



Welcome to Summer School

Welcome Students and Parents!

The Summer School team would like to take this opportunity to formally welcome you to Summer School.

Summer school eLearning and in person learning will run from **Monday June 29th, 2026, to Friday July 24th, 2026.** (July 1st will be observed as the Canada Day Holiday, no school)

Summer School Coop, including Focus on Youth, will run June 29th, (no school July 1st) to Friday July 31st, 2026.

Reporting Periods and Key Dates

Please note that if you are receiving this e mail and no longer wish to participate in summer school, parents, or student (if age 18 or older), must reach out to the summer school office to inform us that you no longer wish to take the course. You can contact the summer school office by e mail at summerschool@bhncdsb.ca. If you wish to drop the course during the summer semester, the final date to do so without academic penalty is July 15, 2026. Should you choose not to complete the course after July 15, the course will be reflected as a failure on your transcript. If you are under the age of 18, you must have parental consent to drop the course prior to July 15.

Date of Record/Full Disclosure (Drop Date): **Wednesday, July 15th, 2026** – The Ministry of Education has a policy of full disclosure. This policy states that all courses attempted by students must be recorded on an Ontario Student Transcript. After the full disclosure deadline, any course completed, withdrawn from or failed will appear on a student transcript along with the marks earned in the program. This means a student who is on the class list after this date will have a mark entered on his/her permanent record, even if they withdraw after this date. If you do not wish to continue in a course, please ensure the course is dropped by July 15, 2026.

Final Course Completion Date for eLearning and in-person learning: **Friday, July 24th, 2026** - All students are to complete their eLearning or in-person learning course by the Final Course Completion Date. All Assignments, Unit Tests, Culminating Activities and Independent Study work must be submitted by the completion date.

Final Course Completion Date Coop, including Focus on Youth: **Friday, July 31st, 2026** - All students are to complete all hours, log sheets and required assignments for coop by the Final Course Completion Date.

Final Report Cards: **the Week of August 3rd, 2026** - Final Report Cards will be docu delivered to parents/guardians, or students if they are 18+, by email by the end of the week mentioned above. A copy of the final report card will also be sent to the student's Home School, for inclusion in their Ontario Student Record.



Attendance /Logging In

eLearning Courses

Students must dedicate adequate time (anytime during the day or night) to participate in the learning process and meet deadlines as outlined in their course(s) and are expected to log in regularly to the course and complete daily tasks.

Consistent daily log in is required to remain in the course.

Students will submit tasks and assignments as listed on the Course Checklist/Calendar and meet each Unit/Activity deadline.

In Person Courses

Students must be present for in-person learning. Any student who is late or absent 3 or more times will be removed from the course. 1 day of in-person learning is equivalent to 1 week of in-person learning during the regular school year. In Person Attendance is critical for in-person learning.

BHNCDSB Email, Username and Password

Each eLearning student will be **required** to access and use their **BHNCDSB** e-mail throughout the course to properly communicate with teachers and administration, therefore it is essential that students know their BHNCDSB username and password.

If a student does not currently know their username or password information, they should contact summerschool@bhncdsb.ca. Students will use the same username and password that they would use during the regular school year.

All communication about Summer School eLearning will come through students' BHNCDSB e-mail account, NOT personal e-mail accounts.



Suggestions for Success

In an eLearning course the average number of hours a student should spend working on one full-credit eLearning course is **30 Hours per week (6 hours per day / per credit)**. Students are encouraged to consider this before enrolling in an eLearning course.

There are a minimum of 20 assignments for each full credit course. In the case of Civics and Careers, which are both 1/2 credit courses, 3 hours each day, is recommended, with a minimum of 10 assignments for each 1/2 credit course.

Students must keep up to date with assignments. If a student leaves any work to the last minute it can become a challenge to get caught up before the course is over.

eLearning students should always leave a work session with enough information and/or assignments printed or downloaded to allow them to work offline if necessary, for at least one day. It is possible that Brightspace/D2L may be inaccessible for technical reasons from time to time.

The Learning Centre – Summer School Support

Need Academic Help? – The Learning Centre Support in Person or Virtually

The Learning Centre Summer Drop In is available to ALL SUMMER SCHOOL STUDENTS!

Dates - Monday July 6th – Friday July 24th, 2026

Days & Time - Monday – Friday from 9:00AM – 2PM

Location – St. Mary Catholic Learning Centre 455 Colborne St Brantford – or Virtually via TEAMS

If you wish to access these supports, please drop-in or contact summerschool@bhncdsb.ca for more information



Brightspace/Desire2Learning (D2L) Learning Platform

The Summer School eLearning courses will open in Brightspace/D2L the morning of **June 29th, 2026** and close on **11:59 pm on July 24th, 2026 (except for Co-op which closes on July 31, 2026)**.

It is **essential** that students know how to access the **D2L platform** on June 29 to find their course. Students should **BOOKMARK/SAVE** the D2L link in the event that the BHNCD SB website becomes unavailable.

Students **must** also know their BHNCD SB username and password. If students do not currently know this information, they should check with their current classroom teacher or contact summerschool@bhncdsb.ca

Brightspace/D2L Course Content Difficulties

If students experience problems with the content of the course, please contact the **course teacher directly** via email to their BHNCD SB email from your BHNCD SB email and provide the following details:

- student first name and last name
- the course name and section
- the Unit and activity student is having problems with
- a copy of the question or statement that is proving difficult or describe the link that is not working

It is much easier for the teacher to help a student if they are given this information up front. If a link is not working, be sure to clearly identify where the issue occurs, and what error you receive when attempting to open the document.

Course not Appearing in Brightspace/D2L

For other issues, for example, a course a student signed up for is not showing in D2L, please contact:

St. Mary Catholic Learning Centre

Main Office: 519-753-0552

E-mail: summerschool@bhncdsb.ca

Technical Difficulties

If students experience any technical difficulties while working on an Online Course, for example the website or course email is not functioning normally, please contact:

[Helpdesk at Desire2Learn](#)

Phone: 1-800-222-0209

Website: <https://supporton.desire2learn.com/>



Academic Honesty and Plagiarism

The information outlined below is an excerpt from BHNCDSB board policy on **Academic Honesty and Plagiarism**. Please read the below information carefully

Academic Honesty

The Brant Haldimand Norfolk Catholic District School Board (the Board) challenges students and staff to foster a supportive community in their faith journey while striving for academic excellence. Within a safe and Christ-centered environment, we empower individuals to become lifelong learners. We strongly believe in evaluating and grading students based on their individual merits, recognizing their unique talents and efforts. Furthermore, we emphasize the importance of academic integrity, ensuring that all work submitted for evaluation clearly represents the authentic words and ideas of each student. As technology continues to evolve, we remain committed to equipping our students with the necessary skills to navigate and harness its potential for growth and success.

Academic honesty means representing oneself and one's work with integrity. This appendix is designed to foster a culture of academic honesty and deter any instances of academic misconduct. Academic misconduct, in any form, is a grave behavioural transgression that we firmly denounce. The subsequent information serves as a guided framework to address instances of academic misconduct.

There are many library references and style guides specific to a discipline or subject. Here are a few easily found websites on plagiarism:

The New Plagiarism: a quick, student friendly, informative summary of plagiarism with antidotes.

<http://www.fno.org/may98/cov98may.html>

Plagiarism on the Web: gives tips on preventing plagiarism. <http://www.wiu.edu/users/mfbhl/wiu/plagiarism.htm>

Teaching about Plagiarism <https://www.plagiarism.org/teaching-about-plagiarism>

Academic Integrity in the Age of AI <https://www.turnitin.com/resources/academic-integrity-in-the-age-of-AI>

Ontario Library Board Resources:

University of Toronto – Role of the Instructor (Academic Integrity) <https://teaching.utoronto.ca/resources/academicintegrity-and-the-role-of-the-instructor/>

University of Toronto – Classroom Strategies re: Academic Integrity

<https://www.academicintegrity.utoronto.ca/smart-strategies/classroom-strategies-talking-about-academic-integrity/>



DEFINITIONS:

Academic Misconduct: refers to behaviours like plagiarism, which involves copying someone else's work, as well as any intentional action aimed at gaining an unfair advantage academically, either for oneself or others. Academic misconduct may occur when a student cheats on tests, falsifies data, allows others to submit work they completed, or submits work obtained from any source, including electronic means, without proper attribution or acknowledgement of the original sources. Furthermore, it is crucial to emphasize that utilizing ChatGPT or similar tools without proper acknowledgment and/or consent from teachers is a form of academic misconduct. It is essential to seek guidance and adhere to the guidelines provided by educators when utilizing such technologies for academic purposes.

Note: As it is not possible to cover every circumstance of academic misconduct, the above list should be considered only as a guide.

Plagiarism: refers to the act of presenting ideas or work from others as if they were one's own. Instances of plagiarism include when a student submits an essay that has been entirely or partially written by someone else, prepares an essay or assignment on behalf of another student, utilizes direct quotations or extensive paraphrasing without proper acknowledgment, copies someone else's essay or assignment, knowingly allows someone else to copy their own essay or assignment, or engages in the buying and selling of term papers or assignments to pass them off as their own, with the intent of committing plagiarism.

It is important to note that the use of technology tools like Quilbot and ChatGPT does not exempt students from adhering to academic integrity. Utilizing these tools without proper attribution or consent from teachers is a form of academic misconduct and can lead to serious consequences. It is crucial to understand the ethical guidelines surrounding the use of such technology and to seek guidance from educators when incorporating them into academic work.

Note: As it is not possible to cover every circumstance of plagiarism, the above list should be considered only as a guide

Collaboration: refers to the joint efforts of two or more individuals working together on a project or assignment. It is characterized by open communication, mutual respect, and shared responsibilities among collaborators. It encourages active participation and contributions from ALL individuals. Examples of collaboration are group projects or assignments where students work together towards a common goal; study groups or discussions where students share ideas, insights, and resources.

Cheating: is any act intended to gain an unfair advantage or deceive others in an academic setting. It is a violation of academic integrity and undermines individual effort, originality, and ethical conduct in academic work. Examples of cheating are copying from another student's work during exams or assignments, using unauthorized material or aids during assessments; plagiarizing or presenting someone else's work or ideas as one's own and fabricating data or results in research or scientific experiments.

Note: As it is not possible to cover every circumstance of cheating, the above list should be considered only as a guide

Expectations and Guidelines

Originality and Attribution: All academic work submitted by students must be their original work, unless explicitly instructed otherwise. When using external sources, students must provide proper citation and acknowledgments, including in-text citations, footnotes, or a works cited, as per the specified reference style (i.e., MLA, APA, Chicago). Failure to attribute sources correctly may be considered a form of plagiarism.

Collaboration: Collaboration among students is encouraged within the boundaries set by teachers. When collaboration is allowed, it must be clearly stated by the teacher and students must abide by the specific guidelines. In cases where collaboration is not permitted, students are expected to complete their work independently and refrain from sharing or obtaining unauthorized assistance.

Use of Technology: The use of technology, including computers, the internet, and AI-powered tools like ChatGPT, must align with academic honesty standards. Students should use technology responsibly, ensuring that the work produced represents their own efforts and that any external sources are cited appropriately.



Consequences of Academic Dishonesty

Instances of academic dishonesty are taken seriously. The consequences for violating the points outlined in this Academic Honesty appendix may include, but are not limited to:

Notification of parents/guardians/caregivers;

The need to redo the assignment or assessment under different conditions;

A meeting or discussion with teacher, counselor, or administrator to address the issue;

Notation in academic records, including disciplinary records;

Receiving a reduced or failing grade for the assignment or assessment in question; and/or

- Potential loss of privileges, such as participation in extracurricular activities or leadership roles.

The severity of the consequence will be determined based on the nature and extent of the academic dishonesty, previous infractions, and other relevant factors.

Should you have any questions or require further clarification, please don't hesitate to reach out. We look forward to supporting your child's learning this summer and appreciate your partnership in helping ensure a successful experience.

Sincerely,



Summer School Office

Continuing Education, Brant Haldimand Norfolk Catholic District School Board

St. Mary Catholic Learning Centre

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