



Don Valley Academy • Part-time Student Handbook

Philosophy

Don Valley Academy is committed to creating an atmosphere where students can acquire skills, knowledge and values that will enable them to achieve to their full potential and contribute to society in a meaningful and positive manner. Our priority is to provide our students with a safe and nurturing learning environment that is positive and respectful. We value the diversity and uniqueness of our students, staff and community that we serve.

Admission Procedure and Policy

All students must submit a completed application form and course selection form. An initial assessment and interview may be required prior to acceptance within a course.

A letter will be sent to the student's full-time day school informing the day school Principal that the student is enrolled in the course(s).

The student must provide an official transcript showing the completion of the necessary prerequisites for the course.

Courses

Don Valley Academy offers a wide range of courses for students who are pursuing a university path. We also offer a selection of courses for students following the college path. For specific course offerings, please refer to our Course Calendar.

Class Size

Private: Students work on a private basis with their teacher.

Classes: Classes have a maximum capacity of 10 students. Our average class size is 7 students.

Tuition Fees

Class: \$1,300.00 + G.S.T. = \$1,365.00 per course

Private: \$2,500.00 + G.S.T. = \$2, 625.00 per course

Upgrade Courses:

\$1,800 + G.S.T. = \$1,890.00 per course (note: upgrade courses are offered on a private basis)

Day School:

\$1,300.00 + G.S.T. = \$1,365.00 per course

Payment Policy

Tuition fees are payable by cash, cheque, Visa, or MasterCard. Installment options are available.

Refunds: 50% refund if course is dropped at least 30 days prior to the first day of class.

Unpaid accounts: Unpaid accounts will result in the suspension or revocation of any academic credits.

N.S.F. cheques: The charge for an N.S.F. cheque is \$30.00.

Course Codes

All courses are issued a three-letter code, followed by one digit (1 for grade nine, 2 for grade ten, 3 for grade eleven, and 4 for grade 12), one letter to show the stream of the course (D-Academic, U-University Preparation) and one digit to represent the school's classification system (1-semester 1, 2-semester 2, 3-summer semester, 4-private instruction).

Academic Standards

All students are expected to maintain a minimum average of 60% at all times. Otherwise, the student will be placed on academic probation and be required to seek additional help, as prescribed by the instructor.

Attendance Policy

Regular attendance at school is critical for the student's learning and achievement of course expectations. This is a reflection of the student's commitment to themselves and the school. It is the responsibility of the student to attend all scheduled classes. Avoid making appointments or scheduling trips during school.

Either a note or a phone call from the parent/guardian must account for all absences.

In the event that a student's frequent absences from school are jeopardizing his or her successful completion of a course, the principal and staff will meet with the student and the parent(s), if the student is not an adult, to explain the potential consequences of the absences, including failure to gain credits, and discuss steps that could be taken to improve attendance.

Code of Conduct

Students are expected to respect their peers, school staff, and our teaching environment.

Dress: Be sure you dress appropriately for an academic setting.

Race and Sex Equity: Don Valley Academy condemns and will not tolerate any expression of racial/ethnic or sex bias in any form by administration, staff or students.

Respect for Property: Willful damage to property and vandalism will result in appropriate actions being taken. It is the responsibility of the students to keep the environment of the school as clean as possible. You are not allowed to eat or drink in the classrooms or in the hall (except for bottled water).

Fire Alarms: If the fire alarm sounds, you must leave the building according to your teacher's direction. It is a criminal offence to tamper with alarms or fire equipment.

Electronic Devices: The use of electronic devices such as cell phones, pagers, and laser pointers are not permitted in the classrooms.

Student use of electronic devices to access information during tests/quizzes/exam will be viewed as cheating. The penalties for cheating are outlined in the section below, on Academic Dishonesty.

Academic Dishonesty: Students may not communicate with each other, or be in the possession of any unauthorized material(s), during a test or examination. A mark of zero will be assigned for

that test or examination, if the student fails to adhere to this policy. Plagiarism (passing off of someone's work as your own) on any assignment will result in a mark of zero.

Language: Proper language must be used at all times. Foul and obscene language will not be tolerated.

Banned Substances and Activities: Under no circumstances is smoking, gambling, or the use of alcohol and drugs tolerated on school property. Any student in possession, or under the influence, of drugs or alcohol will be withdrawn from the course.

Failure to adhere to the above standards may result in the following consequences: Interview by appropriate school personnel; parent involvement; restitution for damages; behavior contracts and counseling; police involvement; removal from program.

Student Services

Remedial help, beyond the teacher's extra help time, is available on an appointment basis.

Students may book a tutoring appointment at reception. A fee will apply.

Guidance services are available on an appointment basis. Students may book an appointment through reception.

Assessment Policy

Regular attendance is essential to good learning. Society relates success to self-discipline, reliability, and punctuality. Hence, good attendance is essential for high achievement in our courses.

Scientific calculators are permitted, but not provided, for all courses during tests and exams. All graphing calculators must be cleared of memory at the start of a test or exam.

Student use of electronic devices to access information during tests/quizzes/exam will be viewed as cheating. The penalties for cheating are outlined in the section on Academic Dishonesty.

a) Evaluation Procedures:

Evaluation is an ongoing process, throughout the course. Calculation of marks will be computed according to the following distribution. Assessments will be in the form of tests, quizzes, and assignments.

70% Assessments and evaluations conducted throughout the course

30% Final Evaluation (final examination and/or performance task)

Students are expected to gather knowledge, solve problems, justify their reasoning, and demonstrate the ability to communicate and apply their knowledge. As a result, all course evaluation will be divided into four categories: Knowledge and Understanding, Thinking Inquiry and Problem Solving, Communication, and Application.

b) Report Cards:

Report Cards will be mailed to the parent/student at the end of each reporting period. A final report card will be mailed to the student's full-time day school. It is the responsibility of the parent/student to ensure that the full-time school has included this mark in the student's transcript.

c) Homework Policy:

Completion of assigned homework is essential to academic success. In addition, continuous review, and daily preview are highly recommended. Homework may be collected and marked at any time.

d) Policy for missed or late assessments:

It is the responsibility of the student to complete all tests/quizzes and to submit all assignments for evaluation. Tests, quizzes and assignments that are not completed will result in a mark of zero. With the presence of a medical certificate, the evaluation will not be assessed. If more than 25% of the course work has not been assessed, the student will not receive a credit. Further, the final evaluation must be completed, in order to receive a credit. Upon discussion with the teacher, special consideration may be given for late assignments or missed tests, due to extenuating circumstances such as prolonged illness or a death in the family.

e) Academic Dishonesty:

Students may not communicate with each other, or be in the possession of any unauthorized material(s), during a test or examination. A mark of zero will be assigned, for that test or examination, if the student fails to adhere to this policy. Plagiarism on any assignment will result in a mark of zero.

f) Absenteeism Policy:

Students are responsible for all work missed due to absences.

g) Reporting of marks/Full disclosure policy:

A mark/course will not be reported on the student's transcript (O.S.T.) if the course is discontinued five days after receipt of the midterm report card.

A mid-term mark will only be provided when minimum of 30% of the course evaluation has been determined.

Private Study Policy

The student will be scheduled for thirty-seven, 3 hour classes. Students are responsible for all work that is missed, due to absence or tardiness. Missed classes cannot be rescheduled. A leave, for medical or other reasons, may be granted with the permission of the school principal, as long as the credit is completed within one year of the date of the first class.