



*Transforming Lives, Strengthening Communities*

120 Centre Street South, Oshawa, Ontario L1H 4A3  
905-436-3211 or 1-800-408-9619  
[www.dce.ca](http://www.dce.ca)

## **COVID-19**

# **STUDENT HANDBOOK AND PLANNER 2020 – 2021**

### **ADMINISTRATION**

Alex Toulis, 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 (DDSB) (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 3, 2021.

When we return to learning on February 3<sup>rd</sup>, our Day School classes will be held via an online, synchronous learning platform. As soon as we are given clearance by the Ministry of Education, we will return to in-person learning at DCE. School is going to look a little different when we return, 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. When arriving, students must sanitize their hands. Students are also 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 return to school plans can be found in the Return to School Guide at [www.ddsb.ca](http://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. We are looking forward to seeing you in-person on Wednesday, February 3<sup>rd</sup> (Cohort A) or Thursday, February 4<sup>th</sup> (Cohort B) and if you have any questions you can contact our school by phone at 905-436-3211 or through e-mail at DCE.ca

Sincerely,

Michelle LeBlanc – Vice Principal

Erin Oliver – Vice-Principal

Alex Toulis – Principal

**DAILY CLASS SCHEDULE during COVID-19 Restrictions**  
**– E.A. LOVELL & PICKERING SITE**

**Adult Credit Day School**

Period 1 ..... 9:00 am - 11:30 am  
Period 2 ..... 12:30 pm – 3:00 pm

**Credit Preparation**

Period 1 ..... 9:00 am - 11:30 am  
Period 2 ..... 12:30 pm – 3:00 pm

**ESL/LINC Classes**

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

\*In person morning and after school Tutoring cancelled until further notice.

**Student Cohort Information (during COVID-19)**

Most classes/courses will be divided into cohorts in order to meet the Ministry of Education’s requirement that secondary and adult students in our board be divided into a class of approximately 15 students, depending on the classroom’s physical size.

DCE students whose class/course encompasses more than 15 students will be divided into cohorts in the following manner. The first 15 students that register for a class / course will be in **Cohort A**. Additional student registrations for the same class / course will be in **Cohort B** up to a max of 30.

We understand that some families may want certain students placed in the same cohort. The school will only consider requests to change cohorts under extenuating circumstances. You will need to contact the school with the reason for the request. The principal will examine the request on a case-by-case basis and a decision may be dependent on other factors including class size availability.

Students in **Cohort A** will be attending school in-person on **Monday and Wednesday** while **Tuesday and Thursday** are hybrid days. Students in **Cohort B** will be attending school in-person on **Tuesday and Thursday** while **Monday and Wednesday** are their **hybrid days**. Cohorts will also be attending in-person classes at school on alternating Fridays. Remember if your class is not in-person on a Friday it is to be viewed as a hybrid day for your COHORT and you are to access your assignments online. See the specific COHORT schedule on page 4.

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 TERM 3 (February 3, 2021 – April 20, 2021)
 

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Monday	Tuesday	Wednesday	Thursday	Friday
<u>February</u> 1	2	3 First day of classes COHORT A	4 COHORT B	5 COHORT A
8 COHORT A	9 COHORT B	10 COHORT A	11 COHORT B	12 PD DAY No Day School Classes
15 FAMILY DAY No Classes	16 COHORT B	17 COHORT A	18 COHORT B	19 COHORT A
22 COHORT A	23 COHORT B	24 COHORT A	25 COHORT B	26 COHORT B
<u>March</u> 1 COHORT A	2 COHORT B	3 COHORT A	4 COHORT B	5 COHORT A
8 Midterm Marks COHORT A	9 COHORT B	10 COHORT A	11 COHORT B	12 March Break
15 March Break	16 March Break	17 March Break	18 March Break	19 March Break
22 COHORT A	23 COHORT B	24 COHORT A	25 COHORT B	26 COHORT B
29 COHORT A	30 COHORT B	31 COHORT A	<u>April</u> 1 COHORT B	2 Good Friday
5 Easter Monday	6 COHORT B	7 COHORT A	8 COHORT B	9 COHORT A
12 COHORT A	13 COHORT B	14 COHORT A	15 COHORT B	16 COHORT B
19 COHORT A	20 Last day Term 3 - Day School COHORT B	21 First Day Term 4 - Day School COHORT A	22 COHORT B	23 COHORT A
26 Greek Easter COHORT A	27 COHORT B	28 COHORT A	29 COHORT B	30 COHORT B
<u>MAY</u> 3 COHORT A	4 COHORT B	5 COHORT A	6 COHORT B	7 COHORT A

## **Changes at DCE due to COVID-19 Protocols for 2020-2021**

Due to the new COVID-19 protocols established by the DDSB and Durham Health Department the following changes had to be made at DCE to help ensure everyone's Health & Safety. These include;

1. At this point in time, Day School, LINC, ESL and LBS students may only register for one in-person class during the day. Either a morning or an afternoon class/course. Depending on your program there may be opportunities for a second class/course but it would have to be an online, night school, e-learning, or Learn@Home course.
2. Individuals wishing to access the school site must call the school directly to schedule an appointment before appearing on site. Unscheduled visitors may not be allowed to enter DDSB schools or buildings without prior arrangements being made. Please note that DCE is currently closed to staff & students during Ontario's Stay at Home Order.
3. Wherever possible, telephone meetings for registration and appointments will be held.
4. All staff and students must wear masks within the school at all times, including in hallways and during classes.
5. Upon entering the school students must sanitize their hands.
6. Water fountains will be closed but water bottle refill stations will be available.
7. The schools (Oshawa/Pickering) will be closed from **11:30am to 12:20pm** to allow for cleaning between groups of students. All students must exit the school at the end of their class.
8. There will be **no break time** during class. Please remain in your classroom unless you are using the facilities or leaving the school for the day.
9. The Breakfast Program has been halted until further notice due to COVID-19 restrictions.
10. All staff and students are also required to complete a self-assessment of their health and symptoms of COVID-19 every day prior to coming to school. If you display any of the COVID-19 symptoms please do not come to school, follow the directions outlined by the Durham Health Department. (*See below*)

## **COVID-19 Self-Assessment**

Any person who has at least one **symptom**, even if the symptom(s) are mild, can be tested for COVID-19. People who have no symptoms but are concerned they have been exposed to a person with COVID-19 or who are at risk of exposure in their workplace, can also be tested for COVID-19. Testing for COVID-19 is through an upper respiratory tract specimen (nasopharyngeal swab, nasal swab and/or viral throat swab) to test for the presence of the virus.

If you develop any of the **symptoms** below, self-isolate and seek clinical assessment by:


- Contacting **Durham Health Connection Line 905-668-2020 or 1-800-841-2729.**
- Completing the Lakeridge Health online assessment form at [covidswab.lh.ca](https://covidswab.lh.ca) to get an appointment at the COVID-19 Assessment Clinic.
- Note:** The COVID-19 Assessment Clinic **does not accept walk-ins.**

**COVID-19 Symptoms list:**

- Fever (temperature of 37.8°C or greater)
- New or worsening cough
- Shortness of breath
- Sore throat
- Difficulty swallowing
- Changes to sense of taste or smell
- Nausea/vomiting, diarrhea, abdominal pain
- Runny nose, or nasal congestion (not caused by seasonal allergies) in combination with any of the above symptoms









Atypical symptoms of COVID-19 should be considered, particularly in children, older persons, and people living with a developmental disability. Atypical symptoms can include: unexplained fatigue/malaise/myalgias, delirium (acutely altered mental status and inattention), unexplained or increased number of falls, acute functional decline, exacerbation of chronic conditions, chills, headaches, croup, conjunctivitis, and multisystem inflammatory vasculitis in children.


Note: Symptoms of multisystem inflammatory vasculitis in children include persistent fever, abdominal pain, conjunctivitis, nausea, vomiting, diarrhea and rash.




# COVID-19

Do you have any of the following:


 Fever	 Cough	 Difficulty breathing	 Sore throat, trouble swallowing
 Runny nose	 Loss of taste or smell	 Not feeling well	 Nausea, vomiting, diarrhea




Have you been in close contact with someone who is sick or has confirmed COVID-19 in the past 14 days?







Have you returned from travel outside Canada in the past 14 days?



**If you answered YES to any of these questions, go home and self-isolate right away. Call Telehealth or your health care provider to be assessed.**



**durham.ca/novelcoronavirus**  
Durham Health Connection Line | 905-668-2020 or 1-800-841-2729  
If you require this information in an accessible format, contact 1-800-841-2729.

Adapted with permission from Toronto Public Health

## 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.

Doors will be open for students to enter the building 15 minutes prior to the start of their class and locked 15 minutes after class begins. Anyone arriving late must enter through the front door. This is to encourage students to arrive, enter and go directly to class and not loiter in the hallways.

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

There will be no large assemblies or gatherings. **We will be closing our DCE sites to all students from 11:30am to 12:20pm meaning all students must leave the building during that time.** This is to allow our custodians to clean classrooms and high touch areas between the morning and afternoon class. Water fountains will be closed but water bottle refill stations will be available.

The poster features the DDSB logo at the top left. The title "PHYSICAL DISTANCING RULES" is prominently displayed in large, bold, green and black letters. Below the title, a green banner reads "When I go to school, some things will be different." The main content is organized into a 3x3 grid of white boxes with green borders. Each box contains an icon and text explaining a rule. The rules include: wearing a mask, washing hands several times a day, seeing friends but remembering physical distancing, staying 2 arm lengths away from adults and friends, not touching anyone at school, no touching, saying hello and waving, talking to adults and friends, and everyone following the rules. At the bottom, a green banner states "Everyone stays safe when we follow the physical distancing rules." The poster is framed by green and black decorative borders.

**PHYSICAL DISTANCING RULES**

When I go to school, some things will be different.

- I will be wearing a **MASK**
- I will be **WASHING MY HANDS** several times a day
- I will see my friends, but I will have to remember **Physical Distancing**.
- Physical Distancing means that I stay **2 ARM LENGTHS AWAY** from the adults and my friends.
- Physical Distancing means I cannot touch anyone at school.
- Physical Distancing means no one can touch me.
- I can still say hi to everyone by saying **HELLO** and **WAVING**.
- I can talk to the adults in the school. I can talk to my friends.
- The adults and my friends will be following the physical distancing rules

**Everyone stays safe when we follow the physical distancing rules.**



## 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.

**Chin** (Incorrect)

**Forehead** (Incorrect)

**Ear hang** (Incorrect)

Durham Health Connection Line  
905-668-2020 or 1-800-841-2729  
[durham.ca/novelcoronavirus](http://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](http://durham.ca/novelcoronavirus)  
Durham Health Connection Line | 905-668-2020 or 1-800-841-2729  
If you require this information in an accessible format, contact 1-800-841-2728

### 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](http://durham.ca/novelcoronavirus)  
Durham Health Connection Line | 905-668-2020 or 1-800-841-2729  
If you require this information in an accessible format, contact 1-800-841-2728

## WEARING YOUR MASK 101

**Do not share your mask with others!**



- Wash hands before putting on your mask
- Put ear loops over ears
- Try not to touch your mask while wearing it
- Take off using the ear loops
- Store mask in a clean labelled container
- Wash Hands

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

**DDSB**  
Diverse, Dynamic, Safe Learning

**Help Stop the Spread**  
[www.ddsb.ca](http://www.ddsb.ca)



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## 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, a student may not be allowed to enter class until the next break (if there is a scheduled 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, 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](http://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**

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,

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.

## 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 due to medical accommodations must check with the program department head or administration 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. The teacher can access an Accident report (OSBIE) forms from Kelly Ferguson in Guidance 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.

**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 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 log book, and obtain a visitor ID tag which must be worn while in the building. **(Note: NO Visitors will be allowed in DDSB school building during the COVID-19 restrictions)**

### 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, Whit

Note: Summer School Dates are subject to change. Please visit [www.dce.ca](http://www.dce.ca) for more information.

**IMPORTANT DATES FOR 2020-2021 SCHOOL YEAR AT DCE**

<b>Date</b>	<b>Event</b>
September 7	Labour Day
September 14	Term 1 Begins (Adult Day School & Pathways)
October 11	PA Day – Elementary & Secondary
October 12	Thanksgiving Day – No Classes
November 11	Remembrance Day
November 13	PD Day – Elementary & Secondary
November 19	Term 2 Begins (Adult Day School & Pathways)
November 24 – 26	Graduation
December 23 – January 3	Winter Break
January 4	Classes Resume
February 3	Term 3 Classes Begin (Day School & Pathways)
February 12	PD Day – Secondary
February 15	Family Day – No Classes
March 12 – 19	March Break
April 2	Good Friday -No Classes
April 5	Easter Monday – No Classes
April 23	Term 4 Begins (Adult Day School & Pathways)
May 24	Victoria Day – No Classes
June 23	Term 4 Ends (Adult Day School)

## 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