



*Partners in Lifelong Education*



# Student Handbook

KPDSB-SGEI Adult Education Partnership  
2019-2020

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# Adult Education Partnership Sites

## **DRYDEN**

Room 219  
Dryden Regional Training & Cultural  
Centre  
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Dryden, ON P8N 3L4  
(807)-223-5553 Ext. 2448  
Instructor: Marg Oversby  
Instructor: Paul Gagne  
Site Monitor: Angie Lichty  
[drydenadulted@kpdsb.on.ca](mailto:drydenadulted@kpdsb.on.ca)

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Instructor: Brian Booty  
Site Monitor: Sherice Nordlund  
[kenoraadulted@kpdsb.on.ca](mailto:kenoraadulted@kpdsb.on.ca)

## **PICKLE LAKE**

1 Trudel Drive  
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Pickle Lake, Ontario P0V 3A0  
Phone: (807) 928-2381  
[PickleLakeAdultEd@kpdsb.on.ca](mailto:PickleLakeAdultEd@kpdsb.on.ca)

## **RED LAKE FALLS/EAR FALLS**

### **Red Lake District Adult Learning Centre**

P.O. Box 505,  
232 Howey Street  
Red Lake, ON P0V 2M0  
(807) 727-3207  
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[alcadmin@shawbiz.ca](mailto:alcadmin@shawbiz.ca)

### **Red Lake Indian Friendship Centre**

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Red Lake, ON P0V 2M0  
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## **SIOUX LOOKOUT**

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Queen Elizabeth District High School  
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## PARTNERSHIP HISTORY

In September 2012, the Keewatin-Patricia District School Board and Seven Generations Education Institute embarked on a partnership to deliver adult education throughout Northwestern Ontario. The goals of this partnership include:

- Increasing opportunities for both aboriginal and non-aboriginal adult learners throughout the KPDSB jurisdiction to achieve the Ontario Secondary School Diploma;
- Improving access for adult learners to high quality curriculum resources on a full or part-time basis;
- Committing to excellence and innovation in serving the needs of adult learners.



# CREDIT PROGRAM

## General Information:

- One credit is made up of 20 lessons and a final evaluation. On average, each credit takes approximately 6 weeks to complete.
- It is your responsibility to pick up your lessons at you site. Talk to your site monitor or instructor if you have any concerns.
- We do not automatically send marks to colleges and universities. We can provide current student's transcripts and/or a registration letter. It is the student's responsibility to forward these documents to the appropriate post-secondary institution.

## Student Credit Policy:

- All completed lessons will be accompanied by a comments cover sheet. A copy of the completed comments cover sheet will be available from the site monitor for the student to keep; completed lessons will be kept by the site monitor until after the credit is completed.
- Always keep your cover sheet as a back-up for your records.
- We suggest that you wait until Lesson 1 has been marked to hand in Lesson 2. However, it is not mandatory. No more than five lessons may be submitted for marking at one time.
- Lessons must be completed to the satisfaction of the teacher before grades and/or credits will be issued. Every course has a final evaluation.
- Marked lessons shall be returned in a timely fashion.
- The final grade for each course will be determined as outlined in Growing Success: Assessment, Evaluation, and Reporting are in Ontario Schools-1st Ed. Covering Grades 1-12 (2010) Seventy percent (70%) of the final grade will be based on evaluations and assessments conducted throughout the course. Thirty percent (30%) of the final grade will be based on a final evaluation in the form of an examination, performance, essay and/or other method of evaluation suitable to the course content.

# Cheating and Plagiarism

Students must complete all assignments to the best of their ability, using their own knowledge and skills, and must not knowingly take any action in completing an assignment that would be considered illegal or immoral.

Students must not give or lend assignments they have completed to others who have the intent to copy them. Students who lend an assignment that is copied are also guilty of cheating and will receive consequences because of their actions.

The Principal will look at each individual case of cheating and plagiarism to determine possible consequences. The Principal will take into consideration the following four factors:

1. the grade level of the student,
2. the maturity of the student,
3. the number and frequency of incidents, and
4. the individual circumstances of the student.

Possible Consequences for students who cheat and plagiarize:

1. a mark of zero
2. complete alternative assignment
3. loss of credit in that course
4. suspension

# PRIOR LEARNING ASSESSMENT AND RECOGNITION FOR MATURE STUDENTS

PLAR is a process for students who have fewer than 16 credits or who started high school after 1999. PLAR allows students to earn credits through assessments and through an evaluation of their life experience. PLAR is not the same as being granted maturity credits.

## PLAR requirements

- Students must be at least 18 years of age or older and out of high school for a year
- Students are required to meet the Ontario Secondary School Diploma requirements which are as follows:
  - 30 credits to graduate
  - Earn a minimum of four grade 11 and 12 credits while registered as a mature student by taking the necessary courses
  - Must complete each of the four grade 11 and 12 compulsory requirements: Grade 11 and 12 English, Grade 11 or 12 mathematics (substitutions may be allowed), and Group 3
- Ontario Secondary School Literacy Test (OSSLT) OR Ontario Secondary School Literacy Course (OSSLC)
- Community Involvement Activities – 40 Hours

## MATURITY CREDITS

- Maturity credits can be awarded to students who entered high school before 1998. Students who began school after 1998 are not eligible for maturity credits.
- Students are eligible for 2 credits per year from the day they turn 19 years of age. A maximum of 12 maturity credits can be awarded to a student. A student's total credits (after maturity credits) cannot exceed 23 or 26 credits depending on the diploma they are on. Students who are awarded maturity credits must complete a minimum of 4 senior credits as a mature student.
- For more information about maturity credits, please talk to your instructor.



# CHANGES TO MINISTRY OF EDUCATION POLICY

## FULL DISCLOSURE

All grade 11 and 12 courses you enroll in as of September 1, 1999 must be reported on your Ontario Student Transcript. The transcript will show the mark you earn for each course you complete or fail. If you withdraw from a course or leave it incomplete, and at least 50% of the course has been graded, your average mark for the graded work will be shown.

## COMMUNITY HOURS

For those students who started high school in 1999 and after, or for those completing PLAR to earn their diploma, 40 hours of community service will be expected of any student wishing to graduate. These hours may be from a variety of volunteer activities you have given to the community. Please ask for a pamphlet from the site monitor for more information.

## LITERACY TEST/LITERACY COURSE

It is now the policy of the Ministry of Education that any student who started high school in 2000 or beyond must pass the literacy test or complete the literacy course in order to graduate.

**Note! If you have gone through the PLAR process, you will have to talk to your Instructor about community hours and the literacy test.**

# Diploma Requirements

The graduation requirements are dependent upon the year you began your high school career. The specifications are described below starting from most recent.

***\*\*For students who began High School between 1993 and 1998, the following graduation conditions apply:***

**The Ontario Secondary School Diploma** (OSSD) will be awarded on the successful completion of a minimum of 30 credits which *must* include the following **16** compulsory credits:

- English.....5 Credits (minimum 2 credits from the senior division)
  - ◆ French\Ojibwe ..... 1 Credit
  - ◆ Mathematics..... 2 Credits
  - ◆ Science..... 2 Credits
  - ◆ Canadian Geography ..... 1 Credit
  - ◆ Canadian History ..... 1 Credit
  - ◆ Social Sciences ..... 1 Credit (senior division)
  - ◆ Arts ..... 1 Credit
  - ◆ Physical Education ..... 1 Credit
  - ◆ Business\Technological Studies ..... 1 Credit
- 16 Credits

Plus:

- ◆ A total of 14 optional credits selected from the full list of courses available at the school.....14 Credits

**Total Credits.....30 Credits**

## MATURE CREDITS

Mature credits (up to a maximum of 12) may be awarded to those students who have not attended school for a period of at least one year after their 18<sup>th</sup> birthday. Awarding of mature credits is up to the discretion of the school principal and is based on such factors as age, length of time out of school, and life experience. If mature credits are granted, the number of credits needed to obtain your OSSD may be reduced. In most cases, a student is awarded 2 credits for every year away from school after their 18<sup>th</sup> birthday. Contact the school principal for further details.

**\*\*For students who begin High School on or after September 1999, the following graduation conditions apply:**

**The Ontario Secondary School Diploma (OSSD)** will be awarded on the successful completion of a minimum of 30 credits which *must* include the following **18** compulsory credits:

<b>COMPULSORY CREDITS (TOTAL OF 18)</b>
<b>4 credits in English (1 credit per grade)</b>
<ul style="list-style-type: none"> <li>• The Ontario Secondary School Literacy Course (OSSLC) may be used to meet either the Grade 11 or the Grade 12 English compulsory credit requirement.</li> <li>• The Grade 11 Contemporary Aboriginal Voices course may be used to meet the Grade 11 English compulsory credit requirement.</li> <li>• For English language learners the requirement may be met through earning a maximum of 3 credits in English as a second language (ESL) or English literacy development (ELD); the fourth credit must be a Grade 12 compulsory English course.</li> </ul>
<b>3 credits in mathematics (at least 1 credit in Grade 11 or 12)</b>
<b>2 credits in science</b>
<b>1 credit in the arts</b>
<ul style="list-style-type: none"> <li>• The Grade 9 Expressing Aboriginal Cultures course may be used to meet the compulsory credit requirement in the arts.</li> </ul>
<b>1 credit in Canadian geography (Grade 9)</b>
<b>1 credit in Canadian history (Grade 10)</b>
<b>1 credit in French as a second language</b>
<ul style="list-style-type: none"> <li>• Students who have taken Native languages in place of French as a second language in elementary school may use a Level 1 or 2 Native language course to meet the compulsory credit requirement for French as a second language.</li> </ul>
<b>1 credit in health and physical education</b>
<b>0.5 credit in career studies</b>
<b>0.5 credit in civics</b>
<p><b>Group 1:</b> English (including the Ontario Secondary School Literacy Course), French as a second language, classical languages, international languages, Native languages, Canadian and world studies, Native studies, social sciences and humanities, guidance and career education, cooperative education</p>
<p><b>Group 2:</b> French as a second language, the arts, business studies, health and physical education, cooperative education</p>
<p><b>Group 3:</b> French as a second language, science (Grade 11 or 12), computer studies, technological education, cooperative education</p>
<p><i>Note:</i> The following conditions apply to selections from the above three groups:</p> <ul style="list-style-type: none"> <li>• A maximum of 2 credits in French as a second language may count as additional compulsory credits, 1 credit from Group 1, and 1 credit from either Group 2 or Group 3.</li> <li>• A maximum of 2 credits in cooperative education may count as additional compulsory credits, selected from any of Groups 1, 2, or 3.</li> </ul>

*In addition to compulsory credits, students must complete: 12 Optional Credits, 40 hours of community involvement activities, and the provincial literacy requirement*

# GRADE 11 AND 12 COURSES

In Grades 11 and 12, students will focus more on their individual interests and identify and prepare for initial postsecondary goals. In these grades there are also more opportunities than in Grades 9 and 10 for learning experiences beyond the school, including cooperative education, work experience, apprenticeship, and school–work transition programs. The four destination-related types of courses are: university preparation courses, university/college preparation courses, college preparation courses, and workplace preparation courses.

## **University/College Preparation Courses**

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. Students will also be required to demonstrate that they have developed these skills.

## **College Preparation Courses**

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. Courses will also require students to demonstrate that they have developed these skills.

## **Workplace Preparation Courses**

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.

Schools will involve employers and site supervisors in the planning of cooperative education and work experience placements, and will ensure that they have their cooperation and support in implementing these 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. Students will be required to demonstrate that they have developed these skills. Workplace preparation courses in particular should also promote and stress the importance of lifelong learning.

## Open Courses in Grades 11 and 12

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 directly related to their postsecondary goals, but that reflects their interests. These courses are appropriate for all students regardless of post secondary 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.

**Explanation of Course Codes:** Each course has a five character identification code in which the first three characters refer to the subject, the fourth character refers to the grade or level of proficiency and the fifth character refers to the type of course.

C= College

E= Workplace

M= College/University

U= University

O = Open

Ex: MAP4C is grade twelve, college

MAP = Mathematics

4 = Grade 12

C = College

<b>Grade 11 Courses</b>		
Course	Code	Credit Value
<b>Business Studies</b>		
Entrepreneurship: The Enterprising Person	BDP3O	1 Credit
Entrepreneurship: The Venture	BDI3C	1 Credit
Financial Accounting Fundamentals	BAF3M	1 Credit
Information and Communication Technology	BTA3O	1 Credit
<b>Canadian and World Studies</b>		
World History to the End of the Fifteenth Century	CHW3M	1 Credit
<b>Cooperative Education</b>		
Creating Opportunities through Co-op	DCO3O	1 Credit
<b>English</b>		
English (College Preparation)	ENG3C	1 Credit
English (Workplace)	ENG3E	1 Credit
English (University)	ENG3U	1 Credit
Media Studies	EMS3O	1 Credit
<b>Guidance and Career Education</b>		
Designing Your Future	GWL3O	1 Credit
Leadership and Peer Support	GPP3O	1 Credit
<b>Health and Physical Education</b>		
Healthy Active Living	PPL3O	1 Credit
<b>Interdisciplinary Studies</b>		
Interdisciplinary Studies	IDC3O	1 Credit
<b>Native Studies</b>		
Aboriginal Beliefs, Values, and Aspirations in Contemporary Society	NBV3E	1 Credit
Contemporary Aboriginal Voices	NBE3C	1 Credit
<b>Mathematics</b>		
Foundations of College Mathematics	MBF3C	1 Credit
Functions and Applications	MCF3M	1 Credit
Mathematics for Work and Everyday Life	MEL3E	1 Credit
<b>Science</b>		
Biology	SBI3C	1 Credit
Chemistry	SCH 3U	1 Credit
Environmental Science	SVN 3E	1 Credit
<b>Social Sciences and Humanities</b>		
Working with Infants and Young Children	HPW3C	1 Credit
<b>Technology</b>		
Hospitality and Tourism	TFJ3C	1 Credit

<b>Grade 12 Courses</b>		
Course	Code	Credit Value
<b>Business Studies</b>		
Information and Communication Technology in the Workplace	BTX4E	1 Credit
Financial Accounting Principals	BAT4M	1 Credit
International Business Fundamentals	BBB4M	1 Credit
<b>Canadian and World Studies</b>		
<b>English</b>		
English (College Preparation)	ENG4C	1 Credit
English (University)	ENG4U	1 Credit
English (Workplace)	ENG4E	1 Credit
English, Writer's Craft	EWC4U	1 Credit
English: Business and Technological Communication	EBT4O	1 Credit
The Ontario Secondary School Literacy Course	OLC4O	1 Credit
<b>Guidance and Career Education</b>		
Navigating the Workplace	GLN4O	1 Credit
<b>Mathematics</b>		
Mathematics for College Technology	MCT4C	1 Credit
Foundations for College Mathematics	MAP4C	1 Credit
Calculus & Vectors	MCV4U	1 Credit
Mathematics of Data Management	MDM4U	1 Credit
Mathematics for Work and Everyday Life	MEL4E	1 Credit
Advanced Functions	MHF4U	1 Credit
<b>Science</b>		
Biology	SBI4U	1 Credit
Chemistry	SCH4C	1 Credit
Chemistry	SCH4U	1 Credit
Physics	SPH4C	1 Credit
Science	SNC4E	1 Credit
Science	SNC4M	1 Credit
<b>Social Sciences and Humanities</b>		
Families in Canada	HHS4C	1 Credit
Families in Canada	HHS4U	1 Credit
Personal Life Management	HIP4O	1 Credit
<b>Technology</b>		
Child Development & Gerontology	TOJ4C	1 Credit

# COURSE DESCRIPTIONS FOR GRADE 11

## **Entrepreneurship: The Enterprising Person, Open**

Course Code: BDP3O

1 Credit

This course examines the importance of enterprising employees in today's changing business environment. Students will learn about the skills and attributes of enterprising employees, the distinguishing features of their work environments, and the challenges and rewards of becoming an enterprising person. Students will also have an opportunity to demonstrate and develop enterprising skills by planning and organizing a school or community event.

Prerequisite: None

## **Entrepreneurship: The Venture, College Preparation**

Course Code: BDI3C

1 Credit

This course focuses on ways in which entrepreneurs recognize opportunities, generate ideas, and organize resources to plan successful ventures that enable them to achieve their personal goals. Students will create a venture plan for a school-based or student-run business. Through hands-on experiences, students will have opportunities to develop the values, traits, and skills most often associated with successful entrepreneurs.

Prerequisite: None

## **Information Communication Technology: The Digital Environment, Open**

Course Code: BTA3O

1 Credit

This course prepares students for the digital environment. Using a hands-on approach, students will further develop information and communication technology skills through the use of common business software applications. The concept and operation of e-business will be explored, and students will design and create an e-business website. The skills developed in this course will prepare students for success in the workplace and/or postsecondary studies.

Prerequisite: None



## **Financial Accounting Fundamentals, University/College Preparation**

Course Code: BAF3M

1 Credit

This course introduces students to the fundamental principles and procedures of accounting. Students will develop financial analysis and decision-making skills that will assist them in future studies and/or career opportunities in business. Students will acquire an understanding of accounting for a service and a merchandising business, computerized accounting, financial analysis, and ethics and current issues in accounting.

Prerequisite: None

## **World History to the End of the Fifteenth Century, University/College Preparation**

Course Code: CHW3M

1 Credit

This course explores the history of various societies and civilizations around the world, from earliest times to around 1500 CE. Students will investigate a range of factors that contributed to the rise, success, and decline of various ancient and pre-modern societies throughout the world and will examine life in and the cultural and political legacy of these societies. Students will extend their ability to apply the concepts of historical thinking and the historical inquiry process, including the interpretation and analysis of evidence, when investigating social, political, and economic structures and historical forces at work in various societies and in different historical eras.

Prerequisite: Canadian History since World War I, Grade 10, Academic or Applied

## **Creating Opportunities through Co-op, Open**

Course Code: DCO3O

1 Credit

This course consists of a learning experience connected to a community and a cooperative education curriculum focused on developing skills, knowledge, and habits of mind that will support students in their learning, including their education and career/life planning, at school and beyond, today and in the future. Within the context of their experience connected to a community, students will apply skills, knowledge, and habits of mind that will protect and promote their health, safety, and well-being and that will strengthen their inquiry, decision-making, and leadership skills. Students will create and implement a learning plan that meets their particular interests and needs, reflect on their learning, and make connections between their experience in the community and other aspects of their lives.

Prerequisite: None

## **English, College Preparation**

Course Code: ENG3C

1 Credit

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: English, Grade 10, Applied

## **English, Workplace Preparation**

Course Code: ENG3E

1 Credit

This course emphasizes the development of literacy, communication, and critical and creative thinking skills necessary for success in the workplace in daily life. Students will study the content, form and style of a variety of contemporary informational, graphic, and literary texts; and create oral, written, and media texts in a variety of forms for practical purposes. An important focus will be on using language clearly and accurately in a variety of formal and informal contexts. The course is intended to prepare students for the compulsory Grade 12 workplace preparation course.

Prerequisite: English, Grade 10, Applied

## **English, University Preparation**

Course Code: ENG3U

1 Credit

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

Prerequisite: English, Grade 10, Academic

## **Media Studies, Open**

Course Code: EMS3O

1 Credit

This course emphasizes knowledge and skills that will enable students to understand media communication in the twenty-first century and to use media effectively and responsibly. Through analysing the forms and messages of a variety of media works and audience responses to them, and through creating their own media works, students will develop critical thinking skills, aesthetic and ethical judgement, and skills in viewing, representing, listening, speaking, reading, and writing.

Prerequisite: English, Grade 10, Academic or Applied

## **Leadership and Peer Support, Open**

Course Code: GPP3O

1 Credit

This course prepares students to act in leadership and peer support roles. They will design and implement a plan for contributing to their school and/or community; develop skills in communication, interpersonal relations, teamwork, and conflict management; and apply those skills in leadership and/or peer support roles – for example, as a student council member or a peer tutor. Students will examine group dynamics and learn the value of diversity within groups and communities.

Prerequisite: None

## **Designing Your Future, Open**

Course Code: GWL3O

1 Credit

This course prepares students to make successful transitions to postsecondary destinations as they investigate specific postsecondary options based on their skill, interests, and personal characteristics. Students will explore the realities and opportunities of the workplace and examine factors that affect success, while refining their job-search and employability skills. Students will develop their portfolios with a focus on their targeted destination and develop an action plan for future success.

Prerequisite: None

## **Healthy Active Living, Open**

Course Code: PPL30

1 Credit

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 and exposure to a broader range of activity settings, students enhance their movement competence, personal fitness, and confidence. 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.

Prerequisite: None

## **Interdisciplinary Studies, Open**

Course Code: IDC30

1 Credit

This course will help students combine the skills required for and knowledge of different subjects and disciplines to solve problems, make decisions, create personal meaning, and present findings beyond the scope of a single subject or discipline. Through individual and collaborative inquiry and research, students will analyse the connections among diverse subjects and disciplines; develop information literacy skills in analysing, selecting, evaluating, and communicating information; and become aware of a variety of resources and viewpoints on contemporary issues. They will also examine their own learning styles, relate their inquiries and research to real-life situations, and investigate career opportunities in new disciplines.

Prerequisites: for IDC30, none;

## **Foundations for College Mathematics, College Preparation**

Course Code: MBF3C

1 Credit

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, analyzing, 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: Foundations of Mathematics, Grade 10, Applied

## **Functions and Applications, University/College Preparation**

Course code: MCF3M

1 Credit

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

Prerequisite: Principles of Mathematics, Grade 10, Academic, or Foundations of Mathematics, Grade 10, Applied

## **Mathematics for Work and Everyday Life, Workplace Preparation**

Course Code: MEL3E

1 Credit

This course enables students to broaden their understanding of mathematics as it is applied in workplace and daily life. Students will solve problems associated with earning money, paying taxes, and making purchases; apply calculations of simple and compound interest in saving, investing, and borrowing; and calculate the costs of transportation and travel in a variety of situations. Students will consolidate their mathematical skills as they solve problems communicate their thinking.

Prerequisite: Mathematics, Grade 9, Academic or Applied, or LDCC Grade 10 mathematics course

## **Aboriginal Beliefs, Values, and Aspirations in Contemporary Society, Workplace Preparation**

Course code: NBV3E

1 Credit

This course focuses on the beliefs, values, and aspirations of Aboriginal peoples in Canada. Students will examine issues of identity facing Indian, Métis, and Inuit peoples, and their relationships to land and nature, as well as to one another within their communities and working environments. Students will also learn how traditional and contemporary beliefs and values influence the present-day aspirations and actions of Aboriginal peoples.

*Prerequisite:* Grade 10 Aboriginal Peoples in Canada, Open, or Grade 10 Canadian History Since World War I, Academic or Applied

## **English: Contemporary Aboriginal Voices, College Preparation**

Course Code: NBE3C

1 Credit

This course emphasizes the development of literacy, critical thinking, and communication skills through the study of works in English by Aboriginal writers. Students will study the content, form, and style of informational texts and literary and media works, and will develop an appreciation of the wealth and complexity of Aboriginal writing. Students will also write reports, correspondence, and persuasive essays, and analyse the relationship between media forms and audiences. An important focus will be on establishing appropriate voice and using business and technical language with precision and clarity.

Prerequisite: English, Grade 10, Academic or Applied

## **Environmental Science, Workplace Preparation**

Course Code: SVN3E

1 Credit

This course provides students with the fundamental knowledge of and skills relating to environmental science that will help them succeed in work and life after secondary school. Students will explore a range of topics, including the impact of human activities on the environment; human health and the environment; energy conservation; resource science and management; and safety and environmental responsibility in the workplace. Emphasis is placed on relevant, practical applications and current topics in environmental science, with attention to the refinement of students' literacy and mathematical literacy skills as well as the development of their scientific and environmental literacy.

Prerequisite: Science, Grade 9, Academic or Applied, or a Grade 9 or 10 locally developed compulsory credit (LDCC) course in science

## **Chemistry, University Preparation**

Course code: SCH3U

1 Credit

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 behaviour 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: Science, Grade 10, Academic

## **Biology, College Preparation**

Course code: SBI3C

1 Credit

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: Science, Grade 10, Academic or Applied

## **Working with Infants and Young Children, College Preparation**

Course Code: HPW3C

1 Credit

This course prepares students for occupations involving children from birth to six years of age. Students will study theories about child behaviour and development, and will have opportunities for research and observation and for practical experiences with young children. Students will become familiar with occupational opportunities and requirements related to working with infants and young children. They will also have opportunities to develop research and critical-thinking skills as they investigate and evaluate current research about early childhood education.

Prerequisite: None

## **Hospitality and Tourism, College Preparation**

Course Code: TFJ3C

1 Credit

This course enables students to develop or expand knowledge and skills related to hospitality and tourism, as reflected in the various sectors of the tourism industry. Students will learn about preparing and presenting food, evaluating facilities, controlling inventory, and marketing and managing events and activities, and will investigate customer service principles and the cultural and economic forces that drive tourism trends. Students will develop an awareness of health and safety standards, environmental and societal issues, and career opportunities in the tourism industry.

Prerequisite: None

# COURSE DESCRIPTIONS FOR GRADE 12

## **Financial Accounting Principles, University/College Preparation**

Course Code: BAT4M

1 Credit

This course introduces students to advanced accounting principles that will prepare them for postsecondary studies in business. Students will learn about financial statements for various forms of business ownership and how those statements are interpreted in making business decisions. This course expands students' knowledge of sources of financing, further develops accounting methods for assets, and introduces accounting for partnerships and corporations.

Prerequisites: BAF3M

## **International Business Fundamentals, University/College Preparation**

Course Code: BBB4M

1 Credit

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.

Prerequisites: NONE

## **Information and Communication Technology in the Workplace, Workplace Preparation**

Course Code: BTX4E

1 Credit

This course provides students with the opportunity to further develop essential workplace skills in information and communication technology while working in a team environment. Using a project-based approach, students will focus on integrating software applications and applying multimedia software features. Students will expand their understanding of electronic business and e-commerce environments and workplace ethics. This course will prepare students for a successful transition from secondary school to the workplace.

Prerequisite: Information and Communication Technology: The Digital Environment, Grade 11, Open



## **English, College Preparation**

Course code: ENG4C

1 Credit

This course emphasizes consolidation of literacy communication, and critical thinking skills necessary for success in academic and daily life. Students will analyse 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: English, Grade 11, College Preparation

## **English, University Preparation**

Course Code: ENG4U

1 Credit

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 analyse 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: English, Grade 11, University Preparation

## **English, Workplace Preparation**

Course Code: ENG4E

1 Credit

This course emphasizes consolidation of literacy, communication, and critical and creative thinking skills necessary for success in the workplace and in daily life. Students will analyse informational, graphic, and literary texts and create oral, written, and media texts in a variety of forms for workplace-related and practical purposes. An important focus will be on using language accurately and organizing ideas and information coherently. This is intended to prepare students for the workplace and active citizenship.

Prerequisite: English, Grade 11, Workplace Preparation

## **English: The Writer's Craft, University Preparation**

Course Code: EWC4U

1 Credit

This course emphasizes knowledge and skills related to the craft of writing. Students will analyse models of effective writing; use a workshop approach to produce a range of works; identify and use techniques required for specialized forms of writing; and identify effective ways to improve the quality of their writing. They will also complete a major paper as part of a creative or analytical independent study project and investigate opportunities for publication and for writing careers.

Prerequisite: English, Grade 11, University Preparation

## **Business and Technological Communication, Open**

Course Code: EBT4O

1 Credit

This course emphasizes practical writing and communication skills that are needed in the world of business and technology. Students will analyse the characteristics of effective models of business and technical communications; gather information to write reports, business letters, memos, manuals, instructions, and brochures; and integrate graphics and text, using technology appropriately for formatting and special effects. They will also make a number of oral and visual presentations.

Prerequisite: English, Grade 11, University Preparation, College Preparation, or Workplace Preparation

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

Course Code: OLC4O

1 Credit

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

Eligibility requirement: Students who have been eligible to write the OSSLT at least twice and who have been unsuccessful at least once are eligible to take the course. (Students who have already met the literacy requirement for graduation may be eligible to take the course under special circumstances, at the discretion of the principal.)

## **Navigating the Workplace, Open**

Course Code: GLN40

1 Credit

This course provides students with opportunities to develop the workplace essential skills and work habits required for success in all types of workplaces. Students will explore occupations and careers of interest through participation in real workplace experiences (e.g., information interviews, work experiences). They will make plans for continued learning and work, work with others to design learning experiences, and investigate the resources and support required to make a smooth transition to their postsecondary destination.

Prerequisite: None

## **Mathematics for College Technology, College Preparation**

Course Code: MCT4C

1 Credit

This course enables students to extend their knowledge of functions. Students will investigate and apply properties of polynomial, exponential, and trigonometric functions; continue to represent functions numerically, graphically, and algebraically; develop facility in simplifying expressions and solving equations; and solve problems that address applications of algebra, trigonometry, vectors, and geometry. Students will reason mathematically and communicate their thinking as they solve multi-step problems. This course prepares students for a variety of college technology programs.

Prerequisite: Functions and Applications, Grade 11, University/College Preparation

## **Foundations for College Mathematics, College Preparation**

Course Code: MAP4C

1 Credit

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; simplify expressions; and solve equations. Students will reason mathematically and communicate their thinking as they solve multi-step problems. The course prepares students for college programs in areas such as business, health sciences, and human services, and for certain skilled trades.

Prerequisite: Mathematics for Personal Finance, Grade 11, College Preparation, of Functions, Grade 11, University/College Preparation (or Functions and Relations, Grade 11, University Preparation)

## **Mathematics for Work and Everyday Life, Workplace Preparation**

Course Code: MEL4E

1 Credit

This course enables students to broaden their understanding of mathematics as it is applied in the workplace and daily life. Students will investigate questions involving the use of statistics; apply the concept of probability to solve problems involving familiar situations; investigate accommodation costs and create household budgets; use proportional reasoning; estimate and measure; and apply geometric concepts to create designs. Students will consolidate their mathematical skills as they solve problems and communicate their thinking.

Prerequisite: Mathematics for Work and Everyday Life, Grade 11, Workplace Preparation

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

Course Code: MCV4U

1 Credit

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, sinusoidal, exponential, rational, and radical 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 choose to pursue careers in fields such as science, engineering, economics, and some areas of business, including those students who will be required to take a university-level calculus, linear algebra, or physics course.

Prerequisite: Note: Advanced Functions, Grade 12, University Preparation, must be taken prior to or concurrently with Calculus and Vectors.

## **Mathematics of Data Management, University Preparation**

Course Code: MDM4U

1 Credit

This course broadens students' understanding of mathematics as it relates to managing data. Students will apply methods for organizing and analysing 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

## **Advanced Functions, University Preparation**

Course code: MHF4U

1 Credit

This course extends students' experience with functions. Students will investigate the properties of polynomial, rational, logarithmic, and trigonometric functions; develop techniques for combining 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 taking the Calculus and Vectors course as a prerequisite for a university program and for those wishing to consolidate their understanding of mathematics before proceeding to any one of a variety of university programs.

Prerequisite: Functions, Grade 11, University Preparation, or Mathematics for College Technology, Grade 12, College Preparation

## **Biology, University Preparation**

Course code: SBI4U

1 Credit

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: Chemistry, Grade 11, University Preparation

## **Chemistry, College Preparation**

Course code: SCH4C

1 Credit

This course enables students to develop an understanding of chemistry through the study of matter and qualitative analysis, organic chemistry, electrochemistry, chemical calculations, and chemistry as it relates to the quality of the environment. Students will use a variety of laboratory techniques, develop skills in data collection and scientific analysis, and communicate scientific information using appropriate terminology.

Emphasis will be placed on the role of chemistry in daily life and the effects of technological applications and processes on society and the environment.

Prerequisite: Science, Grade 10, Academic or Applied

## **Chemistry, University Preparation**

Course code: SCH4U

1 Credit

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: Chemistry, Grade 11, University Preparation

## **Physics, College Preparation**

Course Code: SPH4C

1 Credit

This course develops students' understanding of the basic concepts of physics. Students will explore these concepts with respect to motion; mechanical, electrical, electromagnetic, energy transformation, hydraulic, and pneumatic systems; and the operation of commonly used tools and machines. They will develop their scientific investigation skills as they test laws of physics and solve both assigned problems and those emerging from their investigations. Students will also consider the impact of technological applications of physics on society and the environment.

Prerequisite: Grade 10 Science, Academic or Applied

## **Science, University/College Preparation**

Course Code: SNC4M

1 Credit

This course enables students, including those pursuing postsecondary programs outside the sciences, to increase their understanding of science and contemporary social and environmental issues in health-related fields. Students will explore a variety of medical technologies, pathogens and disease, nutritional science, public health issues, and biotechnology. The course focuses on the theoretical aspects of the topics under study and helps refine students' scientific investigation skills.

Prerequisite: Science, Grade 10, Academic, or any Grade 11 university, university/college, or college preparation course in science

## **Science, Workplace Preparation**

Course Code: SNC4E

1 Credit

This course provides students with fundamental science knowledge and workplace skills needed to prepare them for success beyond secondary school. Students will explore hazards in the workplace, chemicals in consumer products, disease and its prevention, electricity at home and at work, and nutritional science. Emphasis is placed on current topics in science and relevant, practical activities that develop students' literacy and mathematical literacy skills and enhance their scientific literacy.

Prerequisite: Science, Grade 10, Applied, or a Grade 10 locally developed compulsory credit (LDCC) course in science

## **Families in Canada, College Preparation**

Course Code: HHS4C

1 Credit

This course enables students to develop an understanding of social science theories as they apply to individual development, the development of intimate relationships, and family and parent-child relationships. Students will explore a range of issues relating to the development of individuals and families in contemporary Canadian society as well as in other cultures and historical periods. They will develop the investigative skills required to conduct research on individuals, intimate relationships, and parent-child roles and relationships in Canada.

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

## **Families in Canada, University Preparation**

Course Code: HHS4U

1 Credit

This course enables students to draw on sociological, psychological, and anthropological theories and research to analyse 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

## **Personal Life Management, Open**

Course Code: HIP4O

1 Credit

This course focuses on preparing students for living independently and working successfully with others. Students will learn to manage their personal resources to meet their basic needs for food, clothing, and housing. They will also learn about their personal, legal, and financial responsibilities and develop and apply interpersonal skills in order to make wise and responsible personal and occupational choices. Students will apply research and inquiry skills while investigating topics related to personal life management. The course emphasizes the achievement of expectations through practical experiences.

Prerequisite: None

## **Child Development and Gerontology, College Preparation**

Course Code: TOJ4C

1 Credit

This course enables students to examine the stages of child development and the aging process. Students will study the processes of disease and factors contributing to health and well-being in early and later life, and will develop skills required to meet the needs of children and older adults (care skills). Students will also learn about legislation governing the care of children and older adults; evaluate social and recreational activities, programs, and services for improving quality of life; and develop an awareness of health and safety issues, environmental and social issues, and career opportunities related to child care and gerontology.

Prerequisite: None



# DUAL CREDITS

In collaboration with postsecondary institutions, the Adult Education Partnership is pleased to offer students the opportunity to participate in Dual Credit Programs. In these programs, students enroll in postsecondary courses, earning dual credits that count towards both their high school diploma and their postsecondary diploma, degree or apprenticeship certification.

Dual Credit Programs can help students move from high school to college and apprenticeship programs. They can help students complete their Ontario Secondary School Diploma while customizing their learning with exposure to the college environment.

Through Dual Credit Programs, students can:

- Earn high school credits while studying at a local college or taking apprenticeship training
- Gain experience to transition to postsecondary education or apprenticeship
- Get a head start on learning and training for their future careers.

# COOPERATIVE EDUCATION

Co-operative Education is a career-oriented program designed to integrate self-study courses with practical, meaningful experiences in the workplace. The Program is open to all senior students and affords each the opportunity to explore career goals or interests while still in school. Co-op allows students to: relate self-study courses to the workplace; develop job skills; gain practical experience which is essential in today's competitive job market; acquire confidence, self-reliance, appropriate expectations and attitudes in preparation for permanent employment; enhance opportunities for summer work and job placement after graduation; enter apprenticeship and other post-secondary education programs more easily.

Co-op courses are offered to students in grades 11 and 12. Enrolment in Co-operative Education courses is subject to approval from the principal and availability of job placements. Acceptance into the program depends in part upon an interview with the teacher monitor.

Evaluation of each participant is a combined effort of the school monitor and workplace supervisor. The evaluation is based on the student's attendance, reliability, initiative and ability to work in a practical situation.

**The courses offered by this school have been developed according to the requirements of the Ontario Ministry of Education.**

# School Calendar



## Keewatin Patricia DISTRICT SCHOOL BOARD 2019-2020 School Year Calendar

"All Saskatchewan create a culture of learning so that students' career first."

SCHOOL HOLIDAY
PA DAY
EXAMS

September 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

89 Instructional Days - Semester 1 Full Disclosure - Dec 2, 2019  
 88 Instructional Days - Semester 2 Full Disclosure - May 1, 2020  
**All students begin school on September 4, 2019 and end on June 26, 2020**

School Holidays	
September 2, 2019	Labour Day
October 14, 2019	Thanksgiving
Dec 23, 2019 - Jan 3, 2020	Christmas Holidays
February 17, 2020	Family Day
March 16-20, 2020	March Break
April 10, 2020	Good Friday
April 13, 2020	Easter Monday
May 18, 2020	Victoria Day

Professional Activity Days	
September 3, 2019	PA Day
September 30, 2019	PA Day
October 21, 2019	PA Day / Federal Election
November 22, 2019	PA Day
January 31, 2020	Elem - Report Card
April 24, 2020	Sec - Union PA
June 12, 2020	PA Day
	Elem - Report Card
	Sec - School Based PA

Elementary	
Progress Report	November 13, 2019
Elementary Report	February 19, 2020
Elementary Report	June 26, 2020

  

Secondary	
Semester 1 - September 3, 2019 - January 31, 2020	
Semester 2 - February 1, 2020 - June 26, 2020	
Semester 1 Term 1 - September 8, 2019	
Semester 1 Term 2 - November 30, 2019	
Semester 2 Term 1 - January 30, 2020	
Semester 2 Term 2 - April 8, 2020	
Semester 2 Term 3 - April 14 - June 26, 2020	

  

Mid Term Report	
January 27, 26, 29, 30, 2020	
February 13, 2020	

  

Exams	
April 23, 2020	
June 19, 22, 23, 24, 25, 26, 2020	
July	

# SCHOOL EXPECTATIONS

## RESPECT FOR SELF AND OTHERS

In this school and at all sites, all members will be treated as individuals who have a right to dignity and self-respect. We all share in this responsibility to protect everyone's rights. Verbal abuse of an individual is injurious to the individual and to the moral tone of the school. People who harass others, either physically or verbally, are not demonstrating mature adult behaviour.

### Expectations

- Students and staff are expected to show respect for one another.
- Adults working together will refrain from making sexist, racial, abusive or foul comments and/or displaying similar behaviour.

### Consequences

- The physical assault of an individual is a legal offence and will be dealt with accordingly to law.
- Verbal abuse and sexual harassment will be resolved according to Keewatin Patricia District School Board and Seven Generations Education Institute policy.

## RESPECT FOR SCHOOL PROPERTY

### Rationale

School property belongs ultimately to the taxpayers. School property includes textbooks and all course material.

- All visitors to the school are required to report to the main office as a means of preventing trespassing and of maintaining the security of the building.
- Both board policy and provincial/federal laws forbid the use of alcohol and/or non-prescribed drugs. Smoking is also prohibited in all buildings and on school property, including parking lots.

### Expectations

- Students are expected to treat school property with reasonable care and respect.
- Students are not allowed either to possess or use alcohol and/or non-prescribed drugs while on school property or involved in any school activity. Smoking is restricted to certain designated areas.
- All students are to comply with guidelines of the computer lab.

# STUDENT GRIEVANCES

Students in our school have guaranteed rights as follows:

- If a student believes that he/she has been treated unjustly, the student may initiate the following grievance procedure:
- The student may discuss the problem with the party or parties concerned or with a site monitor.
- If the problem is not resolved at step (a), the student may refer it to the Principal.

## GUIDELINES FOR ACCEPTABLE USE OF COMPUTERS

The computers are set up for your educational use. You can produce your lessons for credit courses using Google Classroom or another word processing program. We encourage you to take advantage of these computers.

- As you use the computers, please keep these guidelines in mind:
- This is not a recreational area, so please respect others. Music may be played using headsets ONLY.
- The use of the computers is a privilege, not a right. If usage is inappropriate, you may lose your lab privileges.
- The right to privacy must be respected, and no student shall use another person's password to log on to the system or access any person's files.
- Inappropriate use of the internet will result in loss of privileges. Social media websites are to be used for educational purposes only.
- No food or drink allowed near computers.