

PARENT/ CAREGIVER GUIDE TO HIGH SCHOOL



Get ready for what could be the most exciting and important years your teen spends in school! For the first time, students along with parents/guardians will make choices about what they will study and what post-secondary pathway they will choose.

Here is some more of what you and your teen can expect in high school that is different from elementary school:

- greater variety of subjects & courses
- more emphasis on career exploration
- experiential learning opportunities
- planning for the transition from school to adult life
- additional extracurricular activities
- increased independence and responsibility
- greater need for organization and time management

SETTING YOUR TEEN UP FOR SUCCESS

ENCOURAGE REGULAR ATTENDANCE

Many things affect your teen's success. *One of the most important factors is regular and timely attendance.* Getting to class on time and avoiding absences are critical if your teen is to get the most out of school.

REPORTING AN ABSENCE

If your teen will be absent, phone the school as soon as you can before school starts. If an absence is not reported, parents will receive a call later in the day if their teen is absent from part or all of the school day.

The school phone # is 613-723-5136

GET INVOLVED

When schools and parents work together, students are more motivated and engaged in their school experiences.

What you can do to be involved:

- contact your teen's teachers by phone or email. Find contact info in our [staff directory](#)
- participate in parent-teacher interviews
- join our [School Council](#)
- provide an email on the *registration verification form* to receive updates on upcoming events and other important information
- check out the calendar of events and school news on our [website](#)
- follow us on Instagram [@sgcknights](#)
- talk to your teen about the courses they are taking and the careers they are interested in. Students and parents can explore course choices in our [course calendar](#)
- for questions about course selection & career planning contact your teen's [guidance counsellor](#)
 - Derek Heffernan - Last Names A - K
 - Carol Stevenato - Last Names L - Z
- for questions regarding special education support, contact:
 - Catherine Houlden, Head of Special Education - Specialized Classes (BIP, GLP, PSP)
 - Erik Kristjansson, Head of Special Education - Trades Program

TALK TO YOUR TEEN ABOUT THEIR GOALS FOR THE FUTURE

Students at Sir Guy Carleton pursue one of [4 pathways](#) when they leave school:

- Apprenticeship
- College
- Employment
- Community living

Each pathway provides valuable skills and experiences that will be required in the future job market. Students should have confidence in their ability to implement, revise and adapt their pathway plan throughout their lives.

LEARN ABOUT THE DIFFERENT GRADUATION REQUIREMENTS

There are [three certifications](#) that students can receive when leaving an Ontario Secondary School:

- Ontario Secondary School Diploma (OSSD)
 - 30 credits
- Ontario Secondary School Certificate (OSSC)
 - 14-29 credits
- Certificate of Accomplishment
 - Less than 14 credits

*** Community Involvement – 40 hours**

Students must complete 40 hours of [community involvement](#) activities to graduate with an OSSD. The student is responsible for finding and completing 40 hours of volunteer work on their own.

*** Provincial Literacy Requirement**

The Ontario Secondary School Literacy Test (OSSLT) measures whether or not 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 (<http://www.eqao.com>). Students who are unsuccessful in the test may take the Ontario Secondary Literacy Course (OLC40) which counts as the literacy requirement as well as a grade 12 English credit.

GRADUATION REQUIREMENTS CONTINUED...

* Provincial Online Learning Requirement

Beginning with students who entered Grade 9 in the 2020-21 school year, all students must earn at least two online learning credits as part of the requirements for an OSSD, unless they have opted out.

Parents/Guardians who wish to opt-out their child from the online graduation requirement must complete the opt-out form available on the OCDSB website:

- [OCDSB Mandatory eLearning Graduation Requirement and Opt-out Information](#)
- [OCDSB Mandatory eLearning Opt-Out Form](#)

SCHOOL CONTACTS:

PRINCIPAL:

Dori-Anne Marcelin

VICE PRINCIPALS:

Christine Reynolds

Students with last names beginning with A - K

Igor Tesanovic

Students with last names beginning with L - Z

SUPPORT STAFF:

Brenda Tanner

Office Administrator

Todd Lafleur

Chief Custodian

DEPARTMENT HEADS:

Derek Brez (on leave)

Jonathan Upton (acting)

Karen Headley

Catherine Houlden

Jonah Johnson

Erik Kristjansson

Carol Stevenato

Healthy Active Living, Science, the Arts, Green Industries

English, Canadian & World Studies, Indigenous Studies, Library

Special Education, Specialized Classes (BIP, GLP, PSP)

Technological Education

Special Education, Mathematics, Business, Com. Tech.

Student Services, Co-operative Education, Civics & Careers

GUIDANCE COUNSELLORS:

Derek Heffernan	Students with last names beginning with A - K
Carol Stevenato	Students with last names beginning with L - Z

ADDITIONAL SUPPORTS:

Margaret Berry	Student Success Lead (SST)
Erik Kristjansson	Learning Support Lead (LST)
Jennifer Sammon	Itinerant Educational Assistant
Jade Desjardins-Berthiaume	Indigenous Student Support Coordinator
Mike Garbutt	Social Worker
Dr. Gillian Graham	Psychologist
Vanessa Turner	Rideauwood Addictions Counsellor

SCHOOL PHONE # 613-723-5136

SCHOOL WEBSITE: [SIRGUycARLETONSS.OCDSB.CA](https://sirguycarletonss.ocdsb.ca)

STAFF DIRECTORY: [HTTPS://SIRGUycARLETONSS.OCDSB.CA/STAFF](https://sirguycarletonss.ocdsb.ca/staff)