



Durham Continuing Education

e-Learning Summer Programs

2020

(Revised due to school closures by the Ministry of Education in March, 2020)

www.dce.ca



Durham Continuing Education
120 Centre St. S., Oshawa ON L1H 4A3
www.dce.ca

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Introduction

The Summer Programs 2020 Guide has been created to provide stakeholders with information about the variety of programming offered by Durham Continuing Education (DCE) during the summer. At DCE, we strive to deliver highly engaging curriculum that meets the diverse learning needs of our students. DCE Summer School offers a variety of platforms to allow students to direct their learning in a way that best meets their learning style and summer schedules.

We, as a member of the Durham District School Board (DDSB), seek to ignite learning. The DDSB is committed to the belief that every learner can and will be successful as we implement innovative, evidence-based practices in teaching and learning designed to respect and promote the diversity of all learners. A continued emphasis on engaging students and promoting parent/community involvement strengthens student learning opportunities. Ensuring a safe and inclusive learning environment promotes success and well-being for all. Encouraging creativity, promoting critical and higher level thinking skills, and integrating technology across all disciplines will support and enrich learning to prepare students for success in the 21st century and beyond.

Best Wishes for a successful learning experience with DCE during the summer of 2020.

Alex Toulis, Principal – Durham Continuing Education



Nora Marsh
Stephen Nevills
Michael Barrett
Darlene Forbes
Ashley Noble

Alex Toulis
Michelle Le Blanc
Michele Reid



Acting Director of Education
Superintendent of Education
Trustee
Trustee
Trustee

Principal
Vice Principal
Summer School Coordinator

Durham Continuing Education
120 Centre Street South
Oshawa, ON L1H 4A3
www.dce.ca
dceinfo@ddsb.ca

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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.

Current Durham District School Board students may only take only ONE (1) (e-learning or accelerated) credit or TWO (2) (e-learning or accelerated) 0.5 credit courses or a Cooperative Education Program or up to TWO (2) credit recovery courses during July 2020 regardless of the mode of delivery. Students wishing to take an additional course in August MUST request approval from the home school principal prior to registration.

Adult students may consult with a guidance counsellor at DCE (*during COVID-19 school closures e-mail tmichelle.whyte@ddsb.ca*), 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;

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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

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Program Information – eLearning Program

Program Overview

Courses in this program are recommended for secondary students who wish to gain up to two credits, over two semesters in a subject they have not previously studied or wish to upgrade a mark in a course that they have successfully completed. It is ideal for student who cannot attend face-to-face classes due to specific day-time, performance or sporting commitments. **Students for this program MUST be self-motivated and able to participate in the course for an average of 6 hours per day (Monday – Friday).** This program is not recommended for students who have full-time employment during the summer. **Note: It is the responsibility of students and their guidance counsellors to ensure that all prerequisites have been met before registering for an eLearning course.**

Civics (CHV201) and Career Studies (GLC201) are separate courses and therefore require separate registrations. Up to one credit will be granted upon successful completion of each course (0.5 credits for CHV201 and GLC201).

***Last day to register for Semester 1 is Sunday, June 28 at 11:59 pm (EDT)**

Semester 1 courses start Monday July 6, 2020 and conclude Wednesday July 29, 2020. Students MUST reserve Tuesday and Wednesday **July 28 and 29, 2020** for a summative evaluation(s) – participation is **MANDATORY**. Specific exam details will be given by the teacher on the first day of the course.

***Last day to register for Semester 2 is Thursday, July 23 at 12:00 pm (EDT)**

Semester 2 courses start Thursday July 30, 2020 and conclude Tuesday August 25, 2020. Students MUST reserve Monday and Tuesday **August 24 and 25, 2020** for a summative evaluation(s) – participation is **MANDATORY**. Specific exam details will be given by the teacher on the first day of the course.

Further information regarding the summative evaluation will be available from your eLearning teacher at the beginning of the course.

****eLearning courses cannot be taken concurrently with any other summer school program.***

Expectations of e-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 an eLearning 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.

Expectations of e-Learning students (continued);

- ✓ 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 e-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. Course cancellations will also appear on the DCE website.

First Day Procedures for eLearning Students

Semester 1 courses begin **Monday July 6, 2020** and Semester 2 courses begin **Thursday July 30, 2020**.

- All eLearning students will receive an email from their eLearning teacher by the end of the first day of the program. If a student is not contacted, they should e-mail dceinfo@dce.ca and provide a current email address and phone number for further contact. Alternately, they may email michele.reid@ddsb.ca for assistance.
- If a student wishes to make a course change, he/she must contact Durham Continuing Education they should e-mail dceinfo@dce.ca or call Durham Continuing Education at 905-436-3211 or their home school for further approvals for the course change.

Summative Evaluations

All students **must** complete a summative evaluation. **Semester 1 students MUST reserve July 28/29, 2020** and **Semester 2 students MUST reserve August 24/25, 2020 for a summative evaluation(s)**. Further instructions will be provided by the eLearning teacher. Please note – these dates are MANDATORY and cannot be changed.

Full Disclosure

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 the course again, both attempts appear on the Ontario Student Transcript. **Full disclosure dates are as follows: Semester 1 eLearning courses – Monday July 20, 2020 (9:00 am) and Semester 2 eLearning courses – Friday August 14, 2020 (9:00 am).** Students wishing to withdraw must complete request within their course by the withdraw date.

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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. For current students whose school board is a member of the OeLC (Ontario eLearning Consortium), marks are available through their guidance office – guidance counsellors will have access to immediate student marks via PRISM.

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 prior to or after the transmission date, please consult with the eLearning teacher to request official letters. *Note: Students are responsible to provide their Ontario College Application Service (OCAS)/Ontario Universities Application Centre (OUAC) number and full mailing address for the official letter. Letters will be prepared and mailed within two business days after the end of summer school. Durham Continuing Education is NOT responsible for letters once they have been mailed 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. Semester 1 marks will be transmitted in mid-August 2020. Semester 2 students should consult with their eLearning teacher if marks are needed prior to the regular reporting period.

For ALL other students who have applied to Ontario Universities for Fall 2020 entry, please consult with the eLearning teacher to request official letters. *Note: Students are responsible to provide their OCAS/OUAC number and full mailing address for the official letter. Letters will be prepared and mailed within two business days after the end of summer school. Durham Continuing Education is NOT responsible for letters once they have been mailed 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 consult with the eLearning teacher to request official letters. *Note: Students are responsible to provide their OCAS/OUAC number and full mailing address for the official letter. Letters will be prepared and mailed within two business days after the end of summer school. Durham Continuing Education is NOT responsible for letters once they have been mailed 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 through the course teacher prior to the end of program.*

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.

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Requirements for eLearning – Updated April 2020

Recommended Desktop/Laptop Support

- Internet access - You must use Google Chrome (current version) **as the browser for your eLearning course.** You may experience issues with Firefox, Internet Explorer, Edge or Safari and as such, these browsers **are not recommended.**
- 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

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.

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 through the D2L portal. Students can also download “Open Office” to use - <https://www.openoffice.org/>
- It is recommended that up-to-date virus, spyware, and adware protection be implemented, as required by the school board.

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 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 michele.reid@ddsbc.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.

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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.

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Durham District School Board Acceptable Use Policy

Students must review this procedure, and if the student under 18 years of age they 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.

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Summer Programs 2020

Courses Available – eLearning

Grade	Description	Semester 1 (July 6 - 29)		Semester 2 (July 30 – Aug 25)	
		Course	Online Registration Code	Course	Online Registration Code
10	Civics and Citizenship, Open	CHV2O1.800 (July 6 – 16)	6406	CHV2O1.900 (July 30 – Aug 12)	6426
10	Civics and Citizenship, Open French Immersion	CHV2OF.800 (July 6 – 16)	6407	CHV2OF.900 (July 30 – Aug 12)	6427
10	Careers, Open	GLC2O1.800 (July 17 – 29)	6408	GLC2O1.900 (Aug 13 – 25)	6428
10	Careers, Open French Immersion	GLC2OF.800 (July 17 – 29)	6409	GLC2OF.900 (Aug 13 – 25)	6429
11	English, College	ENG3C1.800	6410	ENG3C1.900	6430
11	English, University	ENG3U1.800	6411	ENG3U1.900	6431
11	Gender Studies, University/College			HSG3M1.900	6432
11	Intro to Anthro., Soc. and Psychology, College	HSP3C1.800	6412		
11	Intro to Anthro., Soc. and Psych., University	HSP3U1.800	6413		
11	Mathematics – Foundations, College	MBF3C1.800	6414		
11	Mathematics – Functions, University/College			MCF3M1.900	6433
11	Mathematics – Functions & Relations, Univ.	MCR3U1.800	6415	MCR3U1.900	6434
11	Biology, College	SBI3C1.800	6416		
11	Biology, University	SBI3U1.800	6417		
11	Chemistry, University	SCH3U1.800	6418	SCH3U1.900	6435
12	Intro. to Intl. Business, University/College	BBB4M1.800	6419		
12	Business Leadership, University/College			BOH4M1.900	6436
12	World Cultures, University/College	HSC4M1.800	6420		
12	English, College	ENG4C1.800	6421	ENG4C1.900	6437
12	English, University	ENG4U1.800	6422	ENG4U1.900	6438
12	The Writer’s Craft, College			EWC4C1.900	6439
12	The Writer’s Craft, University			EWC4U1.900	6440
12	Nutrition and Health, College			HFA4C1.900	6441
12	Nutrition and Health, University			HFA4U1.900	6442
12	Philosophy, University			HZT4U1.900	6443
12	Music and Society (The History of Rock & Roll)			IDC4U1.900	6444
12	Mathematics – Foundations, College			MAP4C1.900	6445
12	Mathematics – Technology, College			MCT4C1.900	6446
12	Mathematics – Data Management, University	MDM4U1.800	6423	MDM4U1.900	6447
12	Mathematics – Advanced Functions, University			MHF4U1.900	6448
12	Ontario Literacy Course, Open	OLC4O1.800	6424	OLC4O1.900	6449
12	Biology, University			SBI4U1.900	6450
12	Chemistry, College	SCH4C1.800	6425	SCH4C1.900	6451

Note: Online registration codes are subject to change. Please check our website regularly, before registering.

Note: It is the responsibility of students and their guidance counsellors to ensure that all prerequisites have been met before registering for an eLearning course.

Note: eLearning courses cannot be taken concurrently with any other summer school program.

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Registration Information for eLearning Programs

For students attending a Durham District School Board secondary school during the 2019/2020 academic year

(Checklist available in Appendix A)

Step 1: Students MUST consult with their home school guidance department prior to registration. **Note:** *It is the responsibility of the student to ensure they have the appropriate pre-requisite for accelerated courses prior to registration. Student fees are non-refundable. Check with your guidance department to confirm you meet the requirements before registering.*

Step 2: [Register online at dce.ca](https://www.dce.ca), Remember to **PRINT/SAVE** the registration receipt at time of registration

Step 3: Durham Continuing Education will consult with the home school of your registration to complete the registration process.

Note: *you must provide a valid email address at time of registration – this will be the primary contact – please ensure that you will have access to this email prior to and for the duration of the program.*

Registration Closure Dates: Sunday June 28th (Semester 1 courses) 11:59 pm (EDT) and Thursday July 23th 2020 (Semester 2 courses) – 12:00 pm (EDT). No further registrations will be taken after these dates.

There are no student fees for individuals who currently reside in Ontario and who hold Canadian citizenship, Permanent Resident/Landed Immigrant status in Canada, or valid refugee status in Canada.

****ADDITIONAL Student Fees for Non-Residents – for students who reside out of the country and Visa students: Accelerated Course: \$1875.00 (non-refundable) per credit (\$938.00 for CHV201 and GLC201 each), payable in full at time of registration.**

Note: Eligibility rules – see course information pages for further information.

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Registration Information for eLearning Programs

For ALL OTHER APPLICANTS, (Non DDSB students and Adults)

(Checklist available in Appendix A)

NON DURHAM DISTRICT SCHOOL BOARD STUDENTS MUST REGISTER IN PERSON

***DUE TO COVID-19 SCHOOL CLOSURES WE HAVE MODIFIED THE REGISTRATION PROCESS UNTIL SCHOOLS RE-OPEN**

REGISTRATION PROCESS DURING SCHOOL CLOSURES

Step 1: The student must obtain a **Letter of Permission:** (Only required by applicants currently attending a secondary school other than a Durham District School Board school). Student must consult with their home school guidance department and receive a letter of permission. The letter of permission must be on official school letterhead and include the student's legal name, date of birth, OEN number and academic course code choice. **Alternately,** a **Current Transcript/Consolidated Report/Status Sheet** signed by a guidance counsellor or administrator clearly denoting the approved course. This can be sent electronically to dceinfo@ddsb.ca, ensure the e-mail contains the student's name in the subject line. Adults not attending a secondary school can contact a DCE guidance counsellor at tmichelle.whyte@ddsb.ca for guidance with their course selection.

Step 2: [Register online at dce.ca](http://dce.ca), Remember to **PRINT** the registration receipt at time of registration

- On the registration form choose "Other" when asked to indicate which DDSB school you attend.
- List the name of the current high school you attend, the city and School Board when prompted (if applicable)

Step 3: Completion of an Attestation form to prove Canadian Citizenship

The Attestation form will be completed in two parts.

- Part 1 will be completed over the phone with a Durham Continuing Education staff member.
- Part 2 will be completed in person at Durham Continuing Education, 120 Centre Street S., Oshawa, Mon. to Fri., 8:30 am to 3:30 pm. The ***Students MUST BRING ALL of the following original documents to complete the registration process when the Ministry of Education re-opens schools after the COVID-19 closure.**
- **Canadian Citizenship Requirement:** (Required by all applicants & **must** provide **one** of the following as proof of Canadian residency)
 - ✓ Valid Canadian birth certificate
 - ✓ Valid Canadian passport
 - ✓ Valid landed immigrant or permanent resident documentation
 - ✓ Valid proof of refugee status in Canada

And

- **Official government photo identification** (Required by all applicants)
i.e. - health card, driver's licence, current secondary student ID

Note: you must provide a valid email address at time of registration – this will be the primary contact – please ensure that you will have access to this email prior to and for the duration of the program.

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Summer Programs 2020

Course Decision Date: Sunday June 28th at 11:59 pm (EDT) (Semester 1 courses) and Thursday July 23th 2020 at 12:00 pm. (EDT) (Semester 2 courses) – No further registrations will be taken after these dates.

There are no student fees for individuals who currently reside in Ontario and who hold Canadian citizenship, Permanent Resident/Landed Immigrant status in Canada, or valid refugee status in Canada.

****ADDITIONAL Student Fees for Non-Residents – for students who reside out of the country and Visa students: Accelerated Course: \$1875.00 (non-refundable) per credit (\$938.00 for CHV2O1 and GLC2O1 each), payable in full at time of registration.**

Note: Eligibility rules – see course information pages for further information.

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DCE Summer School Programs Credit Course Descriptions

Business Studies

BBB4M1 – International Business Fundamentals, Grade 12, University/College Preparation (1.0 credit)

This course provides an overview of the importance of international business and trade in the global economy and explores the factors that influence success in international markets. Students will learn about the techniques and strategies associated with marketing, distribution, and managing international business effectively. This course prepares students for postsecondary programs in business, including international business, marketing, and management. *Prerequisite: None*

BOH4M1 – Business Leadership: Management Fundamentals, Grade 12, University/College Preparation (1.0 credit)

This course focuses on the development of leadership skills used in managing a successful business. Students will analyse the role of a leader in business, with a focus on decision making, management of group dynamics, workplace stress and conflict, motivation of employees, and planning. Effective business communication skills, ethics, and social responsibility are also emphasized. *Prerequisite: None*

Canadian & World Studies

CHV2O1/CHV2OF*– Civics and Citizenship, Grade 10, Open (0.50 credit)

This course explores rights and responsibilities associated with being an active citizen in a democratic society. Students will explore issues of civic importance such as healthy schools, community planning, environmental responsibility, and the influence of social media, while developing their understanding of the role of civic engagement and of political processes in the local, national, and/or global community. Students will apply the concepts of political thinking and the political inquiry process to investigate, and express informed opinions about, a range of political issues and developments that are both of significance in today's world and of personal interest to them. ***CHV2OF is delivered in French.** *Prerequisite: None*

English

ENG3C1 – English, Grade 11, College Preparation (1.0 credit)

This course emphasizes the development of literacy, communication, and critical and creative thinking skills necessary for success in academic and daily life. Students will study the content, form, and style of a variety of informational and graphic texts, as well as literary texts from Canada and other countries, and create oral, written, and media texts in a variety of forms for practical and academic purposes. An important focus will be on using language with precision and clarity. *Prerequisite: English, Grade 10, Academic or Applied*

ENG3U1 – English, Grade 11, University Preparation (1.0 credit)

This course emphasizes the development of literacy, communication, and critical and creative thinking skills necessary for success in academic and daily life. Students will analyse challenging literary texts from various periods, countries, and cultures, as well as a range of informational and graphic texts, and create oral, written, and media texts in a variety of forms. An important focus will be on using language with precision and clarity and incorporating stylistic devices appropriately and effectively. *Prerequisite: English, Grade 10, Academic*

ENG4C1 – English, Grade 12, College Preparation (1.0 credit)

This course emphasizes consolidation of literacy, critical thinking, and communication skills. Students will analyse informational texts and literary works from various time periods, countries, and cultures; write research reports, summaries, and short analytical essays; complete an independent study project; and analyse the interactions among media forms, audiences, and media industry practices. An important focus will be on establishing appropriate style and using business and technical language effectively. *Prerequisite: English, Grade 11, College Preparation or University Preparation*

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ENG4U1 – English, Grade 12, University Preparation (1.0 credit)

This course emphasizes the consolidation of literacy, communication, and critical and creative thinking skills necessary for success in academic and daily life. Students will analyse a variety of informational and graphic texts, as well as literary texts from various countries and cultures, and create oral, written, and media texts in a variety of forms for practical and academic purposes. An important focus will be on using language with precision and clarity and developing greater control in writing. *Prerequisite: English, Grade 11, University Preparation*

OLC4O1 – Ontario Secondary School Literacy Course, Grade 12, Open (1.0 credit)

This course is designed to help students acquire and demonstrate the cross-curricular literacy skills that are evaluated by the Ontario Secondary School Literacy Test (OSSLT). Students who complete the course successfully will meet the provincial literacy requirement for graduation. Students will read a variety of informational, narrative, and graphic texts and will produce a variety of forms of writing, including summaries, information paragraphs, opinion pieces, and news reports. Students will also maintain and manage a portfolio containing a record of their reading experiences and samples of their writing.

Eligibility requirement: Students who have been eligible to write the OSSLT at least twice and who have been unsuccessful at least once are eligible to take the course. A student may be allowed to enrol in the OSSLC before he or she has had a second chance to write the OSSLT, if the principal determines that it is in the best educational interests of the student.

EWC4C1 – The Writer’s Craft, Grade 12, College Preparation (1.0 credit)

This course emphasizes knowledge and skills related to the craft of writing. Students will investigate models of effective writing; use a workshop approach to write a variety of works; and make considered decisions for improving the quality of their writing. They will also complete a creative or analytical independent study project and investigate opportunities for publication and for writing careers. *Prerequisite: English, Grade 11, College Preparation*

EWC4U1 – The Writer’s Craft, Grade 12, University Preparation (1.0 credit)

This course emphasizes knowledge and skills related to the craft of writing. Students will analyse models of effective writing; use a workshop approach to produce a range of works; identify and use techniques required for specialized forms of writing; and identify effective ways to improve the quality of their writing. They will also complete a major paper as part of a creative or analytical independent study project and investigate opportunities for publication and for writing careers. *Prerequisite: English, Grade 11, University Preparation*

Guidance and Career Education

GLC2O1/GLC2OF* – Career Studies, Grade 10, Open (0.50 credit)

This course gives students the opportunity to develop the skills, knowledge, and habits that will support them in their education and career/life planning. Students will learn about global work trends, and seek opportunities within the school and community to expand and strengthen their transferable skills and their ability to adapt to the changing world of work. On the basis of exploration, reflective practice, and decision-making processes, students will make connections between their skills, interests, and values and their postsecondary options, whether in apprenticeship training, college, community living, university, or the workplace. They will set goals and create a plan for their first postsecondary year. As part of their preparation for the future, they will learn about personal financial management – including the variety of saving and borrowing tools available to them and how to use them to their advantage – and develop a budget for their first year after secondary school. ***GLC2OF is delivered in French.** *Prerequisite: None*

Interdisciplinary Studies

IDC4U1 – Music and Society (The History of Rock & Roll), Grade 12, University Preparation (1.0 credit) NEW Course

This course combines selected expectations from CHY4U (World History since the Fifteenth Century) and HSB4U (Challenge and Change in Society). In this course, students will explore the cyclical, social, and intergenerational impact that western culture has had on Rock & Roll music – and that Rock & Roll music has had on western culture. Topics to be covered include (but are not limited to): the Civil Rights movement, music as popular culture, social protest, and social activism. Genres to be covered include (but are not limited to): Blues, Rockabilly, Rock & Roll, Punk, and Britpop.

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Mathematics

MBF3C1 – Foundations for College Mathematics, Grade 11, College Preparation (1.0 credit)

This course enables students to broaden their understanding of mathematics as a problem-solving tool in the real world. Students will extend their understanding of quadratic relations; investigate situations involving exponential growth; solve problems involving compound interest; solve financial problems connected with vehicle ownership; develop their ability to reason by collecting, analysing, and evaluating data involving one variable; connect probability and statistics; and solve problems in geometry and trigonometry. Students will consolidate their mathematical skills as they solve problems and communicate their thinking. *Prerequisite: Mathematics, Grade 10, Applied*

MCF3M1 – Functions, Grade 11, University/College Preparation (1.0 credit)

This course introduces the mathematical concept of the function by extending students' experiences with linear and quadratic relations. Students will investigate properties of discrete and continuous functions, including trigonometric and exponential functions; represent functions numerically, algebraically, and graphically; solve problems involving applications of functions; investigate inverse functions; and develop facility in determining equivalent algebraic expressions. Students will reason mathematically and communicate their thinking as they solve multi-step problems. *Prerequisite: Mathematics, Grade 10, Academic or Applied*

MCR3U1 – Functions & Relations, Grade 11, University Preparation (1.0 credit)

This course introduces some financial applications of mathematics, extends students' experiences with functions, and introduces second-degree relations. Students will solve problems in personal finance involving applications of sequences and series; investigate properties and applications of trigonometric functions; develop facility in operating with polynomials, rational expressions, and exponential expressions; develop an understanding of inverses and transformations of functions; and develop facility in using function notation and in communicating mathematical reasoning. Students will also investigate loci and the properties and applications of conics. *Prerequisite: Mathematics, Grade 10, Academic*

MAP4C1 – Foundations for College Mathematics, Grade 12, College Preparation (1.0 credit)

This course enables students to broaden their understanding of real-world applications of mathematics. Students will analyse data using statistical methods; solve problems involving applications of geometry and trigonometry; simplify expressions; and solve equations. Students will reason mathematically and communicate their thinking as they solve multi-step problems. This course prepares students for college programs in areas such as business, health sciences, and human services, and for certain skilled trades. *Prerequisite: Mathematics, Grade 11, College Preparation*

MCT4C1 – Mathematics for College Technology, Grade 12, College Preparation (1.0 credit)

This course enables students to extend their knowledge of functions. Students will investigate and apply properties of polynomial, exponential, and trigonometric functions; continue to represent functions numerically, graphically, and algebraically; develop facility in simplifying expressions and solving equations; and solve problems that address applications of algebra, trigonometry, vectors, and geometry. Students will reason mathematically and communicate their thinking as they solve multi-step problems. This course prepares students for a variety of college technology programs. *Prerequisite: Mathematics – Functions and Applications, Grade 11, University/College Preparation*

MDM4U1 – Mathematics of Data Management, Grade 12, University Preparation (1.0 credit)

This course broadens students' understanding of mathematics as it relates to managing data. Students will apply methods for organizing large amounts of information; solve problems involving probability and statistics; and carry out a culminating project that integrates statistical concepts and skills. Students will also refine their use of the mathematical processes necessary for success in senior mathematics. Students planning to enter university programs in business, the social sciences, and the humanities will find this course of particular interest. *Prerequisite: Mathematics – Functions, Grade 11, University Preparation OR Mathematics – Functions and Applications, Grade 11, University/College Preparation*

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MHF4U1 – Advanced Functions, Grade 12, University Preparation (1.0 credit)

This course extends students' experience with functions. Students will investigate the properties of polynomial, rational, logarithmic, and trigonometric functions; broaden their understanding of rates of change; and develop facility in applying these concepts and skills. Students will also refine their use of the mathematical processes necessary for success in senior mathematics. This course is intended both for students who plan to study mathematics in university and for those wishing to consolidate their understanding of mathematics before proceeding to any one of a variety of university programs.

Prerequisite: Mathematics – Functions, Grade 11, University Preparation OR Mathematics for College Technology, Grade 12, College Preparation

Science

SBI3C1 – Biology, Grade 11, College Preparation (1.0 credit)

This course focuses on the processes that occur in biological systems. Students will learn concepts and theories as they conduct investigations in the areas of cellular biology, microbiology, genetics, the anatomy of mammals, and the structure of plants and their role in the natural environment. Emphasis will be placed on the practical application of concepts, and on the skills needed for further study in various branches of the life sciences and related fields. *Prerequisite: Science, Grade 10, Academic or Applied*

SBI3U1 – Biology, Grade 11, University Preparation (1.0 credit)

This course furthers students' understanding of the processes that occur in biological systems. Students will study theory and conduct investigations in the areas of biodiversity; evolution; genetic processes; the structure and function of animals; and the anatomy, growth, and function of plants. The course focuses on the theoretical aspects of the topics under study, and helps students refine skills related to scientific investigation. *Prerequisite: Science, Grade 10, Academic*

SCH3U1 – Chemistry, Grade 11, University Preparation (1.0 credit)

This course enables students to deepen their understanding of chemistry through the study of the properties of chemicals and chemical bonds; chemical reactions and quantitative relationships in those reactions; solutions and solubility; and atmospheric chemistry and the behaviour of gases. Students will further develop their analytical skills and investigate the qualitative and quantitative properties of matter, as well as the impact of some common chemical reactions on society and the environment. *Prerequisite: Science, Grade 10, Academic*

SBI4U1 – Biology, Grade 12, University Prep. (1.0 credit)

This course provides students with the opportunity for in-depth study of the concepts and processes that occur in biological systems. Students will study theory and conduct investigations in the areas of biochemistry, metabolic processes, molecular genetics, homeostasis, and population dynamics. Emphasis will be placed on the achievement of detailed knowledge and the refinement of skills needed for further study in various branches of the life sciences and related fields. *Prerequisite: Biology, Grade 11, University Preparation*

SCH4C1 – Chemistry, Grade 12, College Preparation (1.0 credit)

This course enables students to develop an understanding of chemistry through the study of matter and qualitative analysis, organic chemistry, electrochemistry, chemical calculations, and chemistry as it relates to the quality of the environment. Students will use a variety of laboratory techniques, develop skills in data collection and scientific analysis, and communicate scientific information using appropriate terminology. Emphasis will be placed on the role of chemistry in daily life and the effects of technological applications and processes on society and the environment. *Prerequisite: Science, Grade 10, Academic or Applied*

Social Sciences & Humanities

HSG3M1 – Gender Studies, Grade 11, University/College Preparation (1.0 credit)

This course enables students to explore the social construction of gender. Students will learn about the dynamic nature of gender roles and norms; sexism and power relations; and the impact of representations of women and men in the media, popular culture, and the arts. Students will analyse a range of gender equity issues, including gender-based violence and workplace equity, in both Canadian and global contexts. Students will develop and apply research skills and will design and implement a social action initiative relating to gender equity. *Prerequisite: None*

HSP3C1 – Introduction to Anthropology, Psychology and Sociology, Grade 11, College Preparation (1.0 credit)

This course introduces students to theories, questions, and issues related to anthropology, psychology, and sociology. Students learn about approaches and research methods used by social scientists. Students will be given opportunities to apply theories from a variety of perspectives, to conduct social science research, and to become familiar with current issues within the three disciplines. *Prerequisite: None*

HSP3U1 – Introduction to Anthropology, Psychology and Sociology, Grade 11, University Preparation (1.0 credit)

This course provides students with opportunities to think critically about theories, questions, and issues related to anthropology, psychology, and sociology. Students will develop an understanding of the approaches and research methods used by social scientists. They will be given opportunities to explore theories from a variety of perspectives, to conduct social science research, and to become familiar with current thinking on a range of issues within the three disciplines. *Prerequisite: The Grade 10 academic course in English, or the Grade 10 academic history course (Canadian and world studies)*

HFA4C1 – Nutrition and Health, Grade 12, College Preparation (1.0 credit)

This course focuses on the relationship between nutrition and health at different stages of life and on global issues related to food production. Students will investigate the role of nutrition in health and disease and assess strategies for promoting food security and environmental responsibility. Students will learn about healthy eating, expand their repertoire of food-preparation techniques, and refine their ability to use social science research and inquiry methods to investigate topics related to nutrition and health. *Prerequisite: Any university, college, or university/college preparation course in social sciences and humanities, English, or Canadian and world studies*

HFA4U1 – Nutrition and Health, Grade 12, University Preparation (1.0 credit)

This course examines the relationships between food, energy balance, and nutritional status; the nutritional needs of individuals at different stages of life; and the role of nutrition in health and disease. Students will evaluate nutrition-related trends and will determine how food choices can promote food security and environmental responsibility. Students will learn about healthy eating, expand their repertoire of food-preparation techniques, and develop their social science research skills by investigating issues related to nutrition and health. *Prerequisite: Any university, college, or university/college preparation course in social sciences and humanities, English, or Canadian and world studies*

HSC4M1 – World Cultures, Grade 12, University/College Preparation (1.0 credit)

This course examines the nature of culture; how cultural identities are acquired, maintained, and transformed; and theories used to analyse cultures. Students will explore world cultures, with an emphasis on the analysis of religious and spiritual beliefs, art forms, and philosophy. They will study the contributions and influence of a range of cultural groups and will critically analyse issues facing ethnocultural groups within Canada and around the world. Students will develop and apply research skills and will design and implement a social action initiative relating to cultural diversity. *Prerequisite: Any university, college, or university/college preparation course in social sciences and humanities, English, or Canadian and world studies*

Summer Programs 2020

HZT4U1 – Philosophy: Questions and Theories, Grade 12, University Preparation (1.0 credit)

This course enables students to acquire an understanding of the nature of philosophy and philosophical reasoning skills and to develop and apply their knowledge and skills while exploring specialized branches of philosophy (the course will cover at least three of the following branches: metaphysics, ethics, epistemology, philosophy of science, social and political philosophy, and aesthetics). Students will develop critical thinking and philosophical reasoning skills as they formulate and evaluate arguments related to a variety of philosophical questions and theories. They will also develop research and inquiry skills related to the study and practice of philosophy. *Prerequisite: Any university or university/college preparation course in social sciences and humanities, English, or Canadian and world studies*

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Summer School FAQs (Frequently Asked Questions)

COURSE INFORMATION

Secondary

Are these courses the same as high school credit courses?

Yes. All credit courses adhere to the Ontario Ministry of Education curriculum expectations and are delivered by certified teachers registered with the Ontario College of Teachers. Summer school courses are viewed the same as those delivered during the school year.

eLearning Program

Can I take more than one course i.e. 1 eLearning course and 1 accelerated course in July?

Current DDSB students can only take the equivalent of one accelerated course no matter the mode of delivery in July 2020. You cannot combine an in-class credit recovery course with an eLearning or correspondence course. Current secondary students outside of the DDSB will require home school approval.

ELIGIBILITY TO REGISTER

Secondary

Is there an age limit for students attending summer school?

There is no age limit – all ages welcome. However, most students attending summer school fall within the adolescent age group.

I am on a student visa which allows me to study in Canada during the regular school year. Am I eligible for summer school? What are the fees?

In most cases, the visa will allow you to attend summer school depending on your status, it is likely that you will need to pay the non-resident fees per course (see the registration instructions for more details).

FEES

Is there a fee?

Most programs are free for Canadian citizens, permanent residents and approved refugees. *Please see program specific pages as some programs do not require a security deposit or fees. The fees listed are general amounts.*

ADDITIONAL Student Fees for Non-Residents – for students who reside out of the country and Visa students:

Accelerated or e-learning Course: \$1875.00 (non-refundable) per credit (**\$938.00** for CHV201 and GLC201), payable in full at time of registration.

If I am taking an eLearning course, am I still required to provide a \$100.00 security deposit cheque?

No – however, some eLearning courses require additional materials and will therefore require a security deposit at the time of registration.

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REGISTRATION

When does registration open?

May 1st, 2020 at noon (12:00 pm EST) for e-learning courses only

I am not a Durham District School Board student or don't go to school anymore. Why must I complete my registration in person when the Ministry of Education re-opens school? Why can't I complete my registration on-line?

The Ministry of Education requires that we see original documents of proof of citizenship for registrants who are not students of our board. Please see our registration dates and times for more information.

My child is home schooled, am I required to produce proof of Canadian Citizenship, photo ID and letter of permission?

Proof of citizenship/residency is required for all registrants if they are not attending a school that is part of the DDSB. If the student is home schooled, a letter of permission is not required. A note should accompany the registration to identify the student as home schooled.

I want to cancel or withdraw from my course before the start of the program – how do I do that?

We are sorry that you cannot attend summer school. Please call our office during regular business hours at 905.436.3211 and leave a message someone will call you within the next business day. Alternately, email us at dceinfo@ddsb.ca with the student name, course/program, location and telephone contact number – please state that you wish to withdraw/cancel registration for Summer School.

Where do I go to withdraw from my course?

eLearning students may withdraw within the eLearning course. Ask your teacher for instructions on how to do this.

Why would you cancel a course?

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.

Will I be informed if DCE cancels my course?

Yes, students will be notified of course cancellations by recorded telephone message and/or by email (contact information as appears on the registration account). Course cancellations will also appear on the DCE website.

Why do you wait so long to cancel courses?

We try very hard not to cancel courses and therefore leave courses open for registration as long as possible. However, in some cases, we do not have sufficient enrolment to run the program and must cancel. Unfortunately, this may result in very few alternate choices when cancellations are done.

If your course has been cancelled, make sure you check with us to see if there are alternate methods to obtain your desired course.

I need a confirmation of registration for university/college or sponsorship agency?

Students who are currently in a Durham District School Board School and who have applied through their school on a 101 form, your course enrolment will be transmitted in the early July electronic transfer.

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All other students who require a letter as proof of registration (prior to the start of summer school), must visit our Guidance Office at Durham Continuing Education in Oshawa. eLearning students may obtain the request form from their teacher on the first day of program.

Registration Deadlines

What is the last day I can register for courses?

The deadline to register for July (Semester 1) eLearning courses is midnight (11:59 pm EDT) Sunday June 28, 2020. The deadline to register for August (Semester 2) eLearning courses is noon (12:00 pm EDT) Thursday July 23, 2020. *Registration will be closed after these dates.*

INCLUSIVE EDUCATION

My child has an IEP – are there supports in summer school?

Please provide the e-learning teacher with a copy of your child's IEP as soon as possible. You can also e-mail michele.reid@ddsb.ca the summer school coordinator to discuss accommodations.

ABSENCES

How many days can I be absent from my secondary summer school credit course(s)?

Students' attendance at summer school must be regular and punctual. The hours for full credit courses follow Ministry of Education guidelines. Due to the concentrated time and workload of summer school, any serious infraction of the attendance rules, may result in immediate dismissal.

Regular attendance & punctuality are essential. A parent/guardian must explain all absences for student under the age of 18 years.

I have a trip planned in the middle of the eLearning course and will not have access to the internet during that time – is that okay?

NO – students are expected to participate Monday – Friday an average of 6 hours per day for the duration of the program. **The program cannot accommodate extended absences.** Failure to communicate with the teacher three days in a row may be removed from the course.

Is it okay to miss the first and or last day of the eLearning course?

On-site attendance on the first day of the eLearning program is OPTIONAL (*pending the Ministry of Education re-opening schools by July 1, 2020*). This is only recommended for individuals who are having difficulties with login or navigation within the eLearning course. Students are required to login on the first and subsequent days.

The final exam day is MANDATORY and cannot be altered. If you cannot be available on the final day, unfortunately, you will not be able to participate in eLearning this summer. Teachers reserve the right to alter the schedule for the final summative – this information will be made available on the first day of program.

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EXAMS

Can I write the exam on another day?

Unfortunately, due to the shortened timeframe for summer school, we cannot alter the schedule. All students must write a final examination or complete a culminating activity held on the last two days of the course. **Exam dates are non-negotiable**; please consider these dates when registering.

GUIDANCE

I no longer attend secondary school and I would like help choosing courses for summer school –who can help me?

You may obtain help by contacting a DCE counsellor. E-mail tmichelle.whyte@ddsb.ca with your questions she will return your inquiry.

Do I have to do the prerequisite course or can I jump right into the grade 12 college/university credit that I need for college/university entrance.

School-age, non-graduate students MUST have prerequisite courses to be eligible for grade 12 programs. Adult students and graduates are strongly recommended to have the prerequisite, but it is not mandatory.

MARKS/MARK REPORTING/WITHDRAW FROM PROGRAM

How do I withdraw from this program?

eLearning students will be able to complete the withdraw process in the eLearning environment. Please consult with the eLearning teacher on how to do this.

What is full-disclosure?

Any student who remains in a grade 11/12 course after the full-disclosure date, will have the course recorded in their Ontario Student Transcript, even if they do not complete the course or are unsuccessful.

How can I get the mark for my child when they finish this course?

Report cards will follow in late August/early September to the home school for DDSB/DCDSB/KPRDSB/PVNCCDSB students, or to the address provided for all others. **Marks cannot be obtained through Durham Continuing Education office in August.**

I will need my marks sent to a College or University when I finish the course. How can I do this?

Please check with your eLearning teacher. They will have a process in place to facilitate expedited mark reporting to colleges/universities. There is no fee charged for letters produced beyond the normal reporting processes.

How do I get the course on my transcript when I am finished?

For students who are currently attending a Durham District School Board school, the course will automatically be added to your transcript. For students who attend schools in the DCDSB, KPRDSB or PVNCCDSB, reports will be sent to your home school in August/early September and the school should add your course to your transcript (check with your school in Sept). Recent DDSB students (within the last 5 years) will also have the course added to their transcript automatically.

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Summer Programs 2020

For all other students, report cards will be mailed to the address on file at the end of August/early September. It is suggested that you take a copy to your last secondary school and have it added to your transcript and Ontario Student Record. In the event the school cannot add the course to your Ontario Student Transcript, you will always be able to access a transcript for this course from Durham Continuing Education.

For students participating in eLearning course through the Ontario eLearning Consortium, reports will be mailed to your home school and the address on file in PRISM at the end of August/early September. Please make sure you take the report card to your school to ensure they have a copy on file. Please allow 3 to 4 weeks for processing.

For eLearning students whose home school board is part of the Ontario eLearning Consortium, school guidance counsellors will be able to view the students' final mark within the PRISM student information system upon completion of the course and prior to the formal reporting.

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Appendix A: Registration Checklists

DDSB Students Registration Checklist for eLearning Summer School

- For students who attended a Durham District School Board secondary school in 2019/2020
- Identify the course that you wish to take (noting the registration code) www.dce.ca.
- Contact your home school guidance department to obtain permission to enrol in summer school. *It is the responsibility of the home school to ensure eligibility/prerequisite requirements have been met.*
- Once permission has been granted, register for summer school utilizing one of the following methods;
 - **On-line** at www.dce.ca
- Send your registration receipt to your guidance office to confirm your enrolment in the course.

Note: you must provide a valid email address at time of registration – this will be the primary contact – please ensure that you will have access to this email prior to and for the duration of the program.

Non DDSB Students Registration Checklist for eLearning Summer School (Non DDSB students and Adults)

NON DURHAM DISTRICT SCHOOL BOARD STUDENTS MUST REGISTER IN PERSON

***DUE TO COVID-19 SCHOOL CLOSURES WE HAVE MODIFIED THE REGISTRATION PROCESS UNTIL SCHOOLS RE-OPEN**

REGISTRATION PROCESS DURING SCHOOL CLOSURES

- For students who attended secondary school outside the Durham District School Board (DDSB) or did not attend school in 2019/2020**
- Identify the course that you wish to take (noting the registration code) www.dce.ca.
- The student must obtain a **Letter of Permission:** (Only required by applicants currently attending a secondary school other than a Durham District School Board school). Student must consult with their home school guidance department and receive a letter of permission. The letter of permission must be on official school letterhead and include the student's legal name, date of birth, OEN number and academic course code choice. **Alternately**, a **Current Transcript/Consolidated Report/Status Sheet** signed by a guidance counsellor or administrator clearly denoting the approved course. This can be sent electronically to dceinfo@ddsb.ca, ensure the e-mail contains the student's name in the subject line. Adults not attending a secondary school can contact a DCE guidance counsellor at tmichelle.whyte@ddsb.ca guidance with their course selection.
- **Register online** at dce.ca, Remember to **PRINT** the registration receipt at time of registration
 - When asked to indicate which DDSB school you attend, choose of one of the following which applies to you: "Other – attending a school outside of Durham DSB" **or** "Other – not attending a secondary day school"
 - List the name of the current high school you attend, the city and School Board when prompted (if applicable)
- **Completion of an Attestation form to prove Canadian Citizenship**
The Attestation form will be completed in two parts.
 - **Part 1** will be completed over the phone with a Durham Continuing Education staff member.
 - **Part 2** will be completed in person at Durham Continuing Education, 120 Centre Street S., Oshawa, Mon. to Fri., 8:30 am to 3:30 pm. The ***Students MUST BRING ALL of the following original documents to complete the registration process when the Ministry of Education re-opens schools following the COVID-19 school closures.**
- **Canadian Citizenship Requirement:** (Required by all applicants & **must** provide **one** of the following as proof of Canadian residency)
 - ✓ Valid Canadian birth certificate
 - ✓ Valid Canadian passport
 - ✓ Valid landed immigrant or permanent resident documentation
 - ✓ Valid proof of refugee status in Canada

And
- **Official government photo identification** (Required by all applicants)
i.e. - health card, driver's licence, current secondary student ID

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