Crown Academic International School
Course Calendar

2017-2018

Contents

Crown Academic International School
www.crowaca.com
25 Sheppard Ave, West, Suite300
North York, Ontario, M2N 6S6
Tel: +1(416)2288898
General Email: Info@crownc.net
Program Inquiry: Inquiry@crownc.net

2

Crown Academic International School
www.crowaca.com
25 Sheppard Ave, West, Suite300
North York, Ontario, M2N 6S6
Tel: +1(416)2288898
General Email: Info@crownc.net
Program Inquiry: Inquiry@crownc.net

3

Part 1: Crown Academic International School

Policies Overview

1) The school's overall goals and philosophy

The Ontario Secondary School Program is designed to equip students with the knowledge and skills that they will need to lead satisfying and productive lives in the twenty-first century. The program helps prepare students for further education and work, and assist them to become independent, productive, and responsible members of society.

In Grades 11 and 12, the program is designed to allow all students to choose courses that are clearly and directly linked to their intended postsecondary destinations. Crown Academic International School offers an education program that promotes a high standard of achievement, that provides all students with learning opportunities and support, and that is relevant to society's needs and expectations.

2) The importance and value of completing a secondary education and the school's commitment to reach every student to help him/her achieve a successful outcome from secondary school experience:

Crown Academic International School is working with communities, employers, colleges, universities, and training centers to offer more ways than ever to help students focus on their interests and support their learning. Our goal is to meet the needs, interests, and strengths of all students, engaging them in learning and better preparing them for graduation and beyond.

3) The requirement to remain in secondary school until the student has reached the age of eighteen or obtained an Ontario Secondary School Diploma (OSSD):

Upon arrival, students are placed in the appropriate English Language classes based on their specific needs and areas of English competency. With the assistance of the guidance counselors, students make a detailed study plan which is in accordance with their academic interests and the admission requirements for the university of their choice. In Ontario, students are required to remain in secondary school until the student has reached the age of eighteen or obtained an Ontario Secondary School Diploma (OSSD).

Crown Academic International School
www.crownc.net
25 Sheppard Ave, West, Suite300
North York, Ontario, M2N 6S6
Tel: +1(416)2288898   Fax:+1(416)6285692
General Email: Info@crownc.net
Program Inquiry: Inquiry@crownc.net

4

4) The school organization, including the school's terms, reporting periods, and timetable organization:

The 2017-2018 Calendar provides for 197 possible regular school days between September 1st, 2017 and June 31st, 2018. The school year is divided into 5, 2-month terms from September 2017 to June of 2018. The classes from September to June will be scheduled in three section per day, 5 days per week. If a part-time student is able to take a course during the regular school day hours, he/she could be able to join courses which start at 4:15pm. The timetable is listed below:

Monday- Friday
Section 1:
Math/Science (Instruction Hours: 3Hours)
- 9:00am-12:15pm

Section 2:
ESL/Science/Math/Business/International Language (Instruction Hours: 3 Hours)
- 1:00pm-4:15pm

Section 3:
English/Math/International Language/Business (Instruction Hours: 3 Hours)
- 4:15pm-7:30pm

The students will receive two official reports per course, one at the midpoint and the final report at the end. The report card will include a percentage mark with supporting comments, based on the work completed. There will be two copies of final reports; one will be provided to the Parent/Guidance/student; the other will be kept in Ontario Student Record (OSR) for full-time students or sent to the home school for part-time students.

5) The school's expectations regarding students' responsibilities, achievement, and attendance:

● **Attendance & Punctuality:**

There is a direct relationship between attendance and success at school. Attendance is an integral and compulsory part of all courses. In order for students to achieve a credit they must complete 110 hours of instruction hours. A student who misses school too often may be in danger of losing his/her credit(s). All students are expected to be in school each day unless they are too ill to attend,

Crown Academic International School
www.crownc.net
25 Sheppard Ave, West, Suite300
North York, Ontario, M2N 6S6
Tel: +1(416)2288898   Fax:+1(416)6285692
General Email: Info@crownc.net
Program Inquiry: Inquiry@crownc.net

5

whereas an official doctor's note has to be provided. Students who arrive late not only interrupt classes, but miss out on their own valuable instruction time.

It is a requirement at Crown Academic International School that each student attends and participates in a minimum of eighty percent (80%) of the instruction class hours within a Unit of Study, in order to be able to participate in the evaluation task(s) at the end of the Unit.

When the student is not able to attend due to illness or other extenuating circumstances, verification of the reason for absence must be provided such as a doctor's note (provided at the expense of the student/family) or other forms of acceptable verification. Then, there must be evidence in teacher documentation and student work showing that the materials in the missed classes have been completed.

Absence with an official doctor's note that states "You are unable to attend class." will be taken into consideration and be at the discretion of the Principal.

Any student who is absent for more than fifty percent (50%) of the class time scheduled for a Unit of Study without a satisfactory reason as explained above, and without having made up the work for missed classes, will be asked to withdraw from the course with no refund of fees that had been paid.

At the beginning of the term/courses, each teacher will explain to the students the school attendance policy and procedures for the term.

● **Assessment & Evaluation:**

A student's final grade for each course will be based on assessments and evaluations conducted throughout the course and in part on a final evaluation. Students will be evaluated in a balanced manner with respect to the four categories of the achievement charts in the Provincial Curriculum Policy Documents for the courses in which they are enrolled. Evaluation is based on the level of achievement the student demonstrates in the skills and knowledge covered in a course from three different sources: observations, conversations, and student products.

Student should be concerned with their most recent and consistent work since seventy percent of the evaluation is based on classroom work and may be determined through a variety of methods such as ongoing class presentations, essays, role play, classroom tests, and quizzes. Thirty percent

Crown Academic International School
www.crownc.net
25 Sheppard Ave, West, Suite300
North York, Ontario, M2N 6S6
Tel: +1(416)2288898   Fax:+1(416)6285692
General Email: Info@crownc.net
Program Inquiry: Inquiry@crownc.net

6

of the evaluation is based on a final summative evaluation that may be determined through a variety of methods in the latter portion of the course. These could include a portfolio, essay, examination, and/or presentation. This final evaluation reflects the range and level of student skills and knowledge.

At the beginning of the semester/course, each teacher will explain to the students the assessment and evaluation procedure used for his/her course.

6) The school's code of conduct

● **Standards of Behaviour:**

Respect, civility, and responsible citizenship. All school members must:

1) Respect and follow all applicable laws;

2) Demonstrate honesty and integrity;

3) Respect differences in people;

4) Treat one another with dignity and respect at all times, especially when there is disagreement;

5) Respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, religion, gender, sexual orientation, age, or disability;

6) Respect the rights of others;

7) Show care and respect for school property and the property of others;

8) Take the proper steps to help those in need;

9) Respect all members of the school community, especially those in a position of authority;

10) Respect the need of others to work in an environment that encourages learning and teaching;

11) Seek help from school staff, if necessary, to resolve conflict peacefully;

12) Not swear at a teacher or at another person in a position of authority.

Safety, School community members must not:

1) Engage in any form of bullying or commit sexual assault, whether it is in person or through technology (like email or cell phones);

2) Traffic weapons or illegal drugs;

3) Commit robbery;

4) Provide alcohol to anyone under the legal drinking age;

5) Be in possession of a weapon, including firearms;

6) Use any object to threaten or intimidate another person;

7) Injure anyone with an object;

Crown Academic International School
www.crownc.net
25 Sheppard Ave, West, Suite300
North York, Ontario, M2N 6S6
Tel: +1(416)2288898   Fax:+1(416)6285692
General Email: Info@crownc.net
Program Inquiry: Inquiry@crownc.net

7

8) Be in possession or under the influence of alcohol or illegal drugs, or give them to anyone else;

9) Inflict or encourage others to inflict bodily harm;

10) Engage in hate propaganda or other types of behaviour caused by hate or bias;

11) Commit an act of vandalism that causes extensive damage to school property at the student's school or to property on the school premises.

- **Roles and Responsibilities**

Teachers and school staff, under the leadership of their principal, help maintain order in the school and are expected to hold everyone to the highest standard of respect and responsible behaviour. As role models, staff upholds these high standards when they:

1) Help students work to their full potential and develop their self-worth;

2) Empower students to be positive leaders in their classroom, school and community;

3) Communicate regularly with parents on important issues;

4) Maintain consistent standards of behaviour for all students;

5) Show respect for all students, staff, parents, volunteers, and members of the school community;

6) Prepare students for the full responsibilities of citizenship.

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

1) Comes to school prepared, on time, and ready to learn;

2) Shows respect for himself/herself, for others and for those in authority;

3) Refrains from bringing anything to school that may put the safety of others at risk;

4) Follows the established rules and takes responsibility for his/her own actions.

Parents/Guardians play an important role in the education of their children and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents/Guardians fulfill this responsibility when they:

1) Show an active interest in their child's school work and progress;

2) Communicate regularly with the school;

3) Make sure their child is neat, properly dressed, and prepared for school;

4) Ensure that their child attends school regularly and on time;

5) Inform the school promptly about their child's absence or late arrival;

6) Become familiar with the provincial code of conduct, the board's code of conduct, and school

Crown Academic International School
www.crownc.net
25 Sheppard Ave, West, Suite300
North York, Ontario, M2N 6S6
Tel: +1(416)2288898   Fax:+1(416)6285692
General Email: Info@crownc.net
Program Inquiry: Inquiry@crownc.net

8

rules;

7) Encourage and help their child follow the rules of behavior;

8) Help school staff deal with disciplinary issues involving their child.

Part 2: Diploma and Certificates

1) **Compulsory Credit Requirements**

In order to obtain the Ontario Secondary School Diploma, students must earn a total of 18 compulsory credits. The courses that students can take to meet the compulsory credit requirements are described in the curriculum policy documents for the various disciplines. The compulsory credits are to be distributed as shown below.

- **4 credits in English (1 credit per grade)**
  - The Ontario Secondary School Literacy Course (OSSLC) may be used to meet either the Grade 11 or the Grade 12 English compulsory credit requirement.
  - The Grade 11 Contemporary Aboriginal Voices course may be used to meet the Grade 11 English compulsory credit requirement.
  - 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.

- **3 credits in mathematics (at least 1 credit in Grade 11 or 12);**
- **2 credits in science;**
- **1 credit in the arts: The Grade 9 Expressing Aboriginal Cultures course may be used to meet the compulsory credit requirement in the arts.**
- **1 credit in Canadian Geography (Grade 9);**
- **1 credit in Canadian History (Grade 10);**
- **1 credit in French as a second language: 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.**
- **1 credit in health and physical education;**
- **0.5 credit in career studies;**

- **0.5 credit in civics.**
- **3 additional credits, consisting of 1 credit from each of the following groups:**
  - **Group 1:** 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, and cooperative education;
  - **Group 2:** French as a Second Language, the arts, business studies, health and physical education, and cooperative education;
  - **Group 3:** French as a Second Language, science (Grade 11 or 12), computer studies, technological education, and cooperative education.

Note: The following conditions apply to selections from the above three groups:
- 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.
- A maximum of 2 credits in cooperative education may count as additional compulsory credits, selected from any of Groups 1, 2, or 3.

2) **Optional Credit Requirements**

In addition to the 18 compulsory credits, students must earn 12 optional credits. Students earn these credits by successfully completing courses that they have selected from the courses listed as available in their school's program and course calendar.

3) **The community involvement requirements and procedures:**

Introduction:

Students must complete a minimum of 40 hours of community involvement activities as part of the diploma requirements. The purpose of this requirement is to encourage students to develop an awareness and understanding of civic responsibility and of the role they can play and the contributions they can make in supporting and strengthening their communities. Students will plan and select their community involvement activities in consultation with their parents and as part of the Individual Pathways Plan process.

Although this diploma requirement applies to students in Grades 9 to 12, students in Grade 8 will now be able to start accumulating community involvement hours in the summer before they enter Grade 9. For mature students, the principal will determine the number of hours of community

Crown Academic International School
www.crownc.net
25 Sheppard Ave, West, Suite300
North York, Ontario, M2N 6S6
Tel: +1(416)2288898   Fax:+1(416)6285692
General Email: Info@crownc.net
Program Inquiry: Inquiry@crownc.net

10

involvement activities required.

Roles and Responsibilities of Crown Academy

The supervision and implementation of community involvement activities is authorized by Crown Academics International School. A list of approved community involvement activities has been provided. This list is included in this information package, along with a list of activities that the Ministry of Education has stated are ineligible. The school will not approve student participation in any activities that are on the ministry's list of ineligible activities. Crown Academic is responsible to ensure that all participants, including students and community sponsors, are adequately covered through personal insurance.

Roles and Responsibilities of School Principal

The principal is required to provide the information of community involvement requirement to parents, students, and community sponsors. The principal will need to provide students with the information and forms that they will need to complete before the community involvement activities which include the list of approved activities from which to choose from. The principal will also be required to decide whether the student has met the community involvement requirement when he/she completes the 40 hours of community involvement and submits all documentation of their completion to the school. If so, the record of completion will be kept on the student's official transcript.

Roles and Responsibilities of students

Students are responsible for the completion and selection of 40 hours of community involvement activities. Student will select an activity or activities that is/are *not* on the list of ineligible activities which is provided from the school. If not on the list of eligible activities, the student will need to obtain a formal written approval from the principal before the beginning of the activity.

Roles and Responsibilities of parents/guardians

Parents/Guardians should provide assistance to their child in the selection of their community involvement activities. Parents are also encouraged to communicate with the community sponsor and the school principal if they have any questions or concerns. A parent must sign the "Notification of Planned Community Involvement Activities" form and the "Completion of Community Involvement Activities" forms if the student is under the age of eighteen years old.

Procedures for students

Before the beginning of any activities, students will need to complete a "*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 or the parents/legal guardians of the student if he or she is under eighteen years of age, and provided by the student to the principal or other school contact. More than one form may be submitted when additional activities are planned that were not introduced on a previously submitted form.

After each community involvement activity, the "*Completion of Community Involvement Activities*" form must be completed by the student, or the student's parents/legal guardians, and the community sponsor (the person or organization who provided the community involvement opportunities for the student), and submitted to the principal or other school contact.

"Notification of Planned Community Involvement Activities" and "Community Involvement Activities" forms are available at the school's Guidance Office.

The ministry list of Ineligible Activities

The ministry has developed a list of activities that may not be chosen as community involvement activities and that are therefore ineligible. 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;

Crown Academic International School
www.crownc.net
25 Sheppard Ave, West, Suite300
North York, Ontario, M2N 6S6
Tel: +1(416)2288898   Fax:+1(416)6285692
General Email: Info@crownc.net
Program Inquiry: Inquiry@crownc.net

12

- 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 trades person whose trade is regulated by the provincial government;

- Involves banking or the handling of securities, or the 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 a court-ordered program (e.g., community-service program for young offenders, probationary program).

Crown Academic list of Eligible Activities

The activities listed below are approved by the school board to help students to finish one or multiple activities and for the completion of the community involvement requirements.

- An event or activity that will benefit the community;
- An event or activity that is designed to support a not-for-profit agency, institution or foundation that conforms to the ethical standards of Crown Academic International School;
- Participation of a structured program that provides tutoring, mentoring, visiting, or coaching with the purpose of helping others who need those assistances;
- An event or activity that is designed for the purpose to promote positive environmental awareness;
- An event or activity that contributes to the health and well-being of any ethical group that conforms to the community standards of morality and conduct, including school-based activities;

Crown Academic International School
www.crownc.net
25 Sheppard Ave, West, Suite300
North York, Ontario, M2N 6S6
Tel: +1(416)2288898   Fax:+1(416)6285692
General Email: Info@crownc.net
Program Inquiry: Inquiry@crownc.net

13

- Participation in an event or activity which is associated with a club, religious organization, arts or cultural association, or political organization that seeks to make a positive and ethical contribution in the community.

4) **Substitutions policy for Compulsory Credit Requirements:**

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

Crown Academic International School Procedure:

Crown Academic International School provides a form where students over 18 years of age or the parent of the student is under 18 may request a substitution. The principal and the parent will determine the appropriate substitution course. Once the form is completed, it will be filed in the Ontario Student Record (OSR), and the substitution will be noted on the Ontario Student Transcript (OST).

5) **The provincial secondary school literacy requirement:**

All students are required to meet the secondary school literacy graduation requirement in order to earn an Ontario Secondary School Diploma (OSSD). The requirement is based on the expectations for reading and writing throughout the Ontario curriculum up to and including Grade 9. The

Crown Academic International School
www.crownc.net
25 Sheppard Ave, West, Suite300
North York, Ontario, M2N 6S6
Tel: +1(416)2288898   Fax:+1(416)6285692
General Email: Info@crownc.net
Program Inquiry: Inquiry@crownc.net

14

purpose of the secondary school literacy graduation requirement is to determine whether students have the skills in reading and writing that they will need to succeed in school, at work, and in daily life.

- **The Ontario Secondary School Literacy Test (OSSLT):**

To meet this requirement, students are expected to take and successfully complete the Ontario Secondary School Literacy Test (OSSLT) in Grade 10. Once students have successfully completed the OSSLT, they may not retake it.

The test is scheduled by and administered through the Education Quality and Accountability Office (EQAO) once each year, usually in the spring. Students will usually take the OSSLT in the school year following the school year in which they enter Grade 9, unless a deferral is granted by the principal.

Students who do not successfully complete the OSSLT will have the opportunity to retake the test in subsequent years, on dates scheduled by the EQAO. However, once students have successfully completed the OSSLT, they may not retake it.

Students who do not successfully complete the OSSLT will have additional opportunities to meet the literacy graduation requirement in accordance with the policies pertaining to the Ontario Secondary School Literacy Test, (OSSLT) and the Ontario Secondary School Literacy Course (OSSLC)

Mature students have the option to enroll directly in the Ontario Secondary School Literacy Course (OSSLC) without first attempting the OSSLT. They may still elect to meet the literacy graduation requirement by successfully completing the OSSLT.

Crown Academic International School Procedure:
- Students in Grade 10 have the opportunity to take the Ontario Secondary School Literacy Test (OSSLT) in the appropriate semester. Once students have successfully completed the OSSLT, they are not required to take the Ontario Secondary School Literacy Course (OSSLC). If not completed successfully, they may attempt the test again or take the Ontario Secondary School Literacy Course (OSSLC) at the next level.

Crown Academic International School
www.crownc.net
25 Sheppard Ave, West, Suite300
North York, Ontario, M2N 6S6
Tel: +1(416)2288898   Fax:+1(416)6285692
General Email: Info@crownc.net
Program Inquiry: Inquiry@crownc.net
15

- **Students who have reached the age of 18 and have been out of school for one year (mature student), and have just entered Grade 12, will have the following options**:

1）The student who has reached the age of 18 and has been out of school for one year (mature student), and has just entered Grade 12, can choose to take the Ontario Secondary School Literacy Test (OSSLT) in the appropriate semester. If the student has successfully completed the OSSLT, they are not required to take the Ontario Secondary School Literacy Course (OSSLC). If not, the student can chose to retake the Ontario Secondary School Literacy Course (OSSLC) *or* take the Ontario Secondary School Literacy Course (OSSLC）in order to meet the requirements of graduation.

2）The student who has reached the age of 18 and been out of school for one year (mature student), can chose *not* to take the Ontario Secondary School Literacy Test (OSSLT), instead, the student can choose to directly enroll to the Ontario Secondary School Literacy Course (OSSLC) in order to meet the requirements of graduation.

Roles and Responsibilities of the school

The school will be responsible for the following:

- Contact the Education Quality and Accountability Office (EQAO) to register the students for the Ontario Secondary School Literacy Test (OSSLT);
- professional responsibilities for the administration of the test;
- steps to follow (e.g., application of the exam, preparation of the material, revision of the exam, the distribution to students, and the return of materials to EQAO);
- accommodations for students with special education needs and special provisions for English;

Roles and Responsibilities of Student (Under the age of 18 or has not been out of school for one year)

Student should respond to the preparation that provided by the school in order to successfully complete the Ontario Secondary School Literacy Test (OSSLT).

Roles and Responsibilities of Student (Mature Student)

- The student who has reached the age of 18 and been out of school for one year (mature student), and has just entered the Grade 12, can choose to take the Ontario Secondary School Literacy Test (OSSLT) in the appropriate semester. If the student has successfully

Crown Academic International School
www.crownc.net
25 Sheppard Ave, West, Suite300
North York, Ontario, M2N 6S6
Tel: +1(416)2288898   Fax:+1(416)6285692
General Email: Info@crownc.net
Program Inquiry: Inquiry@crownc.net

16

completed the OSSLT, they are not required to take the Ontario Secondary School Literacy Course (OSSLC). If not, the student can choose to retake the Ontario Secondary School Literacy Course *or* take the Ontario Secondary School Literacy Course (OSSLC）in order to meet the requirements of graduation.

- The student who has reached the age of 18 and been out of school for one year (mature student), can choose *not* to take the Ontario Secondary School Literacy Test (OSSLT), instead, the student can choose to directly enroll to the Ontario Secondary School Literacy Course (OSSLC) in order to meet the requirements of graduation.

● **The Ontario Secondary School Literacy Course (OSSLC)**

Policy requirements for taking the Ontario Secondary School Literacy Course (OSSLC) are contained in the curriculum policy document **The Ontario Curriculum: English – The Ontario Secondary School Literacy Course (OSSLC), Grade 12.** Students who pass the course are considered to have met the literacy graduation requirement.

The reading and writing competencies required by the Ontario Secondary School Literacy Test (OSSLT) form the instructional and assessment core of the course. The course differs from other courses in that it outlines specific requirements for evaluation in order to ensure alignment with the requirements of the OSSLT.

If a student has had two opportunities to take the OSSLT and has failed it at least once, the student is eligible to enroll in the OSSLC.

The credit earned for successfully completing the OSSLC may also be used to meet the Grade 11 or the Grade 12 compulsory credit requirement in English or to meet the Group 1 compulsory credit requirement for the Ontario Secondary School Diploma.

Crown Academic International School Procedure:

Crown Academic International School has full-time students and offers the OSSLC for students who have attempted and failed the OSSLT in order to fulfill the Literacy Requirement toward the OSSD. The principal has 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 interest of the student. Mature students may enroll directly in the OSSLC.

- **Accommodations, Special Provisions, Deferrals, and Exemptions:**

English language learners may qualify for special provisions e.g. adjustments to the setting and/or timing for writing the test if the principal deems such provisions to be in the best educational interest of the student.

Exemptions from the Literacy Requirement may be made for students who are intentionally not working towards an OSSD.

Deferral may be granted to students who did not successfully complete Grade 9 English or students who are registered in English as a Second Language. Students who are granted a deferral will write the test at the next scheduled sitting.

Crown Academic International School will not apply for the above procedures.

6）**The requirements for the Ontario Secondary School Certificate:**

The Ontario Secondary School Certificate (OSSC) will be granted, on request, to students who are leaving secondary school upon reaching the age of eighteen without having met the requirements for the Ontario Secondary School Diploma.

To be granted an OSSC, a student must have earned a minimum of 14 credits, distributed as follows.

- **7 required compulsory credits：**

    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;

- **7 required optional credits：**

    7 credits selected by the student from available courses

The provisions for making substitutions for compulsory credits also apply to the Ontario Secondary School Certificate.

7) <u>The Certificate of Accomplishment:</u>

Students who are leaving secondary school upon reaching the age of eighteen without having met 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 kinds of further training, or who plan to find employment directly after leaving school. The Certificate of Accomplishment is to be accompanied by the student's Ontario Student Transcript. 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 the returning student has fulfilled the appropriate requirements.

Part 3: Curriculum

1) <u>The definition of a credit:</u>

A credit is granted in recognition of the successful completion (that is, 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 for courses that have been developed or authorized by the ministry.

2) <u>Definitions of the types of courses available in the Ontario Curriculum:</u>

Secondary school courses in the Ontario curriculum are organized by discipline, grade, and course type. Course types offered in Grades 9 and 10 (academic and applied courses, open courses) differ from those offered in Grades 11 and 12 (destination-related courses, open courses). In the current Ontario curriculum, there is a clear distinction between applied and academic courses in Grades 9 and 10, as well as among the various destination and open courses in Grades 11 and 12. Open courses in Grades 9 to 12 are also distinct from other course types. Because the courses are different, students may earn credit for the successful completion of more than one course in the same subject at any given grade level. Crown Academic International School will offer both a sufficient number of courses and courses of appropriate types to enable students to meet the diploma requirements. Crown Academic is not expected to offer all courses in all course types, but to provide a range of choices appropriate to the needs and interests of their students.

- **Grade 9 and 10 Courses:**
  The following three types of courses are offered in Grades 9 and 10:

1) **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.

2) **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.

3) **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.

In Grades 9 and 10, students will select an appropriate combination of academic, applied, and open courses in order to add to their knowledge and skills, explore their interests, and determine the type of educational program they are best suited to undertake in Grades 11 and 12. When selecting their courses in Grades 9 and 10, students are not expected to make binding decisions about a particular educational or career pathway; however, they should try to ensure that they have the prerequisites required for future courses they plan to take.

- **Grade 11 and 12 Courses:**
  The following five types of courses are offered in Grades 11 and 12:

1) **College preparation courses** are designed to equip students with the knowledge and skills they need to meet the entrance requirements for most college programs or for admission to specific apprenticeship or other training programs.

2) **University preparation courses** are designed to equip students with the knowledge and skills they need to meet the entrance requirements for university programs.

3) **University/college preparation courses** are designed to equip students with the knowledge and skills they need to meet the entrance requirements for specific programs offered at universities and colleges.

Crown Academic International School
www.crownc.net
25 Sheppard Ave, West, Suite300
North York, Ontario, M2N 6S6
Tel: +1(416)2288898   Fax:+1(416)6285692
General Email: Info@crownc.net
Program Inquiry: Inquiry@crownc.net

20

4) **Workplace preparation courses** are designed to equip students with the knowledge and skills they need to meet the expectations of employers, if they plan to enter the workforce directly after graduation, or the requirements for admission to certain apprenticeship or other training programs.

5) **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.

In Grades 11 and 12, students will focus increasingly on their individual interests and will identify and prepare for their postsecondary pathways.

3) <u>**Explanation of the course coding system:**</u>

Course codes are adopted from the Ontario Secondary Schools Curriculum guidelines and can be interpreted as follows: The first three characters of the course codes are those given in the Ministry's list of common course codes. The fourth character indicates the grade of a course, as follows: 1 (Grade 9), 2 (Grade 10), 3 (Grade 11), 4 (Grade 12). For courses in ESL, classical/ international languages, and Native languages only, letters will indicate the level of a course, as follows: A (Level 1), B (Level 2), C (Level 3), D (Level 4), and E (Level 5). The fifth character indicates the type of course, as follows: D (Academic), O (open), U (University preparation), M (university/ college preparation). The sixth character indicates if the course is (1) one-credit or half-credit (H)

Prerequisites:

The policy regarding prerequisites is stated as follows in *Ontario Secondary Schools, Grades 9 to 12: Program and Diploma Requirements*, 1999: Courses in Grade 10, 11 and 12 may have prerequisites as a requirement for enrollment. All prerequisite courses will be identified in ministry curriculum policy documents and no courses apart from these may be identified as prerequisites. Crown Academic will honor the stated prerequisite requirements within subject policy documents. Therefore, the principal of Crown Academic will not waive prerequisites.

Crown Academic International School
www.crownc.net
25 Sheppard Ave, West, Suite300
North York, Ontario, M2N 6S6
Tel: +1(416)2288898   Fax:+1(416)6285692
General Email: Info@crownc.net
Program Inquiry: Inquiry@crownc.net

21

CrownAcademic

Credit Course Name, Code, Prerequisite, and Course Description List:

Grade 9-12 High School Credit Courses descriptions，2017-2018

- **BY GRADE:**

Grade 11

Course Name	Course Type	Course Code	Prerequisite
The Ontario Curriculum, Grades 11 and 12, English, 2007 (revised)			
English, Grade 11	University Preparation	ENG3U	Grade 10 English, Academic
Mathematics, the Ontario Curriculum, Grades 11 and 12, 2007 (Revised)			
Functions	University Preparation	MCR3U	Principles of Mathematics, Grade 10, Academic
Science, The Ontario Curriculum, Grades 11 and 12, 2008 (Revised)			
Chemistry	University Preparation	SCH3U	Grade 10 Science, Academic
Physics	University Preparation	SPH3U	Grade 10 Science, Academic

Grade 12

Course Name	Course Type	Course Code	Prerequisite
The Ontario Curriculum, Grades 11 and 12: Business Studies, 2006, (revised)			
International Business Fundamentals	University/College Preparation	BBB4M	None
Business Leadership: Management Fundamentals	University/College Preparation	BOH4M	None
The Ontario Curriculum, Grades 11 and 12: English, 2007 (revised)			
English	University Preparation	ENG4U	Grade 11 English, University Preparation
The Ontario Curriculum, English, The Ontario Secondary School Literacy Course (OSSLC), 2003			
Ontario Secondary School Literacy Course	Open	OLC4O	Eligibility requirement: Students who have been eligible to write the OSSLT at least twice and who have been unsuccessful at

Crown Academic International School
www.crownc.net
25 Sheppard Ave, West, Suite300
North York, Ontario, M2N 6S6
Tel: +1(416)2288898   Fax:+1(416)6285692
General Email: Info@crownc.net
Program Inquiry: Inquiry@crownc.net

22

			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.)
Mathematics, the Ontario Curriculum, Grades 11 and 12, 2007 (Revised)			
Advanced Functions	University Preparation	MHF4U	Functions, Grade 11, University Preparation, or Mathematics for College Technology, Grade 12, College Preparation
Calculus and Vectors	University Preparation	MCV4U	Advanced Functions, Grade 12, University Preparation (note: MHF4U may be taking concurrently
Mathematics of Data Management	University Preparation	MDM4U	Functions, Grade 11, University Preparation, or Functions and Applications, Grade 11, University/College Preparation
Science, The Ontario Curriculum, Grades 11 and 12, 2008 (Revised)			
Chemistry	University Preparation	SCH4U	Grade 11 Chemistry, University Preparation
Physics	University Preparation	SPH4U	Grade 11 Physics, University Preparation
Classical Studies and International Languages(2016)			
Traditional Chinese(Mandarin)	University Preparation	LKMDU	International Languages, Level 2, University Preparation

- **BY SUBJECT**

Business Studies

Course Name：International Business Fundamentals
Course Type：University/College

Grade Level: Grade 12
Course Code：BBB4M
Prerequisite：None
Course Description：

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.

Course Name： Business Leadership: Management Fundamentals
Course Type： University/College
Grade Level: Grade 12
Course Code： BOH4M
Prerequisite： None
Course Description：

This course focuses on the development of leadership skills used in managing a successful business. Students will analyses 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.

English
Course Name： English
Course Type： University
Grade Level: Grade 11
Course Code： ENG3U
Prerequisite： English, Grade 10, Academic
Course Description：

This course emphasizes the development of literacy, communication, and critical and creative

Crown Academic International School
www.crownc.net
25 Sheppard Ave, West, Suite300
North York, Ontario, M2N 6S6
Tel: +1(416)2288898   Fax:+1(416)6285692
General Email: Info@crownc.net
Program Inquiry: Inquiry@crownc.net

24

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.

Course Name：English
Course Type：University
Grade Level: Grade 12
Course Code：ENG4U
Prerequisite：English, Grade 11, University Preparation
Course Description：

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.

Course Name：Ontario Secondary School Literacy Course
Course Type：Open
Grade Level: Grade 12
Course Code：OLC4O
Prerequisite：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.)
Course Description：

Crown Academic International School
www.crownc.net
25 Sheppard Ave, West, Suite300
North York, Ontario, M2N 6S6
Tel: +1(416)2288898   Fax:+1(416)6285692
General Email: Info@crownc.net
Program Inquiry: Inquiry@crownc.net

25

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. Students will also maintain and manage a portfolio containing a record of their reading experiences and samples of their writing.

Mathematics:

Course Name：Functions
Course Type：University
Grade Level: Grade 11
Course Code：MCR3U
Prerequisite：Principles of Mathematics, Grade 10, Academic
Course Description：

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; investigate inverse functions; and develop facility in determining equivalent algebraic expressions. Students will reason mathematically and communicate their thinking as they solve multi-step problems.

Course Name：Advanced Functions
Course Type：University
Grade Level: Grade 12
Course Code：MHF4U
Prerequisite：Functions, Grade 11, University Preparation, or Mathematics for College Technology, Grade 12, College Preparation
Course Description：

This course extends students' experience with functions. Students will investigate the properties of polynomial, rational, logarithmic, and trigonometric functions; develop techniques for combining

Crown Academic International School
www.crownc.net
25 Sheppard Ave, West, Suite300
North York, Ontario, M2N 6S6
Tel: +1(416)2288898   Fax:+1(416)6285692
General Email: Info@crownc.net
Program Inquiry: Inquiry@crownc.net

26

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.

Course Name：Calculus and Vectors
Course Type：University
Grade Level: Grade 12
Course Code：MCV4U
Prerequisite：Note: The new Advanced Functions course (MHF4U) must be taken prior to or concurrently with Calculus and Vectors (MCV4U).
Course Description：

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 modeling 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.

Course Name：Mathematics of Data Management
Course Type：University
Grade Level: Grade 12
Course Code：MDM4U
Prerequisite：Functions, Grade 11, University Preparation, or Functions and Applications, Grade 11, University/College Preparation
Course Description：

This course broadens students' understanding of mathematics as it relates to managing data.

Crown Academic International School
www.crownc.net
25 Sheppard Ave, West, Suite300
North York, Ontario, M2N 6S6
Tel: +1(416)2288898   Fax:+1(416)6285692
General Email: Info@crownc.net
Program Inquiry: Inquiry@crownc.net

27

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.

Science

Course Name：Chemistry
Course Type：University
Grade Level: Grade 11
Course Code：SCH3U
Prerequisite： Science, Grade 10, Academic
Course Description：

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.

Course Name：Physics
Course Type：University
Grade Level: Grade 11
Course Code：SPH3U
Prerequisite： Science, Grade 10, Academic
Course Description：

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

Crown Academic International School
www.crownc.net
25 Sheppard Ave, West, Suite300
North York, Ontario, M2N 6S6
Tel: +1(416)2288898   Fax:+1(416)6285692
General Email: Info@crownc.net
Program Inquiry: Inquiry@crownc.net

28

will analyze the interrelationships between physics and technology, and consider the impact of technological applications of physics on society and the environment.

Course Name：Chemistry
Course Type：University
Grade Level: Grade 12
Course Code：SCH4U
Prerequisite：Chemistry, Grade 11, University Preparation
Course Description：

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.

Course Name：Physics
Course Type：University
Grade Level: Grade 12
Course Code：SPH4U
Prerequisite： Physics, Grade 11, University Preparation
Course Description：

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

Crown Academic International School
www.crownc.net
25 Sheppard Ave, West, Suite300
North York, Ontario, M2N 6S6
Tel: +1(416)2288898   Fax:+1(416)6285692
General Email: Info@crownc.net
Program Inquiry: Inquiry@crownc.net

29

Classical and International Language:
Course Name: Traditional Chinese (Mandarin)
Course Type: University Preparation
Course Level: 12
Course Code: LKMDU
Prerequisite: International Languages, Level 2, University Preparation
Course Description:

This course provides extended opportunities for students to communicate and interact in the language of study in a variety of social and academic contexts. Students will refine and enhance their listening, speaking, reading, and writing skills, as well as their creative and critical thinking skills, as they explore and respond to a variety of oral and written texts, including complex authentic and adapted texts. They will also broaden their understanding and appreciation of diverse communities where the language is spoken, and develop skills necessary for lifelong language learning.

4) How to gain access school and Ministry materials:
Students can gain access to **course outlines**, **2017-2018 year school calendar** and the **school time table** from the school website, at www.crownc.net, Copies can also be requested by the students through school administrators.

Students and parents can gain access to the Ontario Website address for **Ontario curriculum policies** at http://www.edu.gov.on.ca/eng/curriculum/secondary/subjects.html.

5) Description of experiential learning programs:

● **Cooperative Education:**

Cooperative education programs allow students to earn secondary school credits while completing a work placement in the community. These programs complement students' academic programs and are valuable for all students, whatever their post-secondary destination.
A cooperative education program comprises, at a minimum, one cooperative education course and its related course, on which the cooperative education course is based. Any course from an Ontario curriculum policy document or any ministry-approved locally developed course may serve as the related course for a cooperative education program.

Crown Academic International School
www.crownc.net
25 Sheppard Ave, West, Suite300
North York, Ontario, M2N 6S6
Tel: +1(416)2288898   Fax:+1(416)6285692
General Email: Info@crownc.net
Program Inquiry: Inquiry@crownc.net

30

- **Work Experience:**

Work experience is a component of a course that provides students with a learning opportunity in the workplace for a limited period of time – from one to four weeks. Some requirements for work experience mirror those for cooperative education programs.

- **Job Shadowing and Job Twinning:**

Job shadowing and job twinning is offered to students from Grade 7 to Grade 12 as part of curriculum delivery or as part of the guidance and career education program. Job shadowing allows a student to spend one-half to one day (or, in some cases, up to three days) observing a worker in a specific occupation. Job twinning provides the opportunity for the student to observe a cooperative education student at his or her placement for one-half to one day.

Crown Academic International School Procedure

Crown Academic International School does not offer any of the experiential learning provisions.

6) **Policy regarding student withdrawal from course in grade 11 and 12**

All grade 11 and 12 courses are subject to the Ministry of Education's Full Disclosure Policy. All courses in which a student is registered five days after the issue of midterm report card will be recorded on the Ontario Student Transcript (OST) whether the course has been successfully completed or not. A withdrawal is recorded on the OST by entering a "W" in the "Credit" column. The student's percentage grade at the time of the withdrawal is recorded in the "Percentage Grade" column. Students who repeat a Grade 11 or 12 course that they have previously completed, can only earn one credit for the course. However, each attempt, as well as the percentage grade obtained is recorded on the OST, and an "R" is entered in the "Credit" column for the course(s) with the lower percentage grade. The Course Withdrawal form is available at the guidance office.

7) **Procedures related to changing course type:**

If a student wishes to change direction or pathway in their program, they may do so providing that the prerequisite for the newly chosen course is first taken by the student. Crown Academic International School will consider admitting a student who wishes to take a single-credit course in order to change course type at their home school. In some circumstances, if the principal believes that a student can be successful in a particular course without having taken the specified prerequisite course, the principal may waive the prerequisite.

Crown Academic International School
www.crownc.net
25 Sheppard Ave, West, Suite300
North York, Ontario, M2N 6S6
Tel: +1(416)2288898   Fax:+1(416)6285692
General Email: Info@crownc.net
Program Inquiry: Inquiry@crownc.net

31

Crown Academic International School Procedure:

Crown Academic International School will honor the stated prerequisite requirements within subject policy documents. Therefore, Crown Academic International School will not waive prerequisites. However, Crown Academy International School will honor changing course types.

8) **The Prior Learning Assessment and Recognition (PLAR) Processes for equivalency:**

The PLAR process involves two components: "challenge" and "equivalency." The challenge process refers to the process whereby students' prior learning is assessed for the purpose of granting a credit for a course developed from a provincial curriculum policy document.

Crown Academic International School does not offer the challenge process.

The determination of equivalency credits involves the assessment of credentials from other jurisdictions. Students arriving from outside Ontario must provide documentation from their previous school - officially translated into English. After examining the documents, the principal will determine the total credit equivalency as well as the number and types of compulsory and optional credits still to be earned. Equivalency credits will be recorded on the student's Ontario Student Transcript. Students working towards the OSSD will be required to complete the OSSLT Literacy requirement, and the determined hours of community involvement. A copy of the equivalency assessment will be retained in the student's OSR.

Crown Academic International School Procedure

For students who do not have Ontario Credits (students from non-inspected private schools or from schools outside Ontario), both under the age of eighteen and mature students, we will use the following table and the list of diploma requirements as a guide to determine:

● The total credit equivalency of the student's background for placement purposes;

● The number of credits, including compulsory credits, that the student must earn to qualify for the Ontario Secondary School Diploma (OSSD).

REQUIREMENTS FOR THE OSSD

Situation in which the student has normally completed:	

Crown Academic International School
www.crownc.net
25 Sheppard Ave, West, Suite300
North York, Ontario, M2N 6S6
Tel: +1(416)2288898   Fax:+1(416)6285692
General Email: Info@crownc.net
Program Inquiry: Inquiry@crownc.net

32

	Grade 9	Grade 10	Grade 11	More than Grade 11
Number of years successfully completed in a secondary school program	1	2	3	More than 3
Minimum number of credits still to be earned towards the OSSD	22	14	7	4
Number of compulsory credits to be earned and requirements to be met:				
- English	3	2	1	1[1]
- Mathematics	2	1	0	0
- Science	1	0	0	0
Literacy graduation requirement	Required	Required	Required	Required
- Community involvement	40 hours	30 hours	20 hours	10 hours

The compulsory English credit for Grade 12 is required if its equivalent has not already been earned.

In addition to the requirements listed above, the following requirements will be met:

- A student who has no previous Ontario credits but who has successfully completed more than three years of secondary school is required to earn a minimum of 7 credits in Grade 11 or 4 credits in 12 courses before being recommended for the OSSD.

- A student who has successfully completed more than three years of secondary school education, has previously earned at least three Ontario credits, and has returned to the Ontario educational system may qualify for the OSSD by completing a minimum of one Grade 11 or Grade 12 credit.

The school will have an Initial Assessment for English language learners.

School staff will assess the English language proficiency of all English language learners. The assessment procedure will include:

Crown Academic International School
www.crownc.net
25 Sheppard Ave, West, Suite300
North York, Ontario, M2N 6S6
Tel: +1(416)2288898   Fax:+1(416)6285692
General Email: Info@crownc.net
Program Inquiry: Inquiry@crownc.net

33

- A structured interview to assess oral communication skills (listening and speaking);

- An assessment of reading comprehension;

- An assessment of student writing;

- An assessment of mathematical knowledge and skills

9)Information on Evaluation and examination policies:

- **Assessment and Evaluation:**

Evaluation and reporting student achievement are based on the Assessment and Evaluation part in the "Growing Success (2010)" policy. The teacher will also evaluate students from three different sources: observations, conversations, and student products. Student's learning will be assessed and evaluated in a balanced manner with respect to the four categories of the achievement chart. Student should be concerned with their most recent and consistent work.

Assessment and evaluation are based on the provincial curriculum expectations and the achievement levels in the curriculum policy documents for each course. Assessment is a continuous process and will gather information from a variety of sources such as assignments, projects, demonstrations, performances, tests, and exams. A final grade for each of the courses a student takes will be calculated as a percentage and a credit will be granted for each course where the grade is 50% or higher. The final grade is calculated as follows:

- 70% of the grade will be based on evaluations conducted throughout the course. This includes unit tests, quizzes, assignments, projects. This portion of the grade should reflect the student's most consistent level of achievement throughout the course.

- 30% of the grade will be based on a compulsory final evaluation consisting of one final project and one final exam suitable for the course type.

- **Policy regarding Cheating and Plagiarism:**

Students must understand that the tests/exams they complete and the assignments they submit for evaluation must be their own work and that cheating and plagiarism will not be condoned.

To prevention of Cheating and Plagiarism:

Crown Academic International School
www.crownc.net
25 Sheppard Ave, West, Suite300
North York, Ontario, M2N 6S6
Tel: +1(416)2288898   Fax:+1(416)6285692
General Email: Info@crownc.net
Program Inquiry: Inquiry@crownc.net

34

Schools will:

1) Explain the Policy on Cheating and Plagiarism to every student when they register for the course(s);

2) Provide a definition of cheating and plagiarism at the beginning of every courses;

Teachers will:

1) Define and explain plagiarism and cheating to ensure students are aware of what academic dishonesty entails using subject specific examples;

2) Discuss the ethics of plagiarism with all students;

3) Instruct students in appropriate research and citation practices;

4) Ensure all assignments are clearly defined, and at the student's developmental level, and accompanied by success criteria;

5) Structure assignments, when possible, in a way that discourages plagiarism;

6) Ensure student work completed within a group project is evaluated individually;

7) Ensure assignments for evaluation, tests, and exams are completed, whenever possible, under the supervision of a teacher.

Detection of cheating and plagiarism:

When plagiarism or cheating is suspected, teachers will gather evidence of the plagiarism or cheating.

Response to Cheating and Plagiarism:

When a student has not met the School/Teacher's expectation of academic honesty, a consequence will be applied which will ensure the students understanding of the vital importance of academic honesty and the gravity of dishonest behaviour. The consequence will reflect a continuum of behavioural and academic responses that take into account the grade level of the student; the maturity of the student; the number and frequency of incidents; and the individual circumstances of the student.

Schools will:

1) Record incidents of academic dishonesty.

Teachers will:

1）Discuss the matter with the student(s) involved;

2) Define and explain the evidence of cheating and plagiarism in the student's work to ensure the student understands why his/her academic honesty is being questioned;

Crown Academic International School
www.crownc.net
25 Sheppard Ave, West, Suite300
North York, Ontario, M2N 6S6
Tel: +1(416)2288898   Fax:+1(416)6285692
General Email: Info@crownc.net
Program Inquiry: Inquiry@crownc.net

35

3) Inform a student's parent(s)/guardian(s);

4) In the event of a serious incident that may have an impact on a student's success or repeated incidents by a student inform the Administration.

Teachers may:

1) Require the student to redo the work;

2) Require the student to do supplementary or alternative work;

3) In consultation with Administration, assign a grade penalty up to the full value of the assignment.

- **Policy for Late and Missed Assignments:**

It is the responsibility of students to provide evidence of their learning within established timelines. The school will implement strategies to ensure students submit evidence of their learning within appropriate and well-communicated timelines.

To Prevent Late and Missed Assignments:

School will:

1) Collaborate to coordinate major evaluation dates to provide a reasonable work load for students;

2) Communicate the possible consequences for late and missed assignments and final 30% evaluations to students and parents through course outlines, and links to the School website.

Teachers will:

1) Establish and communicate due dates for the submission of assignments for evaluation, preferably in collaboration with students;

2) Clearly communicate due dates to students;

3) For students in grades 9 to 12, clearly communicate the final 30% schedule and the consequences for missing these evaluations;

4) Support student development of learning skills and work habits required to meet due dates to provide evidence of learning; monitor, conference with, and provide ongoing feedback to students on assignments for evaluation completed outside of class time;

5) Ensure assignments for evaluation, tests, and exams are completed, whenever possible, under the supervision of a teacher.

Response to Late and Missed Assignments:
In the event of late or missing work:
Teachers will:

Crown Academic International School
www.crownc.net
25 Sheppard Ave, West, Suite300
North York, Ontario, M2N 6S6
Tel: +1(416)2288898   Fax:+1(416)6285692
General Email: Info@crownc.net
Program Inquiry: Inquiry@crownc.net

36

1) Conference with the student to ensure the completion of late or missed assignments;

2) Set up a student contract (oral or written) which includes an appropriate closure date for submission of the missing evidence of learning;

3) Ensure students and parents/guardians are kept informed of incomplete, late, and non-submitted assignments that are having a significant impact on a student's reported grade;

4) Work with students to help them remediate the learning skills and work habits required to meet due dates and provide evidence of their learning;

Teachers may:

1) Employ other strategies to encourage the responsible meeting of due dates. These strategies may include, but are not limited to:

- Facilitating the completion of late or missed work under supervision;

- Providing an alternate opportunity for a student to demonstrate his/her achievement of the curriculum overall expectations;

Teachers are expected to assess the on-going effectiveness of interventions and consequences to determine further interventions required to support student success.

11) <u>Information on Reporting Procedures, Including the School's Report Card and the Ontario Student Transcript:</u>

- **Ontario Student Record (OSR)**

The Ontario Student Record (OSR) is the confidential record of a student's educational progress throughout his or her schooling. The OSR is an ongoing record and is transferred from previous schools to future schools.

Parents or students can review the contents of the OSR by contacting the Administrative Office.

- **Ontario Student Transcript (OST)**

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

The OST will include:

- 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 successfully or attempted unsuccessfully by the student, with percentage grades obtained and credits earned;

Crown Academic International School
www.crownc.net
25 Sheppard Ave, West, Suite300
North York, Ontario, M2N 6S6
Tel: +1(416)2288898   Fax:+1(416)6285692
General Email: Info@crownc.net
Program Inquiry: Inquiry@crownc.net

37

- All equivalent credits granted through the Prior Learning Assessment and Recognition (PLAR) equivalency process under OSS;
- 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;
- Confirmation that the student has obtained the OSSD.

Maintenance:

An OST will be maintained for each full-time student enrolled in an Ontario secondary school course, whether or not he or she is taking the course for credit.

The OST will be maintained and kept up-to-date by recording all pertinent information related to the student's achievements and diploma requirements as they occur. The OST is an official document, and all information recorded on it will be accurate and up-to-date.

The current copy of the OST will be printed and maintained electronically. This current copy will be copied onto an official OST form when it is issued to the student, when it is required for external use, or when it is placed in the OSR of a student who transfers to another school in Ontario. Upon graduation or retirement, a current and accurate copy of the student's OST must be stored in the OSR folder for internal school use.

Issue:

An OST will be issued for any student enrolled in an Ontario secondary school course, whether or not the student has taken the course for credit. When a student transfers to another school, an official OST containing a summary of the credits and diploma requirements completed will be issued and placed in the OSR.

An official OST containing a summary of the credits and diploma requirements completed will be issued to any student who requires a transcript, regardless of his or her last date of attendance at the school.

Crown Academic International School
www.crownc.net
25 Sheppard Ave, West, Suite300
North York, Ontario, M2N 6S6
Tel: +1(416)2288898   Fax:+1(416)6285692
General Email: Info@crownc.net
Program Inquiry: Inquiry@crownc.net

38

Storage:

The OST is an official component of the OSR and will be stored in the student's OSR folder.

Crown Academic International School Procedure:

Crown Academic International School currently maintain OSRs and generates OSTs.

Part 4: Crown Academic International School

Supports and Resources

Crown Academic International School plans to provide excellent student services to better support and assist students to succeed in the school.

- **Service in Guidance, Academic Advice and Career Planning:**

   The Guidance Office is where students can find information about their high school courses, how to apply for college or university, and what courses they should take if they want to get into certain university programs. It will also help students to plan their future career pathway. It's easy to make an appointment. Students can go to the Guidance Office at lunch, before or after school, and fill out an appointment slip or see a counselor to arrange a convenient meeting time.

- **Support for English Language Learners:**

   Crown Academic International School provides ESL classes for English language learners. Students will be placed at the appropriate level determined by either the previous course or through a diagnostic assessment. The class size is small, consisting of less than 10 students, designed to better support those English as a Second Language learners to accommodate to the English environment. Crown Academic International School also provides IELTS and TOEFL test preparation classes when required.

- **Support/Tutor Service：**

Crown Academic International School provides a peer tutoring service. The school will work diligently to try to ensure student success academically, and also coordinate study placements for

Crown Academic International School
www.crownc.net
25 Sheppard Ave, West, Suite300
North York, Ontario, M2N 6S6
Tel: +1(416)2288898   Fax:+1(416)6285692
General Email: Info@crownc.net
Program Inquiry: Inquiry@crownc.net

39

students when required. Support tutor services may be provided both in class and after class in small group settings.

- **Computer Labs:** 6-10 fully software accessible computers will be available for students to do research and home work. The students can use the computer lab daily from 9:00AM-8:00PM.

Crown Academic International School
www.crownc.net
25 Sheppard Ave, West, Suite300
North York, Ontario, M2N 6S6
Tel: +1(416)2288898   Fax:+1(416)6285692
General Email: Info@crownc.net
Program Inquiry: Inquiry@crownc.net

40