

### 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

Students' attendance at summer school must be regular and punctual. The summer school principal will rule on all unsatisfactory attendance or other serious infractions of school rules. Due to the concentrated time and workload of summer school, any serious infraction of the attendance rules, including the following, may result in immediate dismissal:

- failure to communicate with eLearning teachers each day – Monday to Friday for the duration of the program;
- excessive absences from the eLearning program without permission or notification.

Regular attendance and punctuality are essential. A parent or guardian must explain all absences. Medical documentation may be requested for missed quizzes, tests or summative evaluations.

**Note:** *Summative evaluations including final exam dates CANNOT be changed. Students' attendance on these dates is MANDATORY – no exceptions. Dates are noted in the program overview.*

#### Course Choice

Current secondary students MUST seek approval 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.

Adult students may consult with a guidance counsellor at DCE), however, it is the responsibility of the student to ensure they are enrolling in the correct course(s). Students preparing for post-secondary studies should consult the Ontario College Application Service or the Ontario University Application Centre to confirm they are registering in the proper course(s) to meet entry requirements.

#### 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).

#### Late/Missed Assignments/Evaluation Policy

In accordance with *Growing Success* (pg. 43), students are "responsible not only for their behaviour ... but also for providing evidence of their achievement of the overall expectations with the timeframe specified by the teacher, and in a form approved by the teacher". Consequences for missed assignments and late submissions are as follows:

**Due to building renovations at our DCE Oshawa locations, as of May 27, 2022 phones will go directly to message. We will return calls as quickly as possible. We appreciate your patience during our renovation.**

Durham Continuing Education 905.436.3211 or visit our web site @ [www.dce.ca](http://www.dce.ca)

### **Missed Assignments:**

- Unit assignments will be represented by a mark of 'zero' until they are handed in or until the end of the unit that the assignment pertains to. If a unit assignment is not submitted by the end of the unit assessment, the teacher should consider it as a permanent mark of 'zero' unless alternate arrangements have been made prior to the deadline.
- Summative assignments will be represented by a mark of 'zero'; until they are handed in or until the end of the course (i.e., final exam day). Teachers are not required to evaluate such assignments after the end of the course unless alternate arrangements have been made with the teacher prior to the deadline.
- Missed minor assessments (i.e., quizzes/minor tests) should be written on the first day back from absence. Missed major assessments (i.e., unit tests), will require documentation. With valid documentation, tests or alternate assessments should be completed on the first day back from absence unless other arrangements have been made with the teacher.

### **Late Assignments:**

- All late assignments must be submitted. Assignments submitted after the end of the unit may not be evaluated and may result in a permanent mark of 'zero'.
- For each late assignment, penalties of up to 10% per day may be deducted to a maximum of 50% of the total value of the assignment unless alternate arrangements have been made with the teacher.
- Late assignments due to a valid documented reason of absence are due the first day back from absence with no penalty.

### **Respect for Authority**

Students are expected to comply with the rules of the school and with the expectations of all the staff in conjunction to Durham Continuing Education e-learning Summer School.

### **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 Self**

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

E-mail: [dceinfo@ddsbc.ca](mailto:dceinfo@ddsbc.ca)

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