

# School Profile 2005-2006



OTTAWA-CARLETON  
DISTRICT SCHOOL BOARD

## Sir Guy Carleton Secondary School

### Grades 9 to 12 Adaptive Program



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School hours:  
9:00 a.m. - 3:01 p.m.

*Principal*  
Debra Ford

*Vice Principals*  
Rick Haggart  
Steven Massey

*Office Administrator*  
P. Van Ryckeghem

*Chief Custodian*  
Rob Corby

*School Council Chairs*  
Hal Grossner  
Susan Bright

*Superintendent of  
Instruction*  
Larry Archibald

*School Trustee*  
Alex Getty

*Chair of the Board*  
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### Our School

Sir Guy Carleton is a system school that specializes in Adaptive Education. We also offer a General Learning Program for students with Special Education needs. There is an emphasis on practical, relevant, and active approaches to education, where students are provided with daily opportunities to learn in a hands-on manner which will benefit them throughout their lives. Students and staff work together to assist students in acquiring the skills necessary for success in life and the world of work. Technical and academic programs together form a strong partnership, with effective transfer of learning from one area to another. Our excellent school facility includes a variety of shop areas equipped for real life job opportunities such as auto mechanics, cosmetology, communications technology, welding, landscaping, child care, and hospitality. The academic program is equally effective, with resources designed specifically to meet the needs of our students. Computer technology forms a significant part of the programs in all departments. The General Learning Program continues to help students to develop life skills that will enable them to live independently and productively.

### Our Students

- Sir Guy Carleton's total enrolment for September 2005 is 483, including 80 students in the General Learning Program. As a system school, Sir Guy draws its population from western zones of the Ottawa-Carleton District School Board, as well as from other area boards.

### Our Staff

- The staff at Sir Guy operates as a team. Members of that team include more than 45 teachers, 20 special education teaching assistants, culinary staff, office staff, a technician, and custodial staff. All staff work hard to foster positive self-esteem among our students. Many staff members coach sports teams and all staff offer their expertise and time regularly to ensure that students experience not only academic success, but also social and spirit building opportunities.

*The Ottawa-Carleton District School Board challenges all students to achieve personal excellence in learning and responsible citizenship within a safe, equitable, diverse and caring environment.*

# Our Community

## Parents and Community

- The Sir Guy Carleton community is a strong, caring partnership of students, staff, parents, neighbors, business, and industry. Our community is the National Capital region. The School Council reflects the range of that community. We foster and build upon our inner community by strengthening ties with the many businesses spread throughout the region. Through such projects as our Community Connections Day, we bring the local community into Sir Guy to share the positive learning experiences and results of our horticulture classes, foods programs, and other technical shops. On Thanksgiving weekend, Sir Guy unites with Woodroffe, Merivale and Brookfield high schools to provide a complete turkey dinner to any member of the greater community who wishes to attend.



## Mission Statement

The Sir Guy Carleton School community is dedicated to our unique students and will always provide a positive learning environment, which emphasizes vocational training, independent living and preparation for the world of work.



# Programs and Services

## Academic Programs

- All students at Sir Guy take a full complement of courses; there are no spare periods for any student. In grades 9 through 12, our regular program consists of applied, open, and locally developed courses, in accordance with Ministry curriculum guidelines. The grade 11 and 12 program includes workplace level courses. Co-operative education and work experience are important components of the program at the grade 11 and 12 levels.

## Classroom Organization

- Sir Guy Carleton is a non-semestered school. All students take eight courses each year. A student's day is filled with a variety of academic and technical courses that prepare them for life after high school in the workplace.

## Special Education and ESL Programs

- Sir Guy Carleton offers an extensive General Learning Program at all grades. This is a system program, with admission through a central admission process. The GLP program has three integrated components: academic studies, technical studies, and workplace education. Life skills courses are an important part of the program. Sir Guy Carleton also offers a Special Support Unit to assist exceptional students with behavioural concerns. These students are also admitted through a central process.



## Facilities and Resources

- Sir Guy is situated on Centrepointe Drive, close to the former Nepean city hall. Because of the nature of our programs we enjoy a wide variety of shop facilities, from cosmetology to child care, to woodworking and welding. We are well equipped with computers and students benefit from access to a well-equipped library and large gymnasiums, including a fully equipped weight training facility.

## Safe Schools Initiatives

- In September, 2000, Sir Guy Carleton developed a partnership with Rideauwood Family and Addiction Services, a community agency that offers assistance to students who have concerns about substance abuse.
- Sir Guy continues to maintain a strong partnership with our School Resource Officer who works with students individually and in the classroom. We continue to promote an anti-tobacco campaign called Expose which is a Smoke-Free Youth Project; it is offered by the City of Ottawa's Public Health department and was introduced in order to encourage healthy lifestyles.

## Clubs and Activities

- Sir Guy students participate in a wide variety of intramural sports activities. Also, V.O.C.O.M. (Vocational, Commercial), selected N.C.S.S.A.A. (National Capital Secondary School Athletic Association) and school tournaments are available. Clubs such as weight training, skiing, and woodworking are popular. There is also an active outdoors club. The students' council promotes school spirit through dances, contests, and talent shows.

# Achievement and School Improvement Planning

## Measures of Student Achievement and Success

- The school regularly surveys Sir Guy graduates in order to keep track of successes and identify areas in which we could improve program, including a comprehensive data analysis of CAT 3 (Canadian Achievement Tests, 3<sup>rd</sup> Edition) scores. We were very pleased with the Grade 10 Literacy Test results last year; our school was recognized provincially for its improvement. This year we hope to build upon these successes.
- A good many of our graduates have found jobs and have kept them. The graduates recognize the contribution of the school in helping to foster the good job skills and work ethic that help them to be successful and contributing members of society.

## School Improvement Plans and Initiatives

- In the 2005-2006 school year, Sir Guy Carleton will continue to work closely with other adaptive schools in the OCDSB, with Ministry officials, with our School Council and with the Senior Administration of the OCDSB to develop courses and programs that meet the needs of students within the context of secondary school reform. This will include an overall renewal of curriculum and courses in all areas with the emphasis on literacy and numeracy across the curriculum. This year, Sir Guy Carleton will be piloting a Ministry approved grade 9 Integrated Technology model which will help students to learn basic technical skills while they earn credits towards their certificate or diploma.
- In order to support literacy improvement, a number of initiatives have been put into place. SAGE is a free literacy program available to all students and is run in the school by trained volunteers in small group settings. Also, the school ascribes to the DEAR reading program in which the entire school reads for a specified time each week regardless of which subject the student may be in at that moment.
- Further, within the context of building bridges within the community, the school will work with a variety of community groups to establish Sir Guy as a school at the HUB of its community. This may include the development of key relationships with community stakeholders such as Rideauwood, the Youth Services Bureau, Community Health Centres and other agencies and corporations.
- Also in 2005-2006, the Sir Guy staff will continue to promote the Skills Portfolio which will be presented to all students upon graduation from the school. It will include their Diploma or Certificate of Education, their Ontario Student Transcript, and a comprehensive assessment of the skills which they have mastered in each or the areas of Technical Studies. These skill assessments will include ratings on the essential Employability Skills as identified by the Conference Board of Canada. Sir Guy is indeed "The School That Works!" Having piloted the portfolio in the 2002-2003 school year, Sir Guy will continue to take the lead in assisting other schools in the OCDSB in the implementation of the portfolio in their schools.



# Leadership Recognition

**"Leadership in the OCDSB is the demonstration of personal initiative to achieve a positive outcome."**

## **Students:**

At Sir Guy Carleton Secondary School, we are proud of the leadership contributions of our students. Throughout their stay at the school they participate in numerous Workplace and Coop placements, and their behaviour and work ethic are continually praised. This commitment is evident in the litany of community activities of which they are a part. Some of these events include: catering the 2005 Chair's Award to Her Excellency the Right Honourable Adrienne Clarkson, organizing and servicing the school's Community Connections Day, and supporting the Thanksgiving Dinner initiative which typically serves over 900 people. Students are also involved in the Board's Earth Care program, a recycling project and the Board wide Students' Council. Last year, our students raised over \$2600 for the Tsunami Relief fund and were the driving force behind our school's Leadership Camp. Our school is the "School that Works" because of our students.

## **Staff:**

The people at Sir Guy Carleton are dedicated and caring professionals. Our office and support staff are an integral part of our student's educational experience and they are a positive influence on our school culture. Our teachers have a wealth of knowledge in their respective fields, many are experienced in a technical trade and thus they have the opportunity to share these experiences with students. The school has a variety of clubs including band, choir, weight training, homework and library clubs which are organized by our staff and students. In addition, our teachers are dedicated to curriculum development; indeed, they have been members of the writing team for the locally developed, Ministry approved, courses in Math, Science and English, as well as an Integrated Technology package. Our foods staff are instrumental in promoting the school and generating funds through many catering events like the 25 Year Pin Dinner and the Food Fair. Key staff are also involved in mentoring new and practicum teachers in order to ensure that our students are given the very best educational experience. Finally, as a collective group, we have also been involved with the ALS Walk and Terry Fox Run.

## **Parents/Guardians/Volunteers:**

The School Council at Sir Guy Carleton is a passionate and committed group who has the best interest of our students in mind. Last year, the council organized many fundraising activities including a Craft Fair and a Gala Dinner in a partnership with the Ottawa Hospital. They are active in our Community Connections day and this year they will be helping to organize the school's 25th reunion activities. The school also participates in a reading program called SAGE where members of the community volunteer their time in order to promote literacy and read with our students. We encourage community and School Council input and we value their guidance.

## **Community:**

This year, Sir Guy Carleton is proud to be hosting the official launch of The Education Foundation of Ottawa with a Gala Dinner. The master of ceremonies will be Anthony Germain, host of CBC's Ottawa Morning and the House, and there will be a reception and auction with The Honourable Jim Watson, MPP, Minister of Health Promotion. The evening will also feature Jazz Soloist Diane White, The World Voices Choir and Drumming Group, The Nepean All-City Jazz Band, and the Viva East and West Children's Choirs.

And finally, in an effort to raise funds for the needy, our staff has entered into a partnership with the City of Ottawa for the OCDSB United Way Staff campaign. We know that this relationship will be very beneficial to the campaign.