

# 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 hours for credit recovery and accelerated credit courses follow Ontario Ministry of Education guidelines. 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:

- the equivalent of more than two full days in co-op/SHSM courses; late arrival and sign-outs are considered to be ½ day absences;
- skipping or excessive absences from the in-class portion or placement without permission or notification.

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

**Note:** *Pre-placement and integration CANNOT be changed. Students' attendance on these dates is MANDATORY – no exceptions.* A detailed calendar will be given to students on the first day of program.

## 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.

## 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, bandannas 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. Student must also adhere to any workplace rules regarding appropriate dress or safety wear that may be specific to their placement.

## 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;

*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.

#### **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.

#### **Parking**

Limited student parking will be available. Students will NOT be allowed to sit in vehicles during the break. Students should consult with the site administration to identify the appropriate parking area adjacent the school. For students attending a placement – please check with the placement supervisor for information on parking while at placement.

#### **Prohibited Items**

Illegal substances, alcohol or weapons may NOT be brought to school or placement. Failure to comply will result in the removal of the student from summer school/placement, 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/placements. All personal electronic devices MUST be turned off in class/during placement hours 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. If using for transportation to placement check with placement supervisor for storage options.*

#### **Respect for Authority**

Students are expected to comply with the rules of the school/placement and with the expectations of all the staff in the school building/workplace and on the grounds. The *staff* in the school includes administrators, teachers, secretaries, tutors, security personnel and custodians. The *staff* at the placement includes all employees regardless of role within the organization.

#### **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/placement, expulsion, and/or police intervention.

### **Respect for Property**

Students are expected to treat the school/placement 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/placement 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.

### **Smoking (including Vaping)**

The Ontario Ministry of Education, Durham District School Board (DDSB) policy and provincial legislation prohibit smoking or the holding of lit tobacco or other matter on school property. The fine imposed by the enforcement officer is \$1000.00 per smoker per violation. Furthermore, students are expected to abide by placement regulations regarding smoking on placement property. Please consult with your placement supervisor.

### **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](mailto:dceinfo@ddsb.ca)