

OPERATION AND STAFF MANAGEMENT

INSPECTION PREPARATION OF COURSE CALENDAR

The school must include the following information in its course calendar:

- School's overall goals and philosophy

OSSD

- Requirements for the OSSD
- List of available courses
- Description of the community involvement requirements and procedures
- Information about the provincial secondary school literacy test
- Policies on substitutions for the compulsory courses

Courses

- Courses offered in the school
- Definition of a credit
- List of courses in Grades 9 to 12 and of all prerequisite requirements
- Descriptions of all secondary courses offered by the school and information regarding access to outlines of courses of study
- Explanation of the course coding system
- Information on evaluation and examination policies
- Information on reporting student achievement to parents

Recording and Reporting

- Information on recording procedures including information on the OSR and parental access to the OSR
- Information on recording and reporting procedures related to the OST regarding full disclosure

School Services

- Types of school support services and resources available (e.g. library resource centre, computer lab)
- Information on the school's guidance and career education program

Roles and Responsibilities

- School's expectations regarding students' responsibilities, achievement, and attendance
- School's code of student behaviour

If applicable...

- Descriptions of all approved locally developed courses
- Prior Learning Assessment Recognition (PLAR)
- Information on offering courses through the Independent Learning Centre or distance education

OSAP 200.14.12 ANNEX A CLASSROOM AND STUDENT EXPECTATIONS

- ❑ Policies for independent/private study
 - ❑ Requirements for the Ontario Secondary School Certificate and information about the Certificate of Accomplishment (if applicable)
 - ❑ Information on the cooperative education programs and work experience
 - ❑ Definitions of the types of courses offered by the school
 - ❑ Information about the remedial programs available in the school
 - ❑ Policies and procedures relating to transfer courses
 - ❑ Policies and procedures relating to course changes
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