Section B. Diploma and Certificates:-

Students in the Ontario educational system are expected to develop as mature, well versed individuals with a wide range of experiences and knowledge. As such, successful completion of Ontario Secondary School diploma involves the completion of multiple facets of experiential and educational requirements in and outside of the school environment. The following are the requirements for the OSSD:

To earn a high school diploma in Ontario, students must:

-18 compulsory credits from 11 different topic areas
-12 optional/elective credits to supplement a student's educational gains
- Earn at least two online learning credits
-The provincial literacy requirement
-40 hours community involvement inside or outside of the school
-Each of these four requirements <u>must</u> be completed before the OSSD can be granted to any student. Details for each of the diploma requirements follow.

1.0-Compulsory Credit Requirements

Following compulsory credits to obtain the Ontario Secondary School Diploma

Students interested in earning the OSSD (Ontario Secondary School Diploma) must successfully complete a total of 30 credits; of which 18 are prescribed and 12 credits are optional. In addition, students must also complete 40 hours of Community Involvement Activities and must meet the provincial literacy requirement.

1.1-Compulsory credits are: 18 Compulsory Credits

• 4 credits in English (1 credit per grade) *
• 3 credits in mathematics (1 credit in Grade 11 or 12)
• 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 (group 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***

• 1 additional credit (group 2): additional credit in health and physical education, or the arts, or
business studies, or French as a second language, ** or cooperative education***

• 1 additional credit (group 3): additional credit in science (Grade 11 or 12), or technological
education, or French as a second language, ** or computer studies, or cooperative education***

2.0 Optional Credits :- In addition to the 18 compulsory credits described above, students must also complete an additional 12 Optional Credits. These 12 credits (one for every 110-hour course successfully completed) are earned in courses that the student may select from the full range of courses offered by the school. There is no prescription as to which courses the student must take to fulfill this requirement.

12 Optional credits

The 12 Optional credits may include up to 4 credits earned through approved dual credit courses. These 12 credits (one for every 110-hour course successfully completed) are earned in courses that the student may select from the full range of courses offered by the school. There is no prescription as to which courses the student must take to fulfill this requirement.

3.0 Earn at least two online learning credits

This requirement is designed to support students to enroll in online learning courses as part of their secondary school program, in order to support the development of digital literacy and other important transferable skills that will help prepare them for success after graduation and in all aspects of their lives. It is guided by a vision of an Ontario where every student has equitable access to high-quality online learning within a modernized education system that prepares them to succeed in a digital and ever-changing world. Refer to the "Eligible credits" section for a detailed definition of "online learning".

Where any direction of the Policy/Program Memorandum (PPM) conflicts with applicable laws or collective agreement provisions, the applicable laws or collective agreement provisions prevail over the PPM.

The Ministry of Education recognizes the importance of respecting French minority-language rights holders and denominational rights holders.

Ontario students have been using online learning to earn high school credits towards their diploma since 2004. Expanding access to high-quality, Ontario teacher-led online learning will enable students to:

- access a wider variety of courses no matter where they live or go to school, allowing them to shape their education based on their individual needs and goals
- learn in engaging new ways, such as through hands-on, interactive features, simulations and collaboration with peers across the province
- increase their digital fluency and gain transferable skills to support lifelong learning and employment opportunities

We live in an increasingly digital world and students require the skills necessary to operate in both the physical and digital space. By expanding and modernizing online learning, students will have greater flexibility, more choice, and will graduate with skills needed in all aspects of their lives, including to enter the workforce. Employers are looking for people who understand the importance of technology and can use it in ways that will help their businesses thrive in a competitive, globally connected economy. Online learning is one important way that students can develop these skills and become lifelong learners.

Online learning graduation requirement

Beginning with the cohort of students who entered Grade 9 in the 2020-21 school year, all students must earn a minimum of two online learning credits as part of the requirements for an Ontario Secondary School Diploma unless they have been opted out or exempted in accordance with the processes described in this memorandum. Adult learners entering the Ontario secondary school system in 2023-24 or later will also be required to meet this graduation requirement unless they opt themselves out of the requirement in accordance with the processes described in this memorandum.

Students working towards other certificates (for example, the certificate of accomplishment or an Ontario Secondary School certificate) are not required to complete the online learning graduation requirement, yet may be encouraged to enroll in online learning courses to support the development of digital literacy and other important transferable skills that help prepare them for success after graduation and in all aspects of their lives.

3.1 Definition of "online learning" for this graduation requirement

•   Online learning credits that count towards the requirement are earned through courses that rely primarily on communication between students and educators through the internet or another digital platform.

•   Online learning credits that count do not generally require students to be physically present with one another or with their educator in the school, except where required for:

o   examinations and other final evaluations

o   occasional meetings with educators and other school staff, and

o   access to internet connectivity, learning devices, or other supports (for example, guidance, special education and mental health and well-being supports, and required initial assessment and in-person learning for English language learners and students of Actualisation linguistique en français(ALF) or Programme d'appui aux nouveaux arrivants (PANA) at their early stages of language acquisition)

•   In online learning courses delivered by schools in the publicly funded education system, coursework is teacher-led.

•   Students in publicly funded schools complete their online coursework with the support of a certified Ontario educator with whom they communicate, and who provides instruction, ongoing feedback, assessment, evaluation and reporting as needed, including implementing any accommodations and/or modifications identified in the student's Individual Education Plan

•   In-person courses that use digital learning tools in a physical classroom do not count towards the online graduation requirement, nor do remote learning courses that rely on a minimum requirement for synchronous learning.

•   There is one exception: Up to one secondary school credit that was completed by students who were in Grade 9 during the province-wide school closures (from April 2021 to June 2021) may be counted towards the graduation requirement, in recognition of the extraordinary circumstances of the COVID 19 pandemic.

•   Selection of courses should consider future pathways, the ability and interests of the student to learn in a fully online environment and any potential supports that may be needed. Meeting the online learning graduation requirement should not pose a barrier to graduation for students. As with all learning, students taking online courses will have access to the supports they need through their school, (e.g., guidance, nutrition programs, extra-curricular activities and services for English-language learners). If a student in a publicly funded school has an Individual Education Plan, the plan should be shared, when appropriate, with an educator instructing an online course delivered by another publicly funded school board, with the necessary consent.

•   Check with your local school if you have questions regarding the registration process.

•   Parents/guardians may choose to opt their children out of the mandatory online learning credits required for graduation. To opt out, a parent/guardian must submit an opt-out form to the school. Students 18 years of age or older, or who are 16 or 17 years of age and have withdrawn from parental control, can also opt out of the graduation requirement by submitting an opt-out form to the school. School boards must also allow for students and parents/guardians to opt back into the online learning graduation requirement should their decision change. Please contact the school for further information on this process.

3.2-Eligible credits

Online learning courses or *online learning credits*, also known as "e-learning" courses or credits, are Grades 9 to 12 credit courses that are delivered entirely using the internet and do not require students to be physically present with one another or with their educator in the school, except where they may be needed for:

-examinations and other final evaluations

-access to internet connectivity, learning devices, or other school-based supports (for example, academic, guidance, special education, mental health and well-being supports, and required initial assessment and in-person learning for English language learners and students of Actualisation linguistique en français(ALF) or Programme d'appui aux nouveaux arrivants (PANA) at their early stages of language acquisition)

-Students must successfully complete the equivalent of at least two full online credits to fulfil the graduation requirement. Online learning credits towards the graduation requirement may be earned at any time during the student's secondary school program or, under exceptional circumstances, an individual student in Grade 8, with parental consent, may be given permission by the principal of a secondary school to "reach ahead" to take secondary school courses, either during the school year or in the summer prior to entering Grade 9 (please refer to *Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements* for more information on these credits).

All online learning credits earned at a school authorized to offer credits towards an Ontario Secondary School Diploma may count towards the graduation requirement.

In online learning courses delivered by Ontario's publicly funded secondary schools, coursework is teacher-led. The content is offered through a secure learning management system, allowing students and educators to communicate and share learning and coursework online. School boards may, for example, use the ministry's Virtual Learning Environment (VLE) for this purpose, which is available for publicly funded school boards to use at no cost.

Students from the same online class may follow different timetables and be from different schools or school boards. In publicly funded secondary schools, students complete their online coursework with the support of a certified Ontario educator footnote 3[3] who provides instruction, ongoing feedback, assessment, evaluation, and reporting including implementing any accommodations and/or modifications identified in the student's Individual Education Plan.

3.3 Ineligible credits

Credits that shall not count towards the online learning graduation requirement include those earned through:

- **in-person learning**, in which students are physically present with other students in the same course and their educator in the school environment
- **blended learning**, in which digital learning resources are used in an in-person learning setting, or in which students are taught part of the time in person in the school environment and part of the time online
- **flipped classrooms**, a type of blended learning in which students are introduced to content online and practice working through it in person with their educator in the school environment
- **remote learning**, characterized by minimum synchronous learning requirements, among other requirements as defined in Policy/Program Memorandum 164

3.4 Exception: remote learning credit earned in 2020-21

The ministry recognizes the extraordinary circumstances of the COVID-19 pandemic. As a result, this Policy/Program Memorandum recognizes up to one secondary school credit completed by Grade 9 students in the 2020-21 school year during the province-wide school closures (from April 2021 to June 2021) may be counted towards the graduation requirement. Schools should select one of these credits and record it in the system they use locally for tracking the requirement and reflect the completion of the selected credit when reporting through the Ontario School Information System (OnSIS) towards the student's online learning graduation requirement. The course itself does not need to be flagged as an "online course". It will be counted under the "Diploma Requirements" "Online Learning Graduation Requirement" section of the provincial report card template.

3.5 Opt-out process

School has develop and implement a protocol or procedure that allows for students to be opted out of the online learning graduation requirement:

- at the request of their parent(s)/guardian(s)
- at the student's request, if they are 18 years of age or older (or if they are 16 or 17 years of age and have withdrawn from parental control)

3.6 Minimum requirements

CanSTEM have a digital and/or paper-based "opt-out form" that a parent/guardian, a student who is 18 years of age or older, or a student who is 16 or 17 years of age and has withdrawn from parental control, has to use to record their decision to opt out of the graduation requirement. CanSTEM uses the sample form provided in the Appendix to this memorandum or create their own form if it contains, at a minimum, the information in the sample form.

A parent/guardian, a student who is 18 years of age or older, or a student who is 16 or 17 years of age and has withdrawn from parental control, may opt out of the graduation requirement for any reason during the student's secondary school program by submitting the form to the school that holds the student's Ontario Student Record. The school must acknowledge the receipt of the form once submitted and include it in the Ontario Student Record of the student. Once the form has been included in the student's Ontario Student Record, the graduation requirement will not apply to the student. CanSTEM established an annual cut-off date by which the completed opt-out form must be submitted to the school for it to take effect before the end of the school year.

Where necessary, school staff will contact a parent/guardian to discuss the student's individual needs and the appropriateness of online learning for the student. Students can also contact the student if they are 18 years of age or older or are 16 or 17 years of age and have withdrawn from parental control. During these discussions, school staff may or may not recommend that a student be opted out of the graduation requirement. However, it must be made clear that the choice is ultimately that of the parent/guardian, student who is 18 years of age or older, or who is 16 or 17 years of age and has withdrawn from parental control.

3.7 Responsibilities for reporting :- Reporting requirements

The principal of the school holding the student's Ontario Student Record will ensure that a determination has been made whether the student has met the online learning graduation requirement and if so, will ensure this is indicated on the Ontario Student Transcript and the student's report card. If the graduation requirement does not apply, for example due to an opt-out, this will also be indicated on both the Ontario Student Transcript and report card. This will be recorded on the transcript as "Online Learning Graduation Requirement - Non-Applicable".

Each student's progress towards the graduation requirement will be tracked by the school, including which credits were completed through online learning. Progress towards the completion will be communicated to parents/guardians, or the student if they are 18 years of age or older or 16 or 17 years of age and have withdrawn from parental control. This may be communicated, for example, through the student's report card.

Any required reporting on the graduation requirement and opt-outs must be completed through OnSIS. School boards currently report online learning data through OnSIS using specific course delivery types intended for online learning or e-learning courses. It is expected that school will continue to report online learning data in this way through OnSIS.

3.8 Recording of grades

All reporting and recording of student information for online courses remains the same as for courses delivered through classroom instruction, per Growing success: assessment, evaluation and reporting in Ontario schools (2010). The marks reporting schedule of an online learning course will be that of the school delivering the online learning course in accordance with the reporting schedules outlined in Growing Success. The same criteria for full disclosure that apply to in-person courses will also apply to online learning courses as outlined in the Ontario student transcript manual.

CanSTEM delivering the online learning course(s) will ensure mid-term and final grades are sent both to the school holding the student's Ontario Student Record and the parent/guardian or student if they are 18 years of age or older or 16 or 17 years of age and have withdrawn from parental control. This may be communicated, for example, through the provincial report card. If any student coming to CanSTEM to do online credit. The home school holding the student's Ontario Student Record is responsible for including the report in the student's Ontario Student Record and the credit information on the Ontario Student Transcript.

3.9 Description of requirement in course calendar

CanSTEM will ensure that a description of the online learning graduation requirement and the opt-out protocol or procedure are included in course calendars.

A sample description is included as an Appendix to this memorandum. The course calendar must include at least the information in the sample description.

3.10 Student transfers

If a student transfers to the school from outside of a publicly funded school board, the principal will ensure a determination is made regarding how many online learning credits towards the graduation requirement may be considered completed based on their evaluation of the student's learning. As with all determinations of credit equivalency, the principal will ensure that a record of this determination and the rationale is kept in the student's Ontario Student Record.

If a student transfers from outside of a publicly funded school board where they were previously exempted from the online learning graduation requirement, a new opt-out form will need to be completed.

3.11 Principal's discretion

The principal will have the discretion to exempt students under 18 years old and still under parental control from the online learning graduation requirement without parental consent if they determine the need is pressing and in the best interests of the student and the parent cannot be reached. However, this authority shall not be used to circumvent parent/guardian choice.

Where principals make a determination to exempt a student, if possible the parent/guardian shall be electronically or physically mailed a notification by the principal in writing with a rationale outlining why the exemption was made, and a copy of the notification must be included in the student's Ontario Student Record. Once the notification is included in the student's Ontario Student Record, the graduation requirement shall not apply to the student.

3.12 Availability of school supports

Supports that are available to students in CanSTEM (e.g., guidance, nutrition programs, extra-curricular activities, services for English-language learners) will continue to be made available to the students at CAnSTEM while they are enrolled in online learning. A point of contact in each school will be available to serve as a conduit between the online learning educator and additional supports that may be required by the student. If a student in a publicly funded school has an Individual Education Plan, the plan should be shared, when appropriate, with an educator instructing an online course delivered by another publicly funded school board, with the necessary consent.

Appendix: Sample forms - Sample A: information for course calendar. -Online learning graduation requirement

Students are required to earn two online learning credits to graduate from secondary school, beginning with every student who entered Grade 9 in the 2020-21 school year. The graduation requirement is intended to support students in developing familiarity and comfort with learning and working in a fully online environment, as well as developing digital literacy and other important transferable skills that they will need for success after secondary school, including in post-secondary education and the workplace.

3.13 Sample B: Opt-out form

About the online learning graduation requirement

Students are required to earn two online learning credits to graduate from secondary school, beginning with every student who entered Grade 9 in the 2020-21 school year. Adult learners entering the Ontario secondary school system in 2023-24 or later will be required to meet this graduation requirement and may opt themselves out of the requirement. The graduation requirement is intended to support students in developing familiarity and comfort with working and learning in a fully online environment, as well as developing digital literacy and other important transferable skills that will help prepare them for success after graduation and in all aspects of their lives.

Meeting the online learning graduation requirement should not pose a barrier to graduation for students. As with all learning, students taking online courses will have access to the supports they need through their school, (e.g., guidance, nutrition programs, extra-curricular activities and services for English-language learners). If a student in a publicly funded school has an Individual Education Plan, the plan should be shared, when appropriate, with an educator instructing an online course delivered by another publicly funded school board, with the necessary consent.

Parents/guardians may choose to opt their child out of the mandatory online courses required for graduation. Students age 18 years of age or older or students who are 16 or 17 years of age and have withdrawn from parental control can also opt out of the graduation requirement. School boards must also allow for students and parents/guardians to opt back into the online learning graduation requirement should their decision change.

I agree with the following statements:

•   Having reviewed the online learning graduation requirement and the availability of supports for online learning through my child's/my school, I would like to opt my child/myself out of this requirement.
•   The benefits of online learning have been shared with me by the school, including how the development of digital literacy and other important transferable skills are intended to help prepare students for success after graduation and in all aspects of their lives.

I understand the following statements:
•   Upon receipt of this form by my child's school/my school, my child/I will not be required to earn two online learning credits to earn an Ontario Secondary School Diploma.
•   My child/I will face no academic penalties for opting out of this graduation requirement.

- My child/I will continue to complete all other applicable graduation requirements.
- This will be recorded on my child's/my transcript as "Online Learning Graduation Requirement - Non-Applicable".

Student's First Name _____ _____ Parent/Guardian First Name (if applicable) _____ Signature of Parent/Guardian or Student Age 18 or Older, or Student who is 16 or 17 and has Withdrawn from Parental Control	Parent/Guardian First Name (if applicable) _____ _____ Parent/Guardian Last Name (if applicable) _____ Date

Please note:

Upon receipt, this form will be included in your child's/your Ontario Student Record.

You will receive an acknowledgement from the school by _____
[letter/email/text] by _____ [insert date].

If you do not receive an acknowledgement, please contact:
_____ [contact name here].

Please return this signed form no later than: _____ [insert date].

4.0-Provincial Literacy Requirement

The Ontario Ministry of Education requires that all students demonstrate a standard level of literacy in the English languages. CanSTEM Education Private School Inc. complies with this requirement by demanding a successful completion of either the Ontario Secondary School Literacy Test or the Ontario Literacy Course.
The test of reading and writing skills must be written by all grade ten students, and must be successfully completed to obtain a secondary school Diploma. It can be written more than once and must be successfully completed by Grade 12. Deferral can 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 must write the test at the next scheduled sitting.

4.1-OSSLT :-

One of the provincial requirements of all OSSD graduates is the successful completion of the Ontario Secondary School Literacy Test (or equivalent). Students are requested to make arrangements with their respective day school or local School Board to complete the provincial literacy requirements. CanSTEM Education Private School does not administer the OSSLT

The Ontario Ministry of Education requires that all students demonstrate a standard level of literacy in the English languages. CanSTEM Education Private School Inc. complies with this requirement by demanding a successful completion of either the Ontario Secondary School Literacy Test or the Ontario Literacy Course.

The test of reading and writing skills must be written by all grade ten students, and must be successfully completed to obtain a secondary school Diploma. It can be written more than once and must be successfully completed by Grade 12. Deferral can be granted to students who did not successfully complete grade 9 English or students who are registered in English as a Second Language.

School must provide accommodations that enable students with special education needs to participate in the educational setting. Necessary accommodations must be made to ensure that students who are receiving special education programs and services and who have an Individual Education Plan (IEP) have a fair and equal opportunity to successfully complete the OSSLT or the OSSLC.

4.1.1-Deferrals of the Ontario Secondary School Literacy Test

Deferrals are intended for students who are working towards an OSSD and who have not yet acquired a level of proficiency in English that would allow them to successfully complete the test. Such students could include:

Students who have been identified as exceptional by an Identification, Placement, and Review Committee (IPRC) and who would not be able to participate in the test even if all accommodations were provided;

Students who are English language learners and have not yet acquired a level of proficiency in English sufficient for participation in the test; Students who have not been successful in acquiring the reading and writing skills appropriate to Grade 9.

Deferrals may also be granted to students who are unable to write the test at the scheduled time owing to illness, injury, or other extenuating circumstances or to students who are new to the school and cannot be provided with the appropriate accommodations in time. Documentation must be submitted to the principal of the school in such cases.

Deferrals are to be granted to students before the test, on an individual basis. The following procedures should be applied:

A request for a deferral may be made by either a parent (or the student, if the student is an adult) or the school, as long as both parties have been consulted. Such requests are made in writing to the principal.

4.1.2-The principal may grant the deferral.

Note :

The writing of the test may be deferred only to the time of the next scheduled test. Students who are granted a deferral will write the test at the next scheduled sitting, as prescribed by the EQAO.

All documentation related to the decision to grant a deferral must be kept in the student's Ontario Student Record.
Anyway we do not have provision to accommodate Special need students so all above deferrals can be implemented in CanSTEM Education Private School Inc.

Students who have been eligible to write the test twice and who have failed it at least once may take the Ontario Secondary School Literacy Course (OLC4O) in place of the test.

Note: Students who have been eligible to write the test twice and who have failed it at least once may take the Ontario Secondary School Literacy Course (OLC4O) in place of the test.

4.1.3-OSSLC 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.) 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.

Principals have to discretion to enroll a student in the OSSLC before he/she has had a opportunity to take the OSSLT.

4.1.4-Special Provisions :- CanSTEM Education Private School does not provide accommodations, special provisions, deferrals and exemptions with respect to the OSSLC.

5.0-Community Involvement :- One of the purposes of the community involvement requirement is to develop strong ties between the students and their community, fostering valuable and long-term relationships. Students who are taking courses only through CanSTEM Education Private School and are not enrolled in any other school or program will be required to submit their record of community involvement if they have not yet completed the required 40 hours. Please see the list below of approved activities:

5.1-Community Involvement 40 hours Community Involvement

In order to achieve their diploma, students must complete and document a minimum of 40 hours of community involvement activities. Students may start their community hours as early as the summer before entering their first year of high school. It is recommended that grade 8 students intending to enroll at CanSTEM Education Private School Inc. should pick up a community hours service form.

5.2-Community Involvement Activities

As part of the diploma requirements, students must complete a minimum of 40 hours of community involvement activities. These activities may be completed at any time during their years in the secondary program. (Note: The 40 hours is completed over a four year period. Students who are enrolled for less than four years will complete community service hours as approved by the Principal. For example, a student who is taking secondary courses for one year would be expected to complete ten hours of community service.)

The community involvement requirement is designed to encourage students to develop awareness and understanding of civic responsibility and of the role they can play supporting and strengthening their communities. The requirement will benefit communities, but its primary purpose is to contribute to students' development. It will provide opportunities for students to learn about the contributions they can make to the community. Community involvement is also a valuable opportunity for foreign students to improve their oral English speaking skills and gain a better understanding of Canadian culture.

Students will maintain and provide a record of their community involvement activities. The organizations or persons supervising the activities must confirm completion of the required 40 hours. The student must submit documentation attesting to the completion of each activity to the Principal. This documentation must include for each activity: the name of the person or organization receiving the service, the activity performed, the dates and hours, the signatures of the student and his or her parents/guardians, and signed acknowledgement by the person (or a representative of the organization) involved. The Principal will decide whether the student has met the requirements of both the Ministry and the school for these activities.

CanSTEM Education Private Inc. School must ensure that all participants, including students and community sponsors, are adequately covered by school insurance. Students will select one or more community involvement activities in consultation with their parent(s)/guardian(s). The selection of activities should take into account the age, maturity and ability of the student, the location and environment of the proposed activity, and the need for any special training, equipment and preparation. The safety of the student is paramount. It should be noted that students **will not** be paid for performing any community involvement activity.

CanSTEM Education Private School Inc. is responsible for the implementation of community involvement activities through the school. The following is a list of approved activities, along with a list of the activities that the Ministry of Education and Training has stated are ineligible. CanSTEM Education Private School Inc. will not approve student participation in any activities that are on the Ministry's list of ineligible activities.

5.3-Activities approved:

Eligible Activities are volunteer activities that may be counted towards 40 community Involvement hours that must be accumulated by students as a graduation requirement. Eligible activities are those activities that provide services to improve the community or well-being of its members and may be performed for not-for-profit organizations. If an activity does not fall within the categories approved by the Board, and is not on the list of ineligible activities students must obtain written approval from the principal before beginning the activity.

5.4-Eligible Activities include:

Elementary Schools

- assist with school events, assist School Councils, activities for children;

Secondary Schools
- organization and leadership of school activities that benefit the community;

Animal Care
- volunteering in a zoo, animal shelter, or on a farm; Arts and Culture
- volunteering in galleries, libraries, community productions;

Charitable Organizations
- assisting with special events, programs, clerical tasks;

Child/Youth Programs
- assisting with child/youth programs, volunteering in a not-for-profit child care centre or camp;

Community Organizations
- assisting with special events, food banks, community support services, shelters, clerical tasks;

Community Service for Individuals
- assisting community members in need;

Environmental Projects
- flower/tree planting, beautification projects, recycling projects, recycling depot;

Health Agencies
- volunteering in hospitals, hospices, Canadian Blood Services (volunteering to organize or assist with a blood donor clinic), donating blood (time required to donate);

Law Enforcement Agencies
- volunteering for activities sponsored by the police;

Political Organizations
- activities related to legitimate and recognized political organizations, municipal, provincial and federal political activities

Religious Organizations
- assisting with programs, special events;

Senior Citizens
- assisting in seniors' residences, providing services for seniors in the community;

Sports and Recreation
- coaching, organizing special events, assisting with projects/events; or

Service Focused Club Activities
- those activities that expand community service to others beyond the school day (holiday dinner participation, environmental action activities, etc.).

If an eligible activity also falls within the definition of ineligible activities, the activity will be deemed ineligible.

5.5-Activities NOT approved:
An ineligible activity is an activity that:
• involves any work for a for-profit organization;
• is a requirement of a class or course in which the student is enrolled;
• takes place during the time allotted for the instructional program on a school day with the exception of an activity that takes place during the student's lunch breaks or "spare" periods, which is permissible;

• takes place in a logging or mining environment, if the student is under 16 years of age;
• takes place in a factory, if the student is under 15 years of age;
• takes place in a workplace other than a factory, if the student is under 14 years of age and is not accompanied by an adult;
• would normally be performed for wages by a person in the workplace;
• 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 tradesperson whose trade is regulated by the provincial government;
• involves banking or the handling of securities, or the handling of jewellery, works of art, antiques, or other valuables;
• consists of duties normally performed in the home or personal
• involves a court-ordered program;

5.6-Overall Chart for Eligible and ineligible activities Chart :-

List of Eligible Activities	List of Ineligible Activities
o Working and/or assisting with activities for the elderly (senior citizens)	o Is a requirement of a class or course in which the student is enrolled (e.g. co-operative education portion of a course, job shadowing, and work experience).
o Working and/or assisting with persons who are physically or mentally challenged	o 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.
o Coaching an athletic team in the community, or assisting with the management of the team	o Takes place in a logging or mining environment, if the student is under sixteen years or age.
o Helping any community organization such as Rotary, Lions, Kiwanis, United Way, Kids Help Phone, Food Banks	o Takes place in a factory, if the student is under fifteen years of age.
o Working with the Boy Scouts of Canada or Girl Guides of Canada, Daily Bread Food Bank, Children's Aid Society	o 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.
o Volunteer work in any health care setting (hospital)	o Would normally be performed for wages by a person in the workplace.
o Working with any organization recognized as helping to make the city a safer or more environmentally sound place	o Involves the operation of a vehicle, power tools or scaffolding.
o Volunteering time to raise money for recognized charities such as Kid's Help Phone, Canada World Youth, Interim Place, Canadian Cancer Society, Campaign Against Child Poverty, United Way	o Involves the administration of any type or form of medication or medical procedure to another person.
o Volunteering at the Humane Society or Veterinary Clinic	o Involves the handling of substances classed as "designated substances" under the Occupational Health and Safety Act.
o Volunteering to help in a not-for-profit community activity that is approved by the Principal	o Requires the knowledge of a trades-person whose trade is regulated by the provincial government.
	o Involves banking or the handling of securities, or the handling of jewellery, works of art, antiques or other valuables.
	o Consists of duties normally performed in the home (i.e. daily chores), or personal recreational activities.
	o Involves activities for a court-ordered program

CanSTEM Education Private School is also required to provide students with a record keeping form they will need to track and log the community involvement hours, which once complete will be kept in the student's OSR.

Students are responsible for fulfilling this requirement on their own time. If you want form to record community service hours. Please contact the CanSTEM Education Private School Principal of if you have any further questions regarding community involvement as a prerequisite for the OSSD. If a student is unsure whether their intended community activity will satisfy the requirements, students and parents are requested to forward the notification of planned community involvement activity to the Principal prior to commencing.

5.7-Community Involvement Form :-

Completion of Community Involvement Activities

Student:_____   **Principal:_____**

School:_____   **Telephone:_____**

CanSTEM Education Private School

Please submit this form to the school when you have completed the approved hours of community involvement activities or when the principle requests it.

Activity	Number of Hours	Date of Completion	Location and Telephone Number	Supervisor's Name(Print)	Supervisor's Signature
Total Number of Hours					

_____   _____   _____   _____
Student's Signature   Date   Parent/Guardian Signature   Date

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For Office Use Only

Completion has been noted on
student's OST

_____

Signature of School Officer    Date
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6.0-Prerequisites, Exemptions, and Substitutions :-

Prerequisites for Grade 11 and 12 courses are specified in the curriculum policy documents for the various disciplines. These can be viewed on the Ministry of Education website: In most cases, students will only be registered into a course once they have submitted documentation supporting their completion of the prerequisite course. For example, the prerequisite for the Grade 11 university preparation course in Math is the Grade 10 academic course in Math. A student who has completed a course of one type in a particular subject and grade that does not 12 meet a stated prerequisite for a course in the same subject in the next grade but has completed a transfer course is equally eligible to take the requested course providing once again that supporting documentation is forwarded to CanSTEM Education Private School Inc. In unique situations, mature students that do not have the prerequisite can apply for an exemption. This must be requested in writing to the Principal of CanSTEM Education Private School Inc. The requesting student will have an opportunity to explain their circumstances. An example of such a case would be a student who has been out of any school system for more than one year. If you wish to apply for such consideration please send an email to canstem.education@gmail.com outlining the following information as well as forwarding your most recent transcript by email

• Name:
• Contact information: Address, phone and email address
• Date of Birth:
• Last school attended and Year attended:
• Reason for Request:
• Special Circumstances: CanSTEM Education Private School Inc. will not make substitutions for compulsory or optional courses; students are expected to complete all compulsory and optional courses as outlined in the Ministry of Educations OSSD graduation requirements. Please download and complete the form below to be considered for prerequisite exemptions.

6.1-Substitutions for Compulsory Courses :-

Substitutions for a limited number of compulsory courses can be made from the remaining compulsory courses offered by the school. Up to three (3) compulsory courses can be substituted subject to the discretion of the Principal, in order to enhance student learning or to meet special needs or interests. Parental/guardian approval is required for students under the age of eighteen (18).

7.0- The Ontario Secondary School Certificate :- The Ontario Secondary School Certificate will be granted on request to students who leave school before earning the Ontario Secondary School Diploma, provided that they have earned a minimum of 14 credits distributed as follows:

7.1-Compulsory credits (total of 7)

• 2 credits in English
• 1 credit in Canadian geography or
• Canadian history
• 1 credit in mathematics
• 1 credit in science
• 1 credit in health and physical education
• 1 credit in the arts or technological education

7.2-Optional credits (total of 7)

7 credits selected by the student from available courses. The provisions for making substitutions for compulsory credits (described in section 3.2: Substitutions for Compulsory Courses) also apply to the Ontario Secondary School Certificate.

7.3-Substitution policy for the compulsory credit requirement

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.

CanSTEM Education Private School provides a form where students over 18 years of age or the parent of the student who 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).

7.4 Policy:

In rare circumstances, substitution of compulsory courses is required for a student to meet graduation requirements, promote and enhance student learning, or to respond to special needs and interests.

According to OS K-12 Section 6.2, "...Principal's 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) outlined in section 6.1.1."

CanSTEM Education, being an inspected school in ontario, often accepts students from a spectrum of educational systems (such as the Home Schooling system) into our program. These students are the most likely recipients of substituted credits with the most common credit being the compulsory French credit. Additionally, substitutions are made for these students in some circumstances due to scheduling limitations.

7.5 Process for the substitution of compulsory credits:

Substitutions will only be considered in the grade 12 year for students.

Substitutions are made at the discretion of the Principal in consultation with the parents and the student.
Completion of the Substitution of Compulsory Credits Permission Form is required and this form is retained in the student's OSR.

STUDENT INFORMATION

Date of Application: _____

First Name: _____   Last Name: _____

Birthdate: _____   Current Grade: _____

COMPULSORY CREDITS TO BE SUBSTITUTED
_____   _____
_____   _____
_____   _____

Reason(s) for substitution(s):
_____

_____

COURSE REPLACEMENT
What will take the place of the compulsory credit(s):

_____
_____

_____

SIGNATURES

Student Signature. Date	Parent/Guardian Signature Date
Principal Signature Date	

8.0 The Certificate of Accomplishment

Students who leave school before fulfilling 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 vocational programs or other kinds of further training, or who plan to find employment after leaving school. The Certificate of Accomplishment will be accompanied by the student's Ontario Student Transcript. For those students who have an IEP, a copy of the IEP may be included.

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 a student has fulfilled the appropriate requirements

9.0 All above will be fulfilled to get OSSD

10.0 For Mature Students there are many different things can be added or accomplished by using the Mplar.