

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 with the previously earned mark will be entered on the student's Ontario Student Transcript (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 (CHV201) and Career Studies (GLC201) 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).

- 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.
- 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 unofficial 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.