessions - student attendance is optional
May 15	Mandatory class
May 18	Summative assessment/exam
May 23	Last class: exam review

CLASS SCHEDULE CHANGES:

- Class scheduled on Feb. 20 (Family Day) will be held on Feb. 21
- No Classes during March Break (Mar. 13 - Mar. 17)
- Class scheduled on Apr. 13 will be held on Apr. 12 (Good Friday)
- Class scheduled on April 17 will be held on April 18 (Easter Monday)
- Class scheduled on May 22 will be held on May 23 (Victoria Day)

LOCATION OF CLASSES:

- All Mandatory nights will start in specific classrooms.
- All tutorial nights will take place in the library.

ATTENDANCE PROCEDURES:

- To notify Night School of an absence for a mandatory class, students should contact the Night School office at 519-578-8330 x509, during night school hours 6:00pm-9:30pm only. For all other inquiries, please contact the WRDSB Continuing Education office at 519-885-0800.

ATTENDANCE FOR TUTORIAL/ONLINE NIGHTS:

- For Monday classes, students must log in to their course at least once between Friday and Monday midnight.
- For Thursday classes, students must log in to their course at least once between Tuesday and Thursday midnight.

COMMUNICATION WITH TEACHERS:

- All online communication with teachers will take place through the D2L system.

FINAL EVALUATION:

- All final assessments will be held on **Thursday, May 18, 2017**. Any absences on this date may affect your final grade and will be dealt with by the Site Supervisor.

AER POLICY AND NIGHT SCHOOL:

- On mandatory nights, teachers will be conducting summative assessments and evaluations. Students who are absent on these nights must provide medical documentation to the office. Failure to do so may result in an incomplete mark and no opportunity to hand in missed work or to complete missed assessments.
- All online assignments will have a release date, a due date and an end date after which submission of assignments is no longer possible.

MARKS FOR POST SECONDARY SCHOOLS (*non day school students only*):

- If you require your marks be sent to a post secondary institution, please inform the office.

ACCESS TO COURSE MATERIAL:

- Students will have access to their online course material by the morning of Tuesday, February 14, 2017. It is critical that students log in to their course on this date. If students are unable to log in, please email eLearn@wrdsb.on.ca for assistance.

LOG IN PROCEDURES FOR THE FIRST NIGHT:

- *Current WRDSB students* - Please use your PAL login.
- *Out of board students* - The username and password format is as follows:
 - ◆ Username: First four letters of last name, first initial, last four numbers of the WRDSB board assigned student number.
 - ◆ Password: The student number (minus the lead 0, if there is one). Out of board students cannot use their out of board student number.
 - ◆ **The WRDSB Night School student number will be provided on the first night of class.**

EMERGENCY CLOSING:

- Should weather conditions necessitate the cancellation of classes, information will be posted on the WRDSB main website and given over the following radio stations: CHYM (FM 96.7), CKGL (AM 570), Virgin Radio (FM 105.3), & 1090 (AM).

PARKING:

- Student parking is available opposite the pool parking lot (beside the daycare centre) OR in the lot off Stirling St., opposite the school entrance.
- Please note that the lot behind the school is for STAFF and COMMUNITY PARKING ONLY. Illegally parked cars will be ticketed and towed.