

Durham Continuing Education Code of Conduct

Students are expected to follow the rules established by the summer school Principal and **Durham Continuing Education (DCE)**.

Attendance

Student attendance in non-credit granting programs is necessary for student learning and student success. Every attempt should be made to attend daily. Any planned absence should be discussed with the teacher and/or summer school administration.

Course Choice

Current secondary students **MUST** seek recommendation from their home school prior to registering for summer school. The home school is responsible for ensuring the eligibility of the student to take the chosen course.

Dress Code

Students should wear appropriate clothing that meets the school community's expectations of modesty and decency and promotes a safe and respectful environment. Clothing that contains slogans or references to alcohol, drugs, sex, profanity, racism, or violence is not allowed. Hats, bandanas or other headgear are not to be worn inside the school building (unless for religious or medical reasons). Failure to comply with the dress code may result in the student being sent home to change into appropriate clothing.

Plagiarism

Plagiarism is the presentation of another's words and/or ideas, as one's own original work. Students must not copy another person's work or ideas without appropriate use of footnotes (as instructed by the teacher). Students demonstrate personal integrity when they acknowledge which are their words and/or ideas, and where they may have relied on someone else's. **Plagiarism is academic dishonesty.** Should a student fail to acknowledge the borrowing of words and/or ideas, he/she may receive a mark of 'zero' on any assignment in which plagiarism occurs (parents contacted where applicable).

Preparation for Class

Students are expected to arrive on time for each class. Students should come to class prepared with the proper texts, notes and equipment and completed homework/assignments.

Prohibited Items

Illegal substances, alcohol or weapons may NOT be brought to school. Failure to comply will result in the removal of the student from summer school, involvement of the police, and possible expulsion. Laser pointers, fireworks, and skateboards are also prohibited and should not be brought to the summer school sites. All personal electronic devices **MUST** be turned off in class unless being utilized for learning as directed by the teacher. **Summer School is not responsible for loss or damage to personal items.**

Note: *For students who used a skateboard to travel to and from school, the skateboard **MUST** be left in the summer school office during instructional hours.*

Respect for Authority

Students are expected to comply with the rules of the school and with the expectations of all the staff in the school building and on the grounds. The *staff* in the school includes administrators, teachers, secretaries, tutors, security personnel and custodians.

Respect for Others

Students are expected to be courteous, kind and considerate to others and to model those behaviours on a consistent basis. Students will respect the privacy of others. Any form of violence or harassment may result in removal from summer school, expulsion, and/or police intervention.

Respect for Property

Students are expected to treat the school buildings, grounds and equipment with respect and care. Any students responsible for damage to the facilities, equipment or resources of the school will be expected to make reparations for such damage.

Respect for Self

Students are expected to come to school free from the influence of alcohol or illegal substances. Students are also forbidden to use and carry such prohibited substances to school or on school property. Students are expected to strive for achievement with integrity.

Inquiries

Any questions can be directed to the summer school office:

Durham Continuing Education

120 Centre St. S., Oshawa, Ontario L1H 4A3,

Phone: 905.436.3211 or 1.800.408.9619, Fax: 905.436.1780

E-mail: dceinfo@ddsb.ca