



Limestone District School Board Important Information for New Students Teacher Assisted Self Study Program LC - Limestone Education Centre

Welcome to the **T.A.S.S.** Program. You have made an important decision to return to school to either upgrade your skills or to complete your secondary school diploma requirements. Whatever the reasons, we are happy that you have chosen to join us. Feel free to ask any staff member for assistance.

Courses: A variety of courses are offered from grade 10 through 12. All lessons and lesson materials must be dropped off and picked up on Wednesday Evenings between 6:30 and 8:30 p.m. **Students work on one course at a time.** Please note that courses offered are subject to change each semester. We encourage students to complete course work within a reasonable time period. **All support and key questions must be submitted with each lesson. Please do not write in the books.**

Lessons: Students are responsible for their own work. In the unlikely event of a 'lost' lesson, students will be required to provide a back up copy. Please back up/photocopy all submitted work. **Please include your name (as it appears on the registration form)** on every lesson submitted. Students must pick up their course work. Lessons will be kept for one semester only.

Tests: You must write a mid term and final summative for all courses where required. All supervised tests must be written at the centre, on Wednesday Evenings between 6:30 and 8:30 p.m., under the supervision of the teaching staff. **Students must provide picture identification to receive a summative evaluation.** Please see your subject teacher regarding details of the test.

Mid Term Grades: Students requiring mid term grades for University and or College, must notify office staff as well as their teacher at time of registration. Students must provide their home school information, OCAS and or OUAC number in order for mid term marks to be forwarded. Students must request this service. **Mid term grades will not be forwarded for those students who have not completed 10 lessons and a mid term examination.**

Report Cards: Report cards for successfully completed courses remain on file in the front office. This report states the credit value of the course and your final mark. If you require a copy of your report card(s) for your own records, please ask the secretary.

LDSB/ALCSB Students: All course materials must be completed by **June 5, 2013** in order for a mark to be processed and forwarded to your home school for Graduation.

Ontario Student Record: Your **OSR** will remain at your previous school until you are working on your **last** credit requirement for graduation. At this time, we will request your Ontario Student Record. If you plan to leave our program before completing your credit requirements, please let us know and our secretary will forward your report cards to your previous secondary school.

Important Guidelines: Submitting lessons on a consistent basis is standard practice. Please attempt to complete at least 1 lesson per week. Students are encouraged to attend on a regular basis to pick up work and to check in for valuable feedback from their teacher.

Registration Fee/Book Deposit: Please note that the \$40 registration fee is **non-refundable**. There is a \$50/\$75 book **deposit** required at time of registration for certain senior level courses.

Inclement Weather: Please check local listings or call 613 542-7369 ext 274 for information regarding program closures.

PLAR: *Prior Learning Assessment and Recognition* is the formal evaluation and credit-grating process whereby mature students may obtain credits for prior learning. A mature student is a student 18 years of age and older who is new to the Ontario secondary school system as of February 1, 2004 and is working towards the Ontario Secondary School Diploma under OSS diploma requirements or students who were enrolled as students in the Ontario secondary school system and were placed in Grade 9 in 1999-2000 or later. For more detailed information, please refer to the PLAR OSSD FOR MATURE STUDENTS pamphlet.

Mature Student Assessment: You are eligible for a mature student assessment, if you were born prior to and including 1984 and have been out of school for a period of at least one year. Mature students may be granted equivalent credits toward the Ontario Secondary School Diploma for the following:

- Your age and the length of time you have been out of school
- Successful completion of courses not normally considered secondary school subjects
- Successful completion of each period of an apprenticeship training program

Equivalent credits are added to other credits you have earned -these credits are awarded for other forms of training you have taken. They may replace some of the compulsory credits for the OSSD. Through previous schooling, maturity credits and equivalent credits, a student may be awarded a *maximum* of twenty-six credits—thus a mature student may need to complete four senior level credits. Please see a member of our staff for a Mature Student Equivalent Standing application form.

Other Student Services

- Career Counselling
- College/University Application Information