



Transforming Lives, Strengthening Communities

120 Centre Street South, Oshawa, Ontario L1H 4A3
905-436-3211 or 1-800-408-9619

www.dce.ca

and

1400 Bayly Street, Pickering, ON, L1W 3R2
1-800-408-9619 or 905-831-3118

www.dce.ca

STUDENT HANDBOOK

2021 – 2022

Day Programs / LINC / ESL / LBS



ADMINISTRATION

Sarah MacDonald, Principal
Michelle Le Blanc, Vice Principal
Erin Oliver, Vice-Principal
Mary Graniero, Administrative Assistant



Durham Continuing Education (DCE) is in the jurisdiction of the Durham District School Board (DDSBS) (905-666-5500), and operates under its policies and procedures, and under the Ontario Education Act and Regulations.



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 are looking forward to welcoming you to school on February 2, 2022.

School will look a little different, as we prioritize the health and safety of students and staff during the COVID-19 pandemic. During these unprecedented COVID-19 times we are striving to ensure we are providing a learning environment that meets all the Durham Department of Health, DDSB and provincial safety protocols. You will notice that there are many changes that have been implemented to help ensure everyone's health and safety within our building. We have put in place physical distancing measures, increased signage, enhanced cleaning and disinfection practices and each class has a handwashing or hand sanitizing station. Please ensure that you read and understand these new protocols prior to the first day of class.

All students and staff are required to wear a mask indoors while at school, including in hallways and during classes. Students are required to complete a [self-assessment](#) of their health and symptoms of COVID-19 and must not enter the school if they are displaying any symptoms. The latest information about the DDSB's COVID-19 protocols can be located on the DDSB website (www.ddsb.ca.)

Our courses are delivered by skilled and caring staff who are committed to supporting students and have all been trained on the new COVID-19 safety protocols. We will keep you informed as the COVID- 19 protocols change throughout the school year. We are pleased that you chose to attend Durham Continuing Education and wish you every success in realizing your preferred future.

If you have any questions you can contact our school by phone at 905-436-3211 or through e-mail at dceinfo@ddsb.ca

Sincerely,

Sarah MacDonald – Principal

Michelle LeBlanc – Vice Principal

Erin Oliver – Vice-Principal



DAILY CLASS SCHEDULE
E.A. LOVELL & PICKERING SITE

Adult Credit Day School & Pathways

Period 1 9:00 am - 11:30 am
Period 2 12:00 pm – 2:30 pm

Credit Preparation (LBS)

Period 1 9:00 am - 11:30 am
Period 2 12:00 pm – 2:30 pm

ESL/LINC Classes

Period 1 8:30 am - 11:30 am
Period 2 12:00 pm - 3:00 pm

Information regarding COVID and the start of the 2021 – 2022 School Year

To keep informed on COVID-19 and school protocols please refer to the DDSB’s updated Return to School plans on the [DDSB website](#).

Here is some additional information to help you get ready for the first day of school.

Vaccines

Vaccination is one of the best tools we have to reduce COVID-19 in our communities.

Daily COVID-19 Screenings

All students are required to do a self-assessment prior to attending classes using the link below. Students who are parents of CNC children must check their child(ren) for symptoms of COVID-19 every morning using the Ministry of Health’s online self-assessment tool (updated August 2021) by visiting: <https://covid-19.ontario.ca/school-screening/>

Wearing a Mask

In accordance with [direction from the Ministry of Education](#), wearing non-medical or cloth masks are currently mandatory for students. If everyone wears a mask, it will help keep everyone in the school safe. We have compiled some resources about wearing masks at the bottom of this [virtual information poster](#).

Ventilation & Air Quality

Most classrooms have been fitted with HEPA filters to help with the air quality.

COVID-19 Protocols

The DDSB will be following the Ministry of Education’s [COVID-19: Health, safety and operational guidance for schools \(2021-2022\)](#) as part of our school operations. This includes the Ministry of Health’s [COVID-19 Guidance for School Case, Contact and Outbreak Management](#) when COVID-19 is suspected or confirmed in a student or staff member. We will also be following any additional directions from the Durham Region Health Department, who have the responsibility of managing confirmed cases of COVID-19, including what happens when there are active cases.

COVID-19 Guide for Schools

The DDSB has developed a COVID-19 Guide for Schools that includes information on what schools will be doing to prioritize the health and safety of students and staff for the 2021-22 school year. This includes cleaning and disinfection protocols, information on masks, hand washing and sanitizing, self-assessments, physical distancing strategies and other measures.

Mental Health and Well-Being

Mental health, well-being, equity and student learning is important to our school and there has never been a time when uniting these priorities has been more essential. School and classroom environments have an important impact on a student’s sense of belonging and overall mental health. Educators will have access to resources and everyday strategies to foster strong, positive, and inclusive classroom practices to support mentally healthy classrooms. Be sure to look out for additional supports for families that will be shared on DDSB’s website and through social media.

Human Rights and Equity

Our school is committed to providing learning and working environments that centre human rights and equity and that are welcoming, safe, respectful, equitable, inclusive, accessible, and free from discrimination, oppression, and harm. Our school team looks forward to engaging and collaborating with our diverse school community to support this commitment and to promote and protect human rights for all students and staff.

Staying Safe

All of us have a responsibility to stay safe and to follow the guidance of public health officials to ensure we will be in an environment that supports their learning. That includes employing strategies such as physical distancing when possible.



Physical Distancing Strategies

The DDSB has developed strategies that will support general physical distancing throughout the school day. Here are a few examples:

Adjustments to movement throughout the school have been made. Students will notice visual cues, such as directional arrows through corridors and stairwells and signs/posters on walls, to guide appropriate distances in lines/queues and at other times.

We encourage the use of outdoor space when possible. Weather permitting your teacher/instructor may re-locate your class/course outside on nice days.

WEARING A MASK

Please see posters below on proper use, care and wearing of your mask.

Are you wearing your mask properly? Help protect those around you.



Proper way: Completely covers your nose, mouth and chin with no gaping.

Durham Health Connection Line
905-658-2020 or 1-800-941-2729
durham.ca/novelcoronavirus

How to keep safe while using your non-medical face mask or face covering



Wash your hands before putting the mask on or taking it off.

Avoid moving, adjusting or touching the mask.

Ensure it is well-fitted (non-gaping).

Change the mask by only touching the straps or ear-loops as soon as it gets damp or soiled. Do not touch the front of the mask.

Do not place on younger children, anyone who has trouble breathing, or anyone who is unable to take the mask off without help.

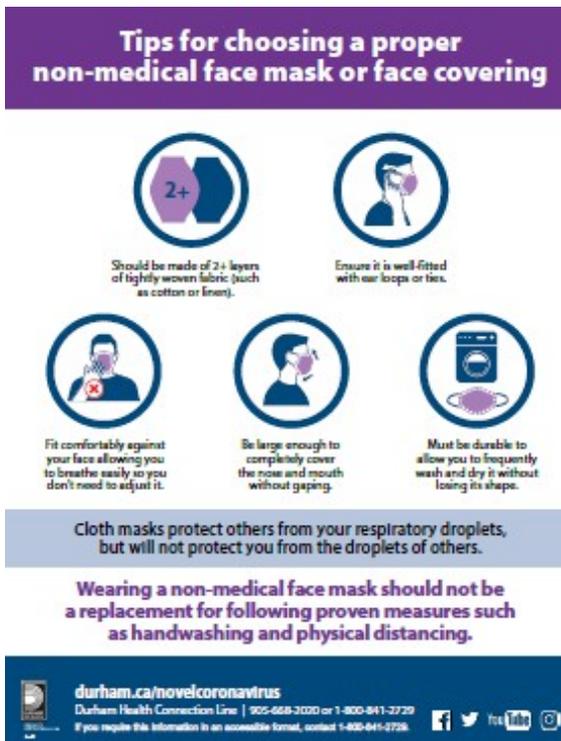
Do not share your mask with others.

Cloth masks protect others from your respiratory droplets, but will not protect you from the droplets of others.

Wearing a non-medical face mask should not be a replacement for following proven measures such as handwashing and physical distancing.

durham.ca/novelcoronavirus
Durham Health Connection Line | 905-658-2020 or 1-800-941-2729
If you require this information in an accessible format, contact 1-800-941-2729.

Tips for choosing a proper non-medical face mask or face covering



Should be made of 2+ layers of tightly woven fabric (such as cotton or linen).

Ensure it is well-fitted with ear loops or ties.

Fit comfortably against your face allowing you to breathe easily so you don't need to adjust it.

Be large enough to completely cover the nose and mouth without gaping.

Must be durable to allow you to frequently wash and dry it without losing its shape.

Cloth masks protect others from your respiratory droplets, but will not protect you from the droplets of others.

Wearing a non-medical face mask should not be a replacement for following proven measures such as handwashing and physical distancing.

durham.ca/novelcoronavirus
Durham Health Connection Line | 905-658-2020 or 1-800-941-2729
If you require this information in an accessible format, contact 1-800-941-2729.

WEARING YOUR MASK 101

Do not share your mask with others!



1 Wash hands before putting on your mask

2 Put ear loops over ears

3 Try not to touch your mask while wearing it

4 Take off using the ear loops

5 Store mask in a clean labelled container

6 Wash Hands

Take your mask off if it is wet or dirty, or if you need to eat.

DDSB
Diverse Learning

Help Stop the Spread
www.ddsb.ca

TABLE of CONTENTS

Policies and Procedures	8
Aboriginal Ancestry Self-Identification	8
Assessment & Counseling.....	8
Attendance & Punctuality.....	8
Code of Conduct.....	9
Community Resource Useful Phone Numbers and Help Lines	10
Computer Use and Internet Access.....	11
DCE Office.....	12
Dress Code.....	12
Durham Region Unemployed Help Centre – Website List.....	13
Elevator Use	13
Emergencies.....	13
Equity Policy	14
Evaluation.....	15
Field Trips	15
Fundraising.....	15
Graduation for Adult Credit Programs	15
Litter, Recycling and Environmental Policy.....	15
Non-resident Students.....	15
Ontario Student Record (OSR).....	15
Parking.....	15
Personal Digital Devices.....	15
Photocopiers.....	16
Plagiarism.....	16
Religious Accommodations	17
Report Cards	17
Respect for One Another	17
Security – Loss or Damage to Personal Property.....	17
Skateboarding/Rollerblading	17
Smoking.....	17
Substance Abuse.....	17
Transcripts	18
Visitors	18
Durham Continuing Education Locations	18
Important Dates 2021-2022	19

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

Guidance counselors may be available to students for the following services: registrations, academic 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 to avoid class disruptions. If late to class please enter the classroom as quietly and courteously as possible, so not to disrupt the learning process.

- 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, speak to your teacher and 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 publicly 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;
- always treat one another with dignity and respect, and especially when there is disagreement;
- respect and treat others 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.)

Community Organization	Contact Number
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
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

DCE's Student Dress Code will support a safe welcoming and inclusive school environment that recognizes the shared responsibilities to promote and protect individual rights and freedoms and to maintain respectful, safe and positive school climates. Our school has established a Dress Code that respects diversity and shall not reinforce nor lead to discrimination, marginalization or oppression of any individual or group as outlined in the Ontario Human Rights Code.

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 must wear clothing which includes both a top and bottom layer as well as footwear. Clothing must cover all undergarments as well as completely cover nipples, the groin and buttocks. Any headwear worn may not obscure the face, subject to human rights related needs and accommodations.

Students wearing clothing that promotes /symbolizes illegal activity (including gang activity) or drugs or alcohol or their use or clothing that promotes, symbolizes or incites hate, discrimination, bias, prejudice, www.dce.ca 14 profanity, pornography, incites harassment or bullying, threatens harm to the safety of self or others or that includes offensive (e.g. sexist, racist, homophobic, anti-indigenous, anti-Black, anti-Semitic, Islamophobic, etc.) images or language will be asked to change.

Health and Safety Dress Code Requirements

Students must comply with Health and Safety requirements for specific courses. Specialized dress requirements including personal protective/safety equipment occur in many classes/programs including science, physical education, technology and cooperative education. In some special circumstances students may be required (or choose) to wear personal safety clothing (e.g. surgical mask) for medical reasons. Communication between the student, and administration must occur for these situations.

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.

Emergencies

ACCIDENTS If you are injured during any school activity or on school property, be sure to notify your teacher/instructor and/or the main office. A student accident report should be completed by the teacher/instructor and filed within 24 hours of the incident. The teacher/instructor can access an Accident report (OSBIE) forms from Kelly Ferguson in LINC/ESL Office.

THE OFFICE STAFF CANNOT PROVIDE ASPIRIN, TYLENOL OR OTHER MEDICATIONS.
STAFF INJURIES MUST BE REPORTED TO THE PRINCIPAL OR VICE-PRINCIPAL WITHIN 24 HOURS.

ANAPHYLAXIS REACTION Students with severe allergies that might cause anaphylactic reactions should inform their teacher/instructor and the school office of their severe allergy and indicate the location of their Epi-pen in case of an emergency during school hours. An anaphylactic reaction is an allergy to such things as peanuts, nuts, eggs, milk, shellfish, fish, bee stings, or medications, so severe that death can occur within minutes without the administration of injected adrenaline (EpiPen or Ana kit). Students should always carry their own EpiPen in case of emergency. The school does NOT provide EpiPen's.

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 (rm 221), wood shop (rm 125b) and hospitality (rm 117) 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 regarding 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. Please note that COVID-19 restrictions have had a huge impact on school field 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. 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

It is the practice of the Durham District School Board that the use of personal electronic devices is prohibited during the school-day on school property. Unless deemed appropriate by the school administration for educational purposes and permission is granted by staff, a student who brings a personal electronic device to school, should turn it off and keep it out of sight. Personal electronic devices may be utilized off school property or in designated areas and during times assigned by the school.

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. Personal electronic devices that are used inappropriately inside of schools during the normal school day are disruptive to the teaching and learning environment. The privacy and personal dignity of others could be violated by the inappropriate use of personal electronic devices to text message, social network, and/or share digital media. In addition, activities such as personal communication, game playing and social media use during class time may distract students from the teaching and learning unless it is part of the teacher's lesson.

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 (or school) and/or where proper consents have been obtained, as may be appropriate. In particular, filming and/or recording is strictly prohibited in washrooms and change rooms. However, this is not intended to prohibit sanctioned recording of activities at events open to the general public.

On-line activity by staff, students and parents/guardians that is directly or indirectly related to the school should comply with the School Code of Conduct, in particular that a school is a place that promotes responsibility, respect, civility and safety in the teaching and learning environment. **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 may 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/supervisor 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 always safeguard your belongings.**

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.

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 logbook, 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 Adult and Continuing Education 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/Cannington	Brock High School
Port Perry	Port Perry High School
Uxbridge	Uxbridge Public School
Whitby	Anderson CVI 400 Anderson Street Whitby

IMPORTANT DATES FOR 2021-2022 SCHOOL YEAR AT DCE

Date	Event
September 7	Labour Day
September 13	Term 1 Begins (Adult Day School & Pathways)
October 12	Thanksgiving Day – No Classes
November 11	Remembrance Day
November 13	PD Day – No Classes
November 17	Term 2 Begins (Adult Day School & Pathways)
November 10	Graduation
December 21 – January 1	Winter Break
January 4	Classes Resume
February 2	Term 3 Classes Begin (Day School & Pathways)
February 18	PD Day – Secondary
February 21	Family Day – No Classes
March 14 – 18	March Break – No Classes
April 15	Good Friday -No Classes
April 18	Easter Monday – No Classes
April 20	Term 4 Begins (Adult Day School & Pathways)
May 23	Victoria Day – No Classes
June 22	Term 4 Ends (Adult Day School)

DCE PROGRAM DATES:

Program	Details	Start	End
Day School Term 1	In Person	Mon Sept 13	Tues Nov 16
Day School Term 2	In Person	Wed Nov 17	Tues Feb 1
Day School Term 3	In Person	Wed Feb 2	Tues Apr 19
Day School Term 4	In Person	Wed Apr 20	Wed June 22
eLearning Sem 1	Asynchronous	Wed Sept 15	Fri Dec 17
eLearning Sem 2	Asynchronous	Thurs Feb 17	Fri May 20
Night School Sem 1	Mon/Wed @ Anderson CVI	Wed Sept 29	Wed Jan 19
Night School Sem 2	Mon/Wed @ Anderson CVI	Wed Feb 9	Wed June 8
Credit - North	Mon Uxbridge; Tues Beaverton; Wed Port Perry	Mon Sept 13	Wed June 22
Co Op Works Sem 1	Mon – Fri	Mon Sept 20	Mon Jan 31
Co Op Work Sem 2	Mon – Fri	Mon Feb 7	Thurs, June 23
Lang C – Wed (Credit)	Wednesdays	Wed Oct 6	Wed May 18
Lang E – Wed (Non-Credit)	Wednesdays	Wed Oct 6	Wed May 4
LINC/ESL Day Classes O & P	Mon-Fri	Mon Sep 13/21	Fri Jun 17/22
ELT Session 2 Oshawa	Mon-Fri	Mon Sep 20/21	Tue Nov 16/21
ELT Session 2 Placements	Mon-Fri	Wed Nov 17/21	Wed Jan 26/22
ELT Session 3 Osh/Pick	Mon-Fri	Mon Nov 22/21	Mon Jan 31/22
ELT Session 3 Placements	Mon-Fri	Tue Feb 1/22	Tue Mar 29/22
LBS	Mon-Thu	Mon Sep 20/21	Thu Jun 23/22
LINC/ESL Night School Osh	Mon/Wed	Wed Sep 8/21	Wed May 18/22
LINC/ESL Night School Pick	Tue/Thu	Tue Sep 7/21	Thu May 19/22

Learn@Home 2020 – 2021 - Academic Year: Sep 14 – Jun 25

MULTI-YEAR STRATEGIC PLAN 2018–2021



Set high expectations and provide support to ensure all students and staff reach their full potential every year

SUCCESS



Create safe, welcoming, inclusive learning spaces to promote well-being for all students and staff

WELL-BEING



Identify future leaders, actively develop new leaders, and responsively support current leaders

LEADERSHIP



Promote a sense of belonging and increase equitable outcomes for all by identifying and addressing barriers to success and engagement

EQUITY



Engage students, parents and community members to improve student outcomes and build public confidence

ENGAGEMENT



Reimagine learning and teaching spaces through digital technologies and innovative resources

INNOVATION

GROW EVERY STUDENT STAFF SCHOOL YEAR

#WeAreDDSB
stronger together

 **DDSB**
Ignite Learning