

Decoding a Course Code

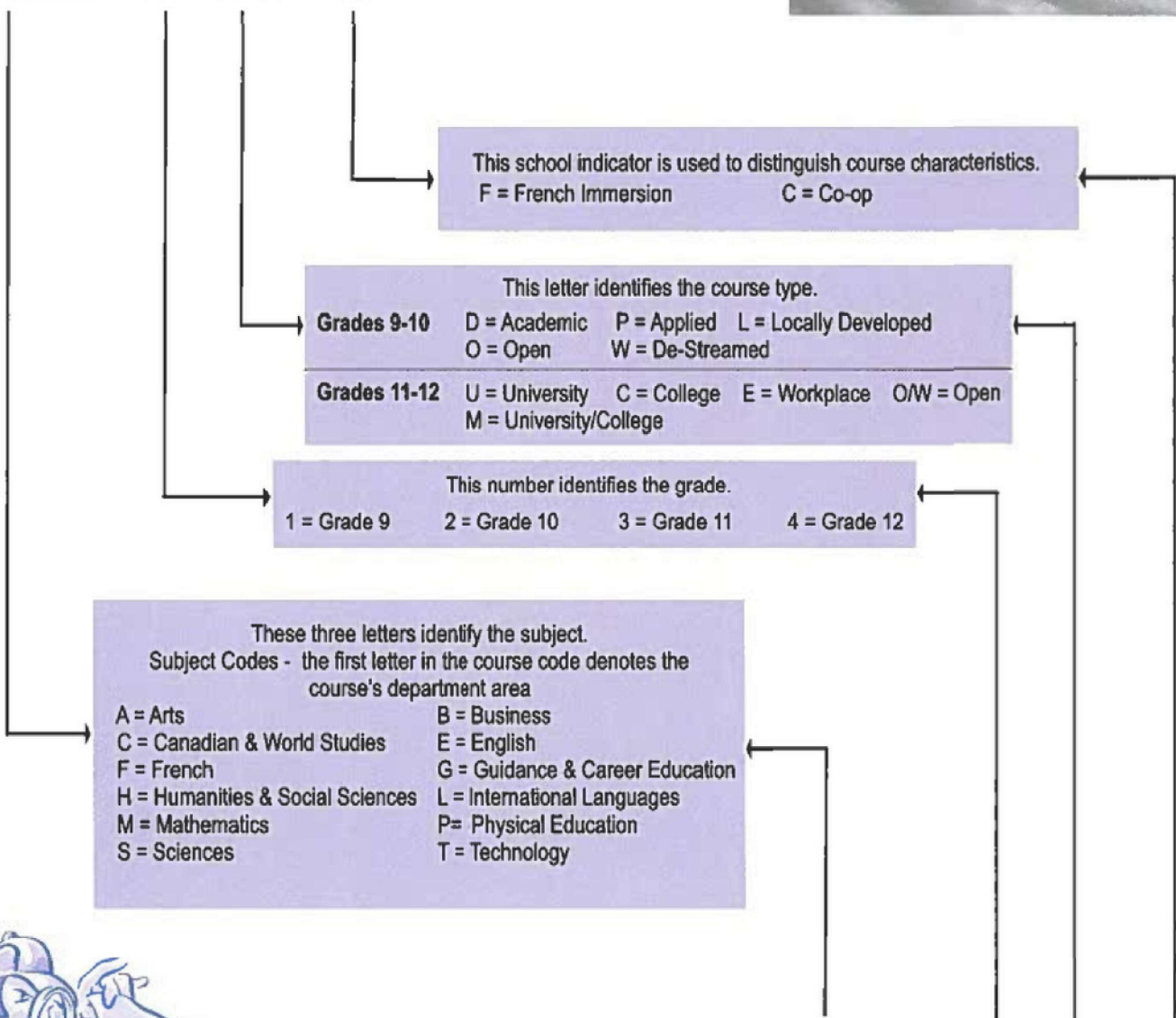
"One's destination is never a place, but a new way of seeing things"

-- Henry Miller

Courses use a 6-character course code for identification. The first 5 characters of the course code are set out by the Ministry of Education. The sixth character is used by school boards to identify a specific characteristic of the course (i.e. cooperative education, French Immersion).

Examples below explain how to decode a course code.

ENL 1 W C



SCH 4 C F





Decoding a Timetable

Semester 1 - September - January

Period	Time	Subject
1	8:45 - 10:00	English ENL1Wa Adams, K. 210
2	10:10 - 11:25	Mathematics MTH1Wa Martin, B. 105
3	11:30 - 12:30	Lunch
4	12:35 - 1:50	Geography CGC1Da Literovich, D. 113
5	2:00 - 3:15	Religion HRE1Ob Temple, N. 113

Course Credit - Students take 4 credits in each semester

Course Code & Section - Course and specific class

Room Number

Teacher's Name

Semester 2 - February - June

Homeroom - Period 1 includes morning prayers and announcements

Class Time - 75 minutes with 10 minutes travel time

Lunch - Students have lunch in period 3, unless they have a class in which case they have lunch in period 2 or 4.

Period	Time	Subject
1	8:45 - 10:00	English ENL1Wc Favreau, M. 114
2	10:10 - 11:25	Physical Education PPL1Oa Kurtz, M. 126
3	11:30 - 12:30	Lunch
4	12:35 - 1:50	Geography CGC1Dc Duhaime, B. 113
5	2:00 - 3:15	Science SNC1Wc Fenelon, C. 118

Ontario Secondary School Diploma - OSSD

"Two of the greatest gifts we can give our children are roots and wings"

-- Hodding Carter

The OSSD

The OSSD is the diploma that students work towards achieving in high school. Every St. Thomas Aquinas High School student must successfully complete the following requirements...

- 30 credits -18 compulsory and 12 optional
- Ontario Secondary School Literacy Requirement
- 40 Community Service Hours
- 2 e-Learning credits

What you should know....

Question: How many credits can I earn each year?

Answer: This table outlines a typical student's credits and credit totals year by year.

Yearly	Grade 9	Grade 10	Grade 11	Grade 12
Credits	8	8	8	6-8
Totals	8	16	24	30-32



What do you need to graduate from a Catholic Secondary School?

30 credits

Students are expected to take a Religious Studies credit in each grade:

4 credits in Religious Studies

Students must earn the following compulsory credits to obtain the Ontario Secondary School Diploma:

4 credits in English* (one per grade)

3 credits in mathematics (one senior credit)

2 credits in science

1 credit in Canadian history

1 credit in Canadian geography

1 credit in the arts

1 credit in health and physical education

1 credit in French as a second language

0.5 credit in career studies

0.5 credit in civics

Plus one credit from each of the following groups:

1 additional credit in English *or French as a second language, or a Native language, or a classical or an international language, or social sciences and the humanities, or Canadian and world studies, or guidance and career education or cooperative education*** Grade 11 Religious Studies meets this requirement!

1 additional credit in senior science, technological education computer studies, or French as a second language (Grades 9 - 12), *or cooperative education***

1 additional credit in health and physical education or the arts, or business studies, *or cooperative education***, *or French as a second language*

In addition to the compulsory credits, students must complete:

8 optional credits***

+ 40 hours of Community Service

+ the provincial literacy requirement

+ at least two online learning credits

*A maximum of 3 credits in English as a second language (ESL) or English literacy development (ELD) may be counted towards the 4 compulsory credits in English, but the fourth must be a credit earned for a Grade 12 compulsory English course. **A Maximum of 2 credits in cooperative education can count as compulsory credits. ***May include up to four credits achieved through approved Dual Credit courses.

To learn more about what is available, contact your local Catholic Secondary School

Success For All Students



High School Graduation Requirements

"Wherever our wandering, our happiness will always be found within a narrow compass"

— Edward Bulwer-Lytton

Community Involvement

What is Community Involvement?

- An event or activity designed to be of benefit to the community
- A volunteer activity (not for pay or credit)
- An event or activity to support a not-for-profit initiative

Students must complete a **minimum of 40 hours** of community involvement prior to graduation in order to earn the OSSD. The community involvement requirement is designed to provide students with the opportunity to develop awareness and understanding of civic responsibility. Students can actively participate in supporting and strengthening their communities. It also provides the opportunity for students to learn more about themselves and possible career opportunities. Community involvement may begin in the summer after Grade 8.

For more information, connect with your Guidance teachers or visit our school website at [www.https://stahs.kcdsb.on.ca/](https://stahs.kcdsb.on.ca/)

Online Learning Requirement

The Ontario Ministry of Education has introduced a new graduation requirement for secondary students to complete **two online** e-Learning credits as part of the 30 credits required for the Ontario Secondary School Diploma (OSSD). Online learning supports the development of digital literacy and other transferable skills that will help prepare students for success after graduation.

Students may withdraw/opt out of this new requirement and graduate with an OSSD. Students who opt out of this new requirement may still enroll in e-Learning courses.

Students working towards an Ontario Secondary School Certificate (OSSC) or a Certificate of Accomplishment (CoA) are not required to complete this new graduation requirement. Students who are completing an OSSC or CoA may choose to enroll in e-Learning courses.

For more information, please speak with one of your Guidance teachers.



High School Graduation Requirements

"Life is either a daring adventure or nothing"

- Helen Keller

Ontario Secondary School Literacy Test (OSSLT)

What is it?

The Ontario Secondary School Literacy Test (OSSLT) measures whether students are meeting the minimum standard for literacy across all subjects up to the end of Grade 9. Successful completion of the literacy test is one of the requirements to earn an Ontario Secondary School Diploma.

When do students take the OSSLT?

In the fall or spring of their Grade 10 school year, students will write the provincial literacy test, which is created and marked by the Education Quality and Accountability Office (EQAO). All students across the province write this test.

- Students who pass the test fulfill the Literacy requirement
- School boards are required to provide additional support for students who do not complete the test successfully
- If students have an Individual Education Plan (IEP), assessment accommodations on their IEP are available for the assessment although content may not be altered. A set of accessibility tools are available for every student taking the OSSLT
- English Language Learners (ELL) only take the test when they have reached an appropriate level of language ability

Ontario Secondary School Literacy Course

Students who have been eligible to write the OSSLT and who have been unsuccessful at least once are eligible to take the Ontario Secondary School Literacy Course (OLC40).

Students who successfully complete this course will have met the provincial literacy requirement for graduation, and will earn one credit. The credit may be used to meet the Grade 11 or Grade 12 compulsory credit requirement in English or the Group 1 additional compulsory credit requirement.

Reporting

Credits

A credit is earned when a course that has been scheduled for a minimum of 110 hours is successfully completed (a mark of 50% or more). "Scheduled time" is defined as the time during which students participate in planned learning activities designed to lead to the achievement of the curriculum expectations of the course.

Unsuccessful Credits

If a student has completed a course, but has failed to achieve the curriculum expectations at a passing level (under 50%), no credit will be granted. At this time, staff will determine the best way to enable the student to earn a credit for the course, in consultation with the student and parents/guardians. This may be done through credit recovery or by repeating the entire course.

Withdrawal from a Course

If a student in a Grade 11 or 12 course withdraws after 5 instructional days following the issue of the second to last provincial report card, the withdrawal is recorded on the Ontario Student Transcript (OST). The percentage grade at the time of the withdrawal is recorded. If a student withdraws before the five instructional days following the issue of the second to last provincial report card, the withdrawal is not recorded on the OST.

Xello - Course Selection

"Without new experiences, something inside us sleeps. The sleeper must awaken"
- Frank Herbert

xello

Xello's award-winning internet-based program puts the student at the center of their planning experience. Students document their journey as they build self-knowledge, explore post-secondary options, create plans, and continually reassess as they take in new knowledge, skills, and experiences for their future. Xello can be accessed from home, school or anywhere you have internet access. All students at St. Thomas Aquinas High School must use XELLO to choose their high school courses each year.

The username and password you use are your kcedu sign-on information. This is SSO - Single sign-on with your kcedu email. YOU CANNOT GOOGLE XELLO.

Step 1 - Start Exploring

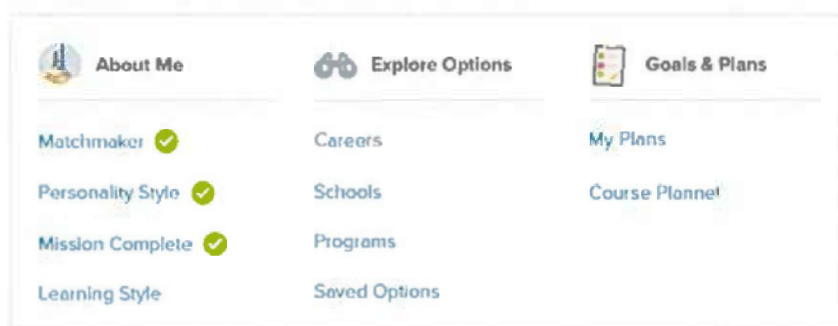
1. Use your KCDSB Chromebook.
2. Sign in with your kcedu login credentials.
3. Click on the + to open up a new webpage.
4. Find the waffle



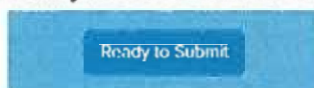
5. Scroll to find the XELLO app

Step 2 - Course Planner

1. On your dashboard, you will see and click on "Course Planner" under **Goals & Plans**



2. Once you are in your course planner, you will be able to choose your courses for the next school year. Your guidance teacher will be able to assist you with choosing the correct courses every year.
3. Once you have selected your courses, hit the "Ready to Submit" button.



If you need assistance at any point during the process, please see one of your guidance teachers.



Successful Learning Skills

"Families are the compass that guide us. They are the inspiration to reach great heights, and our comfort when we occasionally falter"
- Brad Henry

How Parents/Guardians Can Help Students

Below are three important learning skills necessary for student success. For each learning skill, recommendations are outlined, followed by early warning signs which may lead to difficulty and finally, recommended strategies for improvement.

Attendance

Recommendations

- Students attend school each day.
- Students arrive to class on time.

Warning Sign

- Your child is missing school more than 10% of time.
- Your child's report card shows more absences than you expected.

Strategy

- Discuss your child's attendance record with the school administration and plan to ensure regular attendance.
- If your child is absent, ensure missed work is completed and submitted.

Homework and Submission of Assignments

Recommendations

- Grade 7-9 students should spend 45 to 90 minutes on daily homework.
- Grade 10-12 students should spend 1.5 to 3 hours on daily homework.

Warning Sign

- If you do not see your child doing homework regularly or your child says, "I don't have any homework" on a regular basis.

Strategy

- Call the school or teacher and get informed about the situation.
- A student should be reading and self-studying for the time recommended each day.

Organization and Time Management

Recommendations

- Take accurate notes and keep binders well organized.
- Use an agenda to plan for assignment completion and evaluations.

Warning Sign

- Your child does not have or use an agenda.
- Your child's notebooks are disorganized and appear incomplete.

Strategy

- Obtain an agenda for your child.
- Monitor the use of the agenda and notebooks.

Pathway Planning

"Good company on a journey makes the way seem shorter"
- Izaak Walton

Having worked through the handbook, it's time to start planning your pathway. Use the chart below to keep track of your courses to ensure you earn a secondary school diploma and prepare for your post secondary destination.

The standard compulsory courses for each grade have been entered for you. Simply enter the course code you select each year next to each course. Use the planning guide below the chart to assist in completing your pathway from grade 9 to 12.

Grade 9		Grade 10		Grade 11		Grade 12	
Compulsory:	Code	Compulsory:	Code	Compulsory:	Code	Compulsory:	Code
ENGLISH	_____	ENGLISH	_____	ENGLISH	_____	ENGLISH	_____
RELIGION	_____	RELIGION	_____	RELIGION	_____	RELIGION	_____
MATH	_____	MATH	_____	MATH	_____		
SCIENCE	_____	SCIENCE	_____				
GEOGRAPHY	_____	HISTORY	_____	Optional:		Optional:	
FRENCH	_____	CIVICS /CAREERS	_____	Five Additional		Four to Six Additional	
CIVIC/CAREERS FRENCH IMMERSION ONLY	_____			1. _____		1. _____	
Optional:		Optional:		2. _____		2. _____	
Two Additional		Two Additional		3. _____		3. _____	
1. _____		1. _____		4. _____		4. _____	
2. _____		2. _____		5. _____		5. _____	
One Additional (for French Immersion students)						6. _____	
1. _____							

Planning Guide

Add these **Additional Compulsory Courses** to be completed. Enter **Course Name** and **Course Code** into the chart above.

- Arts- 1 credit
- Physical Education- 1 credit
- Group 1- 1 credit in English or 3rd Language or Canadian World Studies or Social Science and Humanities or Guidance and Career Education or Cooperative Education*
- Group 2- 1 credit in Health and Physical Education or Arts or Business Studies or Cooperative Education*
- Group 3- 1 credit in Grade 11 or 12 Science or 1 credit in grade 9-12 Technology or Cooperative Education*

***Note: A maximum of two Cooperative Education credits can be used to fulfill compulsory requirements.**

Add **Optional Courses** to be completed. Enter **Course Name** and **Course Code** into chart.

- Optional Credits- 8 credits

Add **Prerequisite Courses** (if applicable) for post secondary study. Enter **Course Name** and **Course Code** into chart.

- Prerequisite Courses (determine by researching post-secondary program entrance requirements)