

## STUDENT HANDBOOK

**con-ed-online.ca**

This handbook outlines information of which students must be aware during Summer School. It also contains a copy of the Peel District School Board's **Code of Behaviour**. As you are aware, in order to be successful in Summer School you must be able to work independently and consistently throughout the course.

Good Luck in your course!

### SUMMER SCHOOL ADMINISTRATION TEAM

**Susan Goodman**  
Assistant Administrator

### IMPORTANT DATES

- Tuesday, February 8** Orientation at John Fraser Secondary School
- Wednesday, February 9** First day of classes
  
- Monday, April 2** Interim Reports for New Credits, Final Reports for ½ Credit Courses
- Wednesday, April 11** FULL DISCLOSURE DEADLINE
  
- Monday, May 14** First Day of Final Exams for New Credits
- Wednesday, May 16** Second Day of Final Exam for New Credits
- Wednesday, May 23** Exam Review and Final Report Cards Issued

## ATTENDANCE

All students in full credit courses are required to login to their account a minimum of 6 hours per week, Monday to Friday in order to meet all assignment due dates and to stay current with discussion forums. Students in .5 credit courses should expect to complete approximately 3 hours of course work per week. Attendance at Night School is a privilege. With this privilege come certain rights and responsibilities. A student who does not login to his/her online regularly will be contacted by the teacher. A student who continues not to login to his/her online course will be contacted by the assistant administrator. Your daily activities and progress are logged by both the Angel and D2L Learning Management Systems and will be monitored by your teacher.

## ASSESSMENT AND EVALUATION

The final report card mark is comprised of term (70%) and exam/summative (30%) marks. Your teacher will tell you how your term mark will be determined. This information will be posted in the **Syllabus** section of your course.

Continuing Education teachers evaluate student work frequently over the course of the session to provide a sound basis for a term mark. A variety of assessments will be used including quizzes, tests, written reports, assignments and discussion forums. Students will receive their midterm mark via email. A final report card will be mailed to students according to the timelines in the **Important Dates** section of this document.

## FINAL SUMMATIVE ASSESSMENTS

Under the Ontario Secondary School policy, students **must** complete a final evaluation in each course in order to receive a credit. The final evaluation can involve more than one component, e.g. a performance task and formal exam. The final evaluation schedule will not be altered. There are no exemptions from completing the final evaluation of your course. Students who miss a final evaluation will receive a mark of 0 (zero) on their final

evaluation. Students who miss a final evaluation for medical or family emergency reasons **must** notify the Continuing Education assistant administrator immediately in order to set up an alternative final evaluation. Students who miss an arranged alternative final evaluation will receive a mark of 0 (zero) on their final evaluation. To contact the assistant administrator, from your online course go to the **In Touch** section and choose Administrator, Continuing Education. Each semester, a number of courses may be selected in which the final assessment will be written in a supervised setting. **The following courses may be proctored for Night School: MCV4UZ, SES4UZ and SPH4UZ. Students will be given** proctoring information in their individual courses.

## TRANSCRIPTS

Students requiring a transcript must make the request during the orientation session. Official transcripts will be prepared and mailed to students at the end of the semester. The cost is \$2.00 per transcript. It is the student's responsibility to forward these documents to the university or college.

## COMPUTER TECHNOLOGY

Students are responsible for ensuring that their computer is in good working order and that their virus protection is up to date. Students need to be able to access their course from more than one location. For example, this may include school, the local library and home. Students should backup their work daily on an external device such as a floppy disk, CD, DVD or USB key and be prepared to go to other work stations, if necessary, to meet their online deadlines and fulfill the attendance requirement.

## SYSTEM MALFUNCTIONS

In the event the course system goes down, a message will be posted at [www.school-online.ca](http://www.school-online.ca) to let you know what you should do. Your teacher will contact you individually for course specific information.

# PEEL DISTRICT SCHOOL BOARD CODE OF BEHAVIOUR STUDENT RIGHTS AND RESPONSIBILITIES

## THE INTERNET

The Peel District School Board has specific policies and guidelines with respect to appropriate use of the internet. Agreeing to adhere to this policy is part of your orientation for your course. You may not take an online course with Continuing Education unless you agree to this policy. Failure to adhere to the Internet policy may result in being withdrawn from the Continuing Education course and may also result in the suspension of your Peel Internet use.

The policy includes:

### Email Guidelines for Students

- Email cannot contain identifying information about the sender or any other students. This includes addresses, pictures and other personal information.
- Students are responsible for all email sent from their account and must take care to protect access to the account by keeping their password secret and by logging off when they leave the workstation.
- Email written by students for school purposes should be treated as any other student writing i.e. appropriate attention must be paid to spelling, grammar, presentation and plagiarism.
- The Board has the right to access and disclose the contents of a student's email messages.
- The Board tracks all communication between students and between students and teachers.

### Communication between Students and Staff members

#### Acceptable

- Discussions specifically related to class activities - curriculum, homework, tests, special events.

#### Unacceptable

- Any discussion related to other students.
- Personal information about other students.
- Discussion about the personal life of the staff member or student (home life, vacations, relationships).

## BEHAVIOUR

Every student is expected to respect other students' right to a safe and supportive learning environment. As such, you are expected to behave in a considerate and reasonable manner at all times. A "zero tolerance" policy with respect to bullying, threatening, harassment, abusive language, spam, disruptive behaviour and lack of respect is in effect and misbehaviour may result in the suspension and removal from the course.

## ACADEMIC INTEGRITY

Students are expected to submit original work. Students who seek to attain academic advantage or help someone else obtain such advantage through cheating will receive a grade of zero. Cheating may be identified as follows:

- Plagiarizing (copying) an assignment or someone's work.
- Possessing unauthorized examination aids.
- Copying another student's work or allowing one's work to be copied during a test or examination.
- Obtaining test or examination questions prior to the actual time set for their writing.
- Submitting work previously used for evaluation in another course.
- Contacting or working with another person during a quiz, test or exam.
- Altering work after it has been evaluated.

All assignments may be sent to a plagiarism site, [www.turnitin.com](http://www.turnitin.com), to ensure the submission is the original work of the student. Any assignments submitted that are not original will receive a mark of zero.

Students should be aware that the Angel Learning Management System tracks the address from which students log in to complete their work. Teachers can use this feature to identify students who may be collaborating on tasks that are individually assigned.

Students who persist in submitting uncited or improperly cited assignments may be suspended or withdrawn from the course and may not be allowed to register in another online course.

## COMMUNICATION WITH PARENTS

The Peel District School Board considers communication with parents as partners in education extremely important. Summer School staff intend to call parents regarding matters of academic achievement, attendance and discipline. However, students who are 18 years of age and older have the right to control their own educational information. If any 18 year old student objects to communication with parents, they are requested to put this objection in writing to the **Assistant Administrator, Continuing Education** by the third class stating that Continuing Education is not permitted to contact their parents.

## CONTACTING [peelschools.org/con-ed-online](http://peelschools.org/con-ed-online)

All communications with your teachers and classmates should take place within the Angel or D2L system.

If you have any concerns with the **online materials**, including questions regarding activities, due dates and assessments contact **Your Online Teacher**. Your teacher's office hours and other contact information are available in the Syllabus section of your course.

If you have concerns regarding **accessing the course, links that are not working**, or if you have difficulty with your online program contact **Technical Support** through your course email. If you cannot access your course email, you may email technical support directly at [con-ed-online@peelsb.com](mailto:con-ed-online@peelsb.com).

If you have questions regarding **the policies** outlined in this document contact the **Assistant Administrator, Continuing Education** through your course email.

If you are **withdrawing from a course** contact **Your Online Teacher** and the **Assistant Administrator** and provide a contact phone number through your course email.

If you need information about **report cards and transcripts** contact the **Computer Secretary** through your course email.

If you have **general questions** about: [con-ed-online.ca](http://con-ed-online.ca), please visit our website at: [www.peelschools.org/con-ed-online](http://www.peelschools.org/con-ed-online)