



1910 Yonge Street, Suite 115
Davisville Centre
Toronto, ON M4S 3B2
Phone: (416) 482-2521
Fax: (416) 482-2496
www.cityacademy.ca

Dear Student,

Welcome to City Academy Night School 2017-2018.

Thank you for choosing our school to supplement your day school program.

Attached for your information and action are:

1. **Registration Form** – please print clearly. This information will be used to contact you by phone, by mail or by e-mail.
2. **Request for City Academy to aid in the University Application Process.** This form **must** be completed if you want City Academy to assist you.
3. **Night School Important Dates** – please file these for future reference.
4. **Booklist** (available online) – students are expected to purchase their own texts. These texts must be brought to class on the first day. Books are available at:
Batners Book Store (905) 731-4440 Alpha Textbooks (416) 461-3542
5. **Expectations of Students and Evaluation Agreement**
6. **Smoking Policy and Course Prerequisite Information**
7. **Night School Fee Schedule**

* Numbers 1, 2, 5 and 6 must be completed, signed and returned with payment along with your most recent marks transcript or report card.

Your school will be informed that you are enrolled in a credit course at City Academy.

We wish you success in this night school program. If you have any questions or concerns, please call the school at (416) 482-2521.

Yours truly,

Sheila Dever B.A., M.Ed.
Principal/Owner
City Academy

Request for City Academy to Aid in University Application Process

***** Please be aware that it is the responsibility of the home school to submit marks to universities on behalf of the student. A copy of your final report card will be mailed directly to your home school upon completion of the course. Please verify with your home school that it is received.**

If you would also like City Academy to submit marks for you, you must sign and submit this form with the bottom portion clearly completed.

I, _____, am requesting that City Academy submit my night school marks for
(name - please print clearly)

the following course(s) directly to OUAC or out of province universities:

Course 1: _____ Course 2: _____ Course 3: _____

Signature

Date

University Applicant's Questionnaire

1. Are you applying to a **university in Ontario**? Yes ___ No ___
 a) What is your OUAC reference number? * _____ OUAC: 101 ___ 105 ___
 (please print clearly)

***Note:** If you have not yet applied and generated an OUAC reference number (format: YYYY-NNNNNN), please be aware that it is your responsibility to inform City Academy of this number as soon as you receive it. No action may be taken without it.

2. Are you applying to **universities outside of Ontario** that do not receive marks from OUAC? Yes ___ No ___
 a) If yes, what actions do you require us to take to ensure the mark is received by this university?

Name of Institution	Action Requested (i.e. fax to Registrar)	Relevant Contact Info (Email/Fax No.)	Other Information (i.e. applicant #)

***** City Academy does not mail out official report cards on a student's behalf. If a hard copy is required, please request an official report card, enclosed in a sealed, signed envelope, at the front desk.*****

ANAPHYLACTIC SHOCK

In reference to Bill 3, otherwise known as Sabrina's Law 2005, new Provincial legislation was enacted January 1st, 2006 to protect anaphylactic students in school settings.

"Anaphylactic shock" is a severe allergic reaction, which may be fatal, and it occurs when an allergic individual is exposed to a particular material such as peanut products, nuts, eggs, fish, or is stung by an insect such as a bee, hornet or wasp.

Under this new law, parents/guardians and students are required to supply information on life-threatening allergies. For us to meet this requirement of the Act, please complete the information below.

Name of Student: _____

a) Does your child have any life-threatening allergies? ___ Yes ___ No

b) If your answer to the above question was YES

(i) please list on the line below the substance(s) (food, insect, etc) to which your child is allergic

(ii) Has a medical doctor advised that your child may require epinephrine, adrenaline, EpiPen or Twinjet for use at school?

___ Yes ___ No

Name of Parent/Guardian: _____

Signature of Parent/Guardian _____

Date: _____



April 21, 2017

Important Dates

Night School

2017-2018

4:30PM – 7:30PM

Semester 1: September 13– January 26

Wednesday September 13
Thursday September 14
Monday October 9
Week of October 9
Week of November 6
Week of December 18
December 22 – January 5
Week of January 22

Day 1 (Monday/Wednesday)
Day 1 (Tuesday/Thursday)
Thanksgiving Holiday
Progress Report #1
Major Mid-Term Test
Progress Report #2
Winter Break
Final Exams

Semester 2: January 29 – June 15

Monday January 29
Tuesday January 30
Monday February 19
Week of February 26
March 12-16
Week of April 2
Week of May 8
Monday May 21
Week of June 15

Day 1 Monday/Wednesday Classes
Day 1 Tuesday/Thursday Classes
Family Day Holiday
Progress Report #1
Spring Break
Major Mid-Term Test
Progress Report #2
Victoria Day Holiday
Final Exams

Night School 2017-2018

Expectations of Students

1. **Attendance** – After 5 unexplained absences the student will be asked to leave the course.
2. **Missed Tests and Exams** - The only reason to miss a test/exam is illness supported by a doctor's note.
3. **Punctuality** - Late arrivals disrupt the lesson and other students. Students who arrive late may be refused admittance to class. The time missed will be counted in the overall absence accumulation.
4. **Attitude** - It is assumed that all students who will be attending night school are willing to put forth the maximum effort required to achieve excellent marks. Students' progress and effort will be reviewed at the end of every week. A student may be removed from the course if the required effort and attitude have not been demonstrated.
5. **Respect** - Students are expected to demonstrate respect for the school, for the staff, and for fellow students. Classes at City Academy are curriculum focused.
6. **Assignments** - Assignments are an integral part of any course. Because we are preparing students for university it is expected that all assignments will be completed and submitted on the due dates. Students are expected to carry an agenda book and focus on time management.
7. **Plagiarism** - Any plagiarized work will receive a mark of zero and the student may be removed from the course.
8. **Housekeeping** - Please help to keep our school clean – no gum – no writing on desks – garbage placed in appropriate receptacles. Students who fail to demonstrate respect for school property will be removed from the program.
9. **Dress and Deportment** - Because the school is located in a large, professional office complex, students dress and behaviour must reflect this environment.
10. **Exams** - Two formal exam periods will be scheduled – one mid term and one final. Tests will be given weekly.
11. **Smoking** – City Academy is housed in the Davisville Centre and therefore we must respect the building's smoking rules. It is important to us that we maintain a positive relationship with all of our neighbours. The only place students are allowed to smoke is at the far end of the City Academy patio near the loading bay. This area is reserved for other office personnel who smoke.
12. **Illegal Substances** - The use or after affect of illegal substances will be treated with **zero tolerance**.

Evaluation Agreement

Evaluation is an integral part of any credit course. However, it is not an end, in and of itself. The most important aspects of the course are the new skills, attitudes and information, which will assure success in the future.

The mode of course delivery at City Academy will give every student the possibility for an assessment which is excellent, but only hard work, dedication and task focus will assure a top mark. **There is no guarantee.**

All students should establish a realistic goal for mark attainment. The structure of the school will assist in the achievement of that goal, but attendance here will not assure it.

Smoking Policy

Smoking Policy. City Academy does not support student smoking. However, it is recognized that some students do smoke and therefore the school must make provisions for this to happen during school hours. The area on the west side of our school patio has been reserved for smokers. It is expected that all students who smoke will use this area.

Course Prerequisites

It is each student's responsibility to assure that the prerequisite for the requested course has been achieved. The prerequisites for all courses offered at City Academy can be found in our Course Calendar or on the Ministry of Education website.

Students who register in a course without the required prerequisite will be asked to leave with the possibility of no refund. The exception will be for students who register at the time they are taking the prerequisite.

In order to ensure this does not happen, City Academy requests that all students submit a transcript at the time of enrolment demonstrating proof of the required prerequisite.

If you have any questions regarding this matter, please contact the school.

Please confirm your son/daughter has successfully completed the prerequisite for the requested course:

_____ *Prerequisite Course*

_____ *Parent/Guardian Signature*



Student/Parent Confirmation

I support all of the school's expectations of students.

_____ **Student Name**

_____ **Parent Name**

_____ **Student Signature**

_____ **Parent Signature**