



# BAIG ACADEMY COURSE CALENDAR

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## Course Calendar

**2025 - 2026**



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## SECTION I: SCHOOL POLICIES, PRACTICES AND PROCEDURES

### Principal's Message

Welcome to Baig Academy. Our Course Calendar outlines the course offerings and learning opportunities available to our students.

At Baig we strive for personal excellence in the development of all students while encouraging positive discipline. Our students benefit from an exciting co-instructional program that invites them to develop their talents and skills with teachers and peers while taking responsibility for their learning.

Our students' success is of utmost importance to us and as such it is imperative to make informed choices that build on your strengths and interests allowing you to pursue your goals. Discussing your goals with parents or guardians is recommended. Teachers and other staff members are always readily available to discuss your options while assisting you with your 'Career Pathway' planning.

The Ontario provincial curriculum is outlined in a manner that takes into consideration each student's destination whether for College, University, Apprenticeship or direct entry into the workforce after graduation. Careful planning is essential to successfully transition into the destination of choice.

We are pleased to be able to offer our students the programs and courses outlined in the following pages. This Course Calendar is intended to provide a detailed description of all the programs and courses available at our school. Use this course calendar to assist you in planning your course selections to meet Ontario's graduation requirements and in setting direction for your high school career planning pathway. Be sure to make your choices where you can realistically find success. Consider prerequisites for desired courses, your learning style, as well as your most recent standing in a similar program or course. Schedule a meeting with the Main office to receive guidance in making your selections and to help you determine the best choices for your career path.

*Javed Faruqui*  
Principal

### Goals and Philosophy

We base the policies and practices of Baig Academy upon the following philosophy:



**At Baig Academy, we strive to help all our students to achieve their personal best in the subjects we teach and beyond. We do this in a congenial, supportive and co-operative environment that has experts in all of the fields of study at our school. We meet our students' needs at an individual level, on a case-by-case basis. Our most important tools include our well-trained staff, cutting-edge technology and a comfortable environment that is conducive to learning. The experience that students gain at Baig Academy will lead them to future success in educational and/or work endeavors. We are committed to high level education, transparency, continuous development and success. Baig Academy's vision is to prepare students today for the challenges they will face tomorrow**

**Success Starts Here!**



## School Year Calendar 2025-2026

This information is provided to assist parents in planning family holidays, medical appointments, etc. so that student absences from school may be minimized.

### **Dates to Remember**

Date	Event	
8 – 12 September 2025	Professional Activity Days	
15 September 2025	First Day of Semester 1	
13 October 2025	Statutory School Holiday- Thanksgiving	No School
22 October 2025	Semester 1 Mid-Term Report Sent Home	
26 – 28 November 2025	Semester 1 Final Examination	
28 November 2025	Semester 1 end	
1st December 2025	First Day of Semester 2	
22 December 2025 – 2 January 2026	Winter Break	No School
21 January 2026	Semester 2 Mid-Term Report Sent Home	
16 February 2026	Statutory School Holiday- Family Day	No School
12 – 13 March 2026	Semester 2 Final Examination	
11 March 2026	Semester 2 end	
16 – 20 March 2026	March Break	No School
23 March 2026	First Day of Semester 3	
3 April 2026	Good Friday	No School
6 April 2026	Easter Monday	No School
6 May 2026	Semester 3 Mid-Term Report Sent Home	
18 May 2026	Victoria Day	No School
12 June 2026	Professional Activity Day	
29 – 30 June 2026	Semester 3 Final Examination	
30 June 2026	Semester 3 End	
1 July – 30 August	Summer Semester	



## School Organization

### Semesters

Students will take four courses from September to January and another four courses from February to June.

**Semester 1:** September 8, 2025 - January 30, 2026

**Semester 2:** February 2 - June 26, 2026

This new schedule is designed to better meet the needs of students, including more teacher support for students and more flexibility with learning.

### Timetable

A standard timetable will be implemented for all students registered at Baig Academy. All courses throughout the year have the same amount of instructional time of 110 hours.

### Reporting schedule

A key part of Assessment and Evaluation is communicating Student Learning through ongoing communication with families about a student's learning. All secondary students will receive two formal report cards for each course – one at the mid-point, and one at the end of the course. In addition to report cards, other informal communications about student learning may include three-way (student, parent, teacher) student-led conferences, parent-teacher meetings, digital portfolio reviews, student reflections on their work, and telephone conversations. In the 2025-2026 school year, all secondary courses are following a semester model.

**Please refer to the tables for dates of report cards depending on course schedule:**

Semester	Start/End date	Interim Reporting Window	Mid-Semester Reports Window	Final Semester report
1	Sep 22 – Jan 9	Oct 6 - 13	Nov 10-17	Jan 19-24
2	Feb 23 – Jun 19	Mar 2 - 9	Apr 20-27	Jun 18 – 20

The focus of the assessment and reporting practices provides a regular and ongoing basis that allows both learners and families to gauge where children are in their learning, what they are working toward, and the ways in which that learning can be supported.



## School Expectations

### **ATTENDANCE – STUDENT AND PARENT RESPONSIBILITIES**

The staff of Baig Academy, believe that good attendance is fundamental to academic success. Students who are frequently absent from school are at a disadvantage. Learning experiences which take place in the classroom are a meaningful and essential part of a student's education. Time lost from class cannot be recovered, especially in the interaction and exchange of ideas amongst students, and between student and teacher. Even when students miss time and do their best to catch up, there is no substitute for the original classroom lesson. In essence, attendance records reflect habits of responsibility and state of health.

Attendance is taken each period and is recorded by the teacher and student report cards. Any unexcused absence is considered a truancy.

### **Legal obligation to attend**

The Education Act refers to regular attendance as both a duty of the pupil and an expectation on the part of parents/guardians to cause regular attendance to take place, except when just cause exists (i.e. documented illness, emergency, religious holidays, circumstances of a compassionate nature). Section 16(1) of the Education Act states, "A child is not required to attend school if the child:

- a) is unable to attend school by reason of the child's sickness or other unavoidable cause,
- b) is officially excluded from attendance under this Act or the regulations,
- c) is absent on a day regarded as a holy day by the religious denomination of the child or the parent of the child or,
- d) in circumstances considered exceptional by the Minister, is exempted from attendance in writing by the Minister."

### **Student responsibilities when absent**

1. Students must provide appropriate written by parent/guardian for each absence within two (2) days of the absence to the teacher directly following an absence. Parents can call the main office to provide the excuse or contact the teacher via email or written note. Each excuse must include the current date, the date (s) of the absence (es), a valid reason for the absence, and a signature if the excuse is in written format. If this is not done within two days of the absence, the student will be deemed truant and subject to consequences.
2. Students must ensure they catch up on work missed to the best of their ability (see below).
3. Chronic tardiness will result in disciplinary action.
4. Students must arrange to write any tests missed while absent (see below).

#### **Missed work and missed tests due to absence**



1. Teachers will aid when students have been absent for just cause (reasons cited within section 16(1) of the Education Act). For short-term absences, students shall catch up when they return to school. For extended absences, teachers will provide work when requested.
2. When students are absent from school with parental permission, but the absence is not for just cause (reasons cited within section 16(1) of the Education Act), it will be the responsibility of the student to obtain missed work from his/her peers. It is not reasonable to expect the teacher to re-teach material or provide detailed work packages when students are away from school for non-essential reasons (such as trips). Should testing have occurred during a nonessential absence, the student must plan with the subject teacher promptly upon his/her return to school to write the test.
3. A "zero" grade will be assigned to all missed assessments until the assessment is completed.
4. A mark of "zero" will be assigned (and will stand) for any assessments missed due to truancy.
5. Schedules for final examinations in January and June must be observed. Students who take vacations during this time will receive a zero grade on any examination missed.

**\*\*Unexcused absences will be subject to consequences such as detentions, counseling, letter of probation. Chronic unexcused absence may lead to dismissal (see Baig Academy Attendance Policy).**

## **TRUANCY CLAUSE**

When a student is absent from any class and a valid excuse is not received within two days of the absence by the Office or teacher, the student is considered truant. Ensuring the safety of that student becomes very difficult if his/her whereabouts is unknown. BAIG has a truancy clause to make students accountable for missing classes. 3rd Incident of Truancy: Subject teacher confirms truancy, informs Administration.

- Further incidents of truancy result in 3 days out of school suspension and then 5 days out of school suspension assigned after the subject teacher confirms the truancy.
- If the truancy continues, the student could be assigned a semester suspension.
- Students having an excessive number of unexcused absences will be dealt with individually after consultation with the student, parents/guardians, subject teachers, and administration.
- If a student does not attend the assigned consequences, the next step in the policy will be implemented.
- The above incidents revert to zero at the beginning of each semester.

## **ONLINE LEARNING**



## **Introduction**

Baig Academy recognizes that learners excel when given tools that support their diverse learning styles. Online learning allows students the opportunity to earn Ontario high school credits online anywhere at a flexible pace. Teachers are certified and/or experienced and committed to student success by providing a quality digital learning experience.

## **Online Learning Graduation Requirement:**

Beginning with students who entered Grade 9 in the 2020-21 school year, all students must earn at least two online learning credits as part of the requirements for an Ontario Secondary School Diploma (OSSD), unless they have opted out or been exempted.

This online learning requirement also applies to adult learners entering the Ontario secondary school system starting in 2023-24 school year, unless they have opted out.

### **How to opt out:**

Parents who wish to opt out or exempt their child from the online graduation requirement must complete

Their request in writing. Please speak with the principal.

Exemption from the online learning graduation requirements can be requested by:

- the parent or guardian of the secondary student
- students who are 18 years of age or older
- students who are 16 or 17 years of age and have withdrawn from parental control

### **Eligible credits**

Students must take online learning courses at a school that is authorized to offer credits towards the Ontario Secondary School Diploma.

### **Ineligible credits:**

Ineligible credits that do not count towards the online learning graduation requirement include:

- in-person learning; blended learning (a combination of online and in-person learning);
- flipped classrooms (content is introduced online but practiced in person); and
- remote learning (a combination of both synchronous and asynchronous learning).
- Exception, one remote learning credit earned in 2020-2021.

### **Online Learning Platform:**

Baig Academy uses Moodle as the online learning platform. This allows students from other boards to access Baig courses. Students access courses through the online



access provided by the head office for each individual student.

Students can select from courses offered by Baig Academy online portal.

### **Semesters for Online courses:**

Most courses are offered in a semester environment like regular day school.

### **Communication**

Teachers are available to talk to students or parents via email or according to the procedures set by the teacher outlined at the beginning of the course.

### **Online Attendance**

Students should plan to log in every school day. You will need to spend about the same amount of time it would take to attend an in-school course, plus the time it would take to complete homework and assignments after school.

### **School Terms:**

Most courses are offered in a semester environment like regular day school. However, some courses are offered on a continuous intake basis.

### **Technology/Technical Requirements**

Students need basic computer skills and familiarity with a word processing program. Students are also expected to know how to send/receive emails, including emails with attached files.

If you need technical assistance (e.g., trouble logging in, trouble submitting work to the drop-box), you can contact your teacher or the head office.

### **Online Use Policy**

Baig Academy provides online resources for the use of students, and teachers through online courses, resources, training that includes but not limited to all material that is accessed through any electronic devices or telecommunications network. All policies, procedures, and codes of behavior of the school apply to those using online systems and resources provided by the school. The School Code of Conduct available at the main office contains information that pertains to the use of online systems and resources. This Code has been prepared to protect the rights and safety of all members of the school community. The school reserves the right to monitor the use of online resources and learning tools by all that access the systems.

### **Individual Safety Rules**

- Never reveal information about your personal identity (such as your name, address, phone number,
- age, physical description, or school) to strangers whom you may encounter online.



Likewise, do not

- reveal such information in a public online forum where you may not know everyone who might see the information.
- Never reveal personal information online about someone else unless you have their prior permission, and you know the information will not be used for harmful purposes.
- Never reveal your access password or that of anyone else.
- Never send a picture of yourself, another person, or a group over an electronic network without prior informed permission of all the individuals involved and, in the case of minors, their parents or guardians.
- Report immediately to a teacher any message or request that you receive that bothers you or that suggests personal contact with you.
- Never publish the specific dates, times, and locations of field trips to people who are not directly entitled to such information or to public forums where unknown persons might access the information.

### **Unacceptable Sites and Materials**

On a global network such as the Internet it is impossible to effectively control the content of the information. On occasion, users of online systems may encounter material that is controversial, and which other users, parents or staff might consider inappropriate or offensive. It is the responsibility of the individual user not to intentionally access such material. If such material is accessed by accident, the incident must be reported immediately to a teacher or appropriate authority. Users of the Online systems will not knowingly access, upload, download, store, display, distribute or publish any information that:

- is illegal or that advocates illegal acts or facilitates unlawful activity threatens or intimidates any person or suggests violence, hatred or discrimination toward other people
- contains inappropriate religious or political messages
- violates or infringes the rights of any other person according to the policies, Ministry of Education policies, the Ontario Human Rights Code, or the Canadian Charter of Rights and Freedoms
- is racially, culturally or religiously offensive
- encourages the use of controlled substances, participation in an illegal act or uses the system to incite criminal actions is of a defamatory, abusive, obscene, profane, pornographic or sexually explicit nature
- contains personal information, images, or signatures of individuals without their prior informed consent
- constitutes messages of sexual harassment or which contains inappropriate romantic overtones
- Solicit any users on behalf of any business or commercial organization without appropriate authorization
- supports bulk mail, junk mail or “spamming”



- propagates chain letters, or other e-mail debris
- Attempts to hide, disguise or misrepresent the identity of the sender.



## Code of Behavior

### Ontario Code of Conduct

The Ontario Code of Conduct sets clear provincial standards of behavior and specifies the mandatory consequences for student actions that do not comply with the standards. The provincial standards of behavior apply not only to students, but also to all individuals involved in the publicly funded school system – parents/guardians, volunteers, teachers, and other staff members – whether they are on school property, on school buses, or at school-authorized events or activities.

In addition to the Ontario Code of Conduct, each school is responsible for developing a School Code of Conduct that is in line with the provincial code under its Safe Schools Policy. The School Code is to be developed and reviewed regularly with input from our school board, students, staff, parents/guardians, volunteers, and the community. A copy of the Code of Conduct can be accessed at the school's main office.

Baig Academy School Code of Behavior reflects a philosophy that is intertwined with Christian principles of creating a school community that values mutual respect, responsibility, independence and citizenship. It is intended to help ensure that students have an opportunity to meet their full academic potential in a school which is safe and free of prejudice and harassment. The Code is published in its entirety in the school's policy documents.

### STUDENT ATTENDANCE AND PUNCTUALITY

Regular attendance and punctuality are critical in ensuring academic success. When learning is disrupted by irregular attendance or arriving late to class, students may jeopardize their successful completion of credits and attainment of a diploma. Absences and lates are recorded on the Provincial Report Card. Every effort should be made to schedule appointments outside of school hours. A note must be provided for absences due to illness and other legitimate reasons. Parents may telephone the attendance office prior to a scheduled absence. Students who miss classes for any reason are responsible for the work missed.

### RESPECT FOR STUDENTS

All members of the school community have the right to feel safe at school. Harassment and discrimination mean any comments or behavior which makes another person feel uncomfortable or unsafe. It creates a hostile, intimidating environment and is harmful to all. These activities will not be tolerated and students who engage in these activities will be dealt with by Administration and face one or more consequences.

### RESPECT FOR STAFF

All staff members at Baig Academy are responsible for helping students be successful and ensuring a safe learning environment for all. Students are expected to treat staff in a courteous and respectful manner. Students are expected to cooperate with staff when



asked to provide their name, to leave an area, or to accompany a staff member to the Main Office. Disrespectful behavior, including harassment, intimidation, inappropriate language, or threatening remarks, will not be tolerated and students will face one or more consequences.

### **RESPECT FOR OUR COMMUNITY**

Students are expected to act respectfully to everyone in the community. Students must behave appropriately and not loiter when visiting local businesses. Students must stay off private property. A student who shows persistent disrespect for our community will face one or more consequences.



## **RESPECT FOR PROPERTY**

A clean attractive school is conducive to learning. Vandalism is the willful destruction of property which results in increased costs and loss of resources which would be much better used to support student learning. Students who commit vandalism may be responsible for the cost of repairs. Serious damage may result in grave consequences.

## **APPEARANCE AND DRESS**

A certain standard of dress and appearance is expected at school. Although all students are to be in Baig's Uniform according to the uniform policy it is expected that all students be dress in a neat, clean, and appropriate manner that reflects personal pride and proper consideration of others. Uniform that is deliberately tattered or torn is inappropriate for school and a direct violation of the uniform policy. Persistent wearing of uniform in an inappropriate way will result in disciplinary action.

## **ALCOHOL AND DRUGS**

Baig Academy has zero tolerance for substance abuse and/or usage. No students shall be in possession of or under the influence of illicit drugs or alcohol during a regular school day or during any school sponsored event, regardless of the quantity consumed or possessed. There is a mandatory suspension and possible police involvement for being in possession of or under the apparent influence of alcohol and/or illicit drugs.

## **WEAPONS**

No weapons, replicas, or items used for the purpose of threatening, intimidating, or inflicting injury are permitted on school property at any time. Possession of a weapon will result in mandatory expulsion and police involvement.

## **ELECTRONIC DEVICES**

**(Includes but not limited to cell phones, CD players, iPods, MP3's, hand-held games)**

As the use of a range of communications technologies has expanded, so have the complications related to safety, privacy and intrusion in our schools and communities.

- Electronic devices (iPods, MP3 players, CD players, pagers, etc.) are not to be used in classrooms without permission from the classroom teacher. All electronic devices must be signed into the main office upon arrival at school. When electronic devices cause a disruption in the classroom, they may be confiscated by the teacher and given to the principal. Laser pointers are not permitted at school.
- Cellular phones, pagers, or other communication devices are to be powered off when students are in class and must not be used in any classrooms or in the library. Electronic devices must be signed into the main office upon arrival at school.

Baig Academy will not be held liable or responsible for any lost, stolen, or damaged electronic items. Photos and video are not to be taken of others without their explicit permission.



## Section II: DIPLOMA AND CERTIFICATES

### Ontario Secondary School Diploma (OSSD) Requirements

#### If you started Grade 9 in 2023 or in prior years, you must earn:

- 18 compulsory credits
- 12 optional credits
- the literacy requirement
- at least 2 online learning credits

#### If you started Grade 9 in 2024 or in later years you must earn:

- 17 compulsory credits
- 13 optional credits
- the literacy requirement
- at least 2 online learning credits

Everyone needs 40 hours of community involvement activities (volunteering) to get their high school diploma.

#### If you started Grade 9 in or before Fall 2023

If you started Grade 9 in 2023 or earlier, you need the following to get your OSSD.  
Compulsory credits

You need the following 18 compulsory credits to get your OSSD:

- 4 credits in English (1 credit per grade)
- 3 credits in mathematics (at least 1 credit in Grade 11 or 12)
- 3 credits for group 1, 2 and 3 courses (1 credit in each group)
- 2 credits in science
- 1 credit in Canadian history (Grade 10)
- 1 credit in Canadian geography (Grade 9)
- 1 credit in the arts
- 1 credit in health and physical education
- 1 credit in French as a second language
- 0.5 credit in career studies
- 0.5 credit in civics and citizenship

#### Group 1, 2 and 3 compulsory credits



Of the 18 compulsory credits, you must complete 1 from each of the following groups:

**Group 1**

- English (including the Ontario Secondary School Literacy Course) or French as a second language
- Native languages
- First Nations, Métis, and Inuit studies
- classical studies and international languages
- social sciences and the humanities
- Canadian and world studies
- guidance and career education
- cooperative education
- American Sign Language as a second language
- Langue des signes québécoise langue seconde

**Group 2**

- health and physical education
- the arts
- business studies
- French as a second language
- cooperative education
- American Sign Language as a second language
- Langue des signes québécoise langue seconde

**Group 3**

- science (Grade 11 or 12)
- technological education
- French as a second language
- computer studies
- cooperative education
- American Sign Language as a second language
- Langue des signes québécoise langue seconde

The following conditions apply to compulsory credit selections from the above 3 groups.

- In groups 1, 2, and 3, you can count a maximum of 2 credits in French as a second language as compulsory credits, 1 from group 1 and 1 from either group 2 or group 3.
  - If you have taken Native languages in place of French as a second language in elementary school, you may use a Level 1 or 2 Native languages course to meet the compulsory credit requirement for French as a second language.
- You can count a maximum of 2 credits in cooperative education as compulsory credits from any of the above 3 groups.



## Optional credits

You must earn 12 optional credits by successfully completing courses from your school's program and course calendar.

### If you started Grade 9 in Fall 2024 and after

If you started Grade 9 in 2024 or in later years, you need the following to get your OSSD.

Compulsory credits

You need the following 17 compulsory credits to get your OSSD:

- 4 credits in English (1 credit per grade)
- 3 credits in mathematics (Grade 9, Grade 10 and 1 credit in Grade 11 or 12)
- 2 credits in science
- 1 credit in technological education (Grade 9 or Grade 10)
- 1 credit in Canadian history (Grade 10)
- 1 credit in Canadian geography (Grade 9)
- 1 credit in the arts
- 1 credit in health and physical education
- 1 credit in French as a second language
- 0.5 credit in career studies
- 0.5 credit in civics and citizenship
- 1 credit from the [STEM-related course group](#)

The following applies to compulsory credit selections.

- You can use the [Grade 11 English: Understanding Contemporary First Nations, Métis and Inuit Voices](#) course to meet the Grade 11 English compulsory credit requirement.
- You can use the [Grade 9 Expressions of First Nations, Métis, and Inuit Cultures](#) course to meet the compulsory credit requirement in the arts.

### **STEM-related course group**

Of the 17 compulsory credits, you must complete 1 from the following group:

- business studies
- computer studies
- cooperative education
- mathematics (in addition to the 3 compulsory credits currently required)
- science (in addition to the 2 compulsory credits currently required)
- technological education (in addition to the 1 compulsory credit required)

## Optional credits



You must earn 13 optional credits by successfully completing courses from your school's program and course calendar.

Optional credits may include up to 4 credits earned through approved [dual credit programs](#).

### **Literacy graduation requirement**

You must meet the literacy graduation requirement to earn your high school diploma. For most students, this means passing the [Ontario Secondary School Literacy Test \(OSSLT\)](#).

If you do not pass the OSSLT, there are other ways to meet the literacy graduation requirement. Contact your school principal to find out about these options.

### **Online learning graduation requirement**

If you started Grade 9 in the 2020-21 school year or later, you must earn at least 2 online learning credits to get your high school diploma.

If you were in Grade 9 and learning remotely when all schools were closed (from April 2021 to June 2021), you can count 1 of the high school credits you earned towards the 2 online learning credits you need to graduate.

### **Opting out**

If you want to opt out of the online graduation requirement you must be:

- 18 years of age or older
- 16 or 17 years of age and have withdrawn from your parent or guardian's control

If you meet this requirement, you can complete the exemption form available from your school board. Otherwise, your parent or guardian needs to ask for this exemption by completing the form for you.

### **Community Involvement**

As part of the diploma requirements, students must complete a minimum of 40 hours of community involvement activities. The community involvement requirement is designed to encourage students to develop an awareness and understanding of civic responsibility and of the role they can play in supporting and strengthening their communities. The requirement will benefit communities, but its primary purpose is to contribute to students' development. It will provide opportunities for students to learn about the contributions they can make to the community.



## **Guidelines**

- Students, in collaboration with their parents, will decide how they will complete the community involvement requirement.
- These activities may be completed at any time during their years in the secondary school program (i.e., beginning in the summer before they enter grade 9).
- Community involvement activities may take place in a variety of settings, including businesses, not-for-profit organizations, public sector institutions (including hospitals), and informal settings.
- Students may not fulfill the requirement through activities that are counted towards a credit (cooperative education and work experience, for example), through paid work, or by assuming duties normally performed by a paid employee.
- Students should not be paid for performing any community involvement activity.
- The requirement is to be completed outside students' normal instructional hours – that is, the activities are to take place in students' designated lunch hours, after school, on weekends, or during school holidays.
- Students will maintain and provide a record of their community involvement activities. Completion of the required 40 hours must be confirmed by the organizations or persons supervising the activities.
- Documentation attesting to the completion of each activity must be submitted to the principal by the student. This documentation must include for each activity the name of the person or organization receiving the service, the activity performed, the dates and hours, the signatures of the student and his or her parents, and a signed acknowledgment by the person (or a representative of the organization) involved.
- The principal will decide whether the student has met the requirements of the ministry for these activities.
- Upon successful completion of the 40 hours of Community Involvement and the approval of the principal, students will have their accomplishment acknowledged and noted on their Ontario Student Transcript (OST)

## **Ineligible Activities**

The ministry has developed a list of activities that may not be chosen as community involvement activities. These are referred to as ineligible activities. An ineligible activity is an activity that:

- is a requirement of a class or course in which the student is enrolled (e.g., cooperative education portion of a course, job shadowing, work experience)?
- takes place during the time allotted for the instructional program on a school day. However, an activity that takes place during the student's lunch breaks or "spare" periods is permissible.
- takes place in a logging or mining environment if the student is under sixteen years of age.
- takes place in a factory if the student is under fifteen years of age.



- takes place in a workplace other than a factory, if the student is under fourteen years of age and is not accompanied by an adult.
- would normally be performed for wages by a person in the workplace.
- involves the operation of a vehicle, power tools, or scaffolding.
- involves the administration of any type or form of medication or medical procedure to other persons.
- involves handling of substances classed as “designated substances” under the Occupational Health and Safety Act.
- requires the knowledge of a tradesperson whose trade is regulated by the provincial government.
- involves banking or the handling of securities, or handling of jewelry, works of art, antiques, or other valuables.
- consists of duties normally performed in the home (i.e., daily chores) or personal recreational activities.
- involves activities for a court-ordered program (e.g., community-service program for young offenders, probationary program).

The Baig Academy has also added the following activities as ineligible in addition to those mentioned previously:

- ▶ Any activity that is not in line with the ethical standards, policies, procedures, and regulations of both the Ministry of Education.

## **Approved Activities**

The following is a (non-exhaustive) list of examples of community involvement activities that are approved for your child to participate in:

- ▶ fundraising or assisting in the organization of an event for a non-profit organization that benefits the community.
- ▶ assisting sports teams at the community level, whether it be assistant coaching, helping to organize games, etc.
- ▶ assisting with youth programs such as Scouts, Girl Guides, Boys and Girls Club of Toronto, summer camps etc.
- ▶ assisting senior citizens with their daily chores, serving snacks, reading to them etc.
- ▶ assisting in organizing community events such as carnivals, fun days, fairs etc.
- ▶ involvement in community committees, food banks, etc.
- ▶ participation in environment projects such as recycling projects, planting trees, beautification projects etc.
- ▶ assisting in office/clerical work. e.g., helping a non-profit organization in reception work, computer work, mailings, etc.
- ▶ assisting with animals and/or animal care. e.g., volunteering at a veterinarian clinic, petting zoo or the Toronto Zoo etc.
- ▶ assisting individuals who require assistance. e.g., providing tutoring services, shoveling driveways, etc.



Students are expected to complete their community involvement requirement. The following is a list of recommended behaviors:

- ▶ showing respect for the community sponsor and their workplace.
- ▶ being punctual and present on any agreed-upon times and dates.
- ▶ wearing the appropriate dress and being properly groomed.
- ▶ always behaving with the best manners, especially in extending courtesies.
- ▶ attentively listening and following instructions and clarifying instructions when in doubt.
- ▶ always maintaining confidentiality.
- ▶ always upholding a positive work ethic.

If there is an activity that a student would like to participate in and it is not from the preceding list of "Approved Activities," the student must submit a letter outlining the proposed activity to the principal. The student should not participate in the activity (for recognition) until permission has been granted as if the activity is denied, it will not be counted toward the student's community involvement requirement.

### **Roles & Responsibilities of Parents/Guardians**

Parents or guardians should aid their children in the selection of their community involvement activities. Parents or guardians are also encouraged to communicate with the community sponsor and the school principal if they have any questions or concerns. A parent or guardian must sign the "Notification of Planned Community Involvement Activities" form and the "Completion of Community Involvement Activities" form if the student is under the age of eighteen years. Both forms can be seen in the Appendix and additional copies are available in the school's office.

### **Roles & Responsibilities of the Students**

In consultation with their parents or guardians, students will select an activity or activities from the school's list of approved activities or choose an activity that is *not* on the list, if it is not an activity specified on the ministry's and the school's lists of ineligible activities. If the activity is not on the school's list of approved activities, the student must obtain written approval from the principal before beginning the activity.

Before beginning any activity, students will provide the principal or other school contact with a completed "Notification of Planned Community Involvement Activities" form indicating the activity or activities that they plan to do. This form must be signed by the student and by his or her parent or guardian if the student is under eighteen years of age. More than one such form may be submitted when additional activities are planned that were not included on a previously submitted form.

A "Completion of Community Involvement Activities" form must be completed by the student, the student's parent, or guardian (if the student is under eighteen years of age), and the community sponsor (that is, the person or organization that provided the community involvement opportunity for the student). The student must submit the form



to the principal or other school contact upon completion of the 40 hours or at appropriate intervals determined by the principal.

### **Roles & Responsibilities of the Community Sponsors**

One of the purposes of the community involvement requirement is to develop strong ties between the students and their community, fostering valuable and long-term relationships. Persons and organizations within the community may be asked by the student to sponsor a community involvement activity. Any training, equipment, or special preparation that is required for the activity should be provided by the person or organization. It is crucial that students can fulfill their community involvement requirement in a safe environment. The person overseeing the student's activity must verify the date(s) and the number of hours completed on the "Completion of Community Involvement Activities" form.

### **Roles & Responsibilities of the School**

The school is responsible for the implementation of community involvement activities through the secondary school. The school is also responsible for developing a list of approved community involvement activities. This list has already been included on the previous pages of this calendar, along with a list of activities that the Ministry of Education and Training has stated are ineligible. The school will not approve student participation in any activities that are on the ministry's list of ineligible activities.

### **Roles & Responsibilities of the Principal**

The principal is required to provide information about the community involvement requirement to parents/guardians, students, and community sponsors. The principal is also required to provide students with the information and forms they will need to complete the community involvement requirement, including the school's list of approved activities from which to choose. After a student completes the 40 hours of community involvement and submits all documentation of their completion to the school, the principal will decide whether the student has met the community involvement requirement and, if so, will record it as completed on the student's OST.

### **Ontario Secondary School Literacy Requirement**

Students must successfully complete the Grade 10 Ontario secondary school literacy requirement (OSSLT) to earn a secondary school diploma. The test is prepared and evaluated by the Education Quality and Accountability Office (EQAO) and will be based on the Ontario curriculum expectations for language and communication – particularly reading and writing – up to and including Grade 9.

The test will serve both to determine whether students have acquired the reading and writing skills considered essential for literacy, and to provide confirmation that those students who have completed the test successfully have attained the provincial expectations for literacy. The test will identify those students who have not demonstrated the required skills and will identify areas in which these students need remediation.



Remedial assistance will be provided for students who do not complete the test successfully. This assistance will be designed to help students improve their skills so that they are better prepared to retake the literacy test.

Alternatively, in 2003, the ministry developed the Ontario Secondary School Literacy Course (OSSLC). Students who pass this course are considered to have met the literacy graduation requirement.

For the 2003–04 school year, students who had had two opportunities to take the OSSLT and had failed it at least once were eligible to enroll in the OSSLC. In June 2004, policy was changed to grant principals the discretion to allow a student to enroll in the OSSLC before he or she has had a second opportunity to take the OSSLT, if the principal determines that it is in the best educational interests of the student.

The credit earned for successfully completing the OSSLC may be used to meet the Grade 11 or the Grade 12 compulsory credit requirement in English. If used to meet the Grade 11 requirement, the course is coded OLC3O. If used to meet the Grade 12 requirement, the course is coded OLC4O. The credit may also be used to meet the group 1 compulsory credit requirement for the Ontario Secondary School Diploma (as described on page 5).

Students should check admission requirements for postsecondary institutions, since the OSSLC may not be accepted as the Grade 12 English entrance requirement for college or university programs.

A student cannot be granted credit for the OSSLC through the challenge process (described later in the course calendar) described in the Prior Learning Assessment and Recognition (PLAR) policy outlined in either Policy/Program Memorandum No. 129, "Prior Learning Assessment and Recognition (PLAR): Implementation in Ontario Secondary Schools," July 6, 2001.

Upon successful completion of the OSSLT or OSSLC, an acknowledgment will be noted on the student's OST, without a specific mark or date. This is only for the OSSLT, but we put a mark for the course.

On a case-by-case basis, the principal may grant deferrals for OSSLT

Once students have successfully completed the literacy test, they may not retake the test in the same language (i.e., English, or French).



## **Financial Literacy Graduation Requirement**

Starting in September 2025, as part of their Grade 10 Mathematics course, students will be expected to complete a financial literacy graduation requirement developed by TVO, in collaboration with TFO, EQAO, and financial literacy experts. Students will be required to successfully complete this assessment by obtaining a mark of 70% or higher on the assessment component. Those who are unsuccessful will have another opportunity to attempt the assessment in their Grade 10 Mathematics course. Principals are required to ensure that students who are not successful on the second attempt have successfully demonstrated an understanding of the concepts or expectations that they did not previously achieve before being awarding the credit.

## **THE ONTARIO SECONDARY SCHOOL CERTIFICATE (OSSC)**

The Ontario Secondary School Certificate (OSSC) will be granted on request to students who leave school before earning the Ontario Secondary School Diploma, if they have earned a minimum of 14 credits distributed as follows:

### **Compulsory credits (total of 7)**

- 2 credits in English
- 1 credit in mathematics
- 1 credit in science
- 1 credit in Canadian history or Canadian geography
- 1 credit in health and physical education
- 1 credit in the arts, computer studies, or technological education

### **Optional credits (total of 7)**

7 credits selected by the student from available courses. The provisions for making substitutions for compulsory credits (described further in this document) also apply to the Ontario Secondary School Certificate.

## **THE CERTIFICATE OF ACCOMPLISHMENT**

Students who leave school before fulfilling the requirements for the Ontario Secondary School Diploma or the Ontario Secondary School Certificate may be granted a Certificate of Accomplishment. The Certificate of Accomplishment may be a useful means of recognizing achievement for students who plan to take certain vocational programs or other kinds of further training, or who plan to find employment after leaving school. The Certificate of Accomplishment will be accompanied by the student's Ontario Student Transcript (OST).

Students who return to school to complete additional credit and non-credit courses will have their transcript updated accordingly but will not be issued a new Certificate of Accomplishment. The Ontario Secondary School Diploma or Ontario Secondary School Certificate will be granted when a student has fulfilled the appropriate requirements.



## **REQUIREMENT TO REMAIN IN SECONDARY SCHOOL UNTIL THE AGE OF 18 OR OBTAIN THE SECONDARY SCHOOL DIPLOMA**

According to Bill 52, The Education Amendment Act, Learning to Age 18, 2006; this legislation raises the school departure age to 18 or graduation, to encourage more students to graduate and discourages students to leave school without being adequately prepared for work or further learning.

## **IMPORTANCE OF COMPLETING A SECONDARY EDUCATION**

The Ontario secondary school program is designed to provide all students with the fundamental knowledge and skills they will need in any area of endeavor as well as the opportunity to specialize in and/or explore areas related to their postsecondary goals and personal interests. This program keeps options open for students in the earlier grades and prepares them in senior grades for their postsecondary destinations, including apprenticeship training, college, community living, university, or the workplace.

Finishing high school is an important step for young people to create a positive future for themselves, their families, and their communities. A student's future and prosperity rests on our ability to generate a well-educated group of individuals. Among the key priorities of our school is to ensure all our students are successful - both in school and in life.



## Section III: Program Planning and Curriculum

### SECONDARY SCHOOL DIPLOMA (OSSD)

#### DEFINITION OF A CREDIT

A credit is granted in recognition of the successful completion (i.e., completion with a final percentage mark of 50 per cent or higher) of a course that has been scheduled for a minimum of 110 hours. Credits are granted by a principal on behalf of the Minister of Education and Training for courses that have been developed or approved by the ministry. A half credit may be granted for each 55-hour part of a 110-hour ministry-developed course. Half-credit courses must comply with ministry requirements as outlined in the curriculum policy documents. Partial credits may be granted for the successful completion of certain locally developed courses.

#### Pathways to the Future

Reaching Every Student!

#### Apprenticeship Pathway

The Ontario Youth Apprenticeship Program (OYAP) is a joint agreement between funded school boards and the Ministry of Training, Colleges and Universities. Through OYAP, a student could apprentice in a skilled trade while completing their high school diploma.

OYAP often begins with a co-operative education placement where students gain valuable work experience.

**NOTE: BAIG DOES NOT OFFER THIS PATHWAY**

#### College Pathway

Students are encouraged to thoroughly research and carefully plan their college program. Information for Ontario colleges is available at [www.ontariocolleges.ca](http://www.ontariocolleges.ca). The Ontario School Counsellors' Association, <http://osca.ca>, also has a number of resources related to making a post-secondary plan. Consult with BAIG's Academic Coordinator, attend liaison visits, peruse college view books and review all program prerequisites for the programs of your choice. Transfer agreements from college to university are in place for many programs. Up-to-date information is available in college calendars or at [www.ocutg.ca](http://www.ocutg.ca).

#### University Pathway

Students are encouraged to thoroughly plan and research their university program. Universities have specific admission criteria and prerequisite courses. Generally, six grade 12 U/M level courses are required. Admission requirements for similar programs may vary significantly from university to university. Students should consult with BAIG's Academic Coordinator for more information. University admission criteria can be found at [www.electronicinfo.ca](http://www.electronicinfo.ca). Students should attend the university liaison visits, read university view books and carefully review all admission criteria.

#### Workplace Pathway





Students who desire to seek employment and begin earning wages immediately following the completion of their OSSD may consider the Workplace Pathway. The Workplace Pathway equips students with the essential knowledge and employability skills required for direct entry to the world of work. Students should carefully plan their secondary program to ensure full participation in the many unique opportunities to learn about the world of work and explore potential careers. For more information visit <http://skills.edu.gov.on.ca>

If offered, Workplace courses at BAIG will be standalone credits in a core subject discipline (such as math, science and English).

**NOTE: BAIG does not participate in Co-operative Education.**

### **COURSE CODING SYSTEM**

The course code of all courses at the Baig Academy consists of a five-character code as designated by the Ministry of Education and Training in Ontario:

1. The first three characters represent the course descriptor / subject e.g., ENG stands for English.

2. The fourth character refers to the grade level:

1 = grade 9      2 = grade 10      3 = grade 11      4 = grade 12

3. The fifth character refers to the type of course (as will be defined on the following pages):

D = Academic	P = Applied	U = University
M = University/College	C = College	O = Open      E = Workplace
W = De-streamed		

For example: **MTH1W, Mathematics 9**

MTH	1	W	Mathematics 9	
Course Descriptor	Grade	Course Type		Course Title
<u>MATH</u> <u>Mathematics</u> <u>9</u>	1 - Grade 9 2 - Grade 10 3 - Grade 11 4 - Grade 12	D P O U C E M W	Academic Applied Open University College Workplace University College <b>De-streamed</b>	Math 9 or

Another example would be SBI3U which expounded refers to:



the course descriptor being,  
the grade being,  
and the course type being,

Science Biology.  
11 (i.e., 3 – Grade 11)  
University (i.e., U – University).



## **TYPES OF COURSES**

### **Types of Courses Offered in Grades 9 and 10**

Grade 9 and 10 courses are of four types:

- A. Academic,
- B. Applied (**Only Grade 10**)
- C. Open.
- D. De-streamed

Each course type builds upon the grade 8 curriculum and help students determine the type of educational program they are best suited to undertake in grades 11 and 12. Academic and applied courses differ in the balance between essential concepts and additional material, and in the balance between theory and application.

#### **Academic Courses (D is in the fifth position of the course code)**

Academic courses develop students' knowledge and skills through the study of theory and abstract problems. These courses focus on the essential concepts of a subject and explore related concepts as well. They incorporate practical applications as appropriate.

#### **Applied Courses (P is in the fifth position of the course code) (Only Grade 10)**

Applied courses focus on the essential concepts of a subject and develop students' knowledge and skills through practical applications and concrete examples. Familiar situations are used to illustrate ideas, and students are given more opportunities to experience hands-on applications of the concepts and theories they study.

#### **Open Courses (O is in the fifth position of the course code)**

Open courses, which comprise a set of expectations that are appropriate for all students, are designed to broaden students' knowledge and skills in subjects that reflect their interests and prepare them for active and rewarding participation in society. They are not designed with the specific requirements of university, college, or the workplace in mind.

#### **De-streamed Courses (W is in the fifth position of the course code)**

De-streaming is an educational approach that supports the achievement of equitable outcomes for every learner. This means that students will not select from Academic or Applied streams when choosing their courses in Grade 9. Most students entering Grade 9 will be taking courses designed for all learners. More students will be empowered to pursue the futures they want, with doors open to all post-secondary options, including apprenticeship, college, university and the workplace.

### **Types of Courses Offered in Grades 11 and 12**

Grade 11 and 12 courses are organized into five types based on students' future destinations. Students may choose from:

- A. University Preparation,



- B. University/College Preparation,
- C. College Preparation,
- D. Workplace Preparation, or
- E. Open courses.

**University Preparation Courses (U is in the fifth position of the course code)**

University preparation courses are designed to equip students with the knowledge and skills they need to meet the entrance requirements for university programs. The range of courses offered, and the content of these courses will allow students to prepare for university programs and related careers. Teaching and learning will emphasize theoretical aspects of the course content but will also include concrete applications. All university preparation courses will be based on rigorous provincial curriculum expectations and will emphasize the development of both independent research skills and independent learning skills.

**University/College Preparation Courses (M is in the fifth position of the course code)**

University/college preparation courses include content that is relevant for both university and college programs. These courses are designed to equip students with the knowledge and skills they need to meet the entrance requirements for specific university and college programs. The range of courses offered, and the content of these courses will allow students to prepare for college and university programs and related careers. Teaching and learning will emphasize both theoretical aspects and related concrete applications of the course content. All university/college preparation courses will be based on rigorous provincial curriculum expectations and will emphasize the development of both independent research skills and independent learning skills.

**College Preparation Courses (C is in the fifth position of the course code)**

College preparation courses are designed to equip students with the knowledge and skills they need to meet the entrance requirements for college programs. The range of courses offered, and the content of these courses will allow students to prepare for most college programs and related careers. Teaching and learning will emphasize concrete applications of the theoretical material covered in the course and will also emphasize the development of critical thinking and problem-solving skills. All college preparation courses will be based on rigorous provincial curriculum expectations and will emphasize the development of both independent research skills and independent learning skills.

**Workplace Preparation Courses (E is in the fifth position of the course code)**

Workplace preparation courses are designed to equip students with the knowledge and skills they need for direct entry into the workplace or for admission to apprenticeship programs and other training programs offered in the community. The range and content of the courses offered will allow students to prepare for a variety of jobs, training programs, and careers. Teaching and learning will emphasize workplace applications of the course content but will also explore the theoretical material that underlies these practical applications. Cooperative education and work experience placements within the community are important components of workplace preparation courses. Workplace



preparation courses will be based on rigorous provincial curriculum expectations and will emphasize the development of generic employment skills, as well as independent research and learning skills.

### **Open Courses (O is in the fifth position of the course code)**

Open courses in Grades 11 and 12 allow students to broaden their knowledge and skills in a particular subject that may or may not be causally related to their postsecondary goals, but that reflects their interests. These courses are appropriate for all students regardless of postsecondary destination. These courses are designed to provide students with a broad educational base and to equip them for active and rewarding participation in society. They are not designed with the specific requirements of university or college programs or the workplace in mind.

## **CHANGING COURSE TYPES**

### **CHANGING COURSE TYPES FROM GRADE 9 TO GRADE 10**

This is not applicable, since applied courses are not offered in Grade 9 anymore

### **CHANGING COURSE TYPES FROM GRADE 10 TO GRADE 11**

Transfer Courses will provide the knowledge and skills necessary for students in Grades 10, 11, and 12 to transfer between courses for which there are different curriculum expectations, such as from Grade 10 applied English to Grade 11 University Preparation English. These shorter courses bridge the gap between the course types, and the partial credits earned from Transfer Courses qualify as optional credits towards diploma requirements. Scholars' hall does not currently offer any Transfer Courses. Currently, Baig Academy does not offer any transfer courses. Students who require transfer courses, may seek to complete them at their local public school (e.g. possibly through night or summer school).

## **PREREQUISITES**

A prerequisite course is a course deemed necessary to have successfully completed before attempting another course. All prerequisite courses are identified in the respective ministry curriculum policy documents, and no courses apart from these may be identified as prerequisites.

You may view the prerequisites for any course that we offer, in our course description section of this calendar.

### **Waiving Prerequisites**

If a parent requests that a prerequisite be waived, the principal will determine whether the prerequisite should be waived. A principal may also initiate consideration of whether a prerequisite should be waived. The principal will make his or her decision in consultation with the parent and appropriate school staff. If a course's prerequisite is waived,



documentation with respect to the request and reasons to allow the waiver will be added to the OSR.

## **THE ONTARIO STUDENT RECORD (OSR)**

The Ontario Student Record (OSR) is the record of a student's educational progress through schools in Ontario. The Education Act requires that the principal of a school collects information "for inclusion in a record in respect of each pupil enrolled in the school and to establish, maintain, retain, transfer and dispose of the record". An OSR will be established for each student who enrolls in a school operated by a school board or the Ministry of Education.

### **Access to the OSR**

Access to an OSR means the right of those persons authorized by the Education Act or other legislation to examine the contents of the OSR. The following 4 categories of people are authorized to examine the contents of their file (upon request of the principal).

1. Every student has the right to have access to his or her OSR.
2. The parents of a student have the right to have access to the student's OSR, until the student becomes an adult (age eighteen). Under both the Children's Law Reform Act and the Divorce Act, 1985, the legal right of a non-custodial parent to have access to a child includes the right to make inquiries and to be given information concerning the child's health, education, and welfare.
3. Under the Education Act, only supervisory officers and the principal and teachers at the school have access to the OSR for the purpose of improving the instruction of the student.
4. The Education Act permits the compiling and delivery of information contained in an OSR if it is required by the Minister of Education. In instances where ministry staff members are seeking to collect information from OSRs, students who are adults and parents of students who are not adults will be notified.

### **Use and Maintenance of the OSR**

Information from an OSR may be used to assist in the preparation of a report required under the Education Act or the regulations made under it. Information from an OSR may also be used in the preparation of a report for an application for further education or an application for employment, if a written request for such a report is made by a former student, or the parent/guardian of a student.

### **Transfer of the OSR**

The transfer of the OSR means the transfer of all parts of the OSR other than the office index card. Subject to the conditions outlined below, the original OSR is transferable only to schools in Ontario. When a student transfers to another school in Ontario, the receiving school must be sent written notification of the student's transfer indicating that the student's OSR will be sent upon receipt of an official written request. When a student



transfers to another school outside Ontario, only a copy of the student's OSR may be sent upon receipt of an official written request from the receiving school.

### **Retention, Storage, and Destruction of Information in the OSR**

Regulations under freedom of information legislation require that personal information that has been used by an institution be retained by the institution for at least one year after use unless the individual to whom the information relates consents in writing to its earlier disposal. Therefore, any personal information placed in an OSR should be retained by the school for at least one year after use, unless the principal receives written consent to its earlier disposal.

The following components of the OSR will be retained for five years after a student retires from school:

1. report cards
2. the documentation file, where applicable
3. additional information that is identified by the school board as appropriate for retention.

The following components of the OSR will be retained for fifty-five years after a student retires from school:

1. the OSR folder
2. the OST
3. the office index card

The destruction of all or any part of the OSR when its retention is no longer required under this guideline will be affected under conditions that ensure the complete and confidential disposal of the record.

### **THE ONTARIO STUDENT TRANSCRIPT (OST)**

The Ontario Student Transcript (OST) provides an official and consistent record of the Ontario secondary school credit courses successfully completed by a student.

The OST includes:

- all Grade 9 and 10 courses successfully completed by the student, with percentage grades obtained and credits earned.
- all Grade 11 and 12 courses completed or attempted by the student, with percentage grades obtained and credits earned.
- all equivalent credits granted through the Prior Learning Assessment and Recognition (PLAR) equivalency process under OS K-12 or through the equivalency process under OSIS.
- all Grade 10 courses for which the student successfully challenged for credit through the PLAR challenge process, with percentage grades obtained and credits earned.



- all Grade 11 and 12 courses for which the student successfully or unsuccessfully challenged for credit through the PLAR challenge process, with percentage grades obtained and credits earned.
- identification of compulsory credits, including credits that are substitutions for compulsory credits identified by the ministry as diploma requirements.
- Confirmation that the student has completed the forty hours of community involvement.
- Confirmation that the student has successfully completed the provincial secondary school literacy requirement.
- the student's Ontario Education Number (OEN).

The OST also includes a record of the achievement of exceptional students who have alternative learning expectations in an individualized, non-credit program.

The OST is a component of the Ontario Student Record (OSR), and the legislation that applies to the OSR applies also to the OST. This legislation is set out in section 266 of the Education Act and in the *Ontario Student Record (OSR): Guideline, 2000*. Updated pages for the OSR guideline are distributed to schools if there are policy changes.

### **Full Disclosure**

Since the 1999–2000 school year, schools have been required to provide a complete record of students' performance in Grade 11 and 12 courses. Under this requirement, both successful and unsuccessful attempts at completing Grade 11 and 12 courses must be recorded on the OST.

### **Withdrawal from a Course**

- Withdrawals occurring within 5 days of the issuing of the first Midterm report card will result in the mark not being recorded on the OST.
- A withdrawal from a Grade 11 or 12 course after 5 days of the issuing of the first Midterm report card results in a "W" being entered in the "Credit" column of the OST along with the mark at the time of the withdrawal.
- Withdrawals at any time from Grade 9 or 10 courses are not recorded on the OST.
- If there are extraordinary circumstances relating to a student's withdrawal from a course, an "S" may be entered in the "Note" column on the OST.

### **Repetition of a Course**

- Only one credit is earned if a course is repeated (i.e., the higher percentage earned)
- In Grade 11 and 12, an "R" appears on the student's OST for the course with the lower mark.



## Assessment, Evaluation and Reporting of Student Achievement

The primary purpose of assessment and evaluation is to improve student learning. Information gathered through assessment and evaluation helps teachers to identify students' difficulties as well as to detect weaknesses in programs. Assessment and evaluation are thus important tools for adapting curriculum and instructional approaches to students' needs and for determining the overall effectiveness of programs and classroom practices.

**Assessment** is the process of gathering information (for e.g., from assignments, demonstrations, projects, performances, and tests) that accurately reflects how well a student is achieving the curriculum expectations in a subject or course. As part of assessment, teachers provide students with *descriptive feedback* that guides their efforts towards improvement as the primary purpose of assessment is to improve student learning.

**Evaluation** refers to the process of judging the quality of student learning based on established performance standards and assigning a value to represent that quality. Evaluation accurately summarizes and communicates to parents, other teachers, employers, institutions of further education, and students themselves what students know and can do with respect to the overall curriculum expectations. Evaluation provides evidence of student achievement at strategic times throughout the grade/course, often at the end of a period of learning. In Ontario secondary schools, the value assigned will be in the form of a percentage grade.

To ensure that assessment, evaluation, and reporting are *valid* and *reliable*, and that they lead to the improvement of learning for all students, teachers use practices and procedures that:

- are fair, transparent, and equitable for all students.
- support all students, including those with special education needs, those who are learning the language of instruction (English or French), and those who are First Nation, Métis, or Inuit.
- are carefully planned to relate to the curriculum expectations and learning goals and, as much as possible, to the interests, learning styles and preferences, needs, and experiences of all students.
- are communicated clearly to students and parents at the beginning of the school year or course and at other appropriate points throughout the school year or course.
- are ongoing, varied in nature, and administered over a period to provide multiple opportunities for students to demonstrate the full range of their learning.
- provide ongoing *descriptive feedback* that is *clear, specific, meaningful*, and *timely* to support improved learning and achievement.
- develop students' self-assessment skills to enable them to assess their own learning, set specific goals, and plan the next steps for their learning.



## **Assessment, Evaluation and Reporting Cont.**

Growing Success: Assessment, Evaluation, and Reporting in Ontario Schools, 2010, provides that 30% of the final grade for secondary courses is based on a final evaluation administered at or towards the end of the course. This evaluation is based on evidence from one or a combination of the following: an examination, a performance, an essay, and/or another method of evaluation suitable to the course content.

As outlined by the Ministry, there is flexibility to determine the final evaluation for up to 30% of a student's final mark, in 2021-2022 school year.

Report Cards will be issued and sent as an electronic copy. A paper copy of the report card may be issued upon parents' request.

### **Final Examination**

Many Courses at Baig Academy require that students write a final exam at the end of the course. A student learning asynchronously or synchronously via *distance learning* must complete the final exam under the supervision of an approved proctor. An approved proctor is an individual who meets with a student to witness the final exam being written and later attests that all procedures were properly followed. The date, time, place, and proctor for a student's final exam are selected by the student but must be approved by the BAIG ACADEMY Principal.

### **Criteria for In-Person Proctoring**

The student may select a proctor to meet with in person for the purpose of invigilating the exam.

The student must apply to write the final exam a minimum of two weeks prior to the proposed exam date by submitting a Proctor Approval Application to the Baig Academy's Principal. To be approved, any in-person exam proctor must meet all of the following criteria:

- Must not be related to the student in any way
- Must not be a student at any level of study
- Must not be a tutor
- Must have a university degree or college designation
- Must be able to read and speak in the English language
- Must have a valid, non-generic business email address provided by the proctor's current place of work

If the proctor is approved, both the proctor and the student will be provided with detailed exam instructions via email. The approved proctor and student may then proceed with the final exam as scheduled. Once the exam has been written, the proctor must sign the



Proctor Memorandum provided by Baig Academy indicating that all procedures were properly followed. This document must be returned to the Baig Academy principal promptly following the exam. A student's final grade is not released until this document has been submitted.

### **Learning Skills and Work Habits**

The development of learning skills and work habits is an integral part of a student's learning. To the extent possible, however, the evaluation of learning skills and work habits, apart from any that may be included as part of a curriculum expectation in a subject or course, should **not** be considered in the determination of a student's grades. Assessing, evaluating, and reporting on the achievement of curriculum expectations and on the demonstration of learning skills and work habits separately allows teachers to provide information to the parents and students that is specific to each of the two areas of achievement. It is expected that teachers will work with students to help them develop their learning skills and work habits. The six categories of learning skills are:

- Responsibility
- Organization
- Independent Work
- Collaboration
- Initiative
- Self-Regulation

The learning skills and work habits are evaluated and reported as follows:

E – Excellent

G – Good

S – Satisfactory

N – Needs Improvement

### **Categories of Knowledge**

Levels, or degrees, of achievement of the curriculum expectations, are described in detail in the achievement charts that appear in the secondary curriculum policy documents. The charts are organized into broad categories of knowledge and skills and provide detailed descriptions of each level of achievement. While they are broad in scope and general in nature, the achievement levels provide a reference point for all assessment practices. They serve as a guide for gathering assessment information and a framework within which to assess and evaluate each student's achievement. As such, they enable teachers to make consistent judgments about the quality of students' work and to provide clear and specific information about their achievement to students and their parents.

The categories of knowledge and skills are as follows:

- **Knowledge and Understanding:** Subject-specific content acquired in each grade/course.
- (knowledge), and the comprehension of its meaning and significance (understanding)



- **Thinking:** The use of critical and creative thinking skills and/or processes
- **Communication:** The conveying of meaning through various forms
- **Application:** The use of knowledge and skills to make connections within and between various contexts.

(The names of the categories vary slightly from one discipline to another, reflecting differences in the nature of the disciplines.)

The levels of achievement are associated with percentage grades, and are defined as follows:

Student Achievement		
Percentage Mark Range	Achievement Level	Summary Description
95-100%	Level 4+	Identifies achievement that surpasses the provincial standard. The student demonstrates the specified knowledge and skills with a high degree of effectiveness. <i>However, achievement at level 4 does not mean that the student has achieved expectations beyond those specified for the grade/course.</i>
87-94%	Level 4	
80-86%	Level 4-	
77-79%	Level 3+	Represents the provincial standard for achievement. The student demonstrates the specified knowledge and skills with considerable effectiveness. Parents of students achieving at level 3 can be confident that their children will be prepared for work in subsequent grades/courses.
73-76%	Level 3	
70-72%	Level 3-	
67-69%	Level 2+	Represents achievement that approaches the provincial standard. The student demonstrates the specified knowledge and skills with some effectiveness. Students performing at this level need to work on identified learning gaps to ensure future success.
63-66%	Level 2	
60-62%	Level 2-	
57-59%	Level 1+	Represents achievement that falls much below the provincial standard. The student demonstrates the specified knowledge and skills with limited effectiveness. Students must work at significantly improving learning in specific areas, as necessary, if they are to be successful in the next grade/course.
53-56%	Level 1	
50-52%	Level 1-	
below 50%	Level R	Insufficient achievement of curriculum expectations. The student will not receive a credit for the course.

**Note:** Level 3 is defined as the provincial standard. A student achieving at this level is well prepared for work in the next grade or the next course.



### **Reporting Student Achievement to Parents**

The final grade for each course in Grades 9–12 will be determined as follows: 70% of the grade will be based on evaluations conducted throughout the course. This portion of the grade should reflect the student's most consistent level of achievement throughout the course, although special consideration should be given to more recent evidence of achievement. 30% of the grade will be based on a final evaluation in the form of an examination and/or performance essay and/or other method of evaluation suitable to the course content and administered towards the end of the course.

Although the above-mentioned periods are formal reporting periods, communication with parents and students about student achievement should be continuous throughout the year, by means such as parent-teacher or parent-student-teacher conferences, student-led conferences, interviews, phone calls, and informal reports. Please do not hesitate to contact your child's teacher at any time during the school year if you have any concerns or items to discuss. Please see the beginning of this handbook for contact details.



# Report Card Template

**Ontario**

Ministry of Education

**Provincial Report Card, Grades 9–12**

Semester	Reporting Period	Date
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STUDENT:

OEN:

Grade:

Homeroom:

Principal:

Address:

School Council Chair:

SCHOOL:

Telephone:

BOARD:

Email/Website:

Address:

Fax:

Address:

Courses	Reporting Period	Percentage Mark	Course Median	Credit Earned	Learning Skills and Work Habits					Comments Strengths/Next Steps for Improvement	Attendance	
					Responsibility	Organization	Independent Work	Collaboration	Initiative	Self-Regulation		
Course Title: Course Code: Teacher: <input type="checkbox"/> ESL/ELD <input type="checkbox"/> IEP <input type="checkbox"/> French <input type="checkbox"/> SHSM	1st											
	2nd											
	Final											
Course Title: Course Code: Teacher: <input type="checkbox"/> ESL/ELD <input type="checkbox"/> IEP <input type="checkbox"/> French <input type="checkbox"/> SHSM	1st											
	2nd											
	Final											
Course Title: Course Code: Teacher: <input type="checkbox"/> ESL/ELD <input type="checkbox"/> IEP <input type="checkbox"/> French <input type="checkbox"/> SHSM	1st											
	2nd											
	Final											
Course Title: Course Code: Teacher: <input type="checkbox"/> ESL/ELD <input type="checkbox"/> IEP <input type="checkbox"/> French <input type="checkbox"/> SHSM	1st											
	2nd											
	Final											

To parents/guardians and students: This copy of the report should be kept for reference. The original or an exact copy has been placed in the student's Ontario Student Record (OSR) folder and will be retained for five (5) years after the student leaves school.

To view provincial curriculum documents, visit the Ministry of Education's website: [Ontario.ca/Education](http://Ontario.ca/Education).



## MY PERSONAL PLANNING GUIDE

In order to obtain the **Ontario Secondary School Diploma** students must complete the following:

**Earn the following compulsory credits (18 in total):**

- 4 credits in English (1 credit per grade) \*
- 3 credits in Mathematics (1 in Grade 11 or 12)
- 2 credits in Science
- 1 credit in Canadian Geography
- 1 credit in Canadian History
- 1 credit in the Arts
- 1 credit in Health and Physical Education
- 1 credit in French as a Second Language
- 0.5 credit in Career Studies
- 0.5 credit in Civics

Plus one credit from each of the following groups:

**1 group 1:** additional credit in English, or French as a second language, \*\* or a Native language, or a classical or an international language, or social sciences and the humanities, or Canadian and world studies, or guidance and career education, or cooperative education\*\*\*

**1 group 2:** additional credit in health and physical education, or the arts, or business studies, or French as a second language, \*\* or cooperative education\*\*\*

**1 group 3:** additional credit in science (Grade 11 or 12), or technological education or French as a second language, \*\* or computer studies, or cooperative education\*\*\*

\* A maximum of 3 credits in English as a second language (ESL) or English literacy development (ELD) may be counted towards the 4 compulsory credits in English, but the fourth must be a credit earned for a Grade 12 compulsory English course.

\*\* In groups 1, 2, and 3, a maximum of 2 credits in French as a second language can count as compulsory credits, one from group 1 and one from either group 2 or group 3.

\*\*\* A maximum of 2 credits in cooperative education can count as compulsory credits. The 12 optional credits may include up to 4 credits earned through approved dual credit courses.

**In addition, students must complete:**

- ✓ **12 optional credits**
- ✓ **40 hours of community involvement activities**
- ✓ **the provincial literacy requirement (OSSLT)**

PLEASE CIRCLE or ADD THE CORRECT COURSE CODES IN THE BOXES BELOW

**MY GRADE 9**

**ENGLISH**

ENG1L1  
ENG1P1 ENG1D1

**MATHEMATICS**

MAT1L1  
MFM1P1 MPM1D1

**SCIENCE**

SNC1L1  
SNC1P1 SNC1D1

**CANADIAN GEOGRAPHY**

CGC1PL  
CGC1P1 CGC1D1

**FRENCH**

FSF141  
FSF1P1 FSF1D1

**PHYSICAL EDUCATION**

PLEASE CIRCLE or ADD THE CORRECT COURSE CODES IN THE BOXES BELOW

**MY GRADE 10**

**ENGLISH**

ENG2L1 ENG2PF  
ENG2P1 ENG2D1

**CIVICS & CAREERS**

CHV2O5 GLC2O5  
.5 credit .5 credit

**MATHEMATICS**

MAT2L1  
MFM2P1 MPM2D1

**CANADIAN HISTORY**

CHC2L1 CHC2D1  
CHC2P1 NAC2O1

**SCIENCE**

SNC2P1 SVN3E1  
SNC2D1

PLEASE CIRCLE or ADD THE CORRECT COURSE CODES IN THE BOXES BELOW

**MY GRADE 11**

**ENGLISH**

ENG3U1 ENG3E1  
ENG3C1 NBE3C1

**MATHEMATICS**

MEL3E1 MCF3M1  
MBF3C1 MCR3U1

PLEASE CIRCLE or ADD THE CORRECT COURSE CODES IN THE BOXES BELOW

**MY GRADE 12**

**ENGLISH**

ENG4U1 ENG4E1  
ENG4C1 OLC4C1



## SECTION IV:

### Course Offerings

Courses are listed alphabetically by subject area.

Please note: Not all courses are offered every year.

#### **The Arts**

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##### **AVI2O, Visual Arts, Grade 10, Open**

This course enables students to develop their skills in producing and presenting art by introducing them to new ideas, materials, and processes for artistic exploration and experimentation. Students will apply the elements and principles of design when exploring the creative process. Students will use the critical analysis process to reflect on and interpret art within a personal, contemporary, and historical context.

*Prerequisite:* None

#### **Business Studies**

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##### **BOH4M, Business Leadership: Management Fundamentals, Grade 12 University/College**

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

##### **BBB4M, International Business Fundamentals, Grade 12 University/College**

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

#### **Canadian & World Studies**

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##### **CHC2D0, Canadian History since World War I, Grade 10 Academic**

This course explores social, economic, and political developments and events and their impact on the lives of different individuals, groups, and communities, including First Nations, Métis, and Inuit individuals and communities, in Canada since 1914. Students will



examine the role of conflict and cooperation in Canadian society, Canada's evolving role within the global community, and the impact of various individuals, organizations, and events on identities, citizenship, and heritage in Canada. Students will develop an understanding of some of the political developments and government policies that have had a lasting impact on First Nations, Métis, and Inuit individuals and communities. They will develop their ability to apply the concepts of historical thinking and the historical inquiry process, including the interpretation and analysis of evidence, when investigating key issues and events in Canadian history since 1914.

*Prerequisite:* None

### **CHV2O0, Civics and Citizenship, Grade 10, Open**

This course explores rights and responsibilities associated with being an active citizen in a democratic society. Students will explore issues of civic importance 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. This course also includes learning on digital literacy and critical-thinking skills, the mechanisms of government, Indigenous governance systems and structures, the historical foundations of the rights and freedoms we enjoy in Canada, ways in which government policy affects individuals' lives and the economy, and ways for students to serve their communities.

*Prerequisite:* None

### **CGW4U, World Issues: A Geographic Analysis, Grade 12, University Preparation**

In this course, students will address the challenge of creating a more sustainable and equitable world. They will explore issues involving a wide range of topics, including economic disparities, threats to the environment, globalization, human rights, and quality of life, and will analyze government policies, international agreements, and individual responsibilities relating to them. Students will apply the concepts of geographic thinking and the geographic inquiry process, including the use of spatial technologies, to investigate these complex issues and their impacts on natural and human communities around the world.

*Prerequisite:* Any university or university/college preparation course in Canadian and world studies, English, or social sciences and humanities

### **CLN4U, Canadian and International Law, Grade 12, University**

This course explores a range of contemporary legal issues and how they are addressed in both Canadian and international law. Students will develop an understanding of the principles of Canadian and international law and of issues related to human rights and freedoms, conflict resolution, and criminal, environmental, and workplace law, both in Canada and internationally. Students will apply the concepts of legal thinking and the legal studies inquiry process, and will develop legal reasoning skills, when investigating these and other issues in both Canadian and international contexts.



**Prerequisite:** Any university or university/college preparation course in Canadian and world studies, English, or social sciences and humanities

## **Computer Studies**

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### **ICS3U, Introduction to Computer Science, Grade 11, University**

This course introduces students to computer science. Students will design software independently and as part of a team, using industry-standard programming tools and applying the software development life-cycle model. They will also write and use subprograms within computer programs. Students will develop creative solutions for various types of problems as their understanding of the computing environment grows. They will also explore environmental and ergonomic issues, emerging research in computer science, and global career trends in computer-related fields.

**Prerequisite:** None

### **ICS4U, Introduction to Computer Science, Grade 12, University**

This course enables students to further develop knowledge and skills in computer science. Students will use modular design principles to create complex and fully documented programs, according to industry standards. Student teams will manage a large software development project, from planning through to project review. Students will also analyse algorithms for effectiveness. They will investigate ethical issues in computing and further explore environmental issues, emerging technologies, areas of research in computer science, and careers in the field.

**Prerequisite:** Introduction to Computer Science, Grade 11, University Preparation

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## **English**

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### **ENL1W, English, Grade 9, De-streamed**

This course enables students to continue to develop and consolidate the foundational knowledge and skills that they need for reading, writing, and oral and visual communication. Throughout the course, students will continue to enhance their media literacy and critical literacy skills, and to develop and apply transferable skills, including digital literacy. Students will also make connections to their lived experiences and to society and increase their understanding of the importance of language and literacy across the curriculum.

**Prerequisite:** Non

### **ENG2D, English, Grade 10, Academic**

This course is designed to extend the range of oral communication, reading, writing, and media literacy skills that students need for success in their secondary school academic programs and in their daily lives. Students will analyse literary texts from contemporary and historical periods, interpret and evaluate informational and graphic texts, and create



oral, written, and media texts in a variety of forms. An important focus will be on the selective use of strategies that contribute to effective communication. This course is intended to prepare students for the compulsory Grade 11 university or college preparation course.

*Prerequisite:* Grade 9 English, De-streamed (2023), or Grade 9 English, Academic (2007)

### **ENG3U0, English, Grade 11 University Preparation**

This course emphasizes the development of literacy, oral and written communication, and critical and creative thinking skills necessary for success in academic and daily life. Students will analyze 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. The course is intended to prepare students for the compulsory Grade 12 university or college preparation course.

*Prerequisite:* ENG2D0

### **ENG3C0, English, Grade 11, College**

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. The course is intended to prepare students for the compulsory Grade 12 college preparation course.

*Prerequisite:* Grade 10 English, Applied

### **ENG4U0, English, Grade 12 University Preparation**

This course emphasizes the consolidation of the literacy, communication, and critical and creative thinking skills necessary for success in academic and daily life. Students will analyze a range of challenging literary texts from various periods, countries, and cultures; interpret and evaluate informational and graphic texts; and create oral, written, and media texts in a variety of forms. An important focus will be on using academic language coherently and confidently, selecting the reading strategies best suited to particular texts and particular purposes for reading, and developing greater control in writing. The course is intended to prepare students for university, college, or the workplace.

*Prerequisite:* ENG3U0

### **ENG4C0, English, Grade 12, College**

This course emphasizes the consolidation of literacy, communication, and critical and creative thinking skills necessary for success in academic and daily life. Students will analyze 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. The course is intended to



prepare students for college or the workplace.  
Prerequisite: Grade 11 English, College Preparation

### **OLC4O, English, Ontario Secondary School Literacy Course, Open**

This course is designed to help students acquire and demonstrate the cross-curricular literacy skills that are evaluated by the Gr. 10 Ontario Secondary School Literacy Test (OSSLT). Students who successfully complete the course will meet the provincial literacy requirement for graduation. In this course, 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 must maintain and manage a literacy portfolio containing a record of their reading experiences and samples of their writing.

Prerequisite: Students who have been eligible to write the OSSLT at least twice and who have been unsuccessful at least once are eligible to take this course. Students who are learning remotely can take the course without having attempted the literacy test.

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## **English as a Second Language and English Literacy Development**

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### **ESL Level 3, Open (ESLCO)**

This course further extends students' skills in listening, speaking, reading, and writing in English for a variety of everyday and academic purposes. Students will make short classroom oral presentations; read a variety of adapted and original texts in English; and write using a variety of text forms. As well, students will expand their academic vocabulary and their study skills to facilitate their transition to the mainstream school program. This course also introduces students to the rights and responsibilities inherent in Canadian citizenship, and to a variety of current Canadian issues.

Prerequisite: ESL Level 2 or equivalent

### **ESL Level 4, Open (ESLDO)**

This course prepares students to use English with increasing fluency and accuracy in classroom and social situations and to participate in Canadian society as informed citizens. Students will develop the oral presentation, reading, and writing skills required for success in all school subjects. They will extend listening and speaking skills through participation in discussions and seminars; study and interpret a variety of grade-level texts; write narratives, articles, and summaries in English; and respond critically to a variety of print and media texts.

Prerequisite: ESL Level 3 or equivalent

### **ESL Level 5, Open (ESLEO)**

This course provides students with the skills and strategies they need to make the transition to college and university preparation courses in English and other secondary school disciplines. Students will be encouraged to develop independence in a range of academic tasks. They will participate in debates and lead classroom workshops; read and



interpret literary works and academic texts; write essays, narratives, and reports; and apply a range of learning strategies and research skills effectively. Students will further develop their ability to respond critically to print and media texts.

*Prerequisite:* ESL Level 4 or equivalent

## **Guidance and Career Education**

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### **GLC2O, Career Studies, Grade 10, Open**

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.

*Prerequisite:* None

## **Health and Physical Education**

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### **PPL2O, Healthy Active Learning Education, Grade 10, Open**

This course enables students to further develop the knowledge and skills they need to make healthy choices now and lead healthy, active lives in the future. Through participation in a wide range of physical activities, students develop knowledge and skills related to movement competence and personal fitness that provide a foundation for active living. Students also acquire an understanding of the factors and skills that contribute to healthy development and learn how their own well-being is affected by, and affects, the world around them. Students build their sense of self, learn to interact positively with others, and develop their ability to think critically and creatively. The possible focus courses for Grade 10, along with their corresponding course codes, are as follows:

- Healthy Living and Personal and Fitness Activities – PAF2O
- Healthy Living and Large-Group Activities – PAL2O
- Healthy Living and Individual and Small-Group Activities – PAI2O
- Healthy Living and Aquatic Activities – PAQ2O
- Healthy Living and Rhythm and Movement Activities – PAR2O
- Healthy Living and Outdoor Activities – PAD2O

*Prerequisite:* None



## Mathematics

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### **MTH1W, Mathematics, Grade 9 (De-streamed)**

This course enables students to develop an understanding of the mathematical concepts related to algebra, analytic geometry through investigation, the effective use of technology, and abstract reasoning. Students will investigate relationships, which they will then generalize as equations of lines, and will determine the connections between different representations of a relationship. They will also explore relationships that emerge from the measurement of three-dimensional objects and two-dimensional shapes. Students will reason mathematically and communicate their thinking as they solve multi-step problems.

*Prerequisite:* None

### **MPM2D0, Principles of Mathematics, Grade 10 Academic**

This course enables students to broaden their understanding of relationships and extend their problem-solving and algebraic skills through investigation, the effective use of technology, and abstract reasoning. Students will explore quadratic relationships and their applications; solve and apply linear systems; verify properties of geometric figures using analytic geometry; and investigate the trigonometry of right and acute triangles. Students will reason mathematically as they solve multi-step problems and communicate their thinking.

*Prerequisite:* MPM1D0

### **Choosing a Mathematics Course for Grade 11**

To graduate, a student must have 3 credits in Mathematics, one of which must be at the grades 11 or 12 level.

### **MCF3M0, Functions and Applications, Grade 11 University/College Preparation**

This course introduces basic features of the function by extending students' experiences with quadratic relations. It focuses on quadratic, trigonometric, and exponential functions and their use in modeling real-world situations. Students will represent functions numerically, graphically, and algebraically; simplify expressions; solve equations; and solve problems relating to financial and trigonometric applications.

Students will reason mathematically and communicate their thinking as they solve multi-step problems.

*Prerequisite:* MPM2D0, MFM2P0

### **MCR3U0, Functions, Grade 11 University Preparation**

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; and develop facility in simplifying polynomial and rational expressions. Students will reason mathematically and communicate their thinking as they



solve multi-step problems.

*Prerequisite:* MPM2D0

### **MBF3C0, Foundations for College Mathematics, Grade 11 College**

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:* MPM2D0

### **MCV4U0, Calculus and Vectors, Grade 12 University Preparation**

This course builds on students' previous experience with functions and their developing understanding of rates of change. Students will solve problems involving geometric and algebraic representations of vectors, and representations of lines and planes in three-dimensional space; broaden their understanding of rates of change to include the derivatives of polynomial, rational, exponential, and sinusoidal functions; and apply these concepts and skills to the modelling of real-world relationships. Students will also refine their use of the mathematical processes necessary for success in senior mathematics. This course is intended for students who plan to study mathematics in university and who may choose to pursue careers in fields such as physics and engineering.

*Prerequisite:* MHF4U0

### **MHF4U0, Advanced Functions, Grade 12 University Preparation**

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:* MCR3U0

### **MDM4U, Mathematics of Data Management, Grade 12 University Preparation**

This course broadens students' understanding of mathematics as it relates to managing data. Students will apply methods for organizing and analyzing large amounts of information; solve problems involving probability and statistics; and carry out a culminating investigation 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:* Functions, Grade 11, University Preparation, or Functions and Applications, Grade 11, University/College Preparation



### **MAP4C, Foundations for College Mathematics, Grade 12, College**

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; solve financial problems connected with annuities, budgets, and renting or owning accommodation; 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:* Foundations for College Mathematics, Grade 11, College Preparation, or Functions and Applications, Grade 11, University/College Preparation

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## **Science**

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### **SNC2D, Science, Grade 10, Academic**

This course enables students to enhance their understanding of concepts in biology, chemistry, earth and space science, and physics, and of the interrelationships between science, technology, society, and the environment. Students are also given opportunities to further develop their scientific investigation skills. Students will plan and conduct investigations and develop their understanding of scientific theories related to the connections between cells and systems in animals and plants; chemical reactions, with a particular focus on acid-base reactions; forces that affect climate and climate change; and the interaction of light and matter.

*Prerequisite:* Grade 9 Science

### **SBI3U0, Biology, Grade 11 University Preparation**

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

### **SBI3C0, Biology, Grade 11 College**

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:* Grade 10 Science, Academic or Applied

### **SCH3U0, Chemistry, Grade 11 University Preparation**

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 behavior 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:* SNC2D0

### **SBI4U0, Biology, Grade 12 University Preparation**

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:* SBI3U0

### **SCH4U0, Chemistry, Grade 12 University Preparation**

This course enables students to deepen their understanding of chemistry through the study of organic chemistry, the structure and properties of matter, energy changes and rates of reaction, equilibrium in chemical systems, and electrochemistry. Students will further develop their problem-solving and investigation skills as they investigate chemical processes and will refine their ability to communicate scientific information. Emphasis will be placed on the importance of chemistry in everyday life and on evaluating the impact of chemical technology on the environment.

*Prerequisite:* SCH3U0

### **SPH3U, Physics, Grade 11 University Preparation**

This course develops students' understanding of the basic concepts of physics. Students will explore kinematics, with an emphasis on linear motion; different kinds of forces; energy transformations; the properties of mechanical waves and sound; and electricity and magnetism. They will enhance their scientific investigation skills as they test laws of physics. In addition, they will analyze the interrelationships between physics and technology and consider the impact of technological applications of physics on society and the environment.

*Prerequisite:* Science, Grade 10, Academic

### **SPH4U, Physics, Grade 12 University Preparation**

This course enables students to deepen their understanding of physics concepts and theories. Students will continue their exploration of energy transformations and the forces that affect motion, and will investigate electrical, gravitational, and magnetic fields and electromagnetic radiation. Students will also explore the wave nature of light, quantum mechanics, and special relativity. They will further develop their scientific investigation skills, learning, for example, how to analyze, qualitatively and quantitatively, data related to a variety of physics concepts and principles. Students will also consider the impact of technological applications of physics on society and the environment.



*Prerequisite:* Physics, Grade 11, University Preparation

## **Social Sciences and Humanities**

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### **HSP3U, Introduction to Anthropology, Psychology, and Sociology, Grade 11, University Preparation**

This course enables students to draw on sociological, psychological, and anthropological theories and research to analyze the development of individuals, intimate relationships, and family and parent-child relationships. Students will focus on issues and challenges facing individuals and families in Canada's diverse society. They will develop analytical tools that enable them to assess various factors affecting families and to consider policies and practices intended to support families in Canada. They will develop the investigative skills required to conduct and communicate the results of research on individuals, intimate relationships, and parent-child relationships.

*Prerequisite:* Any university or university/college preparation course in social sciences and humanities, English, or Canadian and world studies

### **HHS4U, Families in Canada, Grade 12, University Preparation**

This course enables students to draw on sociological, psychological, and anthropological theories and research to analyze the development of individuals, intimate relationships, and family and parent-child relationships. Students will focus on issues and challenges facing individuals and families in Canada's diverse society. They will develop analytical tools that enable them to assess various factors affecting families and to consider policies and practices intended to support families in Canada. They will develop the investigative skills required to conduct and communicate the results of research on individuals, intimate relationships, and parent-child relationships.

*Prerequisite:* Any university or university/college preparation course in social sciences and humanities, English, or Canadian and world studies

### **HSB4U0, Challenge and Change in Society, Grade 12 University Preparation**

This course focuses on the use of social science theories, perspectives, and methodologies to investigate and explain shifts in knowledge, attitudes, beliefs, and behavior and their impact on society. Students will critically analyze how and why cultural, social, and behavioral patterns change over time. They will explore the ideas of social theorists and use those ideas to analyze causes of and responses to challenges such as technological change, deviance, and global inequalities. Students will explore ways in which social science research methods can be used to study social change.

*Prerequisite:* Any university or university/college preparation course in social sciences and humanities, English, or Canadian and world studies.



## **PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)**

Prior Learning Assessment and Recognition (PLAR) is the formal evaluation and credit-granting process whereby students may obtain credits for prior learning. Prior learning includes the knowledge and skills that students have acquired, in both formal and informal ways, outside secondary school.

The PLAR process involves two components: "challenge" and "equivalency". The "challenge" process is the process whereby students' prior learning is assessed for the purpose of granting credit for a Grade 10, 11, or 12 courses developed from a provincial curriculum policy document published in 1999 or later. The "equivalency" process is the process of assessing credentials from other jurisdictions.

All credits granted through the PLAR process – that is, through either the challenge process or the equivalency process – must represent the same standards of achievement as credits granted to students who have taken the courses. At this time, until further notice, BAIG ACADEMY will not be granting credits through the challenge process.

PPM No. 129 outlines in detail the PLAR policy and requirements that apply to regular day school students.

### **Policies Governing the Equivalency Process**

- Students who are eligible for equivalency credits are those who transfer to Ontario secondary schools from non-inspected private schools or schools outside Ontario. Equivalency credits are granted for placement only. The principal of the receiving school will, in the process of deciding where the student should be placed, determine as equitably as possible the total credit equivalency of the student's previous learning, and the number of compulsory and optional credits still to be earned.
- To ensure provincial consistency in establishing equivalency for students for placement purposes, the principal will use as a guide the table entitled "Guide to Determining Diploma Requirements for Students Transferring into Ontario Secondary School" in OS K-12, Appendix 2, to determine the number of credits, including compulsory credits, that the student must earn, as well as other diploma requirements that the student must satisfy, to qualify for the secondary school diploma.



**Requirements to qualify for the OSSD, where the student has normally completed:**

	<b>Grade 9</b>	<b>Grade 10</b>	<b>Grade 11</b>	<b>More than Grade 11</b>
Number of years successfully completed in a secondary school program	1	2	3	more than 3
Minimum number of credits, in total, still to be earned towards the OSSD	22	14	7	4
Minimum number of compulsory credits still to be earned and requirements to be met:				
• English	3	2	1	1 <sup>a</sup>
• mathematics	2	1	0	0
• science	1	0	0	0
Literacy graduation requirement	Required	Required	Required	Required
Community involvement <sup>b</sup>	40 hours	–	–	–

a. The compulsory English credit for Grade 12 is required if its equivalent has not already been earned.  
b. The principal will determine the number of hours of community involvement required for students who have successfully completed two or more years in a secondary school program.

- Students working towards the OSSD must complete the OSSD Literacy requirement.
- For students working towards the OSSD, the principal will determine the number of hours of community involvement activities that students will have to complete.

### **PLAR's Equivalency Process Record keeping**

The principal will ensure that equivalency credit(s) is/are recorded in accordance with *The Ontario Student Transcript (OST): Manual, 2013*.

### **SUBSTITUTIONS FOR COMPULSORY COURSES**

To provide the flexibility to tailor an individual student's program to the student's needs and to support his or her progress through secondary school, the principal may substitute up to three compulsory credits with courses from other subject areas specified in the list of compulsory credit requirements (including Groups 1, 2 and 3). Substitutions should be made to promote and enhance student learning or to respond to special needs and interests.

Two half-credit courses may be used through substitution to meet one compulsory credit requirement (counted as one substitution); one full-credit course may be used through substitution to meet the two compulsory half-credit requirements of civics and career studies (also counted as one substitution).

The decision to substitute one course for another for a student should be made only if the student's educational interests are best served by such a substitution. If a parent or an adult student (a student who is eighteen years of age or older) requests a substitution, the



principal will determine whether the substitution should be made. A principal may also initiate consideration of whether a substitution should be made. The principal will make his or her decision in consultation with the parent or the adult student and appropriate school staff. In all cases where the parent or the adult student disagrees with the decision of the principal, the parent or the adult student may ask the appropriate supervisory officer to review the matter.

The following are limitations on substitutions for compulsory credits:

- English as a second language and English literacy development courses may not be used to substitute for a compulsory credit. (They may be used, however, to meet the compulsory credit requirements for three English credits)
- No more than one learning strategies course, from the guidance and career education curriculum policy document, may be used through substitution to meet a compulsory credit requirement.
- Credits earned for cooperative education courses may not be used through substitution to meet compulsory credit requirements.
- A locally developed compulsory credit (LDCC) course may not be used as a substitute for a compulsory credit; it may be used only to meet the compulsory credit requirement that it has been designed to meet.

Each substitution will be noted on the student's Ontario Student Transcript.



## SCHOOL SERVICES

### Guidance and Career Education Program

Baig Academy provides individual student counseling to help students with their high school and post-secondary plans. The one-on-one counseling helps to meet each individual student's circumstances. The guidance and counseling advice follows Ontario's "Creating Pathways to Success" which will prove to help students succeed both in school and in the workplace. In addition, as a component of each course offered at the Baig Academy, students are offered an opportunity to research and learn about various professions in each subject area, opening numerous avenues, possibilities and career directions. Both teacher and counselor will work hand in hand with students and parents to best prepare a plan that would best meet the student's needs. Examples of guidance services offered by Baig Academy's guidance counselor:

- Orientation and Exit Programs - Helping students through their transitions from elementary school to high school and from grade 12 to post-secondary institutions
- Providing Sample pathways and offering Individual Pathways guidance in high school course selection
- Cultivate an ethos of lifelong learning that would help develop students' academic and social skills leading to better informed career planning and responsible citizenship.

### Extra Support

Where applicable, Baig Academy will provide extra support, to aid and assist students in reaching and maximizing their academic potential. Examples of this extra support include:

- OSSLT preparation sessions
- Lunch / after-school tutoring, especially in the areas of English, mathematics, and science
- Additional mathematics mentoring (IXL math)

In addition, outside school support may also be suggested, especially in the case when scheduling does not allow for students and teachers to meet.

### English Language Learners

English language learners are students whose first language is a language other than English. When planning programs for students with linguistic backgrounds other than English, teachers need to recognize the importance of the orientation process, understanding that every learner needs to adjust to the new social environment and language in a unique way and at an individual pace. Teachers will thrive to provide a safe, supportive, and welcoming environment that nurtures students' self-confidence while they are developing their literacy skills. Teachers must adapt the instructional program to facilitate the success of these students in their classrooms. Appropriate adaptations include:

- Modification of some or all the subject expectations so that they are challenging but attainable for the learner at his or her present level of English proficiency, given the necessary support from the teacher:



- Use of a variety of instructional strategies (e.g., extensive use of visual cues, graphic organizers, and scaffolding; previewing of textbooks; pre-teaching of key vocabulary; peer tutoring; strategic use of students' first languages);
- Use of a variety of learning resources (e.g., visual material, simplified text, bilingual dictionaries, and materials that reflect cultural diversity);
- Use of assessment accommodations (e.g., granting of extra time; use of oral interviews, demonstrations or visual representations, or tasks requiring completion of graphic organizers or cloze sentences instead of essay questions and other assessment tasks that depend heavily on proficiency in English).

Teachers at Baig Academy will encourage parents to continue to use their own language at home in rich and varied ways as a foundation for language and literacy development in English. It is also important for teachers to find opportunities to bring students' languages into the classroom, using parents and community members as resources.

## **Students with Special Education Needs**

### **Special Education at Baig Academy**

**Overview:** Special education supports students with diverse learning needs. At Baig Academy, we ensure all students have access to a learning environment that meets their individual needs.

#### **Identification and Placement:**

- **Identification:** Students' needs are identified through assessments and consultations with parents, teachers, and specialists.
- **Placement:** Based on the assessments, students may be placed in regular classrooms with accommodations or specialized programs.

#### **Individual Education Plan (IEP):**

- **Purpose:** An IEP outlines specific learning goals, and the support required for a student.
- **Development:** IEPs are developed collaboratively with input from teachers, parents, and specialists.
- **Review:** IEPs are reviewed and updated regularly to ensure they meet the evolving needs of the student.

#### **Support Services:**

- **Resource Rooms:** Students may have access to resource rooms for additional support.
- **Specialist Services:** Access to speech therapists, occupational therapists, and other specialists as needed.



- **Assistive Technology:** Provision of technology that supports learning, such as text-to-speech or speech-to-text software.

### **Parent and Community Involvement:**

- **Communication:** Regular communication between parents and the school to monitor and support student progress.
- **Workshops:** Workshops and training sessions for parents to better understand and support their child's learning needs.

**Legal Framework:** Our special education services are guided by the regulations and policies set by the Ministry of Education in Ontario.

### **Community Resources**

In addition to the resources available at our school, below are tables outlining some of the resources and services made available to the citizens of Mississauga. The following links are available for parents and students to plan their course selection process.

### **Health and Wellness**

Big Brothers Big Sisters of Toronto	<a href="http://www.bbbspeel.com">http://www.bbbspeel.com</a>	416-925-8981
Boost for Kids	<a href="http://www.boostforkids.org/">http://www.boostforkids.org/</a>	416-515-1100
Boys and Girls Club of Peel Region	<a href="http://www.bgcpel.org/">http://www.bgcpel.org/</a>	416-281-0261
Centre for Addiction and Mental Health	<a href="http://www.camh.ca/en/hospital/Page/s/home.aspx">http://www.camh.ca/en/hospital/Page/s/home.aspx</a>	416-535-8501
Children's Aid Society	<a href="http://www.torontocas.ca/">http://www.torontocas.ca/</a>	416-924-4646
City of Mississauga Services	<a href="http://www.mississauga.ca/portal/services">http://www.mississauga.ca/portal/services</a>	311
Community Living Mississauga	<a href="http://www.clmiss.ca/">http://www.clmiss.ca/</a>	416-236-7621
Geneva Centre for Autism	<a href="http://www.autism.net/">http://www.autism.net/</a>	416-322-7877
Kids Help Phone	<a href="http://www.kidshelpphone.ca/teens/home/splash.aspx">http://www.kidshelpphone.ca/teens/home/splash.aspx</a>	1-800-668-6868
Mental Help Helpline	<a href="http://www.mentalhealthhelpline.ca/">http://www.mentalhealthhelpline.ca/</a>	1-866-531-2600
Sick Kids Foundation	<a href="http://www.sickkids.ca/">http://www.sickkids.ca/</a>	416-813-1500



Telehealth Ontario	<a href="http://www.health.gov.on.ca/en/public/programs/telehealth/">http://www.health.gov.on.ca/en/public/programs/telehealth/</a>	1-866-797-0000
Toronto Preschool Speech and Language Services / Blind or Low Vision Program	<a href="http://www.tpsls.on.ca/">http://www.tpsls.on.ca/</a>	416-338-0025
Peel Public Health	<a href="http://www.peelregion.ca/health/">http://www.peelregion.ca/health/</a>	311

## Education

AMDEC Online High School	<a href="http://amdec.ca/">http://amdec.ca/</a>	519 482-5428
Frontier College	<a href="http://www.frontiercollege.ca/english/learn/programs_beat_the_street.html">http://www.frontiercollege.ca/english/learn/programs_beat_the_street.html</a>	1-800-555-6523
Independent Learning Centre	<a href="http://www.ilc.org/landing.php">http://www.ilc.org/landing.php</a>	416-484-2704
Ontario Ministry of Education	<a href="http://www.edu.gov.on.ca/eng/">http://www.edu.gov.on.ca/eng/</a>	416-325-2929
Pathways to Education	<a href="http://www.pathwaystoeducation.ca/">http://www.pathwaystoeducation.ca/</a>	416 646 0123
Brampton Public Library	<a href="http://www.bramlib.on.ca/">http://www.bramlib.on.ca/</a>	416-393-7131
Virtual Learning Online High School	<a href="http://virtuallearning.ca/">http://virtuallearning.ca/</a>	705-328-2925



## **ATTENDANCE**

Regular attendance for Online learning is critical for the student's learning and achievement of course expectations. When students miss classes both the student and class lose immeasurable opportunities for learning. In addition, students who miss class are at risk of missing evaluations, hence putting their final mark(s) and credit earning ability in jeopardy. Attendance therefore is a primary ingredient for your child's success in school.

### **Absence (Asynchronous Online Learning)**

Required to *actively* login minimum 3 times a week to receive full attendance for the week. A student is considered *actively* logged in if they are spending more than 30 minutes on the Learning Management System. The teacher will monitor attendance of all students attending asynchronously. The record of attendance log will be kept in the student folder.

- If the student logs in twice a week, they will be considered absent for 1 day out of the week.
- If the student logs in once a week, they will be considered absent for 2 days out of the week.
- If the student does not log in at all for the week, they will be considered absent for the entire week.

On top of actively logging in weekly, students are required to complete assigned activities in a timely manner. Each course is divided into 4 to 7 units and within each unit all activities are assigned an approximate time of completion. Completion of tasks also constitutes as active attendance.

A course due date schedule will be provided by the instructor to the students. Weekly correspondence from the teacher will include an update whether students is on track.

If there is a lack of timely submission and active attendance, teacher will correspond with the student. All correspondence regarding attendance includes parents.

An example of correspondence from teacher regarding lack of attendance and submission is:

*Hi Student,*

*I am sending an email along tonight to touch base with you. Today is Day 4 of assigned work (Day 5 total of the course) and I see you have not logged in this week or completed any work.*

*I am concerned with your lack of progress in the course and ask that you respond to the email letting me know when I can expect to see your work for Day 3 and 4.*



*Tomorrow is Wednesday May 5. I am available to students throughout the day via live chat. Please check the announcement post tomorrow morning in the classroom so you can access me for help if needed.*

*I look forward to hearing from you.*

*Mrs. Teacher*

### **Absence Procedure for Parents/Guardians**

If a student is going to be absent, the parent or guardian must call the office and inform the school of the absence and the reason, prior to the beginning of the school day. If no one is there to answer your call, please leave a message on the phone. Alternatively, you may send a signed note stating the date and reason for the absence prior to the day the student will be absent.

### **CHEATING AND PLAGIARISM**

**Cheating Definition:** Cheating is the act of violating the rules outlined by a teacher with respect to an assessment or evaluation activity.

**Plagiarism Definition:** Plagiarism is the unpermitted use or similar reproduction of another person's ideas, thoughts, expressions, or representations submitted as your original work, without acknowledging the source(s).

Plagiarism may be unintentional (i.e., students are unclear about what constitutes plagiarism or forget to properly cite material) or deliberate (i.e., knowingly submitting someone else's work as one's own). Both unintentional and deliberate plagiarism can result in serious consequences.

### **How to Avoid Plagiarism**

- If you decide to use a source, whether it is a direct quotation, an idea, a representation, a drawing, a map etc., be sure to (properly\*) cite your source(s), both as soon as you have mentioned it and at the end of your work.
- While it is not necessary to cite information or facts that are common knowledge, be sure to cite non-common knowledge or ideas that are drawn from facts that are not your own.
- Keep all rough notes, all plans of your work as evidence of your thought process.
- Provide opportunities for your teacher to see your progress throughout your work.
- Avoid having students see your work.
- When in doubt, ask your subject teacher to clarify what constitutes plagiarism.

### **Examples of Plagiarism**

- Not fully and/or properly\* citing a source(s) used in your work.



- Submitting work that is directly “cut and pasted” or minorly modified from a source(s) without referencing the source(s)
- Submitting work that was done by another individual as your own.
- Not using embedded references to cite the sources of ideas, language (e.g., not using quotation marks for direct quotations), graphs, charts, images, etc. gotten from sources, other than generated by yourself.

\*The Baig Academy uses the Modern Language Association (MLA) format for documenting sources used in the preparation of an essay and other research assignments.

### **Plagiarism may be Suspected or Proven if...**

- A teacher can find a replica or close modification of work submitted, without the student citing or improperly citing the original work referenced.
- A teacher can identify similar errors/irregularities made at similar points/steps when comparing two or more student works.
- A teacher can identify differences in the normal patterns of work previously submitted by the student.
- The student is unable to explain “their own” submitted work, explain words, concepts, ideas, theories, and/or unable to use them in the proper context.

### **If Plagiarism is suspected...**

- The student will be notified by the teacher that the student's work is suspected of being plagiarized.
- The student will be reminded of the consequences for students found guilty of plagiarism.
- The teacher will interview the student to determine the circumstances behind the plagiarism.
- The student will be asked to prove that the work is an original piece.
- If a student is unable to prove that their work is an original piece and the teacher has solid proof that the work was plagiarized, then consequences will follow (see the next section)

### **Consequences for Cheating or Plagiarism**

Some or all the below consequences may result if a student is caught cheating or found guilty of plagiarism.

- The principal, vice-principal and parents will be informed of the incident.
- A mark of “0” will be assigned to the portion of the work found unworthy or to the whole work itself.
- A record of the incident may be documented and recorded in the student's Ontario Student Record (O.S.R.)
- Acknowledgment in the learning skills and work habits portion of the report card
- The teacher may request a “re-do” of the work or portion of work found unworthy and penalize the work redone (in consultation with the principal or vice-principal) by a percentage deemed appropriate, depending on the severity of the act.



All appeals on charges of academic dishonesty and penalties given may be addressed to the principal or vice principal.

### **A Final Reminder**

Try your best to begin your assignments early, keep all your process work and when you use works from other source(s) than your own, cite it properly. Your own work, done honestly and cited properly is work full of integrity.

### **LATE AND MISSED ASSIGNMENTS**

Handing in assignments on time is imperative to your child maximizing his or her credit earning potential. Assignments follow a due date and deadline format. A due date is the date which an assignment should be completed, performed and/or submitted. A deadline is a date (differs from teacher to teacher, but generally two days), beyond which the assignment cannot be completed, performed and/or submitted and a mark of zero will be given.

Students will face consequences for not completing assignments meant for evaluation or for submitting those assignments after the designated due date. Where in the teacher's professional judgment it is appropriate, several strategies may be used to help prevent and/or address late and missed assignments. They include:

- asking the student to clarify the reason for not completing the assignment.
- helping students develop better time-management skills.
- collaborating with other staff to prepare a part- or full-year calendar of major assignment dates for every class.
- planning for major assignments to be completed in stages, so that students are less likely to be faced with an all-or-nothing situation at the last minute.
- maintaining ongoing communication with students and/or parents about due dates and late assignments, and scheduling conferences with parents if the problem persists.
- taking into consideration legitimate reasons for missed deadlines.
- setting up a student contract.
- using counselling or peer tutoring to try to deal positively with problems (as resources are available).
- holding teacher-student conferences.
- reviewing whether students require special education services.
- providing alternative assignments or tests/exams where, in the teacher's professional judgement, it is reasonable and appropriate to do so.
- deducting marks for late assignments, up to and including the full value of the assignment.

Late and missed assignments for evaluation may also be noted on the report card as part of evaluating a student's development of learning skills and work habits. When appropriate, a student's tendency to be late in submitting, or to fail to submit, other



assignments (including homework) may also be noted on the report card as part of evaluating the student's development of learning skills and work habits.

### **MISSED EVALUATIONS (TERM OR FINAL)**

Evaluations are how students derive their marks. To that end, attendance during term evaluations, such as a presentation, test, etc. is mandatory. Teachers will give students enough prior notice of these term evaluations and wherever/whenever possible, be sensitive to other school-scheduled events, other course workloads, etc. Students who know in advance that they will be absent for their term evaluation (e.g., test, presentation, etc.) must make alternative arrangements with the teacher as early as possible.

Students are required to show up on the date and time allocated for their exam. Appointments, holidays, etc. must be scheduled around these times, as students who miss an examination (for illegitimate or unimportant reasons), will be given a mark of zero. In addition, students are expected to attempt/complete each portion of their final summative assessments, which may consist of one or more evaluations (e.g., in-class presentation and/or examination, etc.), as any missed portions will be given a mark of zero and this will be used in the calculation of the final grade.



## **STUDENT CODE OF CONDUCT**

Our initial goal at the BAIG ACADEMY is to **facilitate** each student to meet their fullest potential within their own selves and become a contributing, responsible, and upstanding member of the community and society at large.

This goal is best achieved in an environment where all individuals involved have a clear understanding and awareness of:

1. What is expected of them?
2. What are their rights and?
3. What are the rights and responsibilities of others upon them?

Students, teachers, and parents share the responsibility of developing and achieving the goals of education for the BAIG ACADEMY.

Below is a set of Student Expectations. Please go over these rules with your child and explain how its implementation is paramount in operating a safe, nurturing environment where learning and continuous improvement is the goal. At the end is a place for you and your child to sign showing your support and willingness to work cooperatively with BAIG ACADEMY to make it a place of true academia and above all a place of high discipline, manners, and morals. These rules are always open for ongoing refinement and improvement to produce better-disciplined students.

### **General Expectations**

- Students are expected to behave and speak in a respectful manner and tone to their peers, teachers, school-administrators, and community members at large.
- Students are expected to dress according to the guidelines outlined in the School Uniform Policy.
- Students are expected to keep themselves, their belongings, and their environment clean, as much as possible.
- Students are expected to treat their property, and the property of others with care and respect.
- Students are expected to share, cooperate, and not behave stingily.
- Students are expected to solve / work through minor problems that may arise. If the student(s) is / are unable to do so, then they should seek the assistance of a staff member to mitigate the issue.
- Students are expected to have a strong work ethic and be positive role models toward their peers and community members at large.

### **ACCEPTABLE USE POLICY**

The purpose of this policy is to establish the efficient, safe, ethical, and acceptable use of the information technology to support educational and business goals of **Baig Academy**. ***This Policy applies to all student, employees, parents, visitors and guests of Baig Academy.***



## **Student and Parent Acknowledgement**

Every student and their parent must electronically acknowledge the existence of this policy as a condition to receive access to any technology associated with BAIG ACADEMY.

## **Educational Purposes**

The purpose of Technology at Baig Academy is to serve as a means for teaching and learning. Technology at Baig Academy may be used only for purposes consistent with the educational goals of Baig Academy. Any technology at Baig Academy may not be used for recreational, personal, or commercial purposes.

Only authorized users are allowed to have access to Baig Academy technology. Students at Baig Academy will be able to contact and collaborate with other students within Baig Academy Learning Portal. All communications and information accessible via any Baig Academy. Technology may be accessed by Baig Academy and treated as Baig Academy property. This includes, but is not limited to email, chat text, voicemail, and course-related documents or other files. Users are responsible for ensuring that their activities adhere to generally accepted educational standards. Inappropriate use includes all those activities prohibited to the user based on their allowed degree of access and any activity that violates the school's policies or procedures

## **Student Responsibilities may include but are not limited to:**

Students should immediately notify their instructor, or Baig Academy office of any violations of this Policy.

### **Unacceptable activities:**

- Storing or sending an inappropriate or indecent website, files, messages or images
- Cyber-bullying or using obscene language, harassing, insulting, defaming, threatening or attacking others
- Transmission of unsolicited advertising, promotional materials, or other forms of solicitation, including placing hyperlinks to non-BAIG ACADEMY related websites
- Mass mailings within BAIG ACADEMY without receiving permission from the Chief Information Officer
- Gaining access to or attempting to modify employees', instructors', students' or third parties' folders, work or files
- Gaining unauthorized access to restricted resources or organizations
- Spreading, creating or using invasive software, such as computer viruses, worms, malware, or other detrimental technology
- Misrepresenting oneself in any e-mail communication or while accessing Baig Academy Technology
- Allowing third-party access to BAIG ACADEMY Technology without prior authorization from the Chief Information Officer or Chief Executive Officer
- Encrypting communications or files to avoid security review
- Accessing, using, or distributing another user's login or password



- Sharing personal passwords or personal information, or mishandling passwords, access codes or other data in violation of any BAIG ACADEMY policy
- Inappropriate activities performed through a student's account will be the actions of the account holder.
- Involvement in any activity that is prohibited by this Policy, other Baig Academy policies, or by applicable law

### **Personal Security**

In addition to the acceptable use guidelines listed above, Baig Academy recommends the following rules when students are outside Baig Academy online learning environment:

- Never arrange to get together with someone "met" online, unless you have parental permission.
- Do not respond to any illicit or suspicious activities and immediately report them Baig Academy administration.
- Do not engage in any activity that may violate Baig Academy's Pupil Safety
- Beware of emails from anyone, particularly adults you do not know, asking for personal information, attempting to arrange meetings, or engaging in personal contact.
- Alert your instructor or other Baig Academy employee of any message you receive that is inappropriate or makes you feel uncomfortable.
- Never say anything via email that you would not mind seeing in a local newspaper.
- Baig Academy cannot guarantee the appropriateness or accuracy of the information that students may access on the Internet outside of Baig Academy. For those students who access Baig Academy Technology from a home computer, parents should be aware of this and monitor their children's communications and use of the Internet.

### **Consequences for Violation of the Policy**

Access to the Technology is a privilege, not a right. Users who abide by this Policy will be allowed to access BAIG ACADEMY Technology and any other technological resources made available to them. Users who do not abide with the policies set forth herein may be denied access to the Technology. Acceptable use practices, policies, and guidelines apply to anyone who accesses BAIG ACADEMY Technology.

### **Baig Academy Rights**

Baig Academy Technology is maintained and managed by the Principal in such a way as to ensure its availability and reliability in performing its educational mission. Users have no reasonable expectation of privacy concerning any materials transferred over or stored with Baig Academy Technology, even if protected by password. The Baig Academy reserves the right to:

- Monitor all activity and use Baig Academy Technology



- Make determinations on whether specific uses of Baig Academy Technology are consistent with this Policy
- Log Technology use by users
- Determine what is appropriate use
- Remove user access to Baig Academy Technology at any time it is determined that the user engaged in an unauthorized activity or violated this Policy
- Any Baig Academy administrator may terminate the account privileges of a student for any reason.
- Cooperate fully with any investigation and law enforcement concerning or relating to Baig Academy Technology activity.

### **Definition and Scope of Baig Academy Technology**

Baig Academy Technology consists of all online computer accounts and applications owned or leased by Baig Academy, and any configuration of computer hardware and software that connects the users to the Technology. The term includes all the application software, stored text, and data, voice, and image files. The term also includes computer accounts, electronic mail, local databases, externally accessed databases, digitized information, communication technologies and new technologies as they become available. Any computer, peripheral device, tablet computer, cell phone, pager, or other device, not owned by Baig Academy, but which has been permitted to access the Technology, or which accesses the Technology without permission shall be governed by this Policy.

### **Baig Academy Limitation of Liability**

Baig Academy makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through BAIG ACADEMY Technology will be error-free or without defect. BAIG ACADEMY will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. BAIG ACADEMY is not responsible for the accuracy or quality of the information obtained through or stored on the system. BAIG ACADEMY will not be responsible for financial obligations or repair costs arising from unauthorized use or intentional misconduct. BAIG ACADEMY assumes no responsibility for any phone charges, line costs or usage fees for connectivity to the Internet

### **Minimum Hardware and Software Requirements**

#### **Recommended Requirement:**

- **Operating System:** Windows 10 or higher or macOS 10.15 Catalina or higher
- **Portability:** laptops (as opposed to desktop computers) strongly recommended
- **Memory:** minimum of 8GB RAM (16GB strongly recommended).
- **Processor Speed:** minimum of Intel Core i5 or equivalent
- **Hard Drive/SSD:** 256 GB or larger
- **Wireless:** any card that supports 802.11 n/ac protocols and WPA2 Enterprise



- **Webcam/Microphone:** laptops with built-in webcams/microphones recommended (may use a USB headset or external webcam if supported)

***Internet Connection at home:***

**All students attending from home whether synchronously or asynchronously must have a stable internet connection at home.**



## **STUDENTS' RIGHTS**

- Each student has the right to the best education possible where academic and physical excellence are a priority.
- Each student has the right to be treated with respect, dignity and free from harassment regardless of colour, creed, academic standing, or any other discriminatory condition.
- Each student has the right to a learning environment that is caring and supportive and safe.

While every attempt was taken to ensure the comprehensiveness and fairness of these expectations, some of these protocols may be changed due to a development either beyond our control or as an improvement to the system. In such a circumstance parents will be notified of the change in writing and would be expected to help us implement the change. We thank you for your understanding and cooperation in advance.

**We have read the “Student Code of Conduct” and will endeavor to fulfill its tenets.**

-----  
Parent's Signature

-----  
Student's Signature



## SCHOOL TIMINGS

Times for school administration	Days
10:00 AM – 4:00 PM	<b>Monday - Fridays</b>

## IN CLOSING

We hope that this course calendar has served to better acquaint you with the rules and policies of our high school. We ask that you emphasize to your child his or her responsibilities while at school. From time to time, you will receive notices from the school. Please ensure that we always have your correct address and telephone number. In addition, if any matter arises, please do not hesitate to call us.



## Community Involvement Activity Notification and Completion Form

Date submitted: \_\_\_\_\_ Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
(yyyy-mm-dd)

Date	Hours Completed	Organization	Description of Activity	Supervisor's Name and Phone Number	Supervisor's Signature	Principal's/Designate's Signature (*if required)

Total Hours

I acknowledge that I am responsible for the monitoring and safety of my son/daughter during the completion of these hours.

\_\_\_\_\_ Parent/GuardianSignature

Personal information on this form is collected under the authority of the Education Act and Municipal Freedom of Information and Protection of Privacy Act and will only be used to document completion of community involvement hours.

For Office Use Only	<input type="checkbox"/> Completion has been noted on the student's OST.	_____	Signature of School Official	_____	Date
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## **SUBSTITUTION SHEET**

### **BAIG ACADEMY**

#### **Substitution Sheet**

Name: \_\_\_\_\_ OEN: \_\_\_\_\_

#### **OS K-12 Policy Statement:**

To provide the flexibility to tailor an individual student's program to the student's needs and to support his or her progress through secondary school, principals may substitute up to three compulsory credits with courses from other subject areas specified in the list of compulsory credit requirements (including Groups 1, 2 and 3). Substitutions should be made to promote and enhance student learning or to respond to special needs and interests.

#### **Recommendation:**

1. A student along with his/her parent or guardian may request approval for a substitute credit, where the parent or guardian believes that it is in the best interest in meeting the student's needs and/or promote and enhance the student's learning.
2. Whenever possible, the request for substitution should be delayed until the student has had some secondary school experience.
3. A student who is not successful in a compulsory course may:
  - a. Repeat it.
  - b. Choose a course at a more suited level of difficulty.
  - c. Choose a different course from a list of options that fulfils the compulsory credit requirement.

---

We the parent/guardian request that the compulsory credit in:

-----

(Course Code)

be replaced by a credit in:

-----

(Course Code)

The reason for this request is as follows:

- A The student has insufficient experience in this subject
- B the student has experienced considerable difficulty with this subject
- C Other (example...ESL student) -----



-----  
(Signature of Student)

-----  
(Signature of Parent/Guardian)

-----  
(Principal/Vice Principal)

A copy of this application is to be kept in the student's OSR. Each substitution shall be noted on the Ontario Student Transcript (OST).

Original to: OSR

Copy to: Parent or Guardian

Date:

-----



## **APPENDIX POLICY / RESOURCE DOCUMENTS**

Bill 52, Education Statute Law Amendment Act (Learning to Age 18)  
[cal2.edu.gov.on.ca/Bill52Implementation.pdf](http://cal2.edu.gov.on.ca/Bill52Implementation.pdf)

Creating Pathways to Success

[www.edu.gov.on.ca/eng/document/policy/cps/CreatingPathwaysSuccess.pdf](http://www.edu.gov.on.ca/eng/document/policy/cps/CreatingPathwaysSuccess.pdf)

Curriculum Documents

[www.edu.gov.on.ca/eng/curriculum/secondary/subjects.html](http://www.edu.gov.on.ca/eng/curriculum/secondary/subjects.html)

Education Policy and Program Update to April 30, 2010

[www.edu.gov.on.ca/eng/policyfunding/Education\\_Program\\_2010.pdf](http://www.edu.gov.on.ca/eng/policyfunding/Education_Program_2010.pdf)

Growing Success: Assessment, Evaluation, and Reporting in Ontario Schools, 2010

[www.edu.gov.on.ca/eng/policyfunding/growSuccess.pdf](http://www.edu.gov.on.ca/eng/policyfunding/growSuccess.pdf)

Independent Learning Centre [www.ilc.org](http://www.ilc.org)

Mathematics Transfer Course, Grade 9, Applied to Academic

<http://www.edu.gov.on.ca/eng/curriculum/secondary/mathtr9curr.pdf>

Ontario Schools, Kindergarten to Grade 12, Policy and Program Requirements 2011

[www.edu.gov.on.ca/eng/document/policy/os/ONSchools.pdf](http://www.edu.gov.on.ca/eng/document/policy/os/ONSchools.pdf)

Ontario Student Record Guideline, 2000

[www.edu.gov.on.ca/eng/document/curricul/osr/osr.pdf](http://www.edu.gov.on.ca/eng/document/curricul/osr/osr.pdf)

Ontario Student Transcript Manual, 2013

[www.edu.gov.on.ca/eng/general/elemsec/ost/ost2013.pdf](http://www.edu.gov.on.ca/eng/general/elemsec/ost/ost2013.pdf)

Policy/Program Memorandum Document Regarding Community Involvement Activities

[www.edu.gov.on.ca/extra/eng/ppm/124a.html](http://www.edu.gov.on.ca/extra/eng/ppm/124a.html)

Policy/Program Memorandum Document Regarding Prior Learning Assessment and Recognition (PLAR)

[www.edu.gov.on.ca/extra/eng/ppm/129.html](http://www.edu.gov.on.ca/extra/eng/ppm/129.html)

Policy/Program Memorandum Document Regarding Secondary School Literacy Graduation Requirement

[www.edu.gov.on.ca/extra/eng/ppm/127.html](http://www.edu.gov.on.ca/extra/eng/ppm/127.html)

Transfer Courses, The Ontario Curriculum Grades 10 and 11

<http://www.edu.gov.on.ca/eng/document/curricul/transfere.pdf>



## Section V:

### Student Support and Resources

#### **Student Services**

BAIG aims to offer educational programs that promote high standards while providing students with learning opportunities and supports needed for success. We will work closely with our students and their parents to investigate and plan for potential career paths. In addition, the principal and office manager will liaise with community agencies and counsel students on both academic and personal matters.

Successful completion of secondary education in Ontario is important and a valuable step towards postsecondary opportunities. Students may create or choose a program pathway that prepares them for direct entry to apprenticeship programs, college, community living, university and/or the workplace.

There is value, honor and dignity in all postsecondary destinations and all sectors of employment. A student's Program Pathway is his or her educational program and reflects the goals that help motivate him or her to complete secondary school. Building a successful pathway through school requires planning and is a cooperative effort involving students, parent/guardians, teachers and guidance counsellors. Factors that must be considered in planning include:

- Most recent levels of achievement
- Preferred learning style
- Strengths, interests and abilities
- Immediate educational needs

Appropriate course selection and a proactive plan for success are important. This course calendar is a valuable tool to assist families in planning and reviewing a pathway to success for all students. It is our goal that every student will be a success!

#### **Accommodations**

Accommodations provided at Baig refers only to the personalized teaching and assessment strategies, human supports, required enabling a student to learn and to demonstrate learning.

Our accommodations do not alter the provincial curriculum expectations for the grade or course.

Additional supports are not limited to but include the following:

- ✓ Ongoing monitoring of students' progress
- ✓ Providing students with a scheduled support period during the school day
- ✓ Supporting students' program accommodations (e.g. providing an alternative setting and/or extra time for classroom assignments, summative evaluations, and culminating



activities; facilitating assistive technology support, etc.)  
✓ Facilitating home/school communication.

### **Tutoring**

BAIG offers Tutoring assistance by providing extra assistance outside of class time. For more information, contact the head office.



## Section VI:

### Alternate ways of earning credits

**NOTE:** This section is for information purposes only so that you can be aware of some of the different programs available in other board schools to assist you with expanded opportunities as you work towards achievement of the OSSD. BAIG is currently not able to enroll students in any of the programs listed below

The Ontario curriculum is offering more ways to succeed in high school. These Expanded Opportunities are designed to meet individual learning styles, goals and interests in order to better prepare students for graduation and beyond. Some of the opportunities include but are not limited to:

- ✓ **Cooperative Education:** promote skill development, self-awareness and career preparation.
- ✓ **Dual Credit:** provide opportunities to earn high school or college credits while studying at a local college; gain experience that will help them with their post-secondary education or apprenticeship experience
- ✓ **Ontario Youth Apprenticeship Program [OYAP]:** OYAP is a hands-on training program for students who aspire to work in a skilled trade. Apprenticeship training allows students to earn an Ontario Secondary School Diploma (OSSD) while acquiring the necessary sector-specific skills while working with a qualified tradesperson. Some OYAP training takes place in the classroom however, most of the training occurs in the workplace. Students must be 16 years of age, have completed grade 10 and be enrolled in the cooperative education program.
- ✓ **Specialist High Skills Major (SHSM):** Completion of a Specialist High Skills Major (SHSM) recognizes a student has achieved the necessary credits, skills, knowledge and sector certifications associated with a specific industry or lifelong passion.

#### **Summer Session**

In the event a summer school program is held the Summer Session registration forms and course offerings will be available through the school office in early June.

#### **Royal Conservatory Music Credits**

A student who has successfully completed the requirements of one of the following may count a maximum of one non-Grade 12 university/college preparation credit towards the OSSD in addition to any other non-Grade 12 university/college preparation music credit earned in school:

- Grade VIII Practical and Grade 11 Rudiments of the Royal Conservatory of Music, Toronto.
- Grade VIII Practical and Grade 1V Theory of Conservatory Canada, London
- Collegial 1 Practical and Collegial 1 Theory of any conservatory of the province of Quebec.
- Grade VII Practical and Grade V Theory of the Trinity College of Music, London, England.
- Grade VII Practical and Grade V1 Theory of the Royal Schools of Music, London, England



A student who has successfully completed the requirements of one of the following may count a maximum of one Grade 12 university/college preparation credit towards the OSSD in addition to another Grade 12 university/college preparation music credit earned in school:

- Grade 1X Practical and Grade 111 Harmony of the Royal Conservatory of Music, Toronto.
- Grade 1X Practical and Grade V Theory of Conservatory Canada, London
- Collegial 11 Practical and Collegial 11 Theory of any conservatory of the province of Quebec.
- Grade V111 Practical and Grade V1 Theory of the Trinity College of Music, London, England.
- Grade V111 Practical and Grade V111 Theory of the Royal Schools of Music, London, England