

POLICIES AND PROCEDURES

Course Selections:

Students select courses they wish to take by completing a registration form. The timetable is constructed on the basis of these choices. Careful thought must be given to the courses they select as opportunities to change choices are limited once the master timetable has been constructed. All students in Grade 9, 10, and 11 must carry eight courses each year. Spares are permitted only to students in Grade 12. A maximum of 2 spares will be permitted to Grade 12 students, unless special permission has been granted by the student's guidance counsellor.

Course Changes:

Course changes are permitted up to 10 days after the start of the course if there is room in the requested course.

If a preliminary report in October or March indicates there is a serious academic need to change a level, consideration may be given provided certain conditions exist. Since changes at this time can create many difficulties, it is best to seriously consider course levels when making your original course selections.

Procedure for Dropping a Course: (Grade 12 students only)

- (a) The student shall obtain a course change form from the Guidance Counsellor and shall fill in all pertinent information, including reason for request; then
- (b) the student shall have his/her teacher fill in the recommendation; then
- (c) the student shall have his/her parent/legal guardian fill in the appropriate portion; and
- (d) return the form to the Guidance Counsellor who will make the final recommendation to the Principal.
- (e) Students must continue to attend the class for which they were scheduled, until the Principal has authorized the change in program.

EVALUATION AND REPORTING PROCEDURES

EVALUATION

Evaluation of students' progress may include tests, exams, projects, oral and written reports, class participation, homework, culminating activities etc.

EXAMINATIONS

Formal examinations are held twice a year, at the end of each semester. Students must write the exam at the specified time. Exemptions from final exams may be made in the case of illness or death in the family. Suitable documentation will be required.

REPORT CARDS

Early warning or Preliminary reports may be issued in mid-October and mid-March. These reports indicate problems being encountered by students. Report cards are issued twice a semester (mid term and final). A credit will be granted for every course in which the student's grade is 50% or higher.

Students will receive the Ontario Provincial Report Card which will include: percentage grades indicating the level of achievement, attendance and learning skills strengths, weaknesses, and next learning steps.

80 - 100%	level 4 (Achievement is above the provincial standard)
70 - 79 %	level 3 (Achievement is at the provincial standard)
60 - 69 %	level 2 (Achievement is below but approaching the provincial standard)
50 - 59 %	level 1 (Achievement is below the provincial standard)
Below 50 %	(The student will not receive a credit)

A student achieving at level 3 is well prepared for the work in the next grade or the next course.

ONTARIO STUDENT TRANSCRIPT (OST)

The Ontario Student Transcript provides a comprehensive record of a student's overall achievement in high school. Some features included in the OST are:

- successfully completed grade 9 and 10 courses with percentage grades and credits earned
- a list of all grade 11 and 12 courses taken or attempted by the student with the percentage grades earned and credits gained and/or date of withdrawal with mark at the time of withdrawal
- confirmation of completion of community involvement
- final result of the secondary school literacy test.

Full disclosure

As of September 1999 the OST contains:

- 1) successfully completed attempts for grade 9 and 10 courses.
- 2) all attempts (successful or unsuccessful) and withdrawals for grade 11 and 12 courses.

Withdrawal of courses

If a student withdraws from a Grade 11 or 12 course after 5 days following the issue of the report card, the mark at the time of withdrawal will be recorded and no credit will be granted.

If a student withdraws from a grade 11 or 12 course prior to or within 5 days following the issue of the report card, the mark at the time of withdrawal is not recorded on OST.

ONTARIO STUDENT RECORD

The OSR is the official record for a student. Every Ontario school keeps an OSR for each student. The OSR contains achievement results, credits earned and diploma requirements completed, and other information important to the education of the student. Students and their parents (if the student is not

an adult) may examine the contents of the OSR. These records are protected by the Education Act and freedom of information legislation.

ROLES AND RESPONSIBILITIES OF STUDENTS

ATTENDANCE

Regular attendance at school is expected. If you are absent from school, you will be required to bring a note, signed by a parent or guardian, or a phone call to the attendance secretary explaining your absence. An admit slip is required for all of your teachers. Students are expected to keep up to date on all class work while they are absent. A student who becomes ill during the school day must report to the main office. Parents will be contacted.

CODE OF STUDENT BEHAVIOUR

Discipline is essential to the spiritual, social and educational development of the individual. A code of student behaviour enables a school to outline its expectations and consequences regarding the behaviour of its students.

THE ROLE OF THE DEAN

The role of the Dean is to monitor attendance and to be part of the Student Success Team. The Dean is an important contact-person for both students and parents.