Program Information – Remote Learning Gap Closing/Course Upgrading Programs

Program Overview

Remote Learning Gap Closing/Course Upgrading Program - updated June 7, 2020

Courses in this program are designed for students (with home school approval) who, during the 2019-2020 academic year, have been successful in one or two subjects, and wish to upgrade their mark or revisit course concepts. **The student MUST take the same course grade and stream that was previously taken.** *For students in grades 9 to 12, the upgraded mark along witht the previously earned mark will be entered on the student's Ontario Student Transcrip (OST) (for summer 2020 only). These courses do not grant additional credits. Additional student support may be available through on-line academic tutors for select courses.*

Gap Closing/Upgrading courses run Monday through Friday and are semestered. Semester 1 classes commence Tuesday July 7, 2020 and conclude Friday July 17, 2020. Semester 2 begins Monday July 20, 2020 and ends Thursday July 30, 2020. **NEW Classes will be online from 8:30 am to 2:15 pm. Students are expected to be online during these hours.**

Summative evaluations will be held on Thursday July 16ᵗʰ and Friday July 17ᵗʰ, 2020 for Semester 1 students (dates for Civics and Careers course will differ – please check with course teacher on first day for details). Summative evaluations will be held on Wednesday July 29ᵗʰ and Thursday July 30ᵗʰ, 2020 for Semester 2 students. No changes or exceptions can be made. Specific details regarding summative evaluation structure and timelines will be detailed by the course teacher on the first day of the program.

Civics (CHV2O1) and Career Studies (GLC2O1) are separate courses and therefore require separate registrations.

Current DDSB students enrolled in a Gap Closing/Course Upgrading course CANNOT take any other course (except a second Gap Closing/Course Upgrading OR Credit Recovery course) in any other delivery model during the duration of the July 2020 program (i.e. Learn@Home, eLearning full credit).

July 2020
Semester 1 – Gap Closing/Course Upgrading Dates

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7 Start	8	9	10	11
12	13	14	15	16 Exam	17 Exam	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July 2020
Semester 2 – Gap Closing/Course Upgrading Dates

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 Start	21 Start	22	23	24	25
26	27	28	29 Exam	30 Exam	31	

Expectations of Remote Learning students;

- You are expected to login to your course for a minimum of 6 hours per day (Monday – Friday). **Failure to participate daily may result in removal from the course.** Additional time may be required for assignment completion. The time required to complete a Remote Learning course will be similar to the time required to complete the same course in a face-to-face environment.
- You are responsible for checking announcements and emails for updates.
- It is important that you communicate on a regular basis with your teacher. Your teacher will post 'office hours' at the beginning of each week. **Teachers are not required to be available on weekends.**

- Course outlines list the required assignments and deadlines. You are responsible for making sure all assignments are completed, and submitted by the deadlines assigned. The short timeframe of Summer School will not allow for extensions and therefore failure to complete work as per the timelines established may result in removal from the course.
- Please note that the DDSB acceptable use policy applies to all Remote Learning courses, as does the Durham Continuing Education Code of Conduct.

Course Cancellations

Durham Continuing Education reserves the right to cancel a course if there are insufficient registrations, as well as the right to determine the number of courses to be offered, and the number of sections in each course. Students will be notified ONLY of course cancellations. Gap Closing/Course Upgrading cancellations will appear on the DCE website by Tuesday June 29, 2020, 12:00 pm (noon).

First Day Procedures for Remote Learning Students

Semester 1 courses begin **Tuesday July 7, 2020** and Semester 2 courses begin **Monday July 20, 2020** (Note: Semester 1 Civics begins Tuesday July 7, 2020 and Careers begins Monday July 13, 2020).

a) All Remote Learning students will instructions on how to log in a least one week prior to the start of the program (or with 24 to 48 hours following registration if registration is made after June 25th). If a student has not received the welcome email, please email Durham Continuing Education promptly (DCE.Info@ddsb.ca) or call 905-436-3211 and provide a current email address for further contact. All students will be contacted via the email address provided at the time of registration.

b) If a student wishes to make a course change, he/she must contact Durham Continuing Education (905-436-3211) or their home school for further approvals for the course change.

Summative Evaluations

All students **must** complete a summative examination that may be held on the last two days of the course. Evaluation dates are non-negotiable; please consider these dates when registering. Further instructions will be provided by the Remote Learning teacher on the first day of the course.

Full Disclosure - waived for Summer 2020

~~Students should be advised that all attempts for grade 11 or 12 secondary school courses (whether completed successfully or not) will be disclosed on a student's transcript unless the student withdraws prior to the full disclosure date. If a student has been unsuccessful in their first attempt to earn a credit and takes a Gap Closing/Course Upgrading course, both attempts appear on the Ontario Student Transcript. Full disclosure dates are as follows: Gap Closing/Course Upgrading Semester 1 – Tuesday July 14, 2020 (9:00 am); Gap Closing/Course Upgrading Semester 2 – Monday July 27, 2020 (9:00 am). Students wishing to withdraw must complete the appropriate form found in the banner bar of their course.~~

Report Cards

Final report cards will be available by the end of August/early September. For DDSB students enrolled in a day school, the report card will be sent to their **home school**. For students **not** enrolled in a Durham District Board school will have their report card mailed to their home addresses and their home school (where applicable) by the end of August/early September. Marks will NOT be given out over the telephone. If students wish to know their mark prior to formal reporting, they should request their teacher to send a final <u>unofficial</u> mark summary at the end of their program.

Mark Transmission to Colleges/Universities

Students enrolled in a Durham District School Board school during the 2019/2020 year who have applied to Ontario College or University entrance in Fall 2020, will have their marks transmitted electronically in mid-August 2020. Should the student need a proof of mark outside the scheduled transmission date, please complete the Proof of Mark request in the banner bar of your course or consult your teacher. *Note: Students are responsible to provide their Ontario College Application Service (OCAS)/Ontario Universities Application Centre (OUAC) number and full address information for the*

official letter. Letters will be prepared and emailed within two business days after the end of summer school. Durham Continuing Education is NOT responsible for letters once they have been emailed or for delays in processing at the College or University locations.

For ALL other students who have applied to Ontario Colleges **ONLY** for Fall 2020 entry and who wish their marks transmitted electronically, please provide your OCAS number to the summer school office. Marks will be transmitted in mid-August 2020.

For ALL other students who have applied to Ontario Universities for Fall 2020 entry, , please complete the Proof of Mark request in the banner bar of your course or consult your teacher. *Note: Students are responsible to provide their OCAS/OUAC number and full address information for the official letter. Letters will be prepared and emailed within two business days after the end of summer school. Durham Continuing Education is NOT responsible for letters once they have been emailed or for delays in processing at the College or University locations.*

For ALL students who have applied to Universities or Colleges outside of Ontario for Fall 2020 entry, please complete the Proof of Mark request in the banner bar of your course or consult your teacher. *Note: Students are responsible to provide their OCAS/OUAC number and full address information for the official letter. Letters will be prepared and emailed within two business days after the end of summer school. Durham Continuing Education is NOT responsible for letters once they have been emailed or for delays in processing at the College or University locations.*

Durham Continuing Education DOES NOT have access to student OUAC/OCAS profiles. All proof of mark letters MUST be requested using the link in the banner bar of the course prior to the end of the course.

Appeal of Summer School Marks

Should a student feel the necessity to appeal a summer school mark, it must be done through his/her home school guidance department. The home school guidance department will make inquiries to the principal of Durham Continuing Education who will make a decision and inform the school, the students, and the parents of the final decision.

Requirements for Remote Learning – Updated May 2020

Recommended Desktop/Laptop Support
- Internet access - You must use Google Chrome (current version) **as the browser for your Remote Learning course.** You may experience issues with Firefox, Internet Explorer, Edge or Safari and as such, these browsers **are not recommended.** *It is your responsibility (not that of your teacher or Durham Continuing Education) to resolve issues you may be experiencing due to the internet browser and/or software you are using.*
- Adobe Flash Player 10.01 or greater
- Adobe Acrobat Reader 9 or better
- Windows Media Player 11 or better
- A current version of the Java virtual machine
- A DSL or better connection to the Internet

Recommended Tablet/Mobile Support
- Android™ 4.4 with Google Chrome™ browser (latest version)
- Apple iOS® with Google Chrome™ browser (latest minor version or point of release of that major version)
- Windows®10 with Google Chrome™
- Brightspace is optimized for mobile devices – Android 4.4 or later, iOS® iPhone® 5 or greater, and iPod® 5th and 6th generation
- *It is your responsibility (not that of your teacher or Durham Continuing Education) to resolve issues you may be experiencing due to the internet browser and/or software you are using.*

Additional Software

- A typical "Office" suite of applications: specifically, a word processor application, spell checker, equation editor, and a spreadsheet application are mandatory. Students may have access to Office 365 though the D2L portal. Students can also download "Open Office" to use - https://www.openoffice.org/
- *It is your responsibility (not that of your teacher or Durham Continuing Education) to resolve issues you may be experiencing due to the internet browser and/or software you are using.*
- It is recommended that up-to-date virus, spyware, and adware protection be implemented, as required by the school board.

Additional Hardware

Some courses may require additional hardware, such as;
- Access to a printer;
- Access to a scanner; and
- A process to store files, or access to cloud or one drive spaces.

Note: Interested students who do not have access to the required technology should contact Durham Continuing Education to explore available options. Contact: Michele Reid at 905.436.3211 or email michele.reid@ddsb.ca

NOTE: Use of a laptop or desktop computer is **HIGHLY** recommended for this program. The program is not designed for completion on a cell phone

Computer Information Technology and Internet Use

The Durham District School Board's computing and information technology facilities and resources are made available to students in support of their learning, research requirements and career preparation. Use of the computer and information technology facilities and resources of the DDSB shall be governed by all relevant federal (e.g., Copyright), provincial (e.g., Education Act), DDSB (Policies and Procedures), and local school (e.g., School Code of Conduct) laws and regulations. Use of DDSB computing and information technology facilities and resources for the illegal, political or private commercial purposes is strictly prohibited. The onus is on the user to know and to comply with these laws and regulations. Access to computers and the Internet is considered a privilege. Anyone found accessing computers or the Internet in an inappropriate way will receive school consequences and may face legal intervention. School discipline may involve a loss of computer privileges, a suspension or expulsion from school or restitution for damage or destruction of school computer equipment. Legal action may result in charges being laid by provincial or federal authorities. Students and parents/guardians will be asked to review the DDSB's *Secondary School Acceptable and Safe Use Procedure* for *Computing and Information Technology Facilities and Resources.* At the time of registration, you will be required to agree to terms and conditions of participation to complete the registration.

Inappropriate use would include but not limited to the following:
- harassment of others
- destruction or damage or changing of equipment
- appropriation of data or software
- unauthorized monitoring of electronic communication
- unauthorized use of other's access codes
- violation of copyright and software licence agreements
- academic dishonesty
- violation of another's privacy
- violation of computer security systems
- viewing and/or importation of pornographic, racist, illegal or private documents
- incurring costs to the school through use of telecommunication systems without prior approval

Neither the school's network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace often called

cyber-bullying, are unacceptable. Bullying in any form will be subject to school consequences and may result in suspension.

Durham District School Board Acceptable Use Policy

Students must review this procedure with their parent/guardian. Procedures and rules regarding the use of the facilities and resources must be followed.

Acceptable Use
- Students will use the computing and information technology facilities and resources as prescribed or approved by their teacher.
- Students will accurately cite information from the Internet. Students will not plagiarize.
- Students will abide by copyright laws. Students will not download and disseminate copyrighted materials without the copyright holder's permission.
- Students will abide by school procedures.
- Students will not share passwords or data.
- Students will report all instances of hardware damage or changes to the Windows Desktop or operating system immediately.

Safe Use
- Students will not post personal information about themselves or others. This includes their home address, telephone number, picture, route taken to school, parents' hours of work, etc.
- Students will inform the teacher immediately when accidental access to inappropriate materials or with unacceptable users has been made.

Appropriate Use
- Students will be polite.
- Students will not use language that is unacceptable in the classroom, including language that is racist, sexist, harassing, violent, or otherwise unacceptable.
- Students will not send messages containing information that would cause discomfort to themselves or others if it were written on a classroom blackboard or other public place.
- Students will not use the computing and information technology facilities and resources in ways that will disrupt other users. Any tactics which harm or compromise the functionality of the system are forbidden.
- Students will assume that all communications distributed on the system are private and confidential and will not disseminate them without permission from the original author.

Reliability/Accuracy
- While the Durham District School Board (including your school) strives to maintain the efficient operation of the computing and information technology facilities and resources, it does not guarantee their reliability. Additionally, the Durham District School Board (including your school) does not guarantee the accuracy of information found on the Internet.

Recourse for Abuse/Misuse
- Students who do not follow this procedure 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.