

We Ignite Learning by:



Believing that every learner can and will be successful

- Every student we serve has the potential to grow and be successful. We will be persistent in bringing learning alive, ensuring that education is an individual journey.



Welcoming the involvement of parents, caregivers, staff, and students

- We recognize that our community is our partner in education and that the home learning environment is critically important to the success of learners. By inviting and enabling parent and caregiver involvement, teachers and support staff will enrich student learning opportunities.



Valuing the richness in the diversity of our community

- Diversity in all human aspects enriches our collective experience. Learning is ignited when students explore many points of view and connect to others through their learning. We will support diverse learning styles and engage students in their personal exploration of future pathways.



Engaging all learners in culturally responsive and relevant learning

- Choice and voice are central to student engagement. We will engage students by reflecting their reality in the curriculum.



Promoting innovative practices in teaching and learning

- Research helps to inform how students best learn, and through experimentation with new approaches to helping students learn, we will continuously improve school and student achievement.



Integrating technology in the learning environment to support student strengths and needs

- The use of technology continues to accelerate in society. Today's learning spaces are flexible and through technology can be personalized to meet students' needs. By integrating technology we will deepen student knowledge, understanding, and thinking while widening their learning in a global context.



Communicating openly and pro-actively throughout the organization

- Communication is a cornerstone of positive relationships. In sharing our high expectations, successes and our challenges, we will work together to find solutions and improve student achievement and well-being.



DCE ORGANIZATION

Durham Continuing Education (DCE) operates the following adult and continuing education programs of the Durham District School Board (DDSB).

Department Heads and Programs

Dikosava Gajic

English As A Second Language, LINC, ELT

Rob Hanna

Computer Training, e-Learning, Marketing & Promotion, Special Projects

Lori Hunter

Guidance, Credential Centre, MSE, PLAR, North Credit, Dual Credit

Michele Reid

Learn @ Home, Int'l Languages, Night School, & Summer School

Suzanne Scanlon

Adult Credit Day School, Pathways, Cooperative Education

Brigitte van de Laar

Adult Upgrading (LBS), After School Literacy & Numeracy, Focus for Future, TLC

Clerical Support Staff

Zoe Barton
Jennifer Hartley
Joanne Kicinko
Bev Muise

Kelly Ferguson
Laura Hawthorne Piccione
Julia Lamb
Tamara O'Connor

Karen Gujda
Linda Humber
Siabh McCarthy
Leslie Underwood

Custodial Staff

Andy Dorsay (Chief)

Justin Allen

Dave Obront

DCE PROGRAM LOCATIONS – E.A. LOVELL SITE

Adult Credit Day School, e-Learning 2nd Floor, Guidance Office, Room 227
Adult Upgrading (LBS)/Credit Preparation 2nd Floor, Guidance Office, Room 227
Cooperative Education, Co-op Works & Pathways 2nd Floor, Guidance Office
English As A Second Language (ESL) & Language
Instruction For Newcomers to Canada (LINC) & ELT 1st Floor, Room 132
Focus for Future, TLC..... 2nd Floor, Guidance Office, Room 227
Guidance & Credential Centre..... 2nd Guidance Office, Room 227
Learn@Home Correspondence 3rd Floor, Room 335
Main Office **2nd Floor, Room 231**
Ontario Works, Region of Durham 2nd Floor, Guidance Office, Room 227
SWIS Counsellors..... 1st Floor, ESL/LINC Office, Room 132



WELCOME LETTER

Welcome to Durham Continuing Education!

DCE is in the business of transforming lives and strengthening communities. Our vision is to be the leading provider of innovative programs to meet the diverse learning needs of our community. We recognize that adult students have many priorities to balance, so we offer a timetable that suits many needs. The courses are delivered by skilled and caring staff who are committed to supporting students. Durham Continuing Education is a place where specific needs are met and opportunities provided for you to realize your potential. We are pleased that you chose to attend Durham Continuing Education, and wish you every success in realizing your preferred future.

Sincerely,

Michelle LeBlanc – Vice Principal

Alex Toulis – Principal

DAILY CLASS SCHEDULE – E.A. LOVELL SITE

Adult Credit Day School

Period 1 9:00 am - 11:30 am (Student Break: 10:10 am - 10:20 am)

Lunch 11:30 am -12:00 pm

Period 2 12:00 pm - 2:30 pm (Student Break: 1:10 pm - 1:20 pm)

Credit Preparation

Period 1 9:00 am - 11:30 am (Student Break: 10:10 am - 10:20 am)

Lunch 11:30 am -12:00 pm

Period 2 12:00 pm - 2:30 pm (Student Break: 1:10 pm - 1:20 pm)

ESL/LINC Classes

Period 1 8:30 am - 11:30 am (Student Break: 10:00 am - 10:15 am)

Lunch 11:30 am - 12:00 pm

Period 2 12:00 pm - 3:00 pm (Student Break: 1:15pm – 1:30pm)

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STUDY TIPS

BY EMPLOYING THESE STRATEGIES YOU WILL BE LAYING A FOUNDATION FOR SUCCESS NOT ONLY FOR THE NEAR FUTURE BUT ALSO FOR CONTINUED SUCCESS IN POST-SECONDARY PROGRAMMING OR AS A PARTICIPANT IN THE WORLD OF WORK:

- ATTEND CLASSES
- KNOW YOUR TEACHERS EXPECTATIONS
- SCHEDULE REGULAR STUDY PERIODS
- BE REALISTIC
- ESTABLISH A REGULAR STUDY AREA
- STUDY FREQUENTLY FOR SHORT TIME PERIODS
- START STUDY SESSIONS ON TIME
- STUDY WHEN YOU ARE WIDE AWAKE
- SET A SPECIFIC GOAL FOR EACH SUBJECT YOU STUDY
- START ASSIGNMENTS AS SOON AS THEY ARE GIVEN
- STUDY YOUR MOST DIFFICULT SUBJECT FIRST
- KEEP YOUR NOTES ORGANIZED
- REVIEW YOUR NOTES REGULARLY

POLICIES AND PROCEDURES

Aboriginal Ancestry Self-identification In consultation with the local aboriginal community, the Durham District School Board has developed a policy and procedure for voluntary, confidential, self-identification so that the Board can better determine programs and supports to increase aboriginal student success and achievement. Students who are 18 years or older may complete a form available in the guidance office that identifies their aboriginal ancestry as First Nation, Metis, or Inuit.

Assessment & Counseling is provided by guidance counselors for the following services for students: orientations and registrations, academic, career and personal counseling, assistance with college & university applications, community agency referrals, Mature Student Evaluation & PLAR, and post-secondary liaison.

Attendance & Punctuality are essential for success. Punctuality is a courtesy to your teacher and your fellow students, and you are expected to arrive on time in order to avoid class disruptions. If late to class, a student may not be allowed to enter class until the next break.

- For a day school absence call **905-436-3211 or 1-800-408-9619**
- For ELT call **905-440-7313**
- For ESL/LINC absences call **905-440-4489**

If your absence is unavoidable, you should do your best to keep current with your work until you return. Discuss your absences with teachers so that they can assist you in achieving your goals. **Three (3) consecutive days of absence** may result in your withdrawal from your class by DCE administration. If daily attendance becomes too difficult for you, visit the guidance department to explore the other educational options available at DCE.

Code of Conduct

Introduction

The Code of Conduct for Durham Continuing Education is designed to provide a framework to ensure that the school is a safe, productive learning environment for all. The school's Code of Conduct is governed by the Ontario Schools Code of Conduct and follows the applicable policies, regulations, and procedures of the Durham District School Board. We ask that you review this Code of Conduct so that all parties are familiar with school expectations and procedures. The Code of Conduct is subject to change at any time, based on directions from the Ministry of Education or the Durham District School Board. The Code of Conduct is reviewed annually each spring where policies and procedures are revised or amended for the next school year.

Rationale (Ontario Schools Code of Conduct)

The Durham District School Board is committed to providing a safe and secure school environment for its staff and students. The Safe Schools Act, 2000 required each Board and each school to develop a Code of Conduct that is consistent with the legislation and board policy. These provisions were amended by Bill 212, An Act to Amend The Education Act, in respect of behavior, discipline and safety. In 2009, there were further revisions outlined in Bill 157 and Regulation 427/07. These revisions to the Education Act came into effect as of February 1, 2010.

- A school is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment.
- All students, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to contribute to a positive school climate and be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself.
- The *Ontario Code of Conduct* sets clear provincial standards of behavior. It specifies the consequences for student actions that do not comply with these standards.
- The provincial standards of behavior apply not only to students, but also to all individuals involved in the publically funded school system – parents or guardians, volunteers, teachers and other staff members – whether they are on school property, on school buses or at school-authorized events or activities.

The Durham District School Board and Durham Continuing Education support the provincial standards of behaviour which include respect, civility, responsible citizenship and physical safety.

Respect, Civility, and Responsible Citizenship - All school members must:

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly regardless of the race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- respect all members of the school community, especially persons in positions of authority;
- respect the needs of others to work in an environment that is conducive to learning and teaching;
- not swear at a teacher or another person in a position of authority;
- respect the confidentiality of students and program staff.

Physical Safety

Weapons - All school members must:

- not be in possession of any weapon, including but not limited to firearms;
- not use any object to threaten or intimidate another person;
- not cause injury to any person with an object.

Alcohol and Drugs - All school members must:

- not be in possession of, or under the influence of, or provide others with intoxicants or illegal drugs.

Aggression - All school members must:

- not engage in any form of bullying behavior, whether it is in person or through technology, like email or cell phone;
- not commit sexual assaults;
- not inflict or encourage others to inflict bodily harm on another person;
- commit robbery;
- not engage in hate propaganda and other forms of behavior motivated by hate or bias ;
- not commit an act of vandalism that causes damage to school property or to property located on the premises of the school;
- seek staff assistance, if necessary, to resolve conflict peacefully.

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time and ready to learn;
- shows respect for themselves, others and for those in authority;
- refrains from bringing anything to school that may compromise the safety of others;
- follows the established rules and takes responsibility for his or her own actions.

Conclusion

When staff and students work together, a positive and productive learning environment is established at Durham Continuing Education where goals are set and achieved. The Code of Behaviour establishes the level of behavior expected for all, so that we have the best possible school where success and achievement are reached through cooperation, courtesy and respect.

Community Resource Useful Phone Numbers and Help Lines

(See www.dce.ca or guidance for information about more community resources.)

Addiction Services (Pinewood)	905-571-3344
Alcoholics Anonymous	905-728-1020
Assaulted Women's Helpline.....	1-866-863-0511
Bereaved Families of Ontario.....	1-800-969-6904
Bethesda House Women's Shelter	905-623-6050
Canadian Mental Health Assoc., Durham	905-436-8760
Central Intake (Mental Health Services)	1-888-454-6275
Children's Aid Society (Durham)	905-433-1551
Cornerstone Men's Shelter.....	905-433-0254
Denise House Women's Shelter	905-728-7311
Distress Centre Durham	1-800-452-0688
Durham Doctors House Call Service	905-619-6641
Durham Mental Health Crisis Line	905-666-0483
Durham Region Sexual Assault	905-576-8711
Care Centre (Lakeridge Health)	

Durham Region Social Services (O.W.)	905-428-8982
Durham Region Unemployed Help Centre	905-579-1821
John Howard Society	905-579-8482
Legal Aid, Ontario	905-723-2572
Narcotics Anonymous	1-888-724-3861 (Crisis Line) 905-433-7944 (Office)
Ontario Gambling Help Line	1-888-230-3505
Ontario Works Resource Centre.....	905-432-2929
Oshawa Community Health Care	905-723-0036
Oshawa Public Library	905-579-6111
Salvation Army House of Hope, Ajax.....	905-427-7123
St. Vincent Kitchen	905-433-4006

Computer Use and Internet Access

Computer use and internet access at any DCE site is monitored by school staff. Students who violate the school Internet or network rules or breach network security may face loss of network privileges, suspension, or criminal prosecution.

Acceptable and Safe Use Procedure for Computing and Information Technology

Facilities And Resources: All users of The Durham District School Board (henceforth, referenced as DDSB) computing and information technology facilities and resources are required to know and abide by the DDSB Acceptable and Safe Use Procedure #3101. This procedure defines use and responsibilities for the safe and acceptable use of the computing and information technology facilities and resources in the DDSB. All users of the school computer network must follow these guidelines:

1. Computers are to be used for educational purposes only under supervision of a teacher. Users may be monitored to ensure proper use.
2. Report any damaged computer equipment to your teacher immediately before using.
3. Use your own accounts to login. Students cannot share their account passwords, and are responsible for all activities related to their accounts.
4. Social networks, email, Chat, and other messaging systems not allowed, unless under direct teacher supervision for educational purposes only.
5. File sharing, or other means of copyright infringement not allowed.
6. Loading any software that is *not already present and installed by school staff* strictly prohibited. Students may not create any software unless necessary for a school project under teacher supervision. Such projects may be subject to Principal approval.
7. Circumventing any network security settings, website blocking, account access, or network vandalism will result in revoked computer privileges and/or other school discipline.
8. Network vandalism includes but is not limited to physical damage to computers, peripherals, and data that is stored or transmitted.
9. Network security settings includes but is not limited to program access restrictions, file and folder restrictions, internet proxy sites, or any other program/site that affects normal educational computer use.
10. School-owned and configured equipment allowed only via wired connection. Personal devices may be connected via the wireless guest network only.
11. If a student violates any security policy accidentally, they **MUST** report the incident to the Site Administrator IMMEDIATELY.

Students must NOT:

- Play games, access any chat room or offensive sites.
- Bring food or drink near a computer table at any time.
- Harass, bully, violate Canadian laws, or engage in any other activities that violate the school's *Code of Conduct*.
- View, copy, or distribute pornography or other obscene material.

Recourse for Abuse/Misuse

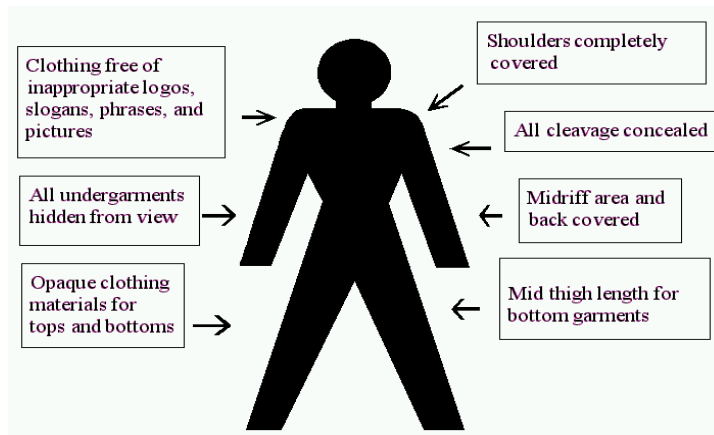
Students who do not follow these procedures AND those rules provided by their teachers and their school Student Code of Behaviour will have their computing and information technology privileges suspended pending review. Recourse and disciplinary measures are outlined in the school Student Code of Behaviour. Legal recourse may also be applied for criminal activities.

DCE Office

Phone messages for students will only be taken in cases of an urgent nature. To protect your privacy and ensure student safety, the office staff will not give visitors any students' classroom locations. Office telephones and photocopiers are for office staff use only. **THE DDSB IS NOT RESPONSIBLE FOR COPYRIGHT INFRINGEMENT BY USERS OF SCHOOL PHOTOCOPIERS.**

Dress Code

A Dress Code for students promotes a safe and respectful environment for teaching and learning. Under the *Safe Schools Act*, our school has established a Dress Code that respects the diversity and complies with the Human Rights Code and the Charter of Rights and Freedoms. Clothing worn by students must meet the standards of modesty and decency, and must not be a distraction in the learning environment. Your dress, language, and personal grooming should be positive and reflect respect for yourself, and be appropriate for a workplace setting. Students wearing clothing and/or insignia displaying illegal substances, offensive products, or language, representing offensive stereotypes or promoting ethno-cultural discord will be asked to change. Clothing must not include: spaghetti straps, backless, cropped, or bikini tops. Shorts, skirts, and dresses must not be shorter than mid-thigh.



Durham Region Unemployed Help Centre – Website List

ONLINE DIRECTORIES

- InformDurham.com (organization/program search)
- 411.ca
- 411Locate.com
- Canada411.ca
- YellowPages.ca
- CBR.ca (business)
- Goldbook.ca (business)
- Yellowbook.com (U.S. directory)

GOVERNMENT SITES

- Canada.ca
- Durham.ca
- Edu.gov.on.ca
- ESDC.gc.ca
- Ontario.ca
- Oshawa.ca
- Pickering.ca
- StatCan.gc.ca
- www.TCU.gov.on.ca

EMPLOYMENT RESOURCES

- ALIS.alberta.ca
- CAREERinsite.alberta.ca
- CareerCentre.org (British Columbia)
- CareerKey.com
- InterviewStrategies.com
- JobBank.gc.ca
- Jobsetc.gc.ca
- OnWIN.ca
- QuintCareers.com
- Rileyguide.com
- Wetfeet.com

SKILLED TRADES

- ApprenticeSearch.com
- ApprenticeTrades.ca
- CareersInConstruction.ca
- CollegeOfTrades.ca
- MadeWithTheTrades.com
- Tradeup.ca

Elevator Use is restricted to individuals carrying heavy loads or pushing strollers, and to those staff and students who may be unable to climb the stairs due to a medical condition. Students who require the use of the elevator must apply for a sticker that is attached to their student identification tag. Check with the program department head or guidance office for further details.

Emergencies

ACCIDENTS If you are injured during any school activity or on school property, be sure to notify your teacher and/or the main office. A student accident report should be completed by the teacher and filed within 24 hours of the incident. Accident report (OSBIE) forms are available in the main office.

THE OFFICE STAFF CANNOT PROVIDE ASPIRIN, TYLENOL OR OTHER MEDICATIONS.

STAFF INJURIES MUST BE REPORTED TO THE PRINCIPAL WITHIN 24 HOURS.

ANAPHYLAXIS REACTION Students with severe allergies that might cause anaphylactic reactions should inform the school office about their need for emergency administration of medication by injection during school hours. An anaphylactic reaction is an allergy to such things as peanuts, nuts, eggs, milk, shellfish, fish, bee stings, medications and exercise, so severe that death can occur within minutes without the administration of injected adrenaline (EpiPen or Anakit). Students should always carry their own EpiPens in case of emergency. The school does NOT provide EpiPens.

FIRE EMERGENCIES At the sound of the fire alarm, follow the fire exit signs posted in the room to your closest exit. Students must exit the building immediately. Walk quickly from the building. Keep 40 feet away from the building during any emergency or drill. All roadways must be clear for emergency vehicles. It is a criminal offence to sound a false fire alarm.

FIRST AID kits are located in the staff room, main office, science classroom, building maintenance and hospitality classrooms. Individuals administering first aid must wear disposable gloves. Careful hand washing is an effective and reliable precaution against transmission of disease. Please contact the office immediately if first aid is required.

INCLEMENT WEATHER The school will be open in most situations (even though some buses may be cancelled). For information, listen to these radio stations:

DIAL POSITION	BAND	COMMUNITY
680 NEWS	AM	TORONTO
107.7	FM	OSHAWA

LOCKDOWN / HOLD AND SECURE/SHELTER IN PLACE emergencies require that all staff and students remain in or immediately proceed to the closest classroom in order to protect themselves from a violent intruder or environmental situation. School administration and/or police will make an announcement to signal the beginning and end of the emergency. If you hear the following announcement: ***Attention all staff and students: the school is in a lock down situation. All teachers lock your doors. All students should report immediately to the nearest classroom.*** You should go to the closest classroom, identify yourself to the teacher, and stay there until a second announcement says the lockdown is over. If you are in a classroom, follow the teacher's instructions. **Students are not allowed to use personal electronic devices (e.g., iPods, cell phones, etc.)** unless authorized by the Administration. Lock down drills are held periodically throughout the school year to help prepare staff and students should the school ever be in a real Lock Down situation. If a situation occurs in the community that does not pose an immediate danger to the safety of the school, police will contact the school to proceed to a **Hold and Secure** position. The exterior doors of the school will be locked and the doors and window blinds in all classrooms will be closed. Staff and students will continue their classroom activities **inside the building** until the situation has been cleared. For their own safety, staff and students must follow the instructions given by the school administration regarding any special procedures until the situation has been resolved.

Equity Policy The DDSB respects and values the diversity and similarities within its community and fosters an educational environment free from racial and ethno-cultural prejudice and discrimination.

Evaluation The primary purpose of assessment, evaluation, and reporting is to provide feedback to students "that directs instruction in the classroom towards improving student learning." In May 2010, the Ministry of Education released the document entitled *Growing Success*. This document sets policy and recommends practice in regard to assessing student work to inform teaching practice, evaluating student work and reporting on student progress. It promotes fair, transparent, and equitable assessment, evaluation, and reporting practices in Ontario schools with the aim of maintaining high standards, improving student learning, and benefiting students in elementary and secondary schools. A course outline explaining the evaluation process to be used and the method of calculation for the final mark will be provided by the teacher during the first week of the term. Other policies, such as the procedure for making up missed classes, tests or other assignments will also be explained.

Field Trips require that students sign a consent form before participating in any off-site program. Students may be requested to pay a nominal fee to defray costs. DCE's Code of Conduct applies to all trips.

Fundraising Students and/or private citizens or companies may not solicit donations or sell items at Durham Continuing Education without the consent of the principal.

Graduation for Adult Credit Programs Each year students who have completed their grade 12 diploma requirements are invited to attend the annual DCE graduation ceremony to receive their Ontario Secondary School Diplomas. If you believe you will be eligible to graduate make sure that you see guidance by the end of the school year prior to your graduation for a diploma request appointment. This is important to check that your transcript details are in order and to give you enough time to make any corrections if necessary.

Litter, Recycling and Environmental Policy Students are asked to use garbage and recycling containers in an appropriate fashion. Everyone is expected to help the teaching and custodial staff to maintain a clean and pleasant working and learning environment.

Non-resident Students who have obtained a Citizenship & Immigration Canada study permit are required to pay fees. The tuition fee is approximately \$1875 per credit course.

Ontario Student Record (OSR) folder contains a student's educational records and may be kept on file in the home school or DCE's guidance office. A student may examine the contents of the OSR upon request, under the direct supervision of a guidance counselor.

Parking Students have the privilege of parking at DCE on a first come first served basis. In order to utilize the lower west parking lot, all staff and students must display a valid parking permit in their car windshield Mondays to Fridays. Permits are available from the main office for a non-refundable fee of \$20 for the card. The following areas have reserved or restricted access: driveways, daycare drop-off zone, fire-routes, and any parking spot identified as staff parking. Leave these areas clear at all times. All traffic signs on school property must be respected. Cars illegally parked may be tagged and towed at the owner's expense. A vehicle parked in a handicapped spot without a tag may receive a municipal by-law fine.

Personal Electronic Devices must be turned off while class is in session, and must not be used in classrooms in order to be respectful of the learning environment for all students and staff. An exception to this occurs when the teacher has approved the use of specific technology for purposeful instruction. In keeping with the *Freedom of Information and Privacy Act*, unauthorized video or audio recording on school grounds for any purpose is prohibited. Further, the taking of photos, filming, recording or the broadcasting of live audio and/or video while at school or at a school related activity, is prohibited unless approved by DDSB staff for educational purposes and/or where proper consents have been obtained as may be appropriate. However, this is not intended to prohibit sanctioned recording of activities at events open to the general public. At all times, the use of cameras is strictly prohibited in washrooms and change rooms. Our school and the Durham District School Board cannot assume the liability for lost or stolen personal electronic devices.

Photocopiers are for staff use only. Students may not use office photocopiers. The Durham District School Board is not responsible for copyright infringement by users of school photocopiers.

Plagiarism is academic dishonesty. On essays, assignments, and projects, students must acknowledge the work of others. Students must not copy another person's work or ideas. If you fail to acknowledge the borrowing of ideas, you will receive zero on any assignment in which plagiarism occurs (parents contacted where applicable). 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 marks or zero. 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. Plagiarized work will receive a mark of zero.

Religious Accommodations The Durham District School Board and Durham Continuing Education follow the Guidelines and Procedures for the Accommodation of Religious Requirements Practices and Observances. This document has been produced in compliance with requirements of Ontario's Equity and Inclusive Education Strategy within the contexts of the *Canadian Charter of Rights and Freedoms* and the *Ontario Human Rights Code*. This document assists us in creating and maintaining equitable and inclusive environments within our schools and facilities, and guides the process of providing religious accommodations as the need arises. If you require religious accommodation at any point during the school year inform, your program department head or the administration as early as possible.

Report Cards briefly describe students' courses, and the marks and credits earned for each course. Students in credit programs receive a report card at the end of each credit course. Report cards are available for pick up from the guidance office at the DCE site. Report cards and diplomas are not mailed out. A copy of each report card is placed in the student's OSR folder.

Respect for One Another is a shared responsibility to protect each other's rights. At DCE, all students will be treated with dignity and respect. *If you believe you are a victim of harassment, speak up for your rights and tell a teacher, counselor, or administrator. If another student threatens you, ridicules you, or is abusive to you in a racist, violent, sexual, or demeaning manner, tell a teacher, guidance counselor or the Vice Principal immediately. Harassment only stops when you speak up for your rights.* Students who harass others, either physically, sexually, or verbally may be removed from classes. Students who engage in physical conflict face suspension and/or removal from their program. Students should expect that charges will be laid by the police for any violent incident on school property.

Security – Loss or Damage to Personal Property Security cameras are in operation for the safety of students, staff, and visitors. Persons on school premises are subject to video recording. DCE and the DDSB cannot be held responsible for theft of personal items left on the premises or in cars, or damage to personal property, vehicles, etc. Please safeguard your belongings at all times.

Skateboarding/Rollerblading Skateboards and roller blades are not allowed on school property by DDSB regulation.

Smoking DDSB policy/Procedure #5145 – Prohibiting Smoking, Use of Tobacco and Associated Devices restricts smoking (including vaping) on school property. The *Smoke-Free Ontario Act* prohibits smoking/vaping and the supplying/selling of tobacco or cannabis products to anyone under the age of 19 years anywhere on school property 24 hours a day, 7 days a week. Holding lit tobacco/e-cigarette or other device anywhere on school or DDSB property including school parking lots, school driveways, or inside cars located on school property at any time is NOT allowed and carries a \$305-\$5000 maximum fine. The Smoke-Free Ontario Act (SFOA) does not permit smoking lighted tobacco/cannabis or holding lighted tobacco/cannabis products in its buildings or on its properties at any time. Smoking includes the carrying or holding of lighted cigarettes, cigars, pipes or any other lighted or electric device. Examples may include but are not limited to E-cigarettes, herbal cigarettes, chew, snuff, snus and cannabis products (including medical cannabis). This law applies to everyone including students, staff, parents/guardians and visitors at any time. The law is in effect 24 hours a day, 7 days a week and 365 days a year. The Durham Region Health Department has adopted a zero tolerance policy with respect to smoking or holding lighted tobacco/cannabis to anyone under the age of 19 anywhere in Ontario including school property regardless of the age of the supplier. Students are asked to dispose of cigarette butts in receptacles provided outside. Students are asked not to obstruct the sidewalks in front of the school, and to make way for pedestrians using the sidewalks. Students should not congregate on private or public property or on roadways. Students must be off school property and a minimum 20 metres from any school building, playground or recreational facility Be aware that city by-law officers may ticket people who obstruct sidewalks when smoking outside.

Substance Abuse (including Alcohol and Illegal Drugs) DDSB Policy and regulations (#5149) and provincial/federal laws restrict the use of alcohol, drugs, or other intoxicants on school property. Students who are found to be under the influence of intoxicants will be asked to leave the school premises. The Board recognizes that the consumption of alcohol, illegal drugs and/or other intoxicants undermines students' well-being and interferes with their ability to learn.

Textbook & Materials Security Deposit is a refundable \$100 fee that must be paid by cash, debit or credit card before registration for a credit course can be finalized.

Transcripts outline the total number of secondary credits that students have successfully earned, and are available on request from the guidance office for a fee.

Visitors must report to the main office to state their business, sign in the visitor log book, and obtain a visitor ID tag which must be worn while in the building.

DURHAM CONTINUING EDUCATION LOCATIONS

Main Office Durham Continuing Education	E.A. Lovell Building, 120 Centre Street South, Oshawa
Oshawa Durham Continuing Education	Durham Alternative SS 240 Simcoe Street South, Oshawa
Pickering Continuing Education	1400 Bayly St, Unit 1, Pickering
Beaverton	St. Andrew's United Church 523 Simcoe St., Beaverton
Port Perry	Port Perry United Church 294 Queen Street, Port Perry
Uxbridge	Uxbridge Baptist Church 231 Brock Street West, Uxbridge
Whitby	Anderson CVI 400 Anderson Street, Whitby

September 2019

Monday	Tuesday	Wednesday	Thursday	Friday
2 LABOUR DAY NO CLASSES	3 Registration – ESL/LINC/CNC – Day school, Pathways – LEAP Connection – e-Learning	4 Registration – ESL/LINC/CNC – Day school, Pathways – LEAP Connection – e-Learning	5 Registration – ESL/LINC – Day school, Pathways – LEAP Connection – e-Learning	6 DCE closed from 8:15 am to 1:00pm staff at PD
9 Term 1 Begins - Credit Day School & Pathways -North Credit Registration @ Uxbridge -The LEAP Connection Semester 1 Begins - ESL/LINC classes begin -ESL/LINC night school in Oshawa	10 ESL/LINC night school in Pickering	11 - Learn@Home Oshawa evening programs resumes	12	13
16 North Credit Program Classes Begin @ Uxbridge LBS first day of classes	17 North Credit Registration @ Beaverton L@H Brock resumes (3:00pm – 5:00pm weekly)	18 North Credit Program Registration @ Port Perry eLearning Semester 1 Courses Begin	19	20
23	24 North Credit Program Classes Begin @ Beaverton	25 North Credit Program Classes Begin @ Port Perry Semester 1 Credit Night School Begins @ Whitby PLAR Testing	26	27 Last day to register for semester 1 e-learning course
30 Credit Night School Language Classes Begin @ Whitby				Note: All activities listed in this calendar are held at E.A. Lovell, 120 Centre St. S., Oshawa unless otherwise stated. Please see page 15 for the full address of all Durham Continuing Education Locations.

OCTOBER 2019

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2 OCAS/OUAC Transmission Date PLAR Testing	3	4
7 Term 1 Mid-term reports Day school	8	9 PLAR Testing	10	11 PA Day Elementary & Secondary Schools NO CREDIT DAY SCHOOL CLASSES
14 THANKSGIVING DAY NO CLASSES	15 Term 1 Full Disclosure Deadline	16 PLAR Testing	17	18
21	22	23 PLAR Testing	24	25
28	29	30 PLAR Testing e-Learning mid-point for semester 1 course	31	Note: All activities listed in this calendar are held at E.A. Lovell, 120 Centre St. S., Oshawa unless otherwise stated. Please see page 15 for the full address of all Durham Continuing Education Locations.

NOVEMBER 2019

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5	6 PLAR Testing	7	8 e-Learning semester 1 Full Disclosure Date
11 NO CREDIT DAY SCHOOL CLASSES	12 Term 1 Ends - Credit Day School & Pathways	13 Term 2 Begins - Credit Day School & Pathways PLAR Testing	14	15 PA Day – Elementary & Secondary NO CREDIT DAY SCHOOL CLASSES
18 OCAS/OUAC Transmission Date	19	20 PLAR Testing	21	22
25	26	27 PLAR Testing	28	29 Note: All activities listed in this calendar are held at E.A. Lovell, 120 Centre St. S., Oshawa unless otherwise stated. Please see page 15 for the full address of all Durham Continuing Education Locations.

DECEMBER 2019

Monday	Tuesday	Wednesday	Thursday	Friday
2 eLearning Sem 2 Registration Opens	3	4 PLAR Testing	5	6
9	10	11 PLAR Testing eLearning Semester 1 Courses End	12 Term 2 Mid-term reports Day school	13
16 e-Learning final exams 6:30pm – 8:30pm at EA Lovell, Oshawa (120 Centre St. South)	17 e-Learning final exams 6:30pm – 8:30pm at EA Lovell, Oshawa (120 Centre St. South)	18 PLAR Testing e-Learning final exams 6:30pm – 8:30pm at EA Lovell, Oshawa (120 Centre St. South) Term 2 Full Disclosure Deadline	19	20
23 WINTER BREAK DEC 23 TO JAN 3 NO CLASSES	24	25	26	27
28	29	30	31	Note: All activities listed in this calendar are held at E.A. Lovell, 120 Centre St. S., Oshawa unless otherwise stated. Please see page 15 for the full address of all Durham Continuing Education Locations.

JANUARY 2020

Monday	Tuesday	Wednesday	Thursday	Friday
30 WINTER BREAK DEC 26 TO JAN 5 NO CLASSES	31	1	2	3
6 Classes Resume	7	8 PLAR Testing	9	10
13	14	15 PLAR Testing Sem 1 Credit Night School Ends	16	17
20	21	22 PLAR Testing	23	24
27 The LEAP Connection Semester 1 Ends	28 The LEAP Connection Semester 2 Begins NO CREDIT DAY SCHOOL CLASSES	29 Term 2 Ends - Credit Day School & Pathways PLAR Testing	30 Term 3 Begins-Credit Day School	31 Note: All activities listed in this calendar are held at E.A. Lovell, 120 Centre St. S., Oshawa unless otherwise stated. Please see page 15 for the full address of all Durham Continuing Education Locations.

FEBRUARY 2020

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5 PLAR Testing	6 OCAS/OUAC Transmission Date	7
10	11	12 Semester 2 Credit Night School Begins @ Whitby PLAR Testing eLearning Semester 2 Courses Begin	13 Semester 2 Credit Night School Begins @ Pickering	14 PA Day – Secondary Only NO CREDIT DAY SCHOOL CLASSES
17 FAMILY DAY NO CLASSES	18	19 eLearning Semester 2 Courses Begin PLAR Testing	20	21
24	25	26 PLAR Testing	27	28
				<p>Note: All activities listed in this calendar are held at E.A. Lovell, 120 Centre St. S., Oshawa unless otherwise stated. Please see page 15 for the full address of all Durham Continuing Education Locations.</p>

MARCH 2020

Monday	Tuesday	Wednesday	Thursday	Friday
2 Term 3 Mid-term Reports	3	4 PLAR Testing	5	6 Term 3 Full Disclosure Deadline
9	10	11 PLAR Testing	12	13 MARCH BREAK MARCH 13 – MARCH 20 NO CLASSES
16	17	18	19	20
23	24 North Credit No Classes in Beaverton	25 PLAR Testing North Credit No Classes in Port Perry	26	27
30	31			

APRIL 2020

Monday	Tuesday	Wednesday	Thursday	Friday
		1 PLAR Testing	2	3 PD DAY NO CLASSES
6 Last Week to Register for North Credit Program	7	8 PLAR Testing	9	10 GOOD FRIDAY NO CLASSES
13 EASTER MONDAY NO CLASSES	14	15 PLAR Testing NO CREDIT DAY SCHOOL CLASSES	16 Term 3 Ends - Credit Day School & Pathways	17 Term 4 Begins – Credit Day School & Pathways
20	21	22 PLAR Testing OCAS/OUAC Transmission Date	23	24
27	28	29 PLAR Testing	30	Note: All activities listed in this calendar are held at E.A. Lovell, 120 Centre St. S., Oshawa unless otherwise stated. Please see page 15 for the full address of all Durham Continuing Education Locations.

MAY 2020

Monday	Tuesday	Wednesday	Thursday	Friday
				1 Summer School Registration Opens
4	5	6 PLAR Testing	7	8
11	12	13 PLAR Testing eLearning Semester 2 Courses Ends Night School Elementary Language Program Ends	14	15 Term 4 Mid-term reports
18 VICTORIA DAY NO CLASSES	19 e-Learning final exams 6:30pm – 8:30pm at EA Lovell, Oshawa (120 Centre St. South)	20 PLAR Testing e-Learning final exams 6:30pm – 8:30pm at EA Lovell, Oshawa (120 Centre St. South)	21 e-Learning final exams 6:30pm – 8:30pm at EA Lovell, Oshawa (120 Centre St. South)	22 Term 4 Full Disclosure Deadline
25 Night School Credit Language program ends	26	27 PLAR Testing	28	29 Note: All activities listed in this calendar are held at E.A. Lovell, 120 Centre St. S., Oshawa unless otherwise stated. Please see page 15 for the full address of all Durham Continuing Education Locations.

JUNE 2020

Monday	Tuesday	Wednesday	Thursday	Friday
<p>1 North Credit Last day to submit lessons for marking Uxbridge</p>	<p>2 North Credit Last day to submit lessons for marking Beaverton</p> <p>Summer FFF registration</p> <p>Semester 2 Credit Night School Ends @ Pickering</p>	<p>3 North Credit Last day to submit lessons for marking Port Perry</p> <p>Semester 2 Credit Night School Ends @ Whitby</p> <p>PLAR Testing</p>	4	5
8	9	<p>10 PLAR Testing</p>	11	<p>12 ESL/LINC day classes end</p>
<p>15 North Credit – Credit Completion Day – Uxbridge site</p>	<p>16 The LEAP Connection Semester 2 Ends</p>	<p>17 Term 4 Ends - Credit Day School & Pathways</p> <p>PLAR Testing</p>	<p>18 LBS Last day NO CLASSES DAY SCHOOL</p>	19
22	23	<p>24 Final evening Learn@Home Oshawa</p>	25	26
29	30			<p>Note: All activities listed in this calendar are held at E.A. Lovell, 120 Centre St. S., Oshawa unless otherwise stated. Please see page 15 for the full address of all Durham Continuing Education Locations.</p>

July 2020

Monday	Tuesday	Wednesday	Thursday	Friday
29	30	1 HOLIDAY	2 Co-op Summer School Begins OCAS/OUAC Transmission Date	3 eLearning Semester 1 Begins
6 Accelerated Summer School Begins Credit Recovery Sem. 1 Summer School Begins	7	8	9	10
13	14	15	16 Credit Recovery Sem. 1 Summer School Ends	17 Credit Recovery Sem. 2 Summer School Begins
20	21	22	23	24
27	28 eLearning Sem 1 Ends	29 Accelerated & Credit Recovery Sem. 2 Summer School Ends eLearning Sem 2 Begins	30	31 Co-op Summer School Ends

Note: Summer School Dates are subject to change. Please visit www.dce.ca for more information.

IMPORTANT DATES FOR 2019-2020 SCHOOL YEAR AT DCE

SEPT. 2LABOUR DAY
 SEPT.9TERM 1 BEGINS FOR ADULT DAY SCHOOL AND PATHWAYS
 OCT. 11PA DAY (ELEMENTARY & SECONDARY)
 OCT.14THANKSGIVING DAY
 NOV. 7GRADUATION
 NOV. 11REMEMBRANCE DAY
 NOV. 13TERM 2 BEGINS FOR ADULT DAY SCHOOL AND PATHWAYS
 NOV. 15PA DAY (ELEMENTARY & SECONDARY)
 DEC. 23 TO JAN. 3.....WINTER BREAK
 JAN. 6CLASSES RESUME
 JAN. 30.....TERM 3 BEGINS FOR ADULT DAY SCHOOL AND PATHWAYS
 FEB. 14.....PA DAY (SECONDARY ONLY)
 FEB. 17.....FAMILY DAY
 MAR. 13 TO 20.....MARCH BREAK
 APR. 10GOOD FRIDAY
 APR. 13EASTER MONDAY
 APR. 17TERM 4 BEGINS FOR ADULT DAY SCHOOL
 APR. 3PA DAY (ELEMENTARY & SECONDARY)
 MAY 18.....VICTORIA DAY
 JUN 17.....TERM 4 ENDS FOR ADULT DAY SCHOOL

Ignite

LEARNING

Strategic Priorities:

Increase Student Achievement and Well-Being
Constructively Engage the Community
Advance Inspired Leadership

Durham Continuing Education

Mission Statement:

Transforming Lives, Strengthening Communities

Vision Statement:

To be the leading provider of innovative programs to meet the diverse learning needs of our community.

Values:

We value:

- The potential of each learner;
- The delivery of innovative programs in a fiscally responsible way;
- Education that creates opportunity and promotes social justice.

Strategic Priorities:

- Ensure that programs are relevant, pedagogically effective, and cost recoverable
- Advance Student Success
- Develop coordinated and integrated referral, intake and service delivery for all DCE learners
- Develop a strong profile within the DDSB and Durham Region by maximizing internal and external partnerships
- Develop a fiscally responsible DCE business model