

GLOSSARY

Annual Education Plan (AEP)

Students in grades 9 to 12 will prepare an annual education plan with the assistance of their parents, guidance counsellor, and teacher advisor. The AEP will identify the student's goals, course selections, extra curricular activities, co-op education and work experience activities.

Compulsory Course Substitutions

In exceptional circumstances, substitutions may be made for a limited number of compulsory credit courses using courses, offered by the school, that meet the requirements for compulsory credits. In all cases, however, the sum of compulsory and optional credits will not be less than thirty for students wishing to earn the Ontario Secondary School Graduation Diploma. Each substitution will be noted on the student's Ontario Student Transcript. The principal must approve compulsory credit substitution.

Course Cancellations

Courses may be cancelled because of insufficient enrolment or staffing considerations. In some cases classes are closed because of large class size. Should a cancellation occur, students will be notified and asked to select an alternate course.

Credit

A credit is a means of recognition of the successful completion of a course for which a minimum of 110 hours has been scheduled. It is granted to a student by the principal of a secondary school on behalf of the Minister.

Individual Education Plan (IEP)

After an Identification, Placement and Review Committee (IPRC) identifies a student as exceptional, an Individual Education Plan must be developed and maintained for that student. The IEP must have input from parents and the student if the student is 16 or over.

Ontario Student Record (OSR)

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.

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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.

The following guidelines apply to all Grade 11 and 12 courses:

*For students who have failed a Grade 11 or 12 course, a "0" will be entered in to the credit column accompanied by the final mark received in the course.

*If a student withdraws from a Grade 11 or 12 course:

- a) on or before the 5th instructional day following the issuance of the first provincial report card, the course will not be recorded on the OST
- b) after the 5th instructional day following the issuance of the first provincial report card, a "W" will be entered in the credit column and the students' mark at the time of withdrawal will be recorded in the achievement column.

*If a student repeats a grade 11 or 12 course that the student previously completed successfully, each attempt and its mark will be shown on the OST; however, the student will only earn one credit for the course. The course with the lower mark will have an "R" entered in the credit column.

Prior Learning Assessment and Recognition (PLAR)

Prior learning includes the knowledge and skills that students have acquired outside secondary school. These skills/knowledge may be evaluated against the expectations outlined in the provincial policy documents in order to earn credits towards the secondary school diploma. These PLAR procedures are carried out under the principal, who grants credits.