



LEARN @ HOME PROGRAM
Durham Continuing Education – EA Lovell
120 Centre St. South, Oshawa, Ontario, Canada L1H 4A3
905.440.4500 or 1.800.408.9619
Email: LAH.inquiry@ddsb.ca



INFORMATION SHEET

(as of Feb 21, 2023)

COURSE STRUCTURE

- Most courses consist of 20 lessons divided into either 4 units or 5 units.
- Where courses require additional software or materials for completion – it is the responsibility of the student to obtain/purchase such software/materials at their cost.
- The total work involved, and the level of difficulty, is equivalent to that specified in O.S.S. 2011 Policies by the Ministry of Education, regarding the definition of a credit.
- Each lesson may contain support questions and key questions or assignments. All **KEY QUESTIONS** **MUST be completed and submitted for marking** to the Learn@Home office. Unit Key Questions are for practice only. Where **KEY QUESTIONS** do not exist, all **ASSIGNMENTS must be completed and submitted for marking. Please disregard any references in materials that state otherwise.**
- Course do not have mid-terms or final exams. In place, most grade 11/12 courses will have a summative evaluation that **MUST** be completed at the end of the course. Details and design are specific to the course. Students **MUST** email LAH.inquiry@ddsb.ca when they are ready to complete the summative evaluation (once they have handed in lesson 20). Please disregard any references to mid-terms or final exams in the documentation.
- **ALL** final grades are calculated with the term work (lessons) valued at 70% and the summative evaluation valued at 30% of the final mark. Where the course does not have a summative, the course will be evaluated on 100% term work (lessons). **Please disregard any references in materials that state otherwise. Students MUST submit ALL lessons to be eligible to write the summative evaluation.**
- When a reference is made to an **e-journal** or **course journal** – create your own journal document. Where a reference is made to Digital Course Components – please disregard as we do not use this.
- **PLEASE** clearly label materials being submitted with your name, course code, lesson number, and key question (assignment) number. **Submit complete lessons only.**

COURSE TIME LINES

- Total time for course completion is **one (1) year**. This is a maximum time period – there is no minimum time period – we encourage students to complete the courses as quickly as possible.
- Course extensions **are not available**.
- Full-time secondary students taking courses during the academic year **MUST** have all lessons and **summatives** evaluations completed and submitted to Learn@Home by **June 1** of that year. Extensions are not possible.
- Full-time secondary students taking courses during the summer months **MUST** have all lessons and **summatives** evaluations completed and submitted to Learn@Home by **August 15** of that year. Extensions are not possible.

LESSONS SUBMISSION

- Students **MUST** submit lessons for marking via LAH.Submissions@ddsb.ca, or the link on the DCE website (www.dce.ca) under Programs, Learn@Home. Marked electronically submitted lessons will be returned by email. Please expect marking to take 3 weeks for processing (marking will not be completed during academic or statutory holidays). **We cannot accept paper submissions during the closure.**
- **E-submission is available for all students – No login/passwords are needed.** Please see instructions on additional pages. *Work cannot be submitted on a jump/thumb drive, CD/DVD or any form of One Drive, Google Docs/Drive, i-Cloud or virtual drive.* Pdf and scanned documents are acceptable; however, this format makes it difficult for markers to give feedback within the document. Please ensure all scans or images are readable.
- Students must hand in complete lessons (**partial lessons will NOT be remarked**). Please clearly label each question with course code, lesson number and key question number. *Where questions include calculations, show all steps used to determine the final answer.*
- Students may continue on with lessons while waiting for work to be marked.

Additional Information can be found in our FAQs at www.dce.ca

PLAGIARISM

- Plagiarism is academic dishonesty. Students must not copy another person's work or ideas. Plagiarism also includes retrieving a document from another person's disc or hard drive or copying directly from another computer screen or the Internet and claiming the work as your own. If you fail to acknowledge the borrowing of ideas using proper MLA or APA referencing standards, you will receive zero on any assignment in which plagiarism occurs. It is your responsibility to report the suspected plagiarism of your own work as soon as you become aware of it. Failure to do so may result in a reduction of your mark or zero. For more information on referencing visit the [Purdue Online Writing Lab – Research and Citation](#). Markers have access to plagiarism and Artificial Intelligence checkers to assist in evaluation.

TUTOR

- An e-Teacher is available for students on Wednesday evenings between 6:00 p.m. and 8:30 p.m. (no appointment necessary) via our LAH Padlet process. Please email LAH.Inquiry@ddsb.ca if you would like access to this service. This is for currently registered students ONLY.
- Learn@Home students may also access the teacher at RS McLaughlin CVI – 570 Stevenson Rd, N. in Oshawa on Wednesday evenings from 6:00 p.m. to 9:00 p.m. (Oct to end of May only).

SPECIAL EDUCATION ACCOMMODATIONS

- Students requiring accommodations for physical or mental exceptionalities must provide either medical documentation from a registered medical practitioner or a copy of an Individual Education Plan (IEP) from a publicly funded Ontario school board. Accommodations will be made to the best of our ability where resources are available.

SUMMATIVE EVALUATIONS

- Summative evaluations are available upon completion and submission of ALL course lessons.
- Students must email LAH.Inquiry@ddsb.ca to schedule the summative evaluation.
- Students will receive further instructions via return email within 1 to 2 business days.

COMPLETED CREDITS – PROOF OF MARK

- All credits are granted at the discretion of the Principal.
- Report cards will be sent via encrypted emailed once the course is finalized. Students are expected to take the report card to their home school to have the course added to their Ontario Student Record. If the home school will not add the course to the Ontario Student Transcript, student may obtain a transcript of courses earned at Durham Continuing Education from the Guidance Department via the [Transcript Request Form](#). Records will be held for 55 years. For questions regarding transcripts please call Guidance at 905.440.4539.
- Students who require a Proof of Mark and/or Proof of Registration for work, post-secondary application or other reasons, may request such letter(s) from by completing our online [Proof of Mark](#) form. Learn@Home will email letters directly to the institution unless otherwise requested on the form. Students are responsible for obtaining and providing contact information including an email address.

FULL DISCLOSURE

- Full Disclosure will occur on a student's transcript if the student withdraws/does not complete a course but has completed the eleventh (11th) lesson in a 4 unit course or the thirteenth (13th) lesson in a 5 unit course.

TEXTBOOKS – LESSON BOOKS – WORKBOOKS

- Most courses are available in an electronic format and require no book deposit. Some electronic courses do require additional materials (i.e., novels). If electronic format is taken, students agree to obtain any addition materials themselves.
- Some courses are only available in paper format. These courses may be borrowed and require a \$100 refundable book deposit. Electronic courses may also be obtained in paper format but will require a \$100 book refundable book deposit.

MATURITY/PRIOR LEARNING ASSESSMENT CREDITS

- Maturity credits are credits that are granted to adult students for prior life and non-high school educational experiences. These are available for students who started high school prior to Sept. 1999 within the province of Ontario and may be granted at the discretion of the Guidance Counsellor/Principal.
- Students requiring a maturity credit assessment are advised to make an appointment with the Guidance Counsellor after the completion of their first Learn@Home credit for a Mature Student Evaluation. There is NO fee for this service. Please call 905-440-4539 if you wish to make an appointment.
- Students who are seeking credit for prior learning experience but started school after Sept. 1999 may wish to complete challenge exams under the PLAR system. Make an appointment with the Guidance Office for further information regarding the PLAR process. There is NO fee for this service.

DIPLOMAS AND GRADUATION

- Upon successful completion of all necessary diploma requirements, students are requested to set-up a Diploma Request appointment with the Guidance Office by calling the Guidance Office at 905.440.4539.
- Diplomas will be issued to students at the annual commencement exercises.

LOCATIONS AND HOURS

Virtual Appointments are required for registrations – begin the registration process by completing the “[Request to Register](#)” form or on-line at www.dce.ca.

Appointments are required for ALL summatives – email LAH.Inquiry@ddsb.ca to book your summative.

Oshawa Rm. 228 2 nd Floor	Durham Continuing Education, E.A. Lovell Centre 120 Centre St. S., 2 nd floor Rm 228, Oshawa, ON L1H 4A3 905.440.4500 or 1.800.408.9619 Hours: (Sep – June) Mon to Thurs: 8:30 am to 3:45 pm Hours: (July – Aug) Mon to Thurs: 8:30 am to 2:30 pm
Brock HS	Durham Continuing Education – Brock High School Office RR#1 C1590 Concession 12, Cannington, ON L0E 1E0 905.440.7302 Hours: (Sep – June) Tues only – 3:00 pm – 5:00 pm

Note: Durham Continuing Education is closed for all academic and statutory holidays. Hours listed above are subject to change without notice – please check our website for changes and closures at www.dce.ca

COST

Materials Deposit (hard copy materials)	\$100.00 (Refundable) <i>Refundable if student returns materials in good condition within six months of course registration. Refunds will be mailed to the address on file in the form of a cheque approximately 3 to 4 weeks from the date of return of materials. NO cash refunds.</i>
eDelivery	\$0 if no additional materials are required or student agrees to obtain additional materials on their own. DCE would not be responsible for any costs incurred to obtain additional materials.

ADDITIONAL INFORMATION

Eligibility:

- Prospective students must be at least 21 years of age OR a high school graduate AND cannot be attending a publicly funded secondary school in Ontario.
- Prospective students 18 to 21 years of age who are not attending a publicly funded secondary school in Ontario are seeking courses other than University Preparation level, must first obtain approval from Durham Alternative Secondary School (905.579.1990) before booking a registration appointment.
- Individuals under 18 years of age and/or those who are registered in a publicly funded secondary school are **not** eligible for this program. Durham District School Board students with special circumstances may be considered – students must obtain specific permission from both the home school and Durham Continuing Education principals prior to registration.

Required Documentation for Registration (for NEW students or students who have not taken a course in the previous 3 years):

- A **VALID** Canadian Passport, **OR**
- Current government photo ID (such as a Driver’s License or Health Card) **AND** proof of Canadian citizenship or Landed Immigrant/Permanent Resident status (such as birth certificate or Permanent Resident Card or Statement of Live Birth). Please bring **ORIGINAL** documents – copies cannot be accepted.
- If you have changed your surname since attending secondary school, you must also bring proof of name change documents (i.e., marriage certificate).

Note: Documents can be collected in a virtual format. Have your original versions available for you registration appointment.

- A transcript/consolidated summary/status sheet from your last high school (this document is highly recommended to assist in academic counselling).

Additional Information can be found in our FAQs at www.dce.ca

e-Delivery Instructions (note: this is not e-Learning)

How to access e-delivery:

Access your course materials through our website at www.dce.ca

Step 1: Visit www.dce.ca

Step 2: Scroll mid way down home page and click on "Learn@Home - Course Login"

Step 3: Enter your Username and Password. These are case sensitive.

Step 4: Click on the + by "Course Logins" to find your course.

- Your username and password are defined at time of registration. Your username and password will be emailed to you generally within 72 hours of registration. If you have lost this information – please email LAH.inquiry@ddsb.ca
- Please be reminded that posted materials are the property of the Durham District School Board/Durham Continuing Education and are not to be reproduced (except for personal use), copied, distributed or sold.

e-Submission (open to all students)

Please note the following:

- All lessons must be produced in either Microsoft Word, Microsoft Excel, Microsoft Power Point, or using Word Pad. **Other formats cannot be supported.**
- We will accept .pdf files, document scans or images of written work. Please ensure that the images are readable. Note: this format does not allow feedback to be given within the document.
- **One Drive, Google Docs/Drive, i-Cloud, or other virtual drive links are NOT accepted.**
- Documents that are submitted in an unsupported format or unreadable format will be returned unmarked.
- Students will submit materials to the defined address on our website (www.dce.ca) and must attach a completed lesson coversheet and the actual lessons to the email. Please include your name, course code and lesson number(s) in the subject line.

Follow these instructions to e-submit lessons:

- www.dce.ca / Programs / Learn@Home
- e-Submission of Assignments
- Download a 'Lesson Coversheet' to your computer and complete the coversheet
- Return to 'e-Submission' page
- Click the 'Submit Lessons by Email' link which will open an email message
- Fill in the 'Subject' line including Name, Course Code and Lesson Number(s)
- Attach your completed Coversheet and Lesson document(s)
- Send

- All e-submissions will be acknowledged within 1 – 2 business days indicating that they have been "Sent to Marker" – if you do not receive a confirmation, please resubmit.
- Upon receipt, we will forward your submitted lessons to a marker for evaluation. Upon return from the marker, we will forward the evaluated lessons to you via email. Please allow 2 to 3 weeks for processing. We cannot accommodate RUSH marking.
- **e-submission is for transmitting materials for evaluation only.** This is not for course help or appointment booking.
- For summative evaluation booking, please email LAH.Inquiry@ddsb.ca
- **IMPORTANT** – remember to **save a copy** of your work before you send it.

If you have any questions or concerns, please contact Learn@Home via email: LAH.Inquiry@ddsb.ca

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