

THE GUELPH COLLEGIATE VOCATIONAL INSTITUTE
UPPER GRAND DISTRICT SCHOOL BOARD

General Information

2020-2021

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Guelph Collegiate Vocational Institute

What You Need to Know

Statement of Purpose

- A major purpose of GCVI is to help you to develop as a responsible person who will think clearly, feel deeply, and act wisely to the best of your ability.
- The school's staff dedicates themselves to assist you in achieving these goals.
- GCVI is proud of its history of high academic standards, diverse programs and varied extracurricular activities. GCVI is your school to enjoy and in which to take pride.

Statement of Objective

- The Guelph Collegiate-Vocational Institute continues its long tradition of supporting the aspirations of all its diverse individuals.
- Our school, in partnership with our community, encourages students to love learning and challenges them to achieve their personal best.

Students Have Rights

- You have the right to earn the respect of staff and students, and to be treated with dignity and courtesy by everyone you have contact with.
- You have the right to expect a good education and a high level of professionalism from all of your teachers.
- You should always feel safe and secure while at GCVI.
- You have the right to express yourself politely as long as you are sensitive to the rights and feelings of others.
- It is also your right to enjoy yourself, to obtain satisfaction and pleasure from your high school experience, and to benefit from the opportunities available to you.

Students Have Responsibilities

- Accompanying your rights and privileges are responsibilities.
- Students are expected to attend their classes regularly and punctually, to be prepared to work and to put forth their best effort at all times.
- Failing to meet these responsibilities hurts not only you but the students around you as well. It is your responsibility as a student to have respect and concern for others and to treat them as you wish to be treated.
- Nothing can be permitted which will disrupt the learning environment of the school. Finally, it is the responsibility of everyone to know the rules and regulations of the school, the Dress Code, The School Code of Conduct, and your right to appeal a decision as outlined in the

Student Handbook. These rules serve as guidelines for behaviour and ensure that everyone knows what is expected of them.

Attendance and Achievement

- Regular attendance in classes is an important factor in the academic success of students. When students are absent, they miss:
 - a) material on which subsequent learning is based,
 - b) valuable time to work on projects,
 - c) evaluations given by teachers.
- Students who “skip” classes and subsequently miss a test or other evaluation may forfeit the opportunity for evaluation. If a student is ill for an extended period of time, work can be sent home if the office is notified. The school will make every effort to inform parents of problems created by the irregular attendance of their children. Regular attendance is an important component of success in all courses. Since a credit is based upon instruction in a course for a minimum of 110 hours, when a student misses too many classes, he/she might not be able to complete a sufficient amount of the work assigned. As a result the student may fail to achieve a credit for the course.

Evaluation

- In the first week of each course, every student will receive a course information sheet describing briefly the course content and all course expectations. It will describe how the student is evaluated and the weighting of marks to determine the final course mark. It will also include the procedures and consequences for students absent from tests.

Academic Honesty Policy

- The GCVI requires academic honesty from all students. Academic honesty is: creating original work; using original material only once; giving due credit for original facts and ideas of others used within the student’s practical, oral, written and electronically produced work. Academic dishonesty, including plagiarism, will result in penalties imposed by the student’s teacher and/or administrator.

Student Fees:

- There will be no fees or cost charged to participate in the regular day school program.
- Students enrolled in secondary schools in the Upper Grand District School Board can expect to be provided with the basic classroom learning resources that are required in order to complete the course expectations. It is recognized that there may be optional resources that students may purchase to enhance their program; e.g. field trips, workbooks, upgrading materials in courses such as construction technology, visual arts, music, and family studies.
- Students are expected to come to school ready and willing to participate actively in their own learning. To that end, students are expected to bring materials with them for their personal note-taking (e.g. pencils, pens paper, binders.)
- Students are encouraged to purchase their school’s student card by paying the student activity fee. The student card includes but is not limited to the benefit of participating in the

co-instructional program and in the Student Council dances, activities and yearbook. Students' involved in extracurricular groups will be made aware of any additional participation fees prior to making a commitment to participate.

Ontario Secondary School Literacy Test

- Students entering Grade 9 in September 1999 or later will write the Ontario Secondary School Literacy Test before the end of Grade 10. The literacy test evaluates students' reading, writing and comprehension skills based on the expectations in Language and Communications up to and including Grade 9.
- For more information visit www.ugdsb.on.ca/eqao

Mandatory Community Involvement

- Students will be required as part of their Ontario Secondary School Diploma (O.S.S.D.) to complete a minimum of 40 hours of unpaid community involvement over their four years of Secondary School.

Ontario Student Transcript (OST) and Ontario Student record (OSR)

- The Ontario Student Transcript (OST) is a provincially standardized document, which is the student's official record of credits earned. Copies are available to students on request.
- The OST is kept in the student's Ontario Student Record (OSR) folder. This folder contains achievement results, credits earned, and other information important to the education of the student.
- The OSR is created when a student enters the Ontario school system, and moves with the student from school to school. The OSR is created under the authority of the Education Act, and the contents of the OSR are protected under the Freedom of Information and Protection of Privacy Act.
- The parents/guardians and the student may examine the contents of the OSR on request, with the assistance of the Principal or a Guidance Counsellor.
- For more information visit www.edu.gov.on.ca/eng/document/curricul/osr/osr.htm

Full Disclosure

- The OST will reveal all grade 11 or 12 courses attempted, including those failed, dropped or repeated.
- Students taking grade 11 or 12 courses must be careful to meet the deadline to drop a course from their timetables. Failure to meet this deadline will result in the course remaining on the Transcript and thus it will be a part of the student's permanent record.
- The final date to drop a course and not have it appear on a transcript is five days after midterm reports have been issued.

Special Education

- The Upper Grand District School Board's Special Education Advisory Committee (SEAC) is a committee created under the Education Act to make recommendations to the board about matters affecting the establishment and development of special education programs and services for exceptional pupils in the board.

- The role of SEAC and its members is detailed in Regulation 464/97. The SEAC is made up of parents, trustees, and community representatives who meet regularly to discuss concerns about the education of exceptional children. The SEAC is involved each year in the preparation of the Special Education Plan and the budget process.
- Copies of The Upper Grand School Board's Parents' Guide to Special Education are available in each school. Parents are able to read the Special Education Plan at the school, or access the document on the Upper Grand District School Board website. Select "Program" then "Special Education".
- For more information visit www.ugdsb.on.ca/article.aspx?id=107

Ontario Secondary School Diploma Requirements

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

- 18 COMPULSORY CREDITS

4 credits in English (1 credit per grade) *

3 credits in Mathematics (at least 1 credit in Grade 11 or 12)

2 credits in Science

credit in Canadian History

credit in Canadian Geography

credit in the Arts (Music or Drama or Art)

credit in Health and Physical Education

credit in French as a Second Language

half credit in Civics

half credit in Career Studies

- PLUS ONE CREDIT FROM EACH OF THE FOLLOWING:

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 in Health and Physical Education, or the Arts, or Business Studies, or Cooperative Education**

1 additional credit in Computer Studies, or Science, or Technological Education, or Cooperative Education**

In addition to the compulsory credits, students must complete:

12 optional credits***

40 hours of community involvement activities

the provincial literacy requirement

* 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.

The deadline to drop a course without disclosure is five days after release of the midterm report card.

Planning Your High School Future

What is a Pathway?

- It is a combination of a student’s interests, skills, needs and goals, plus appropriate sequence of courses in secondary school, and knowledge, skills and experience to go on to an apprenticeship, college, university or directly to work.
- Choice of destination will be influenced by students’ interests and strengths, as well as course selection and achievement.
- Determining the appropriate level – Applied, Academic, Essential followed later by Apprenticeship, College, Workplace or University – sets the stage for future career opportunities.
- To help you plan your Pathway go to: www.myblueprint.ca Login: [guelphcvi](#)

Type of Courses

- **Grade 9 and 10**
Courses are divided into four types:
 - Academic (D)
 - Applied (P)
 - Open (O)
 - Essential (L)
- **Grade 11 and 12**
Courses are divided into five types:
 - Workplace (E)
 - College (C)
 - University (U)
 - University/College (M)
 - Open (O)

Courses

- Courses are available in many subject areas in high school. Within a subject area students can further specialize in their study depending on their personal interests.

Credits

- One credit is granted when a course of 110 hours is completed successfully. Credits are granted by the Principal on behalf of the Minister of Education for courses that are developed or approved by the Ministry.

Prerequisite

- Some courses require that students have completed a “prerequisite” course in order to enrol. These prerequisite requirements are indicated in the course calendar.

Semestered School

- Students in a SEMESTERED school like GCVI usually study four courses from September to January and four courses from February to June with evaluations and reports after the first six weeks, at the midterm, and at the end of each semester.
- Parents and students should be aware that not all courses are available each semester and some courses are available every other year.

How to Read the Course Codes

- The first three letters are the Subject - Assigned by the Ministry of Education and represent the discipline, subject and course.
- Next is the Grade Level. A number 1 is grade 9, a number 2 is grade 10, a number 3 is grade 11, and a number 4 is grade 12.
- The next character represents the Course Type. The following options are available:

P-Applied

D-Academic

O-Open

L-Essential

C-College

E-Workplace

M-University/College

U-University

- Finally, a 'C' at the end of the sequence means that it is a co-op course.

Academic Courses

- focus on the essential concepts of the discipline and explore related material
- emphasize theoretical and abstract applications
- use abstract thinking and problem solving
- employ greater depth and more abstract reasoning when using the essential concepts

Applied Courses

- focus on the essential concepts of the discipline
- emphasize practical and concrete applications
- incorporate theory when appropriate
- employ greater emphasis on practical, hands-on applications of the essential concepts

Open Courses

- are appropriate for all students

- are designed to provide students with a broad educational base that will prepare students for future studies or their role in society.

Essential Level Courses

- The GCVI Essential courses are credit courses that prepare students for grade 9 Applied Mathematics, Applied English and Applied Science or workplace destined courses in Grade 11 and Grade 12.

Support Services at GCVI

The Homeroom Teacher

- Working with the homeroom teacher, students will have their academic progress monitored, discuss their general success in adapting to high school, and receive personal support and encouragement.

LINK Crew Program

- The LINK Crew Program is an orientation/mentorship program designed to welcome grade nine students and help them feel comfortable throughout their first year of high school. Exceptional senior students act as mentors providing first year students with positive role models. The LINK Crew experience helps students connect with each other fostering a supportive school environment and contributing to academic success.
- Senior students learn and develop valuable leadership and mentoring skills and can earn between 20-30 hours of community service.
- LINK Crew Coordinator: Mr. G. Gouthro or Ms. L. Koch, or Mr. G. Robinson

The Library

- The GCVI library is dedicated to the success of all our students. Studies show that reading for pleasure is the most easy and effective way to raise one's literacy level, for personal and career satisfaction throughout life. We make sure we have the current "must read" novels and timeless classics. Our non-fiction collection is continually upgraded to help students with assignments in all subjects.
- More information on the library is available at: www.ugdsb.on.ca/gcvi/library

The Guidance Department

- The diversity of curriculum choices, the changes in diploma requirements, the variety of available post-secondary opportunities, the dynamics of peer relationships and the complexities of today's information society make it imperative that students have the opportunity to participate in our comprehensive guidance services program. To ensure that students have access to such a program, the Guidance Services Department shall endeavor:
 - to assist students in developing plans to meet personal, educational and career goals.
 - to provide students and their parents/guardians with information regarding personal, educational and career needs.
 - to assist students in their ability to problem solve.
- Guidance Contact: Ms. H. Buck

Student Resource Room 103

- The Student Resource Room offers a variety of tools, strategies and programs to assist and promote the success of all students at meeting course expectations and completing class work. We offer:
 - Individual assistance to develop organizational and study skills.
 - Individual attention in any subject area during class time.

- Suggestions to classroom teachers as to how best to meet exceptionalities.
 - Resource Room is as a quiet work place open throughout the school day.
 - Resource Room is open for extra time on tests and exams for students requiring accommodations.
 - Pre-arranged space to write tests and exams.
 - Resource room computers are also available for student use and allow students to coordinate work done outside of school through UGCloud.
 - Internet for online research.
 - Word Processing, Publisher, PowerPoint, Excel and many other document creation tools.
 - Reading and writing software (Read and Write for Google Chrome)
- Resource Contact: Mr. J. Hocken

Grade 9

- A complete COURSE CALENDAR is available at: www.ugdsb.on.ca/gcvi
 - The grade 9 program will consist of FIVE COMPULSORY courses and THREE OPTIONAL courses. Please note that PPL10 (Healthy Active Living) is strongly recommended.
 - Students must take eight courses, four in each semester.
 - Promotion is on a subject-by-subject basis.
 - Grade 8 students will select their Grade 9 courses using My Blueprint.
- **The recommendations and advice of your grade 8 teachers should be considered.**

Information about the grade 9 program:

- Compulsory Courses:
 - Academic
 - English: ENG1D
 - French: FSF1D
 - Geography: CGC1D
 - Science: SNC1D
 - Mathematics: MPM1D
 - Applied
 - English: ENG1P
 - French: FSF1P
 - Geography: CGC1P
 - Science: SNC1P
 - Mathematics: MFM1P
 - Essential
 - Mathematics: MAT1L
 - Science: SNC1L
 - English: ENG1L
- Optional Courses:
 - ADA1O: Dramatic Arts
 - AMI1ON: Music - Beginning – Instrumental
 - AMI1O: Music– Experienced – Instrumental
 - AMV1O: Vocal Music
 - AVI1O: Visual Arts
 - BBI1O: Introduction to Business
 - BTT1O: Introduction to Information Technology
 - HIF1O: Individual and Family Living
 - ICS2O: Introduction to Computer Studies
 - PPL1O: Healthy Active Living (this course is highly recommended)
 - TIJ1O: Integrated Technologies
 - TIJ1OX: Integrated Technologies (girls only)

Grade 10

- The grade 10 program will consist of FIVE COMPULSORY and THREE OPTIONAL courses.
- Students must take eight courses – four in each semester.
- Promotion is on a subject-by-subject basis.
- Grade 9 students select their grade 10 courses using My Blueprint.

Information about the grade 10 program:

- Open Compulsory Courses:
 - Guidance – Careers: GLC20 [. 5 credit]
 - History – Civics: CHV20 [. 5 Credit]
- Compulsory Courses:
 - Academic Courses:
 - English: ENG2D
 - History CHC2D
 - Science: SNC2D
 - Mathematics: MPM2D
 - Applied Courses:
 - English: ENG2P
 - History: CHC2P
 - Science: SNC2P
 - Mathematics: MFM2P
 - Locally Developed Course:
 - English: ENG2L
 - Mathematics: MAT2L
 - Science: SNC2L
- Optional Courses:
 - ADA20 - Dramatic Arts
 - AMI2ON - Music-Beginning-Instrumental
 - AMI2O - Music-Experienced-Instrumental
 - AMV2O - Music-Vocal
 - AVI2O - Visual Arts
 - ASM2O - Media Arts
 - BBI2O - Introduction to Business
 - FSF2D - French-Academic
 - LWGBD - German
 - LWSBD - Spanish
 - HFN2O - Food and Nutrition
 - ICS2O - Introduction to Computer Studies
 - PPL2O - Healthy Active Living
 - TCJ2O - Construction Technology
 - TDJ2O - Technological Design
 - TEJ2O - Computer Technology

- TFJ20 – Hospitality & Tourism
 - TGJ20 - Communications Technology
 - TMJ20 - Manufacturing Technology
 - TTJ20 - Transportation Technology
- Students making course selections in Grade 10 must be mindful of the pre-requisites for Grade 11 courses.

Grades 11 and 12

- Grade 11 and 12 courses are organized into types according to the student's intended post-secondary destination. Students may choose university (U), university/college (M), college (C), workplace (E) courses, or Open (O) courses. Students making course selections in Grade 10 must be mindful of the prerequisites for Grade 11 courses.
- UNIVERSITY PREPARATION courses are designed to prepare students for university programs and related careers. Theoretical aspects of the course content will be emphasized, but concrete applications will be included. Students will demonstrate their development of independent research and learning skills.
- COLLEGE PREPARATION courses are designed to equip students with the knowledge and skills for entry into college programs. Critical thinking, problem-solving skills and concrete applications of the course material will be emphasized. Students will demonstrate their development of independent research and learning skills.
- UNIVERSITY / COLLEGE PREPARATION courses include relevant content for students bound for either destination. Theoretical aspects and concrete applications will be emphasized. Students will demonstrate their development of independent research and learning skills.
- OPEN COURSES are not designed with a specific post-secondary destination in mind. Knowledge and skills in a subject are broadened. This subject may or may not be related to a student's post-secondary goals. Their focus is on providing students with a broad education base and equipping them for active and rewarding participation in society. Open courses are appropriate for all students.
- WORKPLACE PREPARATION courses are designed to equip students with the knowledge and skills they need for entry into the workplace, apprenticeship programs or other training programs. Workplace applications of the course will be emphasized, but the underlying theoretical material will also be explored. Cooperative education and work experience placements will be important aspects of the Workplace preparation courses. Students will be required to demonstrate independent research and learning skills. The importance of lifelong learning will be stressed.
- CHANGING COURSE TYPES: Students who change their educational goals may need to take courses of a different type from those they initially chose. For example, a student who has completed a Grade 11 college preparation English course may change their education goal and may need to take Grade 12 university preparation English. A student wishing to change course types between Grade 10 and 11 and/or Grades 11 and 12 may:
 - Take a summer course or undertake independent study to achieve the uncompleted expectations that are required to enter the new program.

e-Learning Courses in the Upper Grand District School Board

Secondary Students...

- **Is there a course you want to do but can't because it is not offered at your school?**
- **Is there a course you want to do but it does not fit into your timetable?**
- **Are you unable to consistently attend regular classes for a particular reason? (e.g., medical, travel as an elite athlete, etc.)**
- **Do you have a particular learning style that is better served in an on-line learning environment?**

The Upper Grand DSB offers credit courses online, authorized by the Ontario Ministry of Education. They are for eligible students and are delivered by qualified teachers. Below is a list of potential courses to be offered in 2018-19 by the schools in the UGDSB (course offerings subject to change).

Further, the Upper Grand belongs to the **Ontario e-Learning Consortium** with 20 other School Boards, working together to optimize e-Learning programs and enhance student learning through emerging technologies and innovative practices. Through this partnership students in the UGDSB have access to well over 100 different courses by our partner boards. For a full list, go to <http://www.elearningstudents.ca/course-offerings.html?id=7> or see your Guidance Department.

Semestered e-Learning:

- BAT4M – Principles of Financial Accounting
- BBB4M – International Business Fundamentals
- CHA3U – American History
- CHV2O – Civics (.5 credit)
- CLN4U – Canadian and International Law
- ENG3U – English
- ENG4C – English
- ENG4U – English
- EWC4U – The Writer’s Craft
- GLC2O – Career Studies (.5 credit)
- HSB4U – Challenge and Change in Society
- HSC4M – World Cultures
- ICS3U – Computer Science
- ICS4U – Computer Science
- IDC4UB – Interdisciplinary Studies – “The Business of Sport”
- MCV4U – Calculus and Vectors
- MCR3U – Functions
- MDM4U – Data Management
- MHF4U – Advanced Functions

- NBV3E – Aboriginal Beliefs, Values, and Aspirations in Contemporary Society
- NDA3M – Current Aboriginal Issues in Canada
- PPZ3O – Health for Life
- SPH4U – Physics

Full Year, Continuous Intake:

- BAI3E – Accounting Essentials
- BTA3O – Information and Communication Technology
- EBT4O – Business and Technological Communication
- ENG3C – English
- ENG4C – English
- MAP4C – Foundations for College Math
- MBF3C – Foundations for College Math
- MEL3E – Mathematics for Work and Everyday Life
- MEL4E – Mathematics for Work and Everyday Life
- OLC4O – Ontario Secondary School Literacy Course
- SVN3M – Environmental Science