

## 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](mailto:dceinfo@dce.ca) and provide a current email address and phone number for further contact. Alternately, they may email [michele.reid@ddsb.ca](mailto: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](mailto: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.

**Please note our phones will go directly to message during the COVID-19 school closures**  
Durham Continuing Education 905.436.3211 or visit our web site @ [www.dce.ca](http://www.dce.ca)

### 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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