

Grand River Region SCWI Dual Credit Programs

Application Checklist for School Boards

(Sept, 2016)

Important Information re: DC programs 2016-17

Dual Credit programs offer opportunities for students to take **courses that count as both secondary and college credits**. There are various approaches to dual credit programs.

School Within a College (SWAC) is a project of the Grand River Region School College Work and Learning to18 Initiatives. It is a preparatory program for senior students who may have an interest in pursuing a career path related to the programs offered at the local colleges. Some students may be at risk of leaving school early or have already disengaged. Others may be ready to fast track into some college courses. **Students who meet the admission requirements (Appendix A) may complete high school credits and take up to a maximum of 4 college dual credits towards the OSSD.** (*Dual Credit Policy and Program Requirements, 2013*) **Dual Credit programs** are designed to prepare students for post-secondary education and/or apprenticeship. Attendance and work ethic development are key components.

SWAC programs available in 2016-17:

Conestoga SWAC- Brantford

- Fit and Wellness
- Child Development ECE
- Crime Scene Investigation CSI (sem. 1 only)
- Computer Software Applications
- Audio for Gaming

Fanshawe SWAC- Simcoe

- Self and Others for PSW (sem.1)
- Emotional Development and Early Relations ECE (sem.1)
- Foundations of Personal Support (sem.1)
- Wildlife of North America (sem. 2)
- Workshop Practice Millwright (sem2)
- Maintenance Welding (sem.2)

Mohawk SWAC- Ohsweken

- Automotive
- Intro to Welding
- Intro to Construction
- Computer Application for Business
- Intro to Post-Secondary Experiences
- Aboriginal and Western perspectives



Dual Credit College Delivered after school at a secondary school: See attached chart

Dual Credit Team-Taught at secondary during the school day: See attached chart

Apprenticeship Level 1: These course are college-delivered college Level 1 apprenticeship in-school training delivered after school through Continuing Education, available to students from both boards:

- **Automotive Service Technician (AST)** is a 220 hour 2-credit program running all year. It will be delivered after school at ACS.
- **Cook Level 1** is a 360 hour 3 credit program running all year, delivered after school at HTC

**Note: For more information, please contact Carmen Romano, cromano@bhncdsb.ca
or David Eelkema, david.eelkema@granderie.ca

For more information on Dual Credit and SWAC programs please visit www.scwigrandriver.com



School Board DC Teachers:

Program	Location	Dual Credit Teachers
Conestoga SWAC Brantford	Market-Darling Building, 67 Market St. Brantford Rm MDC008 and MDC009	Ed House Ed.house@granderie.ca Marian Helgers mhelgers@bhncdsb.ca
Mohawk SWAC Ohsweken	G.R.E.A.T. Centre, Ohsweken	Greg Henhawk Gregory.henhawk@granderie.ca
Fanshawe SWAC Simcoe	Fanshawe College, Simcoe	Greg Davis gdavis@bhncdsb.ca

Board	Board Contact	Host Schools	Principal	Guidance Counselor(s)
BHNCDSB	Terre Slaght tslaght@bhncdsb.ca	SJC	Rob Campbell rcampbell@bhncdsb.ca	Jack Szeman jaszeman@bhncdsb.ca
		ACS	Greg Picone gpicone@bhncdsb.ca	Danielle Chagnon dchagnon@bhncdsb.ca
		HTC	Humberto Cacilas hcacilhas@bhncdsb.ca	Lenora Burnett lburnett@bhncdsb.ca
GEDSB Brant	Leanne Smith Leanne.smith@granderie.ca Edward Dipelino Edward.depelino@granderie.ca	BCI	Ann Myhal ann.myhal@granderie.ca	Maureen Alfano maureen.alfano@granderie.ca
		GELA	Scott Johnson scott.e.johnson@granderie.ca	Matthew Malcolm Matthew.malcolm@granderie.ca
		NPCVS	Phil Midgley phil.midgley@granderie.ca	Liz Moruzi liz.moruzi@granderie.ca
		PJCVS	Mike DeGroot mike.degroot@granderie.ca	Cathy Lihou-Perry cathy.lihou-perry@granderie.ca
		PDHS	Darren Duff darren.duff@granderie.ca	Don Lewis donald.lewis@granderie.ca
		TTSC	Brian Quistberg brian.quistberg@granderie.ca	Derek Kenwell derek.kenwell@granderie.ca
GEDSB Haldimand		CSS	Greg Carruthers greg.carruthers@granderie.ca	John Drynan john.drynan@granderie.ca
		DSS	Jayne Chalmers Jayne.chalmers@granderie.ca	Donna McMahon donna.mcmahon@granderie.ca
		HSS	Shaun McMahon shaun.mcmahon@granderie.ca	Mark Kolenc mark.kolenc@granderie.ca Melissa Turner (Native Counselor) Melissa.turner@grandriver.ca
GEDSB Norfolk		MPSS	Dave MacDonald (A) dave.macdonald@granderie.ca	Jenn Duff jenn.duff@granderie.ca
		DDSS	Lynn Abbey lynn.abbey@granderie.ca	Paul Maletta paul.maletta@granderie.ca
		SCS	Alison High alison.high@granderie.ca	Pam Robinson Pam.robinson@granderie.ca
		VHSS	Sue Noort sue.noort@granderie.ca	Leanne Buchanan leanne.buchanan@granderie.ca
		WDHS	Rob Malcolm robert.malcolm@granderie.ca	Jessica Dulmage Jessica.dulmage@granderie.ca
	Sprucedale Secondary	David Lloyd david.lloyd@granderie.ca	Paola Edmonds paola.edmonds@granderie.ca	

SWAC Application Checklist for School Boards

Application Guidelines and Checklist: SWAC Programs Only

Semester 1: 2016-17

Start Dates: Week of Sept. 19, 2016

Candidates for SWAC Programs:

1. Student Success Team/Guidance discusses the opportunity with prospective candidates and their parents (if applicable).
2. Student completes application forms.
3. Guidance Counselor completes required components and includes Student Transcript. Ensure all information is complete and required signatures have been obtained.
4. Completed forms are sent to Dual Credit Program Coordinator- **Mary Gallo: mgallo@scwigrandriver.ca; 519 715 5466**
5. The student SWAC Application Form is forwarded to the Dual Credit (DC) teacher of the designated program by the DC Coordinator
6. Upon receipt of the student application forms, Dual Credit (DC) teachers will contact students, set up interviews, and, make decisions regarding the acceptance of the students to the program.
7. The students are interviewed by two teachers (may include college staff).
8. Students are invited to participate or are counseled as to alternatives.
9. DC teachers keep application forms, dated interview questions and responses on file, including recent transcript information. Note if student has an IEP.
10. DC teachers will notify the homeschool (send a list to the guidance secretary) as to who has been accepted; reasons and possible next steps for students who were not accepted.

Note: Registration for all other Dual Credit programs: Team-Taught and/or College delivered, will be processed through the Board contacts: Terre Slaght (BHNCD SB), Leanne Smith or Scott Johnson (Brantford Schools and Continuing Ed. (GEDSB) respectively.

College Registration Requirements for all Dual Credits Programs

A college Dual Credit Registration Form must be completed before a student will be registered in a course. The form may be completed on-line and the data submitted electronically **and** printed, signed by student and parent (if under 18) and submitted the board contact: Terre Slaght,(BHNCD SB), or, Leanne Smith. (GEDSB)

It is the responsibility of the secondary dual credit teacher and/or board contact to assist the student to complete the registration form. Once the registration forms are received, by the board contact, they are sent to the College Liaison by the SCWI Coordinator, Mary Gallo. Once information is received by the College Registrar's office, students will be assigned an ID and will be registered in the course.

The guidance counselor assigned to Dual Credits at the respective schools will assist the DC teachers in data entry required for ministry reporting.

Ministry Requirements for all Dual Credit programs

In order to ensure continued funding of all Dual Credit Programs, Regional Planning Teams are required to report on the success of the programs based on established criteria. The Ministry requires information regarding student profiles, participation rates and success rates for each program. The SCWI Coordinator will collect this information through the board contacts at the end of each Semester. A **Data Tracking Sheet** has been provided to facilitate the process. **Dual Credit Teachers are asked to provide the necessary information related to academic progress, including marks, attendance, etc. Each school board will establish a process for the exchange of information.**

Start Dates/Enrolment information

SWAC programs will begin accepting students through September, 2016, up to the start date of the college course.

Enrolment numbers are counted after 10 Business days from the start of the college course, and/or 6 hours of the college course classes, whichever comes first.

Dual Credit teachers will create class lists (by board) for each class using the generic template. Each teacher is responsible for collecting the required data for his/her class.

Note: for data collection purposes, age of student refers to the student's age before Dec. 31st in the school year the student is taking credits.

Transportation

Students requiring transportation to and from SWAC programs and/or afterschool programs may request assistance through the DC Teacher. DC Teacher will make the request through the respective board contact.

Dual Credit Course Withdrawal

For students enrolled in college-delivered dual credits, including SWAC, the secondary school DC teacher is responsible for ensuring a withdrawal form is completed and submitted to the respective board contact if the student chooses to withdraw /quit attending class.

Failure to complete and submit the required signed form by the due date will result in the student receiving a failing grade which must be recorded on the student's high school record and college transcript.

Students may withdraw from a college delivered dual credit without penalty if forms are submitted by the designated due dates TBD for each program/course. The dues dates will be sent out once actual start dates are determined.

Team-taught Courses:

Please note: Students may not be withdrawn from the college course unless they are also withdrawing from the high school course.

For more information on SWAC dual credit programs please visit www.scwigrandriver.com



Selection Criteria for Admission to Dual Credit Programs

Primary Target: Disengaged and underachieving but with the potential to achieve

Not an entitlement program

Entry guided by Student Success Team

Program and selection process described in course calendar

Students indicate interest on option sheets

Suitability determined through:

- Student Application Review of OSR/Credit summaries
- Interview
- Recommendation of teachers
- Discussion with school team of best fit between interests, strengths and needs of the students and range of options available

Evidence that a students is disengaged

The student:

- has had numerous absences
- has already or is at risk of dropping out
- is out of school but reluctant to return to secondary school for non-academic reasons
- displays lack of involvement/engagement in school or community activities
- sees little connection between secondary school program and preferred future
- lacks confidence in ability to succeed
- is unsure of pathway beyond secondary school
- is in need of career clarification

Evidence that a student is underachieving

The student:

- has fewer credits than average; is off track to graduate in 4/5 years
- is older than other students in his or her grade
- was making progress but progress was slowed
- demonstrating a decline in marks or achievement over time

Evidence that a student has the Potential to Succeed

The Student:

- has completed most or all compulsory subjects
- can potentially graduate within one year (has 22 or more credits) if provided with support
- demonstrates that issues that were previously preventing success have
- demonstrates interest in and commitment to the DC program
- is motivated to improve skills and work habits
- demonstrates evidence of independent learning skills
- demonstrates an appropriate maturity level

SHSM students: Students in SHSM programs are eligible for DC programs

OYAP Students enrolled in Level 1 Apprenticeship Programs: Students in SHSM programs are eligible for DC programs