



**Kingsway College**  
**A Seventh-day Adventist High School**

**Student Handbook/Bulletin**  
**2025-2026**

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## CONTENTS

<b>INTRODUCTION/MISSION STATEMENT/PHILOSOPHY/VISION</b>	2
<b>WHO MAY ATTEND.</b>	3
<b>ADMISSION PROCEDURE</b>	4
<b>ACADEMIC INFORMATION</b>	5
Diploma and certificate requirements, course selection, courses offered, course descriptions, academic policies, assessment and reporting, class standing, graduation, honour roll/President's list, student success program – academic, academic services.	
<b>SPIRITUAL DEVELOPMENT</b>	32
Sabbath services, worships, chapel/assembly, weeks of spiritual emphasis, power weekends, bible studies/baptismal classes, seating in College Park Church.	
<b>SOCIAL DEVELOPMENT</b>	33
Social activities, student leadership opportunities, holding or running for Office.	
<b>PHYSICAL DEVELOPMENT</b>	35
AE King Physical Fitness Complex, intramural program, varsity program, outdoor club, ski/snowboard club, cafeteria, health service.	
<b>WORK PROGRAM</b>	37
Work policy, work attendance, work opportunities, work expectations, job changes, student success program	
<b>ATTENDANCE POLICY</b>	39
<b>BEHAVIOURAL GUIDELINES</b>	41
Standards for student conduct, discipline policy, discipline appeals, substance abuse policy, physical/sexual harassment/abuse policy, threatened/attempted suicide policy.	
<b>CAMPUS LIFE</b>	52
Dress code, personal electronic device policy, gum, lockers, visitor policy, sick list policy, accident reporting, motor vehicle policy.	
<b>INTERNATIONAL STUDENT INFORMATION</b>	56
<b>FINANCIAL INFORMATION</b>	57
<b>RESIDENCE HALL STUDENTS</b>	60
<b>IMPORTANT DATES</b>	69
<b>MAP</b>	70

# INTRODUCTION

Kingsway College is a private Christian high school owned and operated by the Seventh-day Adventist Church in Canada. The College received its Letters Patent on December 20, 1919, and Supplementary Letters Patent on June 1, 1966. Kingsway College is accredited by the Board of Regents of the General Conference of Seventh-day Adventists. It is also inspected regularly by the Ontario Ministry of Education, and issues the Ontario Secondary School Diploma (OSSD).

## MISSION STATEMENT

Our mission at Kingsway College is to “reflect Jesus Christ and prepare students for His service”.

## PHILOSOPHY

The following postulates provide an important context for our decisions and directions:

1. Spiritual Values
  - Provide opportunities for each student to grow in God’s love.
  - Lead students to accept Jesus Christ as their personal Saviour.
  - Develop a desire in students to serve God and others.
2. Academic Values
  - Lead students to reach his or her potential to master knowledge and develop the skills and attitudes essential for success in society.
  - Develop in each student the highest level of critical thinking possible.
  - Create a learning environment where students can express innovative thinking and utilize their creative energy.
  - Maintain accreditation by the Ontario Ministry of Education and the North American Division of Seventh-day Adventists.
3. Physical Values
  - Provide a wide variety of physical activities that will help students experience a balanced Christian lifestyle and maintain personal physical fitness.
  - Develop a respect for the dignity of labour and pride in a job well done.
  - Develop good work habits such as diligence, initiative, and honesty.
4. Social Values
  - Provide a safe learning environment.
  - Acknowledge diversity and develop respect for the rights of yourself and others.
  - Practice effective communication with all members of our learning community.
  - Promote integrity of character by developing personal responsibility through holding ourselves accountable for our actions.

## VISION

Empowering students to reflect Christ’s character, achieve academic excellence, and serve others with integrity, creativity, and compassion.

# WHO MAY ATTEND

Kingsway College welcomes students of any race, colour, national, and ethnic origin to all the rights, privileges, programs, and activities available to students at the school. It does not discriminate on the basis of race, colour, nationality, and ethnic origin in administration of its educational policies, scholarship programs, or any other school-administered program.

Kingsway College was originally established for members of the Seventh-day Adventist Church; however, any student who chooses to support the mission and objectives of Kingsway is warmly welcomed. Unfortunately, we are not equipped to meet the needs of students with serious behavioural or academic problems. We offer pre-admissions consultations with families who have concerns and/or questions about whether we can help their student succeed. Students studying on an individual educational plan (IEP) are required to provide a copy of their Plan to the Enrolment Services Department so we can determine if we can provide the resources needed to assist that student in their educational goals.

Students are expected to live in the residence hall if their parents or legal guardians do not reside in the local community. Any exceptions are made by request to the Administration.

**This handbook outlines the general guidelines for all Kingsway students, residence hall and community. By applying, students and their parent(s)/legal guardian(s) indicate they will abide by and support these guidelines and policies.**

*The Administration reserves the right to make any changes or additions that may be necessary at any given time. Such changes take precedence over the guidelines and policies printed here.*

# ADMISSION PROCEDURE

**We are glad you are considering Kingsway College for your high school education!** Please follow the steps below to complete the application process:

1. Visit the campus for a tour and obtain an application packet.
2. Complete and submit the following:
  - a. [Application for Admission](#)
    - [In Canada](#)
    - [Outside Canada](#)
  - b. Student Statement of Intent
  - c. Student Health Services
  - d. Transcript or Credit Counselling Summary (if currently in Grade 9-12); Report Card (if currently in Grade 8)

*The following must be submitted coming directly from the recommender:*

- e. Recommendation Form – School Official

*The following must be submitted only if applicable:*

- f. Individualized Education Plan (if previously assessed)
  - g. Custodian Declaration – Parents (international students only)
  - h. Custodian Declaration – Custodian (international students only)
3. Meet with Student Finance to do a budget.
  4. If requested, attend an in-person interview (or telephone/virtual interview for international students) with the Admissions Committee.
  5. If accepted, then further submit the following:
    - a. Immunization Information Form with a photocopy of the Immunization Record

The following original documents must be submitted in-person:

*Canadian students -*

- b. Birth certificate or passport
- c. Citizenship Card (if applicable)
- d. Permanent Resident Card (if applicable)

*International students–*

- e. Passport
- f. Canadian Study Permit (IMM5269) – visit <http://www.cic.gc.ca>

# ACADEMIC INFORMATION

In Ontario, all students are required to remain in secondary school until the student has reached the age of eighteen, or has obtained an Ontario Secondary School Diploma (OSSD). Kingsway College recognizes the importance and value of completing a secondary education, and as such, is committed to helping every student at Kingsway College achieve a successful outcome from their secondary school experience.

## DIPLOMA AND CERTIFICATE REQUIREMENTS

### The Credit System

A credit is granted in recognition of the successful completion of a course that has been scheduled for a minimum of 110 hours. For the purpose of granting a credit, “scheduled time” is defined as the time during which students participate in planned learning activities (other than homework) designed to lead to the achievement of the curriculum expectations of a course. A credit is granted to a student by the President on behalf of the Minister of Education.

### The Ontario Secondary School Diploma (OSSD)

#### If you started Grade 9 in or before Fall 2023

If you started Grade 9 in 2023 or earlier, you need the following to get your OSSD.

#### Compulsory credits

You need the following 18 compulsory credits to get your OSSD:

- 4 credits in English (1 credit per grade)
- 3 credits in mathematics (at least 1 credit in Grade 11 or 12)
- 3 credits for [group 1, 2 and 3 courses](#) (1 credit in each group)
- 2 credits in science
- 1 credit in Canadian history (Grade 10)
- 1 credit in Canadian geography (Grade 9)
- 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 and citizenship

The following also apply to compulsory credit selections.

- You can use the [Grade 11 English: Understanding Contemporary First Nations, Métis and Inuit Voices](#) course to meet the Grade 11 English compulsory credit requirement.
- You can use the [Grade 9 Expressions of First Nations, Métis, and Inuit Cultures](#) course to meet the compulsory credit requirement in the arts.

#### Group 1, 2 and 3 compulsory credits

Of the 18 compulsory credits, you must complete 1 from each of the following groups:

##### Group 1

- English (including the Ontario Secondary School Literacy Course) or French as a second language
- Native languages
- First Nations, Métis, and Inuit studies
- classical studies and international languages
- social sciences and the humanities
- Canadian and world studies
- guidance and career education
- cooperative education
- American Sign Language as a second language
- Langue des signes québécoise langue seconde (course is only available in French-language schools)

### Group 2

- health and physical education
- the arts
- business studies
- French as a second language
- cooperative education
- American Sign Language as a second language
- Langue des signes québécoise langue seconde (course is only available in French-language schools)

### Group 3

- science (Grade 11 or 12)
- technological education
- French as a second language
- computer studies
- cooperative education
- American Sign Language as a second language
- Langue des signes québécoise langue seconde (course is only available in French-language schools)

The following conditions apply to compulsory credit selections from the above 3 groups.

- In groups 1, 2, and 3, you can count a maximum of 2 credits in French as a second language as compulsory credits, 1 from group 1 and 1 from either group 2 or group 3.
  - If you have taken Native languages in place of French as a second language in elementary school, you may use a Level 1 or 2 Native languages course to meet the compulsory credit requirement for French as a second language.
- You can count a maximum of 2 credits in cooperative education as compulsory credits from any of the above 3 groups.

### Optional credits

You must earn 12 optional credits by successfully completing courses listed in this handbook or from a recognized Ontario online learning school. Please see more information below regarding optional credits in the “Graduation requirements common to both graduation programs” below.

### If you started Grade 9 in Fall 2024 and after

**Note:** Starting in September 2025, you must earn a new financial literacy graduation requirement as part of your compulsory Grade 10 mathematics course. You will need to achieve a mark of 70% or higher to pass this new requirement and earn your high school diploma.

If you started Grade 9 in 2024 or in later years, you need the following to get your OSSD.

### Compulsory credits

You need the following 17 compulsory credits to get your OSSD:

- 4 credits in English (1 credit per grade)
- 3 credits in mathematics (Grade 9, Grade 10 and 1 credit in Grade 11 or 12)
- 2 credits in science
- 1 credit in technological education (Grade 9 or Grade 10)
- 1 credit in Canadian history (Grade 10)
- 1 credit in Canadian geography (Grade 9)
- 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 and citizenship
- 1 credit from the [STEM-related course group](#)

The following apply to compulsory credit selections.

- You can use the [Grade 11 English: Understanding Contemporary First Nations, Métis and Inuit Voices](#) course to meet the Grade 11 English compulsory credit requirement.
- You can use the [Grade 9 Expressions of First Nations, Métis, and Inuit Cultures](#) course to meet the compulsory credit requirement in the arts.

### STEM-related course group

Of the 17 compulsory credits, you must complete 1 from the following group:

- business studies
- computer studies
- cooperative education
- mathematics (in addition to the 3 compulsory credits currently required)
- science (in addition to the 2 compulsory credits currently required)
- technological education (in addition to the 1 compulsory credit required)

### Optional credits

You must earn 13 optional credits by successfully completing courses listed in this handbook or from a recognized Ontario online learning school. Please see more information below regarding optional credits in the “Graduation requirements common to both graduation programs” below. Optional credits may include up to 4 credits earned through approved [dual credit programs](#).

## GRADUATION REQUIREMENTS COMMON TO BOTH GRADUATION PROGRAMS

### Optional Credits

Optional credits may be earned by taking additional courses according to individual interests and goals. **Please note that a religion class is required each year, and this class counts as optional credit toward the OSSD.**

Course descriptions for all courses offered at Kingsway may be found in the Course Descriptions section of this agenda.

### 40 Hours Community involvement activities

You need to have at least **40 hours** of community involvement activities (volunteering) to graduate and earn your OSSD. You can start collecting volunteer hours in the summer before you begin Grade 9.

When looking for volunteer opportunities make sure you know [which activities qualify in your school and meet the Ministry of Education’s guidelines](#). The student is responsible for finding and completing the 40 hours of volunteer work. The parent is responsible for approving potential placements before the student begins volunteering. The school is not directly involved in finding placements for students or monitoring students while they are completing their volunteer work.

Guidelines for eligible and ineligible activities are available from the Records Office. Activities that cannot be classified as community service are service activities for relatives and activities performed during school hours. Examples of service activities that qualify towards the 40 hours include: soup kitchen, yard work for those unable to do their own, visitation in nursing homes, services performed for any service organization, school-sponsored service activities outside of school hours, local community clean-up projects, volunteering in local elementary school and/or Sabbath Schools. **Community service activities other than the above list must be approved by school administration before initiation of activity. All hours completed must be recorded on the forms available in the Record Office and must be verified with the signature of an adult (non-relative) supervisor.**

If you’re under 18, ask your parents to help you plan and select your activities. Talk with your counsellor or VP of Academics about other ways your school can help you earn community involvement hours.

Volunteering in your community helps you learn about civic engagement and understand your role as a citizen. By being involved in your community and serving others, you:

- develop transferable skills
- explore different sectors and potential career opportunities
- understand more about yourself and your role in society

[Learn more about getting your high school volunteer hours.](#)

### Literacy graduation requirement - Ontario Secondary School Literacy Test (OSSLT)

You must meet the literacy graduation requirement to earn your high school diploma. For most students, this means passing the [Ontario Secondary School Literacy Test \(OSSLT\)](#). This provincial test, designed and marked by the Education Quality Accountability Office (EQAO), is conducted each year. The test measures whether students can successfully demonstrate reading and writing skills that apply in all subject areas in the provincial curriculum up to the end of Grade 9. Successful completion of this test is a diploma requirement for all Ontario secondary school students. Further information and sample test materials are available on the EQAO website ([www.eqao.com](http://www.eqao.com)). Students who are English language learners may be entitled to special provisions. For students with special education needs, accommodations specified in the student’s IEP must be available on the day of the test.



If you do not pass the OSSLT, there are other ways to meet the literacy graduation requirement. Students who have been eligible to write the OSSLT at least twice and who have been unsuccessful at least once may wish to take the Ontario Secondary School Literacy Course (OSSLC) to fulfill the literacy graduation requirement. Please see the President for further information on this option.

### **Online learning graduation requirement**

You must earn at least 2 online learning credits among your courses taken to get your high school diploma.

### **Opting out of the online learning graduation requirement**

If you want to opt out of the online graduation requirement you must be:

- 18 years of age or older
- 16 or 17 years of age and have withdrawn from your parent or guardian's control

If you meet this requirement, you can complete the exemption form available from your school board.

Otherwise, your parent or guardian needs to ask for this exemption by completing the form for you.

### **The Adjudication Process**

Students who are otherwise eligible to graduate in June of a given school year are eligible for adjudication to obtain their graduation literacy requirement if they meet one or more of the following criteria:

- The student was never able to write the test because of illness, injury, or other extenuating circumstances.
- The student was eligible to enrol in the OSSLC, but the student's school did not offer the OSSLC or make arrangements for the student to take the OSSLC in another school.
- The student was enrolled in the OSSLC but, as a result of illness, injury, or other extenuating circumstances, was not able to complete the OSSLC.
- The student was receiving special education programs and/or services and had an IEP documenting required accommodations when taking the OSSLT. In that school year or in the previous school year, the student was present accommodations, or a reasonable alternative to them, were not available to the student on the day the OSSLT was administered during the whole test or part of the test.

### **The Ontario Secondary School Certificate (OSSC)**

The Ontario Secondary School Certificate (OSSC) will be granted, on request, to students who are leaving secondary school upon reaching the age of eighteen without having met the requirements for the Ontario Secondary School Diploma. To be granted an OSSC, a student must have earned a minimum of 14 credits, distributed as follows.

7 compulsory credits:

- |           |  |
|-----------|--|
| 2 credits | English  |
| 1 credit  | Mathematics  |
| 1 credit  | Science  |
| 1 credit  | Canadian history or Canadian geography             |
| 1 credit  | Health and physical education                      |
| 1 credit  | Arts, computer studies, or technological education |

7 optional credits (selected by the student from available courses)

### **The Certificate of Accomplishment**

Students who are leaving secondary school, upon reaching the age of eighteen, without having met 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 directly after leaving school.

The Certificate of Accomplishment is to be accompanied by the student's Ontario Student Transcript. For students who have an Individual Education Plan (IEP), a copy of the IEP may be included.

Students who return to school to complete additional credit and non-credit courses (including courses with modified or alternative expectations in special education programs) 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 the returning student has fulfilled the appropriate requirements.

## **ACADEMIC TERMS AND REPORTING PERIODS**

### **2024-2025 Terms and Reporting Periods**

Semester 1 - Sept. 3, 2024 to Jan. 24, 2025

Term 1 - Sept. 3 to Nov. 5, 2024

Term 2 - Nov. 6, 2024 to Jan. 24, 2025

Semester 2 - Feb. 3 to June 19, 2025

Term 3 - Feb. 3 to Apr. 10, 2024

Term 4 - Apr. 11 to June 19, 2025

### **Progress Report and Report Card Dates**

Semester 1

October Progress Report - October 9, 2024

1st Semester Mid-term Report Card - November 15, 2024

1st Semester Final Report Card – January 31, 2025

Semester 2

March Progress Report - March 7, 2025

2nd Semester Mid-term Report Card - April 17, 2025

2nd Semester Final Report Card - June 27, 2025

## **COURSE SELECTION**

Throughout high school, students will work with their parents and the V.P. of Academics or President to make course selections. When choosing courses, students should consider their abilities, interests, and future plans, as well as OSSD requirements. Many colleges and universities require specific courses for particular programs that may not be part of the compulsory courses for a secondary school diploma. Students should consult college/university calendars or see the V.P. of Academics or President for further information. Please note that course selections for students under the age of eighteen must be made with parental approval.

## **COURSES OFFERED**

Kingsway offers approximately 80 different courses from Grades 9 to 12. Specific course descriptions and prerequisites may be found under Course Descriptions in this Agenda. All courses are offered in accordance with Ontario curriculum policy documents (<http://www.edu.gov.on.ca/eng/curriculum/secondary/subjects.html>) as outlined by the Ontario Schools, Kindergarten to Grade 12 Policy and Program Requirements, 2016, (OS 5,3.2). The secondary school curriculum is organized into several types of courses intended to enable students to choose courses that are suited to their strengths, interests, and goals.

In Grades 9 two types of courses are offered: de-streamed and open. In Grades 10, three types of courses are offered: academic, applied, and open. Students must choose between academic and applied courses in each of the core subjects - English, French, Mathematics, Science, Geography, and History. The two types of courses differ in the balance between essential concepts and additional material, and in the balance between theory and application. Students are free to take the academic course in some subjects and the applied course in others. Open courses are offered in disciplines such as the arts, health and physical education, and business studies. They are designed to prepare students for further study in a subject, and to enrich their education generally.

Grades 11 and 12 courses are designed to prepare students for a post-secondary destination - university, college, apprenticeship training, or the workplace. Open courses are also offered. Students will make their choices on the basis of their interests, achievement, and career goals. Grade 11 courses may have specific Grade 10 prerequisites, and students and their parents are urged to consider future goals when making course selections.

Students are urged to consult university/college calendars for specific admission requirements which usually go beyond the courses required for a high school diploma. Please see the V.P. of Academics or President for further information and for help in locating specific information regarding college/university entrance requirements.

## COURSE DESCRIPTIONS

Ontario courses are designated by a 5-character code. The first three characters are letters which indicate the subject area. The fourth character indicates the designated grade (1=Gr. 9, 2=Gr. 10, 3=Gr. 11, 4=Gr. 12). The fifth character indicates the level of difficulty/destination of the course (D=academic, P=applied, O=open, U=university; C=college, M=university/college).

Following are brief descriptions of courses offered. Course outlines are on file in the Records Office and are available for parents and students who wish further information about specific courses.



***Please note: The Administration reserves the right to cancel and/or combine courses for which an insufficient number of students have enrolled.***



### The Arts

#### AVI2O (VISUAL ARTS, GRADE 10, OPEN)

This course enables students to develop their skills in producing and presenting art by introducing them to new ideas, materials, and processes for artistic exploration and experimentation. Students will apply the elements and principles of design when exploring the creative process. Students will use the critical analysis process to reflect on and interpret art within a personal, contemporary, and historical context.

*Prerequisite: None*

#### AVI3O (VISUAL ARTS, GRADE 11, OPEN)

This course focuses on studio activities in one or more of the visual arts, including drawing, painting, sculpture, photography, printmaking, collage, and/or multimedia art. Students will use the creative process to create art works that reflect a wide range of subjects and will evaluate works using the critical analysis process. Students will also explore works of art within a personal, contemporary, historical, and cultural context.

*Prerequisite: None*

#### ADA2O, (Drama, Grade 10, Open)

This course provides opportunities for students to explore dramatic forms, conventions, and techniques. Students will explore a variety of dramatic sources from various cultures and representing a range of genres. Students will use the elements of drama in creating and communicating through dramatic works. Students will assume responsibility for decisions made in the creative and collaborative processes and will reflect on their experiences.

*Prerequisite: None*

#### ADA3M (Dramatic Arts, University/College)

This course requires students to create and perform in dramatic presentations. Students will analyse, interpret, and perform dramatic works from various cultures and time periods. Students will research various acting styles and conventions that could be used in their presentations, and analyse the functions of playwrights, directors, actors, designers, technicians, and audiences.

*Prerequisite: Drama, Grade 9 or 10, Open*

#### ADA4M (DRAMA, GRADE 12, UNIVERSITY/COLLEGE)

This course requires students to experiment individually and collaboratively with forms and conventions of both drama and theatre from various cultures and time periods. Students will interpret dramatic literature and other texts and media sources while learning about various theories of directing and acting. Students will examine the significance of dramatic arts in various cultures, and will analyse how the knowledge and skills developed in drama are related to their personal skills, social awareness, and goals beyond secondary school.

*Prerequisite: Drama, Grade 11, University/College Preparation*

#### AMI2O (INSTRUMENTAL MUSIC - BAND, GRADE 10, OPEN)

This course emphasizes the creation and performance of music at a level consistent with previous experience. Students will develop musical literacy skills by using the creative and critical analysis processes in composition, performance, and a range of musical conventions, practices, and terminology and apply the elements of music in a range of activities. They will also explore the function of music in society with reference to the self, communities, and cultures. Participation in Band is required for the performance part of this course.

*Prerequisite: None*

#### AMV2O (MUSIC – VOCAL/CHORAL, GRADE 10, OPEN)

This course emphasizes the creation and performance of music at a level consistent with previous experience. Students will develop musical literacy skills by using the creative and critical analysis processes in composition, performance, and a range of musical conventions, practices, and terminology and apply the elements of music in a range of activities. They will also explore the function of music in society with reference to the self, communities, and cultures. Participation in Choir is required for the performance part of this course.

*Prerequisite: None*

#### AMI3M (INSTRUMENTAL MUSIC - BAND, GRADE 11, UNIVERSITY/COLLEGE)

This course provides students with opportunities to develop their musical literacy through the creation, appreciation, analysis, and performance of music, including traditional, commercial, and art music. Students will apply the creative process when performing appropriate technical exercises and repertoire and will employ the critical analysis processes when reflecting on, responding to, and analysing live and recorded performances. Students will consider the function of music in society and the impact of music on individuals and communities. They will explore how to apply skills developed in music to their life and careers. Participation in Band is required for the performance part of this course.

*Prerequisite: Music, Grade 9 or 10, Open*

#### AMV3M (MUSIC – VOCAL/CHORAL, GRADE 11, UNIVERSITY/COLLEGE)

This course provides students with opportunities to develop their musical literacy through the creation, appreciation, analysis, and performance of music, including traditional, commercial, and art music. Students will apply the creative process when performing appropriate technical exercises and repertoire and will employ the critical analysis processes when reflecting on, responding to, and analysing live and recorded performances. Students will consider the function of music in society and the impact of music on individuals and communities. They will explore how to apply skills developed in music to their life and careers. Participation in Choir is required for the performance part of this course.

*Prerequisite: Music, Grade 9 or 10, Open*

#### AMI4M (INSTRUMENTAL MUSIC - BAND, GRADE 12, UNIVERSITY/COLLEGE)

This course enables students to enhance their musical literacy through the creation, appreciation, analysis, and performance of music. Students will perform traditional, commercial, and art music, and will respond with insight to live and recorded performances. Students will enhance their understanding of the function of music in society and the impact of music on themselves and various communities and cultures. Students will analyse how to apply skills developed in music to their life and careers. Participation in Band is required for the performance part of this course.

*Prerequisite: Music, Grade 11, University/College Preparation*

#### AMV4M (MUSIC – VOCAL/CHORAL, GRADE 12, UNIVERSITY/COLLEGE)

This course enables students to enhance their musical literacy through the creation, appreciation, analysis, and performance of music. Students will perform traditional, commercial, and art music, and will respond with insight to live and recorded performances. Students will enhance their understanding of the function of music in society and the impact of music on themselves and various communities and cultures. Students will analyse how to apply skills developed in music to their life and careers. Participation in Choir is required for the performance part of this course.

*Prerequisite: Music, Grade 11, University/College Preparation*

\*\*\* All music courses, credit and non-credit, carry additional charges. (See Financial Information.) Music credit may also be awarded for successful completion of Royal Conservatory of Music exams. Please see the President for details.

## Business Studies



### BEM1O (BUILDING THE ENTREPRENEURIAL MINDSET, GRADE 9, OPEN)

In this course, students will learn what makes an entrepreneur thrive and the skills required to succeed in today's business environment. Students will begin to develop their own entrepreneurial mindset, and learn why it's important to take initiative, adapt to change, find creative solutions, and understand the financial considerations of entrepreneurship. This hands-on course will use business software and applications to help students plan and develop their entrepreneurial ideas and learn how to present them to a target audience. Throughout the course, students will enhance their communications skills as well as develop and refine their project management skills, including goal setting, time management, and networking.

*Prerequisite: None*

### BEP2O (LAUNCHING AND LEADING A BUSINESS, GRADE 10, OPEN)

This course introduces students to the world of business and what is required to be successful, ethical, and responsible in today's economy. Students will develop the knowledge and skills needed to be an entrepreneur who knows how to respond to local and global market opportunities. Throughout the course, students will explore and understand the responsibility of managing different functions of a business. This includes accounting, marketing, information and communication technology, financial management, human resources, and production.

*Prerequisite: None*

### BAF3M (FINANCIAL ACCOUNTING FUNDAMENTALS, GRADE 11, UNIVERSITY/COLLEGE)

This course introduces students to the fundamental principles and procedures of accounting. Students will develop financial analysis and decision-making skills that will assist them in future studies and/or career opportunities in business. Students will acquire an understanding of accounting for a service and a merchandising business, computerized accounting, financial analysis, and ethics and current issues in accounting.

*Prerequisite: None*

### BMI3C (MARKETING: GOODS, SERVICES, EVENTS, GRADE 11, COLLEGE)

This course introduces the fundamental concepts of product marketing, which includes the marketing of goods, services, and events. Students will examine how trends, issues, global economic changes, and information technology influence consumer buying habits. Students will engage in marketing research, develop marketing strategies, and produce a marketing plan for a product of their choice.

*Prerequisite: None*

### BAT4M (FINANCIAL ACCOUNTING PRINCIPLES, GRADE 12, UNIVERSITY/COLLEGE)

This course introduces students to advanced accounting principles that will prepare them for postsecondary studies in business. Students will learn about financial statements for various forms of business ownership and how those statements are interpreted in making business decisions. This course expands students' knowledge of sources of financing, further develops accounting methods for assets, and introduces accounting for partnerships and corporations.

*Prerequisite: Financial Accounting Fundamentals, Grade 11, University/College Preparation*

### BBB4M (INTERNATIONAL BUSINESS FUNDAMENTALS, GRADE 12, UNIVERSITY/COLLEGE)

This course provides an overview of the importance of international business and trade in the global economy and explores the factors that influence success in international markets. Students will learn about the techniques and strategies associated with marketing, distribution, and managing international business effectively. This course prepares students for postsecondary programs in business, including international business, marketing, and management.

*Prerequisite: None*

## Canadian and World Studies



### CGC1D (ISSUES IN CANADIAN GEOGRAPHY, GRADE 9, ACADEMIC)

This course examines interrelationships within and between Canada's natural and human systems and how these systems interconnect with those in other parts of the world. Students will explore environmental, economic, and social geographic issues relating to topics such as transportation options, energy choices, and urban development. Students will apply the concepts of geographic thinking and the geographic inquiry process, including spatial technologies, to investigate various geographic issues and to develop possible approaches for making Canada a more sustainable place to live.

*Prerequisite: None*

#### CHC2D (CANADIAN HISTORY SINCE WORLD WAR I, GRADE 10, ACADEMIC)

This course explores social, economic, and political developments and events and their impact on the lives of different individuals, groups, and communities, including First Nations, Métis, and Inuit individuals and communities, in Canada since 1914. Students will examine the role of conflict and cooperation in Canadian society, Canada's evolving role within the global community, and the impact of various individuals, organizations, and events on identities, citizenship, and heritage in Canada. Students will develop an understanding of some of the political developments and government policies that have had a lasting impact on First Nations, Métis, and Inuit individuals and communities. They will develop their ability to apply the concepts of historical thinking and the historical inquiry process, including the interpretation and analysis of evidence, when investigating key issues and events in Canadian history since 1914.

*Prerequisite: None*

#### CHC2P (CANADIAN HISTORY SINCE WORLD WAR I, GRADE 10, APPLIED)

This course focuses on the social context of historical developments and events and how they have affected the lives of people in Canada, including First Nations, Métis, and Inuit individuals and communities, since 1914. Students will explore interactions between various communities in Canada as well as contributions of individuals and groups to heritage and identities in Canada. Students will develop an understanding of some key political developments and government policies that have had an impact on First Nations, Métis, and Inuit individuals and communities. They will develop their ability to apply the concepts of historical thinking and the historical inquiry process, including the interpretation and analysis of evidence, when investigating the continuing relevance of historical developments and how they have helped shape communities in present-day Canada.

*Prerequisite: None*

#### CHV2O (CIVICS AND CITIZENSHIP, GRADE 10, OPEN)

This course explores rights and responsibilities associated with being an active citizen in a democratic society. Students will explore issues of civic importance and the influence of social media, while developing their understanding of the role of civic engagement and of political processes in the local, national, and/or global community. Students will apply the concepts of political thinking and the political inquiry process to investigate, and express informed opinions about, a range of political issues and developments that are both of significance in today's world and of personal interest to them. This course also includes learning on digital literacy and critical-thinking skills, the mechanisms of government, Indigenous governance systems and structures, the historical foundations of the rights and freedoms we enjoy in Canada, ways in which government policy affects individuals' lives and the economy, and ways for students to serve their communities.

*Prerequisite: None*

#### CHA3U (AMERICAN HISTORY, GRADE 11, UNIVERSITY)

This course explores key aspects of the social, economic, and political development of the United States from precontact to the present. Students will examine the contributions of groups and individuals to the country's evolution and will explore the historical context of key issues, trends, and events that have had an impact on the United States, its identity and culture, and its role in the global community. Students will extend their ability to apply the concepts of historical thinking and the historical inquiry process, including the interpretation and analysis of evidence, when investigating various forces that helped shape American history.

*Prerequisite: Canadian History Since World War I, Grade 10, Academic or Applied*

#### CLN4U (CANADIAN AND INTERNATIONAL LAW, GRADE 12, UNIVERSITY)

This course explores a range of contemporary legal issues and how they are addressed in both Canadian and international law. Students will develop an understanding of the principles of Canadian and international law and of issues related to human rights and freedoms, conflict resolution, and criminal, environmental, and workplace law, both in Canada and internationally. Students will apply the concepts of legal thinking and the legal studies inquiry process, and will develop legal reasoning skills, when investigating these and other issues in both Canadian and international contexts.

*Prerequisite: Any university or university/college preparation course in Canadian and world studies, English, or social sciences and humanities*

#### CHY4U (WORLD HISTORY SINCE THE FIFTEENTH CENTURY, GRADE 12, UNIVERSITY)

This course traces major developments and events in world history since approximately 1450. Students will explore social, economic, and political changes, the historical roots of contemporary issues, and the role of conflict and cooperation in global interrelationships. They will extend their ability to apply the concepts of historical thinking and the historical inquiry process, including the interpretation and analysis of evidence, as they investigate key issues and assess societal progress or decline in world history.

*Prerequisite: Any university or university/college preparation course in Canadian and world studies, English, or social sciences and humanities*



## English/English as a Second Language

### ENL1W (ENGLISH, GRADE 9, DE-STREAMED)

This course enables students to continue to develop and consolidate the foundational knowledge and skills that they need for reading, writing, and oral and visual communication. Throughout the course, students will continue to enhance their media literacy and critical literacy skills, and to develop and apply transferable skills, including digital literacy. Students will also make connections to their lived experiences and to society and increase their understanding of the importance of language and literacy across the curriculum.

*Prerequisite: None*

### ENG2D (ENGLISH, GRADE 10, ACADEMIC)

This course is designed to extend the range of oral communication, reading, writing, and media literacy skills that students need for success in their secondary school academic programs and in their daily lives. Students will analyze literary texts from contemporary and historical periods, interpret and evaluate informational and graphic texts, and create oral, written, and media texts in a variety of forms. An important focus will be on the selective use of strategies that contribute to effective communication. This course is intended to prepare students for the compulsory Grade 11 university or college preparation course.

*Prerequisite: Grade 9 English, De-streamed, or Grade 9 English, Academic*

### ENG2P (ENGLISH, GRADE 10, APPLIED)

This course is designed to extend the range of oral communication, reading, writing, and media literacy skills that students need for success in secondary school and daily life. Students will study and create a variety of informational, literary, and graphic texts. An important focus will be on the consolidation of strategies and processes that help students interpret texts and communicate clearly and effectively. This course is intended to prepare students for the compulsory Grade 11 college or workplace preparation course.

*Prerequisite: Grade 9 English, De-streamed, or Grade 9 English, Academic*

### ENG3U (ENGLISH, GRADE 11, UNIVERSITY)

This course emphasizes the development of literacy, communication, and critical and creative thinking skills necessary for success in academic and daily life. Students will analyze challenging literary texts from various periods, countries, and cultures, as well as a range of informational and graphic texts, and create oral, written, and media texts in a variety of forms. An important focus will be on using language with precision and clarity and incorporating stylistic devices appropriately and effectively. The course is intended to prepare students for the compulsory Grade 12 university or college preparation course.

*Prerequisite: English, Grade 10, Academic*

### ENG3C (ENGLISH, GRADE 11, COLLEGE)

This course emphasizes the development of literacy, communication, and critical and creative thinking skills necessary for success in academic and daily life. Students will study the content, form, and style of a variety of informational and graphic texts, as well as literary texts from Canada and other countries, and create oral, written, and media texts in a variety of forms for practical and academic purposes. An important focus will be on using language with precision and clarity. The course is intended to prepare students for the compulsory Grade 12 college preparation course.

*Prerequisite: English, Grade 10, Applied*

### ENG4U (ENGLISH, GRADE 12, UNIVERSITY)

This course emphasizes the consolidation of the literacy, communication, and critical and creative thinking skills necessary for success in academic and daily life. Students will analyze a range of challenging literary texts from various periods, countries, and cultures; interpret and evaluate informational and graphic texts; and create oral, written, and media texts in a variety of forms. An important focus will be on using academic language coherently and confidently, selecting the reading strategies best suited to particular texts and particular purposes for reading, and developing greater control in writing. The course is intended to prepare students for university, college, or the workplace.

*Prerequisite: English, Grade 11, University Preparation*

### ENG4C (ENGLISH, GRADE 12, COLLEGE)

This course emphasizes the consolidation of literacy, communication, and critical and creative thinking skills necessary for success in academic and daily life. Students will analyse a variety of informational and graphic texts, as well as literary texts from various countries and cultures, and create oral, written, and media texts in a variety of forms for practical and academic purposes. An important focus will be on using language with precision and clarity and developing greater control in writing. The course is intended to prepare students for college or the workplace.

*Prerequisite: English, Grade 11, College Preparation*

#### ETS4U (STUDIES IN LITERATURE, GRADE 12, UNIVERSITY)

This course is for students with a special interest in literature and literary criticism. The course may focus on themes, genres, time periods, or countries. Students will analyse a range of forms and stylistic elements of literary texts and respond personally, critically, and creatively to them. They will also assess critical interpretations, write analytical essays, and complete an independent study project.

*Prerequisite: English, Grade 11, University Preparation*

#### EW4U (THE WRITER'S CRAFT, GRADE 12, UNIVERSITY)

This course emphasizes knowledge and skills related to the craft of writing. Students will analyze models of effective writing; use a workshop approach to produce a range of works; identify and use techniques required for specialized forms of writing; and identify effective ways to improve the quality of their writing. They will also complete a major paper as part of a creative or analytical independent study project and investigate opportunities for publication and for writing careers.

*Prerequisite: English, Grade 11, University Preparation*

#### ESLAO (ENGLISH AS A SECOND LANGUAGE, ESL LEVEL 1, OPEN)

This course builds on students' previous education and language knowledge to introduce them to the English language and help them adjust to the diversity in their new environment. Students will use beginning English language skills in listening, speaking, reading, and writing for everyday and essential academic purposes. They will engage in short conversations using basic English language structures and simple sentence patterns; read short adapted texts; and write phrases and short sentences. The course also provides students with the knowledge and skills they need to begin to adapt to their new lives in Canada.

*Prerequisite: None*

#### ESLBO (ENGLISH AS A SECOND LANGUAGE, ESL LEVEL 2, OPEN)

This course extends students' listening, speaking, reading, and writing skills in English for everyday and academic purposes. Students will participate in conversations in structured situations on a variety of familiar and new topics; read a variety of texts designed or adapted for English language learners; expand their knowledge of English grammatical structures and sentence patterns; and link English sentences to compose paragraphs. The course also supports students' continuing adaptation to the Ontario school system by expanding their knowledge of diversity in their new province and country.

*Prerequisite: ESL Level 1 or equivalent*

#### ESLCO (ENGLISH AS A SECOND LANGUAGE, ESL LEVEL 3, OPEN)

This course further extends students' skills in listening, speaking, reading, and writing in English for a variety of everyday and academic purposes. Students will make short classroom oral presentations; read a variety of adapted and original texts in English; and write using a variety of text forms. As well, students will expand their academic vocabulary and their study skills to facilitate their transition to the mainstream school program. This course also introduces students to the rights and responsibilities inherent in Canadian citizenship, and to a variety of current Canadian issues.

*Prerequisite: ESL Level 2 or equivalent*

#### ESLDO (ENGLISH AS A SECOND LANGUAGE, ESL LEVEL 4, OPEN)

This course prepares students to use English with increasing fluency and accuracy in classroom and social situations and to participate in Canadian society as informed citizens. Students will develop the oral-presentation, reading, and writing skills required for success in all school subjects. They will extend listening and speaking skills through participation in discussions and seminars; study and interpret a variety of grade-level texts; write narratives, articles, and summaries in English; and respond critically to a variety of print and media texts.

*Prerequisite: ESL Level 3 or equivalent*

#### OLC4O (ONTARIO SECONDARY SCHOOL LITERACY COURSE, GRADE 12, OPEN)

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.

*Eligibility Requirement: 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.)*





## **French as a Second Language**

### **FSF1D (CORE FRENCH, GRADE 9, ACADEMIC)**

This course provides opportunities for students to communicate and interact in French with increasing independence, with a focus on familiar topics related to their daily lives. Students will develop their skills in listening, speaking, reading, and writing by using language learning strategies introduced in the elementary Core French program, and will apply creative and critical thinking skills in various ways. They will also enhance their understanding and appreciation of diverse French-speaking communities, and will develop skills necessary for lifelong language learning.

*Prerequisite: Minimum of 600 hours of elementary Core French instruction, or equivalent*

### **FSF2D (CORE FRENCH, GRADE 10, ACADEMIC)**

This course provides opportunities for students to communicate in French about personally relevant, familiar, and academic topics in real-life situations with increasing independence. Students will exchange information, ideas, and opinions with others in guided and increasingly spontaneous spoken interactions. Students will develop their skills in listening, speaking, reading, and writing through the selective use of strategies that contribute to effective communication. They will also increase their understanding and appreciation of diverse French-speaking communities, and will develop skills necessary for lifelong language learning.

*Prerequisite: Core French, Grade 9, Academic*

### **FSF3U (CORE FRENCH, GRADE 11, UNIVERSITY)**

This course offers students extended opportunities to speak and interact in real-life situations in French with greater independence. Students will develop their listening, speaking, reading, and writing skills, as well as their creative and critical thinking skills, through responding to and exploring a variety of oral and written texts. They will also broaden their understanding and appreciation of diverse French-speaking communities, and will develop skills necessary for lifelong language learning.

*Prerequisite: Core French, Grade 10, Academic*



## **Guidance and Career Education**

### **GLC2O (CAREER STUDIES, GRADE 10, OPEN)**

This course gives students the opportunity to develop the skills, knowledge, and habits that will support them in their education and career/life planning. Students will learn about global work trends, and seek opportunities within the school and community to expand and strengthen their transferable skills and their ability to adapt to the changing world of work. On the basis of exploration, reflective practice, and decision-making processes, students will make connections between their skills, interests, and values and their postsecondary options, whether in apprenticeship training, college, community living, university, or the workplace. They will set goals and create a plan for their first postsecondary year. As part of their preparation for the future, they will learn about personal financial management – including the variety of saving and borrowing tools available to them and how to use them to their advantage – and develop a budget for their first year after secondary school.

*Prerequisite: None*



## **Health and Physical Education**

### **PPL1O (HEALTHY ACTIVE LIVING EDUCATION., GRADE 9, OPEN)**

This course equips students with the knowledge and skills they need to make healthy choices now and lead healthy, active lives in the future. Through participation in a wide range of physical activities, students develop knowledge and skills related to movement competence and personal fitness that provide a foundation for active living. Students also acquire an understanding of the factors and skills that contribute to healthy development and learn how their own well-being is affected by, and affects, the world around them. Students build their sense of self, learn to interact positively with others, and develop their ability to think critically and creatively.

*Prerequisite: None*

#### PPL2O (HEALTHY ACTIVE LIVING EDUCATION, GRADE 10, OPEN)

This course enables students to further develop the knowledge and skills they need to make healthy choices now and lead healthy, active lives in the future. Through participation in a wide range of physical activities, students develop knowledge and skills related to movement competence and personal fitness that provide a foundation for active living. Students also acquire an understanding of the factors and skills that contribute to healthy development and learn how their own well-being is affected by, and affects, the world around them. Students build their sense of self, learn to interact positively with others, and develop their ability to think critically and creatively.

*Prerequisite: None*

#### PPL3O (HEALTHY ACTIVE LIVING EDUCATION, GRADE 11, OPEN)

This course enables students to further develop the knowledge and skills they need to make healthy choices now and lead healthy, active lives in the future. Through participation in a wide range of physical activities and exposure to a broader range of activity settings, students enhance their movement competence, personal fitness, and confidence. Students also acquire an understanding of the factors and skills that contribute to healthy development and learn how their own well-being is affected by, and affects, the world around them. Students build their sense of self, learn to interact positively with others, and develop their ability to think critically and creatively.

*Prerequisite: None*

#### PPL4O (HEALTHY ACTIVE LIVING EDUCATION, GRADE 12, OPEN)

This course enables students to further develop the knowledge and skills they need to make healthy choices. It places special emphasis on how students can maintain the habits of healthy, active living throughout their lives as they make the transition to adulthood and independent living. Through participation in a wide range of physical activities in a variety of settings, students can enhance their movement competence, personal fitness, and confidence. Students also acquire an understanding of the factors and skills that contribute to healthy development and learn how their own well-being is affected by, and affects, the world around them. Students build their sense of self, learn to interact positively with others, and develop their ability to think critically and creatively.

*Prerequisite: None*

#### PAR3O HEALTHY LIVING AND RHYTHM AND MOVEMENT ACTIVITIES (ACROBATIC EDUCATION)

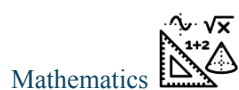
This course focuses on acrosport, gymnastics, aerobics, group dynamics, weight training, balance, vaulting, movement, and choreography. It features work with floor mats, vaulting box, chairs, and human pyramids. Membership is by audition only, and students may choose to participate for non-credit.

*Prerequisite: None*

#### PAD3O HEALTHY LIVING AND OUTDOOR ACTIVITIES

This **non-credit physical education course** teaches wilderness survival skills and nature appreciation. Skills include backpacking and hiking, winter camping, canoeing, and first aid. Participation in off-campus weekend trips is required.

*Prerequisite: None*



#### Mathematics

#### MTH1W (MATHEMATICS, GRADE 9, DE-STREAMED)

This course enables students to consolidate, and continue to develop, an understanding of mathematical concepts related to number sense and operations, algebra, measurement, geometry, data, probability, and financial literacy. Students will use mathematical processes, mathematical modelling, and coding to make sense of the mathematics they are learning and to apply their understanding to culturally responsive and relevant real-world situations. Students will continue to enhance their mathematical reasoning skills, including proportional reasoning, spatial reasoning, and algebraic reasoning, as they solve problems and communicate their thinking.

*Prerequisite: None*

#### MPM2D (PRINCIPLES OF MATHEMATICS, GRADE 10, ACADEMIC)

This course enables students to broaden their understanding of relationships and extend their problem-solving and algebraic skills through investigation, the effective use of technology, and abstract reasoning. Students will explore quadratic relations and their applications; solve and apply linear systems; verify properties of geometric figures using analytic geometry; and investigate the trigonometry of right and acute triangles. Students will reason mathematically and communicate their thinking as they solve multi-step problems.

*Prerequisite: Mathematics, Grade 9, De-streamed*

#### MFM2P (FOUNDATIONS OF MATHEMATICS, GRADE 10, APPLIED)

This course enables students to consolidate their understanding of linear relations and extend their problem-solving and algebraic skills through investigation, the effective use of technology, and hands-on activities. Students will develop and graph equations in analytic geometry; solve and apply linear systems, using real-life examples; and explore and interpret graphs of quadratic relations. Students will investigate similar triangles, the trigonometry of right triangles, and the measurement of three-dimensional figures. Students will consolidate their mathematical skills as they solve problems and communicate their thinking.

*Prerequisite: Mathematics, Grade 9, De-streamed, or Foundations of Mathematics, Grade 9, Applied*

#### MCR3U (FUNCTIONS, GRADE 11, UNIVERSITY)

This course introduces the mathematical concept of the function by extending students' experiences with linear and quadratic relations. Students will investigate properties of discrete and continuous functions, including trigonometric and exponential functions; represent functions numerically, algebraically, and graphically; solve problems involving applications of functions; investigate inverse functions; and develop facility in determining equivalent algebraic expressions. Students will reason mathematically and communicate their thinking as they solve multi-step problems.

*Prerequisite: Principles of Mathematics, Grade 10, Academic*

#### MBF3C (FOUNDATIONS FOR COLLEGE MATHEMATICS, GRADE 11, COLLEGE)

This course enables students to broaden their understanding of mathematics as a problem-solving tool in the real world. Students will extend their understanding of quadratic relations; investigate situations involving exponential growth; solve problems involving compound interest; solve financial problems connected with vehicle ownership; develop their ability to reason by collecting, analysing, and evaluating data involving one variable; connect probability and statistics; and solve problems in geometry and trigonometry. Students will consolidate their mathematical skills as they solve problems and communicate their thinking.

*Prerequisite: Foundations of Mathematics, Grade 10, Applied*

#### MHF4U (ADVANCED FUNCTIONS, GRADE 12, UNIVERSITY)

This course extends students' experience with functions. Students will investigate the properties of polynomial, rational, logarithmic, and trigonometric functions; develop techniques for combining functions; broaden their understanding of rates of change; and develop facility in applying these concepts and skills. Students will also refine their use of the mathematical processes necessary for success in senior mathematics. This course is intended both for students taking the Calculus and Vectors course as a prerequisite for a university program and for those wishing to consolidate their understanding of mathematics before proceeding to any one of a variety of university programs.

*Prerequisite: Functions, Grade 11, University Preparation, or Mathematics for College Technology, Grade 12, College Preparation*

#### MCV4U (CALCULUS AND VECTORS, GRADE 12, UNIVERSITY)

This course builds on students' previous experience with functions and their developing understanding of rates of change. Students will solve problems involving geometric and algebraic representations of vectors and representations of lines and planes in three-dimensional space; broaden their understanding of rates of change to include the derivatives of polynomial, sinusoidal, exponential, rational, and radical functions; and apply these concepts and skills to the modelling of real-world relationships. Students will also refine their use of the mathematical processes necessary for success in senior mathematics. This course is intended for students who choose to pursue careers in fields such as science, engineering, economics, and some areas of business, including those students who will be required to take a university-level calculus, linear algebra, or physics course.

*Note: The new Advanced Functions course (MHF4U) must be taken prior to or concurrently with Calculus and Vectors (MCV4U).*

#### MAP4C (FOUNDATIONS FOR COLLEGE MATHEMATICS, GRADE 12, COLLEGE)

and solve equations. Students will reason mathematically and communicate their thinking as they solve multi-step problems. This course prepares students for college programs in areas such as business, health sciences, and human services, and for certain skilled trades.

*Prerequisite: Foundations for College Mathematics, Grade 11, College Preparation, or Functions and Applications, Grade 11, University/College Preparation*

#### MDM4U (MATHEMATICS OF DATA MANAGEMENT, GRADE 12, UNIVERSITY)

Grade 12 Data Management (MDM4U) broadens students' understanding of mathematics as it relates to managing data. Students will apply methods of organizing and analysing large amounts of information; solve problems involving probability and statistics; and carry out a culminating investigation that integrates statistical concepts and skills. Students will also refine their use of the mathematical processes necessary for success in senior mathematics. Students planning to enter university programs in business, the social sciences and the humanities will find this course of particular interest.

*Prerequisite: Functions, Grade 11, University Preparation, or Functions and Applications, Grade 11, University/College Preparation*





## Religious Education

### HRE13 (RELIGIOUS EDUCATION, GRADE 9, LOCALLY DEVELOPED)

This course begins with a study of the historical development of the Bible and its reliability. Lessons then cover God's gifts of the Sabbath and salvation, the experiences and relationships within selected families in the Old Testament, and the application of biblical principles to one's family today.

*Prerequisite: None*

### HRE23 (RELIGIOUS EDUCATION, GRADE 10, LOCALLY DEVELOPED)

This course introduces students to: 1) the history of God's people from the Exodus through the period between the Old and New Testaments; 2) the development of the New Testament church; 3) the history of the Church from A.D. 70 to the early 1800's; and 4) the Millerite movement in the early 1800's through the development and growth of the Seventh-day Adventist church up to the present time.

*Prerequisite: None*

### HRE33 (RELIGIOUS EDUCATION, GRADE 11, LOCALLY DEVELOPED)

This course comprises four main units: The Letter to the Hebrews, Marriage and Family, Worldviews and Religion, and the Gospel of John. The course begins with a Christ-centred study of the book of Hebrews, followed by a study of biblical principles of relationships and their application to marriage and family life. The third unit provides the students with an introductory study of worldviews, religious movements, contemporary denominations, cults and world religions, as viewed from a biblical perspective, and concludes with a devotional study of the life and teachings of Jesus as viewed through the eyes of John. This course will seek to provide impetus for spiritual growth and witnessing.

*Prerequisite: None*

### HRE43 (RELIGIOUS EDUCATION, GRADE 12, LOCALLY DEVELOPED)

This course focuses on the study of the books of Daniel, Revelation, and Romans and their implications for the times in which we live. Supporting units may include Friendships and Choices and Challenges.

*Prerequisite: None*

## Science



### SNC1W (SCIENCE, GRADE 9, DE-STREAMED)

This course enables students to develop their understanding of concepts related to biology, chemistry, physics, and earth and space science, and to relate science to technology, society, and the environment. Throughout the course, students will develop and refine their STEM skills as they use scientific research, scientific experimentation, and engineering design processes to investigate concepts and apply their knowledge in situations that are relevant to their lives and communities. Students will continue to develop transferable skills as they become scientifically literate global citizens.

*Prerequisite: None*

### SNC2D (SCIENCE, GRADE 10, ACADEMIC)

This course enables students to enhance their understanding of concepts in biology, chemistry, earth and space science, and physics, and of the interrelationships between science, technology, society, and the environment. Students are also given opportunities to further develop their scientific investigation skills. Students will plan and conduct investigations and develop their understanding of scientific theories related to the connections between cells and systems in animals and plants; chemical reactions, with a particular focus on acid-base reactions; forces that affect climate and climate change; and the interaction of light and matter.

*Prerequisite: Science, Grade 9*

### SNC2P (SCIENCE, GRADE 10, APPLIED)

This course enables students to develop a deeper understanding of concepts in biology, chemistry, earth and space science, and physics, and to apply their knowledge of science in real-world situations. Students are given opportunities to develop further practical skills in scientific investigation. Students will plan and conduct investigations into everyday problems and issues related to human cells and body systems; chemical reactions; factors affecting climate change; and the interaction of light and matter.

*Prerequisite: Science, Grade 9*

#### SBI3U (BIOLOGY, GRADE 11, UNIVERSITY)

This course furthers students' understanding of the processes that occur in biological systems. Students will study theory and conduct investigations in the areas of biodiversity; evolution; genetic processes; the structure and function of animals; and the anatomy, growth, and function of plants. The course focuses on the theoretical aspects of the topics under study, and helps students refine skills related to scientific investigation.

*Prerequisite: Science, Grade 10, Academic*

#### SCH3U (CHEMISTRY, GRADE 11, UNIVERSITY)

This course enables students to deepen their understanding of chemistry through the study of the properties of chemicals and chemical bonds; chemical reactions and quantitative relationships in those reactions; solutions and solubility; and atmospheric chemistry and the behaviour of gases. Students will further develop their analytical skills and investigate the qualitative and quantitative properties of matter, as well as the impact of some common chemical reactions on society and the environment.

*Prerequisite: Science, Grade 10, Academic*

#### SPH3U (PHYSICS, GRADE 11, UNIVERSITY)

This course develops students' understanding of the basic concepts of physics. Students will explore kinematics, with an emphasis on linear motion; different kinds of forces; energy transformations; the properties of mechanical waves and sound; and electricity and magnetism. They will enhance their scientific investigation skills as they test laws of physics. In addition, they will analyse the interrelationships between physics and technology, and consider the impact of technological applications of physics on society and the environment.

*Prerequisite: Science, Grade 10, Academic*

#### SBI4U (BIOLOGY, GRADE 12, UNIVERSITY)

This course provides students with the opportunity for in-depth study of the concepts and processes that occur in biological systems. Students will study theory and conduct investigations in the areas of biochemistry, metabolic processes, molecular genetics, homeostasis, and population dynamics. Emphasis will be placed on the achievement of detailed knowledge and the refinement of skills needed for further study in various branches of the life sciences and related fields.

*Prerequisite: Biology, Grade 11, University Preparation*

#### SCH4U (CHEMISTRY, GRADE 12 UNIVERSITY)

This course enables students to deepen their understanding of chemistry through the study of organic chemistry, the structure and properties of matter, energy changes and rates of reaction, equilibrium in chemical systems, and electrochemistry. Students will further develop their problem-solving and investigation skills as they investigate chemical processes, and will refine their ability to communicate scientific information. Emphasis will be placed on the importance of chemistry in everyday life and on evaluating the impact of chemical technology on the environment.

*Prerequisite: Chemistry, Grade 11, University Preparation*

#### SPH4U (PHYSICS, GRADE 12, UNIVERSITY)

This course enables students to deepen their understanding of physics concepts and theories. Students will continue their exploration of energy transformations and the forces that affect motion, and will investigate electrical, gravitational, and magnetic fields and electromagnetic radiation. Students will also explore the wave nature of light, quantum mechanics, and special relativity. They will further develop their scientific investigation skills, learning, for example, how to analyse, qualitatively and quantitatively, data related to a variety of physics concepts and principles. Students will also consider the impact of technological applications of physics on society and the environment.

*Prerequisite: Physics, Grade 11, University Preparation*



### Social Sciences and Humanities

#### HFN2O (FOOD AND NUTRITION, GRADE 10, OPEN)

This course focuses on guidelines for making nutritious food choices. Students will investigate factors that influence food choices, including beliefs, attitudes, current trends, traditional eating patterns, food marketing strategies, and individual needs. Students will also explore the environmental impact of a variety of food choices at the local and global level. The course provides students with opportunities to develop food-preparation skills and introduces them to the use of social science research methods in the area of food and nutrition.

*Prerequisite: None*

### HSP3U (INTRODUCTION TO ANTHROPOLOGY, PSYCHOLOGY, AND SOCIOLOGY, GRADE 11, UNIVERSITY)

This course provides students with opportunities to think critically about theories, questions, and issues related to anthropology, psychology, and sociology. Students will develop an understanding of the approaches and research methods used by social scientists. They will be given opportunities to explore theories from a variety of perspectives, to conduct social science, and to become familiar with current thinking on a range of issues within the three disciplines.

*Prerequisite: The Grade 10 academic course in English or the Grade 10 academic history course (Canadian and world studies)*

### HHS4U (FAMILIES IN CANADA, GRADE 12, UNIVERSITY)

This course enables students to draw on sociological, psychological, and anthropological theories and research to analyse the development of individuals, intimate relationships, and family and parent-child relationships. Students will focus on issues and challenges facing individuals and families in Canada's diverse society. They will develop analytical tools that enable them to assess various factors affecting families and to consider policies and practices intended to support families in Canada. They will develop the investigative skills required to conduct and communicate the results of research on individuals, intimate relationships, and parent-child relationships.

*Prerequisite: Any university or university/college preparation course in social sciences and humanities, English, or Canadian and world studies*

### HIP4O (PERSONAL LIFE MANAGEMENT, GRADE 12, OPEN)

This course focuses on preparing students for living independently and working successfully with others. Students will learn to manage their personal resources to meet their basic needs for food, clothing, and housing. They will also learn about their personal, legal, and financial responsibilities and develop and apply interpersonal skills in order to make wise and responsible personal and occupational choices. Students will apply research and inquiry skills while investigating topics related to personal life management. The course emphasizes the achievement of expectations through practical experiences.

*Prerequisite: None*



## Technological Education

### TAS1O (TECHNOLOGY AND SKILLED TRADES, GRADE 9, OPEN)

This hands-on course enables students to further explore the engineering design process and develop other technological knowledge and skills introduced in earlier grades. Students will design and safely create prototypes, products, and/or services, working with tools and technologies from various industries. As students develop their projects to address real-life problems, they will apply technological concepts such as precision measurement, as well as health and safety standards. Students will begin to explore job skills programs and education and training pathways, including skilled trades, that can lead to a variety of careers.

*Prerequisite: None*

### TEJ3M (COMPUTER ENGINEERING TECHNOLOGY, GRADE 11 UNIVERSITY/COLLEGE)

This course examines computer systems and control of external devices. Students will assemble computers and small networks by installing and configuring appropriate hardware and software. Students will develop knowledge and skills in electronics, robotics, programming, and networks, and will build systems that use computer programs and interfaces to control and/or respond to external devices. Students will develop an awareness of related environmental and societal issues, and will learn about college and university programs leading to careers in computer technology.

*Prerequisite: None*

### TEJ4M (COMPUTER ENGINEERING TECHNOLOGY, GRADE 12 UNIVERSITY/COLLEGE)

This course extends students' understanding of computer systems and computer interfacing with external devices. Students will assemble computer systems by installing and configuring appropriate hardware and software, and will learn more about fundamental concepts of electronics, robotics, programming, and networks. Students will examine related environmental and societal issues, and will explore postsecondary pathways leading to careers in computer technology.

*Prerequisite: Computer Engineering Technology, Grade 11, University/College Preparation*

### ICS2O (INTRODUCTION TO COMPUTER STUDIES, GRADE 10, OPEN)

This course introduces students to computer programming. Students will plan and write simple computer programs by applying fundamental programming concepts, and learn to create clear and maintainable internal documentation. They will also learn to manage a computer by studying hardware configurations, software selection, operating system functions, networking, and safe computing practices. Students will also investigate the social impact of computer technologies, and develop an understanding of environmental and ethical issues related to the use of computers.

*Prerequisite: None*

#### ICS3U, ICS3U1 (INTRODUCTION TO COMPUTER SCIENCE, GRADE 11, UNIVERSITY)

This course introduces students to computer science. Students will design software independently and as part of a team, using industry-standard programming tools and applying the software development life-cycle model. They will also write and use subprograms within computer programs. Students will develop creative solutions for various types of problems as their understanding of the computing environment grows. They will also explore environmental and ergonomic issues, emerging research in computer science, and global career trends in computer-related fields.

*Prerequisite: None*

#### ICS4U (COMPUTER SCIENCE, GRADE 12, UNIVERSITY)

Grade 12 Computer Science allows students to further develop their knowledge and skills in computer science. In this course, students will be asked to use modular design principles to create complex and fully documented programs according to industry standards. Throughout the various units, students will work through the steps of managing a large software development project, from planning through to project review. We will also investigate some of the ethical and environmental issues in computing and discuss emerging technologies, areas of research, and careers within the field of computer science.

*Prerequisite: Introduction to Computer Science, Grade 11, University*



## ACADEMIC POLICIES

### Academic Assistance

Students who require academic assistance should see their teachers. Student tutors may be available, but Kingsway College is unable to provide private tutors or special education. Teachers will post office hours when they are available to provide assistance to students outside of regular class time. Students are encouraged to visit the Student Health and Wellness Department to explore academic support programs offered by that department.

### Academic Honesty

#### Cheating and Plagiarism

Students are required to do their own academic work in all aspects including homework, reports, projects, quizzes, and tests. Students may ask for and receive help on some assignments but should never copy another's work. This is a form of dishonesty, considered cheating, and is unacceptable behaviour at Kingsway College.

"It must be made clear to students that they are responsible for providing evidence of their learning within established timelines, and that there are consequences for cheating, plagiarizing, not completing work, and submitting work late."

Growing Success (2010) p. 42

Examples of cheating include, but are not limited to:

- copying homework
- using notes of any kind during quizzes or exams, including electronic devices
- using someone else's work
- using an e-translator or AI inappropriately to do your work
- communicating with another student through any means during quizzes or exams
- copying from another test paper
- claiming papers from another student or sourcing as your own
- plagiarizing any material (printed or electronic) without proper documentation
- misuse of Artificial Intelligence (AI) tools

Note: A personal mobile device is any personal electronic device that can be used to communicate or access the internet, such as a cell phone, smart-watch, or tablet.

#### Artificial Intelligence (IA) Use Policy

As technology continues to evolve, so do the tools available to support student learning. Artificial Intelligence (AI) tools—such as ChatGPT, Grammarly, Quillbot, and similar programs—can enhance the learning experience when used responsibly. This policy outlines the appropriate use of AI in academic work and how it may impact grading.

#### Acceptable Use

Students may use AI tools only as directed by the teacher or with prior approval. Acceptable uses may include:

- Brainstorming or organizing ideas
- Grammar and spelling support
- Clarifying concepts or summarizing material
- Creating study guides or practice questions

When AI is used, students must include a disclosure statement in their submission. Example:

"This assignment used AI assistance to brainstorm ideas and improve grammar."

#### Unacceptable Use

Use of AI is considered a violation of academic integrity when it:

- Generates and submits entire assignments (e.g., essays, reports, or projects)
- Answers tests, quizzes, or assessments without permission
- Replaces the student's original thinking or effort
- Is used without disclosure

#### Teacher's Rights

Teachers reserve the right to:

- Specify AI tool limitations on individual assignments
- Verify student understanding through follow-up questions or oral explanations
- Assign alternative assessments if necessary

### Guiding Principle

AI tools are meant to enhance, not replace student learning. Students are expected to demonstrate personal effort, critical thinking, and originality in all academic work. Responsible use of AI prepares students to engage ethically with technology in higher education and future careers.

### Consequences of Academic Dishonesty

When it is determined that a student has engaged in misuse of AI tools, cheating or plagiarism, the teacher will follow these steps:

#### First Offence:

- teacher-student consultation
- teachers will not evaluate the work and may assign a grade of zero and/or may assign a substitute assignment
- reported to the V.P. of Academics, the President, and the student's parent(s)/guardian(s)

#### Second Offence:

- teacher-student consultation
- teachers will not evaluate the work and will assign a grade of zero
- conference with the V.P. of Academics and the President
- reported to the student's parent(s)/guardian(s)

#### Third Offence:

- the same consequences as the second offence, plus,
- review of conduct by the Discipline Committee to determine next steps

### Academic Policies Committee

Exceptions to any academic policy and other academic matters and requests should be directed to the Academic Policies Committee. Requests should be made in writing to the V.P. of Academics.

### Audit

Full-time Kingsway students may audit classes under the following conditions:

- They must obtain approval from the instructor.
- They are subject to the same expectations as all other students with respect to attendance, behaviour, participation.
- The instructor would be under no obligation to mark assignments, etc.
- At no time can they change from audit to credit.

All music courses are credit only. However, Gr. 12 students who have completed AMU4M may audit Band or Choir, but only under the following conditions:

- Must successfully pass a rigorous audition
- Must attend all class sessions and extra rehearsals and be involved in all group related activities
- Must practice four hours each week and hand in written evidence of practice
- Must perform in all concerts, recitals, tours, and other scheduled band/choir programs/performances
- Must sign, and have their parent or legal guardian sign, a contract of commitment

**Special note:** Grade 11 students who have completed both Music 10 and Music 11 by the end of Grade 10 must register for Grade 12 Music (AMS4M AMI4M, AMV4M). Auditing privileges in music are for Gr. 12 students only.

### Online Courses

Students who wish to take a online course through the Independent Learning Centre (ILC), or any other distance education program as authorized by the Ontario Ministry of Education, must request permission from the V.P. of Academics. Information on courses available is continually updated on the ILC website (<https://www.ilc.org/>). Graduating students are reminded that all online courses required for diploma credit must be completed by the end of May and final grades must be received before graduation.

**As of September 2021, full-credit courses cost \$350 for Ontario residents and \$500 for non-residents of Ontario. These costs are subject to change according to ILC policy. Students are reminded that all Grades 11-12 courses will appear on their transcripts if they withdraw from the class after the Full Disclosure Date or fail the course.**

## Course Changes

After registration, students who wish to select a different course must request a Change of Program voucher from the V.P. of Academics. All course changes for students under the age of 18 must have parental approval. No course may be added after the first week of a semester. Please see the school calendar for the last day to withdraw from a course. **Please note that Grade 11 and 12 courses dropped after the published date (five instructional days after the first report card for that semester has been issued) will appear on the student's permanent transcript.**

## Course Load

Eight courses per year or four per semester are considered a full load. Each student may have 9 credits if registered in Aerials, Band, Choir, Drama, Strings (ABCDS). Students who wish to take more than four per semester or fewer than three per semester must request permission through the V.P. of Academics. Students taking more than 8 courses will be charged an additional fee for the additional course.

## Late and Missed Assignments

As stated above "It must be made clear to students that they are responsible for providing evidence of their learning within established timelines..." Growing Success (2010) p. 42, 44

Teachers should:

- establish a classroom environment where students understand the consequences for not completing assignments and respecting timelines
- track and document late submissions or missed assignments
- consult with the student to determine a plan of action to correct the behaviour
- contact the student's parent/guardian for support
- contact administration for support

Where in the teacher's professional judgement it is appropriate to do so, a number of strategies may be used to help prevent and/or address late and missed assignment. They include:

- asking the student to clarify the reason for not completing the assignment;
- helping student develop better time-management skills;
- planning for major assignments to be completed in stages, so that students are less likely to be faced with an all-or-nothing situation at the last minute;
- maintaining ongoing communication with students and/or parents about due dates and late assignments, and scheduling conferences with parents if the problem persists;
- taking into consideration legitimate reasons for missed deadlines;
- setting up a student contract;
- holding teacher-student conferences;
- providing alternative assignments or tests/exams where, in the teacher's professional judgement, it is reasonable and appropriate to do so;
- deducting marks for late assignments, up to and including the full value of the assignment.

## Missed Tests

- Make up tests will only be given at the discretion of the teacher or for excused absences. If the teacher needs to make a new test for the student, a \$50 charge will apply.
- In the case of a one-day excused absence (including a school-related absence), the student is expected to write the missed test at an agreed upon time on the day they return to class.
- For a test missed due to a prolonged absence, the assessment is up to the professional judgement of the teacher (usually the test will not be written sooner than the second day back following the absence, allowing for review of missed material).
- Parents and students will be advised that failure to complete evaluation activities reduces the body of evidence upon which the teacher can evaluate student achievement of the curriculum expectations and could jeopardize the granting of a credit for the course.

### **Prior Learning Assessment and Recognition**

Students who have been engaged in a program outside of Ontario will meet with the V.P. of Academics or the President to go over the student's academic records. Through the Prior Learning Assessment & Recognition (PLAR) equivalency process, equivalent credits will be granted based on the work that has been completed as per Ontario Secondary School (OSS) Appendix 8.

### **Equivalency Process**

#### **Grade 9 and 10 credits**

For Grade 9 or 10 credits the equivalency process is as follows:

- students participate in individual assessment consisting of four subject based assessments, as needed, for the purpose of granting Grade 9 or 10 credits
- up to 16 Grade 9 and 10 credits may be granted through the Grade 9 or 10 equivalency process at the discretion of the principal following individual assessment

#### **Grade 11 and 12 credits**

For Grade 11 or 12 credits the equivalency process is as follows:

- through the equivalency process, students participate in an evaluation of their credentials, other appropriate documentation and evidence from jurisdictions within and outside Ontario for the purpose of granting credit for Grade 11 or 12 courses developed from the most recent Ontario curriculum
- up to 10 of 14 Grade 11 and 12 credits may be granted through either the equivalency or challenge process.

### **Challenge Process (Not currently available)**

The Ministry of Education has made provision for students to “challenge” certain courses based on prior learning. Assessment instruments for the challenge process will include a formal test (70%) **and** a variety of other assessment strategies appropriate to the particular course (30%). A maximum of four credits may be granted through the PLAR process; with no more than 2 in one subject area.

#### **Grade 9 and 10 credits**

For Grade 9 or 10 credits there is no equivalency process.

#### **Grade 11 and 12 credits (Not currently available)**

For Grade 11 or 12 credits the challenge process is as follows:

- through the challenge process, students' prior learning is evaluated using assessments for the purpose of granting credit for Grade 11 or 12 courses developed from the most recent Ontario curriculum
- up to 10 of 14 Grade 11 and 12 credits may be granted through either the equivalency or challenge process.

### **Religion Courses**

To attend Kingsway College, each student is required to take one religion course each year. These courses are taught according to the Seventh-day Adventist religion curriculum outlined by the North American Division.

### **Substitutions for Compulsory Credits**

To meet special needs, the President may grant permission to substitute up to three compulsory credits. Each substitution will be noted on the student's Ontario Student Transcript (OST).

### **Suspension/Expulsion**

Students who are suspended from school must keep up with class work and post each assignment respecting each and all deadlines. It is the responsibility of the student to communicate with the teacher for further understanding and learning. Tests missed must be scheduled at the discretion of the teacher. It is understood that some in-class and performance work cannot be made up. Students who withdraw from school for discipline reasons may write their final exams only if their withdrawal results in no more than a total of 18 absences in that course, including previous absences by the scheduled exam date.

### **Waiving Prerequisites**

In certain cases, when in the student's best interest, the President may waive a prerequisite for a course.

## ASSESSMENT AND REPORTING

### Evaluation Policies

Assessment and evaluation strategies in each course are varied in nature, administered over a period of time, and designed to provide opportunities for students to demonstrate the full range of their learning. Expectations and achievement criteria may vary according to the course and its stated curriculum expectations, and the student is encouraged to ask the teacher of each course for more specific information.

Levels of achievement of the curriculum expectations are described in detail in the achievement charts that appear in the secondary curriculum policy documents. The levels of achievement are associated with percentage grades and are defined as follows: **Level 4 = 80-100%; Level 3 = 70-79%; Level 2 = 60-69%; Level 1 = 50-59%; Level R <49%.**

Students should address any concerns about their evaluation to the individual teacher(s) involved. If concerns cannot be resolved, the student and/or his/her parent should contact the V. P. of Academics.

### Final Exams

Final exams are scheduled in two-hour blocks during the last week of each semester. Students are expected to meet all exam appointments. The final grade for each course will be determined as follows: 70% of the grade will be based on evaluations conducted throughout the course. This portion of the grade will reflect the student's most consistent level of achievement throughout the course, although special consideration will be given to more recent evidence of achievement. 30% of the grade will be based on a final evaluation in the form of an examination, performance, essay, portfolio and/or other method of evaluation suitable to the course content and administered towards the end of the course.

It is the responsibility of the student to know the time and place of each examination to be written. If an examination is missed, a mark of zero will be recorded for the exam. In cases of serious illness or emergency, parents are to notify the school prior to the exam. Students who need to take their exams outside of the scheduled time because of extenuating circumstances must make a written request through both the V.P. of Academics and the Academic Policies Committee **at least two weeks in advance** and receive approval to take a special examination. Special exams carry a fee of \$50 per exam to be paid in advance by cash, debit, e-transfer, or credit card.

### Ontario Student Record (OSR)

The Ontario Student Record (OSR) is the official record of a student's educational progress through schools in Ontario. The OSR contains achievement results, credits earned and diploma requirements completed, and other information important to the education of the student. Students and their parents (if the student is not an adult) may examine the contents of the OSR. These records are protected by the Education Act and freedom of information legislation.

### Ontario Student Transcript (OST)

The Ontario Student Transcript (OST) provides a comprehensive record of a student's overall achievement in high school. The credits that a secondary school student has earned towards fulfilment of the requirements for the graduation diploma are recorded on the OST. All Grade 11 and 12 courses attempted, whether successfully completed or not, will appear on the OST.

A transcript of high school marks is usually required for admission to post-secondary institutions. It may be obtained by filling out a "Transcript Request Form" which is available from the Records Office or the Kingsway website for a fee of \$7.00. Each student is given one transcript after graduation with no charge.

### Recording and Reporting Procedures

Progress reports are issued for each course approximately 4 weeks after a new semester begins. Report cards are issued twice per semester: at mid-semester (approximately 9 weeks into the semester) and again with final marks at the end of each semester. Credit in jeopardy reports are sent home approximately 5 weeks before the end of a semester to students who could potentially lose their credit in a class. Full year courses will receive progress marks during the first three grading periods with final marks issued in June together with the final marks for second semester courses. See the school calendar for specific dates.

**In addition to these more formal reporting processes, parents are encouraged to contact individual teachers at any time during the school year to discuss their student's progress. A time for Parent-Teacher conferences is scheduled each semester. Please see the school calendar for specific dates and times.**

## CLASS STANDING

Students at Kingsway are placed in classes according to the following criteria:

**Senior Class:** Students registered in sufficient courses to meet all the requirements for graduation by the end of the school year. Exceptions for students in their 4<sup>th</sup> year of high school need to be approved by administration. **Seniors must meet diploma requirements by June in order to participate in college/university visits and graduation programs.**

**Junior Class:** Students registered in sufficient courses to have a minimum of 23 credits by the end of the school year.

**Sophomore Class:** Students registered in sufficient courses to have a minimum of 16 credits by the end of the school year.

**Freshman Class:** A registered student, but not eligible to be a member of the above classes.

## GRADUATION

Students who successfully complete Ontario Secondary School Diploma (OSSD) requirements should note the following concerning graduation ceremonies:

- All graduating seniors are expected to participate in the school's annual graduation weekend. (See the school calendar for specific dates).
- Grade 11 class are encouraged to march as an honour guard during graduation exercises. The grade 11 President and Vice President are anticipated to march.
- Graduation pictures are arranged through the Records Office.
- Students who graduate under Ontario Secondary School (OSS) requirements, who have an acceptable attendance record, and whose standardized testing results reflect the student's achievement, will be recognized at graduation as follows: Students with cumulative averages of 80-84% will receive Honours; students who graduate with cumulative averages of 85-89% will receive High Honours; students who graduate with cumulative averages of 90% or higher will receive Highest Honours. **All Grades 9-12 courses will be included in cumulative averages.** Gr. 11 and 12 courses repeated or failed are also included. Please see the V.P. of Academics for information regarding the specific criteria for determining the valedictorian and salutatorian of the graduating class.
- Several scholarships are awarded during both the Awards Ceremony and the Graduation Ceremony. Details are available from the President's Office.
- Details concerning graduation weekend and its requirements are distributed to Grade 12 students and their parents throughout the school year from the President's Office, starting in September.

## HONOUR ROLL/PRESIDENT'S LIST

At the end of each grading period, students may qualify to be on either the Honour Roll or the President's List according to the following criteria:

Honour Roll	President's List
Criteria: <ul style="list-style-type: none"><li>● 80% or higher average</li><li>● Minimum of three classes</li><li>● No mark less than 60%</li><li>● Standardized testing results reflect student's achievement</li></ul>	Criteria: <ul style="list-style-type: none"><li>● Minimum of 80% Average</li><li>● No mark less than 80%</li><li>● Minimum of three classes</li><li>● Good citizenship record (no major disciplinary actions)</li><li>● Maximum of one unexcused absence in all classes or Maximum of 4 unexcused lates or late equivalents (M1,M2) in all combined classes</li><li>● Standardized testing results reflect student's achievement</li></ul>
Privileges: <ul style="list-style-type: none"><li>● Pizza feed at the end of the semester (not at midterms)</li></ul>	Privileges: <ul style="list-style-type: none"><li>● Lunch with the President at the end of the semester</li></ul>

## **STUDENT SUCCESS PROGRAM - ACADEMIC**

All students are expected to make a reasonable effort to do the following:

- Complete assigned work on time.
- Be courteous and attentive to the teacher and respectful of others.
- Perform work consistent with their abilities.
- Be regular and punctual in attendance.

Failure to comply with the above on a regular basis will indicate that a student needs the additional motivation and accountability of the Student Success Program. Students may be considered for the program if they receive one or more failing grades at the end of any grading period, if they receive two or more grades below a 60% at the end of any grading period, or upon request by a teacher to the V.P. of Academics.

If a student is placed on this program, the V.P. of Academics, the President and/or the school counselor will set up a plan to encourage student motivation and accountability, with a progress evaluation after a stated interval. This plan includes recommendations the student can follow that will help them improve their marks.

Students will be required to meet with the teachers of the classes of concern each week during the extra help times in the daily schedule or other times as arranged with the teacher. Failure to attend will result in a referral to school discipline. Extra help time takes precedence over the student work program, however, the student is to communicate with their work supervisor that they need to attend extra help time and arrange to make up the time they miss at work.

Students may also be required to meet with the school counsellor.

Students may be removed from the program when all their grades are above 60% and with the permission of the teacher(s) of the concerning class(es).

The following restrictions will also apply to students on the Student Success Program – Academic:

### **Sports Teams:**

- Students will be allowed to practice with their groups as long as it doesn't interfere with classes of concern.
- Students will be allowed to play in games/tournaments as long as it doesn't interfere with classes of concern.

### **Leadership Positions:**

- Students will be removed from all leadership positions (once a student has been removed from the Student Success Program, they may run for another leadership position should a vacancy occur).

### **Recreation Time:**

- Will not be affected. Students can still go off campus, participate in intramurals, and work out in the gym.

Note: All students will be given a fresh start at the beginning of 2<sup>nd</sup> semester.

## **ACADEMIC SERVICES**

### **Counselling/Guidance Services**

1. Educational Counselling: Available from the V.P. of Academics and the President.
2. Personal Counselling: Available from the President, V.P. of Academics, Campus Chaplain, Mental Health & Wellness Office, or any faculty member.
3. Career Counselling: Available from the V.P. of Academics, the President, or the Career Planning teacher.

### **Student Resource Centre**

The Student Resource Centre is available for concentrated study without interruption. Students using the Centre are expected to maintain a quiet atmosphere conducive to study. The Student Resource Centre is located on the top floor of the Administration Building.





# SPIRITUAL DEVELOPMENT

**Kingsway College believes that every student should have the opportunity to develop and strengthen their relationship with Christ. We provide students with a number of opportunities to do this through various outreach/community service activities and active participation in religious services.**

## SABBATH SERVICES

In harmony with the biblical beliefs of the Seventh-day Adventist Church, Kingsway College recognizes and observes the seventh-day Sabbath. From sundown on Friday until sundown on Saturday, music, literature, and other activities should be spiritually uplifting.

All residence hall students are expected to attend the religious services planned by the school. These services include Friday evening vespers, Sabbath School and Church services Sabbath morning, and worship in the residence hall Sabbath evening. Community students are encouraged to attend campus religious services.

## WORSHIPS

Evening worships are held in the residence hall and attendance is required of all resident students.

## CHAPEL/ASSEMBLY

Chapel/assembly is held on Wednesdays as scheduled. **Attendance is compulsory.**

## WEEKS OF SPIRITUAL EMPHASIS

Two times each year, a week is set aside to focus on spiritual growth. **Attendance at the meetings during the school day is compulsory for all students.** Guest speakers are invited to lead out in both of these Weeks of Prayer.

## POWER WEEKENDS

Power weekends occur once per month. A speaker is brought in to hold a series of programs over the weekend. This is a special weekend at Kingsway that emphasizes the spiritual development of the students and staff.

## BIBLE STUDIES/BAPTISMAL CLASSES

Bible studies and baptismal classes are available at Kingsway. If you are interested in attending one of these programs, please see the school chaplain for details.

## SEATING IN COLLEGE PARK CHURCH

Dorm students are required to sit in the right bank of pews on the main floor of the sanctuary in the church to facilitate taking attendance. The Deans will communicate any changes to seating arrangements based on the number of students.

# SOCIAL DEVELOPMENT

It is the premise at Kingsway College that social relationships are important and developing friendships are encouraged. Students' relationships with each other should be fun, wholesome, and of the highest Christian standards. Physical contact is not permitted and there is to be no public display of affection. Reclining on another person while visiting is not appropriate. **Students must remain in supervised areas at all times.** Kingsway College has a zero-tolerance policy regarding student behaviour as outlined here. Students not following this policy may be asked to leave Kingsway College. Any decision to waive the consequence of being asked to leave the school for a violation of this policy in no way restricts Kingsway College from enforcing this consequence at a later date.

It may be necessary at times for members of the staff to counsel with students regarding their social/friendship behaviours. **Choosing not to follow this counsel will result in a temporary loss of social privileges.**

## SOCIAL ACTIVITIES

Special committees have been appointed to plan for the social activities of the school. These include a variety of Saturday night programs beyond the planned activities by the Student Association.

Social activities primarily designed for Kingsway students are considered "closed events", and these will be specified in the Chanteclair each week.

When attending any formal program, students should enter promptly and be seated. Distracting behaviour is not permitted. After programs, students must go back to their residence halls or homes when instructed by the faculty and staff.

Community students are encouraged to participate in all scheduled campus activities and while on campus are expected to follow school program guidelines.

Community students are asked to immediately leave the campus following any school programs.

Programs sponsored by visiting schools and Kingsway College organizations are required for all residence hall students.

## STUDENT LEADERSHIP OPPORTUNITIES

Students are encouraged to run for class or club office and/or positions in the Student Association.

### Selection of Officers

Student Association officers are chosen in the spring of the previous school year. Class officers are chosen at Assembly during the second week of school. Club officers are usually chosen during the first month of the school year.

Students who are planning to run for, or who currently hold, major club or class offices must follow the guidelines listed below.

The names of club and class officers should be turned in to the President immediately after organization, and must be approved by the AdCom. The sponsors are to be aware of the academic average of the officers of the club. Officers will be asked to resign from office for poor behaviour unbecoming and/or if their grade averages fall below the required minimum explained below.

The responsibilities of the different offices are outlined. Students should contact the President or faculty sponsor for a description of these responsibilities and for other information concerning student office.

## **HOLDING OR RUNNING FOR OFFICE**

Students who wish to run for and hold a student office are subject to the following criteria:

Criteria for Prime Minister, Deputy Prime Minister, Junior/Senior Class Presidents:

- 70% academic average with no more than one grade below a 60%, and no grade lower than a 50%
- desire to live by Kingsway's mission statement
- good citizenship record (no major disciplinary actions)

Criteria for other major offices (all other S.A. and class officers):

- 65% academic average with no grade lower than a 50%
- desire to live by Kingsway's mission statement
- good citizenship record (no major disciplinary actions)

Criteria for all other student offices (Boy's/Girl's Club Officers, Organization Officers) and sports teams:

- 60% academic average with no grade lower than a 50%
- desire to live by Kingsway's mission statement
- good citizenship record (no major disciplinary actions)

**Please note:**

- A student with an (I) Incomplete showing on any grade report will be ineligible to run for or hold any student office.
- Any student who is involved in major disciplinary action will lose his/her current position and will not be eligible to hold/run for office the following semester.
- Any student who is placed on the Student Success Program – Academic will lose his/her current position.
- Any student who must relinquish an office for academic reasons may run for another office, for which they are qualified, the following term should a vacancy occur.
- If a student is the President or Vice President of the grade 11 or 12 class, or if he/she holds a position on the Student Association, he/she is not permitted to hold any additional offices. All other students may hold a maximum of two offices.

# PHYSICAL DEVELOPMENT

## A.E. KING PHYSICAL FITNESS COMPLEX

The school gymnasium provides physical and recreational activities for students that include racquetball, squash, weight room, aerobics, basketball, volleyball, floor hockey, and badminton. **Those students wishing to use the weight room, in particular the free weights, must work out with another individual. The King Fitness Complex is closed at 7:15 p.m. to all students including those in the community. Due to the Aerials practice on Wednesday evenings the Old Gym may be available when possible, during recreation time.**

## INTRAMURAL PROGRAM

All students are encouraged to participate in the intramural program which occurs two to three times a week during the evenings after supper. Some of the sports played include, but are not limited to football, volleyball, basketball, floor hockey, badminton, soccer, and softball.

## VARSITY PROGRAM

### **Purpose**

Students who would like to be involved in friendly competition may try out for a varsity team. Some of the sports played include, but are not limited to, badminton, basketball, and volleyball.

The purpose of the varsity program is to enable students to:

1. develop teamwork and cooperation skills.
2. learn to accept both victory and defeat with a gracious Christian spirit.
3. experience the satisfaction of reaching out to students at other schools with a lifestyle witness.

### **Eligibility**

Students in a varsity program are in a position to witness by lifestyle and must maintain a high standard of excellence. They will be expected to display the highest sportsmanlike conduct.

### *Academic Eligibility*

Must not be placed on the Student Success Program – Academic (see academic information section of this handbook for more details)

### *Citizenship Eligibility*

No major disciplinary actions in the current or previous semester.

### *Attendance Eligibility*

1. Having been present at work and in every class on the day of the game, unless excused from those due to a prearranged medical appointment.
2. If a student misses classes or work the day following a game, he or she will be ineligible for the next game.
3. Attendance at all scheduled practices is expected unless excused by the coach.

## OUTDOOR CLUB

This club's focus is on nature appreciation. Skills include backpacking and hiking, winter camping, canoeing, and first aid. Participation in off-campus weekend trips is required. Often students will miss one school day.

## SKI/SNOWBOARD CLUB

This club gives the students the opportunity to participate in skiing or snowboarding. Students will travel to a local ski hill up to six times per year. The resort provides opportunities to participate in an hour-long lesson before spending the rest of the evening skiing/snowboarding.

## CAFETERIA

1. The cafeteria provides vegetarian meals on a flat rate plan. See Financial Information for details.
2. ID Cards or group tickets are required for all but cash customers. All meals not previously arranged with the Business Office are on a cash basis.
3. Community students may bring their sack lunches to the cafeteria, or they may purchase meals from the cafeteria.
4. Silverware, dishes, or trays are not to be removed from the cafeteria.
5. To assist the cafeteria workers to finish their clean-up, students are expected to leave the cafeteria when they have finished eating.
6. Community students can purchase meals at the cafeteria with cash on an individual meal basis or can make arrangements at the Business Office to purchase a 10-meal ticket or participate in the monthly lunch fee program.
7. **Students are required to remove trays from the table and return them to the cleanup area.**

## HEALTH SERVICE

A school nurse is available on a part-time basis for medical assistance. If the nurse is not available, residence hall students should contact the dean who will arrange for someone to take them to the doctor or to the hospital. All medications and taking of medications should be reported to the school nurse and/or the dean. **All students (with the exception of International and Québec) are to carry or have a health card on campus.**

# WORK PROGRAM

Kingsway College believes that the Work Program is an important part of the overall educational process. “The exercise that teaches the hand to be useful and trains the young to bear their share of life’s burdens, gives physical strength and develops every faculty. All should find something to do that will be beneficial to themselves and helpful to others. God appointed work as a blessing, and only the diligent worker finds the true glory and joy of life.”—*E.G. White, Counsels on Education, pg. 166*

## WORK POLICY

The work coordinator will assign all work positions. Work positions are intended to be permanent. However, the work coordinator reserves the right to change student jobs to alternate areas as need dictates.

Dormitory students will be given preference in work positions due to the additional expenses of boarding. Students who are cooperative, industrious, teachable, and dependable will be the most successful in fulfilling the goals of the work scholarship program.

Kingsway College offers its students opportunities to help pay their own school expenses through the Work Program. Students who have been offered off-campus jobs while holding on-campus jobs must apply to Ad Council for approval in order to guarantee their on-campus work positions. All Canadian students are given work opportunities at the beginning of the school year. Applications for specific jobs will be considered, but cannot always be honoured. A Canadian social insurance number or work permit is required to obtain a job.

## WORK ATTENDANCE

Students who know they will be absent from work for an excusable reason, including school-sponsored activities, must notify their work supervisor at least 24 hours in advance, or as soon as they know they will miss work if the absence is due to illness.

## WORK OPPORTUNITIES

### **Kingsway College**

Students work in various campus departments (i.e., cafeteria, residence halls, janitorial, offices, maintenance, etc.) for a specified period of time. Kingsway College pays by the hour at Ontario minimum wage. Money earned goes on the student’s account. Students who quit or are fired due to poor attendance/work habits will not be eligible to receive another campus job.

### **Evening Work Assignments**

Only those students who maintain good marks may hold evening work assignments. If students hold an evening work assignment and any grade falls below 60%, they may be reassigned to a day job.

## WORK EXPECTATIONS

Students are expected to perform duties in cooperation with their work supervisors, who will make work expectations clear by a written job description or thorough verbal explanation. Work supervisors will assist student workers in developing work skills and a work ethic that will help them be successful both now and in later years.

Supervisors may fire students for the same reasons they would be fired in a job out in the community, including but not limited to:

- Failing to report for work regularly (unexcused absences).
- Demonstrating unwillingness, in action or attitude, to cooperate with their supervisor.
- Failing to perform the duties assigned in a satisfactory way.
- Repeatedly being late for work or failing to clock in.

## **JOB CHANGES**

Job positions will be determined as quickly as possible by the Work Supervisor after students are enrolled. Because preferred jobs fill quickly, the earlier students are accepted, the more work choices are available to them. Student preferences for work will be considered, but the Work Supervisor cannot promise everyone his/her first choice of job position.

In special circumstances, such as personality/atmosphere clashes, extended illness, or academic difficulties, where it is determined that a different job position would be beneficial, the Work Supervisor may approve a change of jobs. The Work Supervisor will consider this change only if students have an existing positive work ethic report from their supervisors. No change of job position will be considered for poor workers.

## **STUDENT SUCCESS PROGRAM - WORK**

Students who demonstrate a resistant attitude to developing good work habits will be placed on the Student Success Program in the hope that they can make the progress necessary to remain in the work scholarship program. When a student has consistently failed to respond to attempts to help him/her improve work habits, the work supervisor will initiate a *Notice of Unsatisfactory Work* form, outlining the problems and the desired outcomes.

**Level 1:** The work supervisor and work coordinator will go over the contents of the form with the student. A copy will be sent to the parents. Parents will be alerted to the problem by telephone.

**Level 2:** If satisfactory progress has not been made within a two-week period, the work coordinator, V.P. of Finance, student and parents will meet to place the student on a contract.

If a student improves enough to be removed from the Student Success Program, but fails to maintain acceptable work habits, he/she may be placed on the program again. If the need arises for a student to be placed on the program a third time during one school year, the student will be fired, and an alternative placement will not be available for the student.

**Level 3:** If satisfactory progress still does not take place, the student will be fired, parents notified, and an alternative placement will not be available for the student. Any Financial assistance the student is receiving will be lost.

# ATTENDANCE POLICY

Kingsway College seeks to help students be successful in school now and in jobs in the future by requiring regular attendance and punctuality. Progress in school and success in daily learning activities are directly related to a student's presence in class. Students who miss classes will suffer a loss that cannot be entirely regained and may thus receive lower marks because participation and achievement cannot be fully assessed. Tardiness jeopardizes employment, and absenteeism reduces productivity in the workplace. **Attendance is also expected at all weekly assemblies and/or chapels.**

Because we are also concerned about helping students develop self-discipline, a sense of responsibility and an understanding of routine, the following policy will be applied:

## Excused Absences

1. In general, absences will be excused for the following reasons: illness, medical appointments and death in the family. If you need to miss class for any other reason (ex. travel), you must fill out an Absence Request Form (see prearranged leave of absence below).
2. After an absence, parents/guardians must contact the Records Office indicating the student's name, date, and reason for the absence, either by phone, email, note or in person immediately on their return to school or when the absence occurs. **Absences for which a note is not presented or a phone call received in the Records Office from a parent/guardian within 24 hours of the absence will be considered unexcused.**
3. **Students who miss more than 20 percent (18 class periods) of any course, for any reason, may be required to withdraw from that course and no credit will be granted as per Ontario Ministry of Education policy.**
4. Class work missed as the result of absences are the responsibility of the student and will be dealt with according to the classroom policy of the teacher. The teaching staff is prepared to assist students; however, students must ask for that help. Deadlines must be respected. Students may contact the teacher via e-mail and keep up with the classwork posted online (ex. Schoology and/or Google Classroom).

## Prearranged Leave of Absence

Kingsway College seeks to help students be successful in school now and in jobs in the future by requiring regular attendance and punctuality. Therefore, the following concerns are outlined:

- Students who miss classes will suffer a loss that cannot be entirely regained and may thus receive lower marks because participation and achievement cannot be fully assessed.
- Teachers will do their best to provide work missed due to excused absences, but completing the missed work in a reasonable amount of time is the student's responsibility.
- It is understood that some in-class and performance work cannot be made up.

When planning to miss school for reasons such as church mission trips, family vacations, or early travel, parents need to consider the following policy.

- **Obtain an "Absence Request Form" from the Records Office (or download the form from the Kingsway website).**
- Complete the form and sign the acknowledgement at the bottom.
- Submit the form to the Records Office **AT LEAST ONE WEEK PRIOR** to the requested absences.
- If a form is not handed in to the Records Office, the absences will not be excused.
- Please note: Absences will **ONLY** be excused for the following reasons: illness, medical appointments, and death in the family.

## Unexcused Absences

1. An unexcused absence is one in which a student is absent without a legitimate reason (refer to #1 under Excused Absences) or simply as a matter of convenience. Any absence for which a note or phone call has not been received by the Records Office on the day the student returns to school will also be considered unexcused.
2. Students who are more than half the period late for class will be considered absent.
3. The teacher may issue an unexcused absence to a student who is dismissed from class for disciplinary reasons.
4. Generally, class work missed as a result of unexcused absences cannot be made up. Students are advised to refer to each teacher's classroom policy distributed on the first day of class.



5. Unexcused absences and tardiness will be dealt with as follows:

**Unexcused Absences (in each individual class)**

<b>Unexcused Absences</b>	<b>Consequences</b>
1	Warning; email to parent/guardian
2	Conversation with counsellor/parent notified
3	Parent meeting with student/counsellor/Meeting with VP of Academics
4	Parent meeting with student/counsellor/follow up
5	Individualized plan created
6-18	Implement individualized plan
19	Automatic withdrawal from class

**Unexcused Lates (in each individual class)**

**4 Lates (before 10 minutes /M1) = 1 unexcused absence: (2 lates beyond 10 minutes /M2) = 1 unexcused absence**

<b>Unexcused Lates</b>		<b>Consequences</b>
<b>M1</b>	<b>M2</b>	
1	1	Talk to student
2		Talk to student
3		Have a sit-down talk with student
4	2	Warning; Email to parent/guardian
8	4	Conversation with counsellor/parent notified
12	6	Parent meeting with student/counsellor/Meeting with VP of Academics
16	8	Parent meeting with student/counsellor/Follow up
20	10	Individualized plan created
21+	11+	Implement individualized plan
76	38	Automatic withdrawal from class

**Please Note: The total combined of both tardiness (M1 and M2) and ANY absences is included as part of the 20% (18 class periods) of any course that may force a withdrawal from a class.**

**Absences during the School Day**

1. Students feeling ill during the school day should ask permission to be excused from class and report to the Records Office immediately. Residence Hall students will be sent back to the Residence Hall after the Dean has been contacted, and the parents of community students will be notified to come and take the student home.
2. Students who need to leave school early on any day for any reason must present a parental note/e-mail or a phone call to the Records Office before they leave in order for their absence to be excused. Students who leave early without permission will be unexcused.

**Special Consideration**

1. Parents are encouraged to consult the school calendar for vacation and leave times, and to make travel arrangements early to avoid scheduling problems. Extended durations of missed class time cannot help but affect a student's achievement.
2. Seniors wishing to attend college days at various colleges/universities will be allowed a total of four school days (2 per semester) during the school year to visit the colleges/universities of their choice.

# BEHAVIOURAL GUIDELINES

## STANDARDS FOR STUDENT CONDUCT

The basic standards for student conduct and behaviour at Kingsway College are based on its philosophy as a Seventh-day Adventist high school. It is expected that all students will demonstrate their acceptance and support of these principles both on and off campus.

Students who violate school rules, criminal or civil laws will have the discipline policy applied according to the violation. School Administration reserves the right to take disciplinary action – whether a violation occurs on or off campus.

### School Rights

In order for the school to obtain needed information and maintain the balance between the students' right to privacy and the school's obligation for safety, administration reserves the right to:

- question a student about their behaviour or programme at any time without parental consent
- search a student's room, locker or automobile or anything under the control of a student **with or without** their consent
- require drug testing when substance abuse is suspected

### Student's Rights

All students have the right to:

- be treated fairly, consistently and with respect by other students and staff
- be safe from verbal, physical, and cyber abuse, or any other actions and behaviours which are detrimental to a positive learning environment
- expect that their property will be respected
- expect that their feelings and opinions will be respected
- expect that others will exercise self-control

Kingsway adopts four basic rules of behaviour for all its members. (For more specific information, please refer to Discipline section of this handbook).

1. Respect for God: Students who respect God will:
  - not use God's name in vain
  - be reverent and respectful in God's house which includes the Chapel and Church
  - actively seek ways to be of service to others
  - be considerate of individuals sharing the message during a class and/or programs
  - respect the nature that He has given us to enjoy
  - respect those who have a relationship with God and are not afraid to speak about it
2. Respect for Self: Students who respect themselves will:
  - maintain healthful living physically, mentally, socially, and spiritually
  - not use or have illegal drugs, cannabis products, narcotics, alcohol, or tobacco, or supply them to others. Prescription drugs must be under the care and supervision of the School Nurse, Dean or designated adult
  - stay far away from the occult, occult paraphernalia (such as Ouija boards), and Dungeons and Dragons
3. Respect for Others: Students who respect others and their property will:
  - avoid swearing, indecent language, and obscene conduct and literature
  - not go to the residence hall room of a student of the opposite sex
  - be honest in class work and life, refusing to participate in theft, plagiarism, cheating, or wilful deception
  - avoid improper sexual conduct
  - not participate in harassing or initiations or any other act that injures or degrades a fellow student, faculty member, or the school
  - avoid the possession or use of weapons (including look-a-likes) such as guns, knives, explosives, or firecrackers
  - not be insubordinate to any faculty member or tamper with his/her personal property
  - refuse to cover for or help any student involved in breaking rules

4. Respect for the School: Students who respect the school and school property will:
- refuse to promote ideas or display attitudes that undermine the philosophy, ideals, and objectives of the school including any cyber/online social formats
  - avoid the wearing or display of anything or anyone that promotes violence or a philosophy contrary to Christian principles
  - not damage or destroy school property
  - refuse to tamper with building wiring, fire alarms or firefighting equipment (minimum fine: \$100)
  - not possess, sell, use, or duplicate unauthorized keys
  - enter and leave buildings through doors and not through windows or in any other manner

*Criminal offences may be handed over to the appropriate legal authorities.*

## DISCIPLINE POLICY

It is the aim of Kingsway College to provide all of its students with a safe Christian environment in which to worship, study, socialize, and play.

### **Kingsway's discipline policy is based on five elements:**

1. **Simplicity**: The policy is easily understood by all concerned and the consequences are clearly defined.
2. **Consistency**: A standardised program provides a consistent enforcement policy as well as fairness for all students.
3. **Communication**: Each time a student is disciplined for a violation, parents are notified. Students and their parents are made aware of the disciplinary action to be expected if the student chooses to repeat the same violation.
4. **Parental Involvement**: The staff and the family form a partnership to encourage the student to modify his or her behaviour and make future steps clear should the student continue to make poor choices.
5. **Progressive Disciplinary Action**: With each successive violation, the student advances to another level. If all interventions fail, the student will be asked to withdraw.

At Kingsway College, our student's safety and well-being is important to us. We are committed to providing safe and healthy environments that support learning and working for all. To help students achieve to the best of their ability, we all work together to ensure that students feel safe, nurtured, welcomed, respected and included.

For learning to be successful, schools must be free of negative factors such as bullying, discrimination, intimidation, hateful words and actions, substance abuse, and physical violence in any form. Kingsway College supports the teaching and promotion of positive behaviour through the application of preventative programs and measures as well as a number of progressive discipline strategies, including suspension and expulsion where necessary, as consequences for inappropriate behaviour.

### **Whole school approach**

Our approach to making Kingsway College safe and accepting involves the whole school. It focuses on:

- collaboratively promoting positive student behaviour through a code of conduct
- building healthy and respectful relationships throughout the whole school community
- preventing inappropriate behaviour through initiatives like bullying prevention programs
- addressing inappropriate behaviour through progressive discipline

### **Inappropriate student behaviour**

When inappropriate student behaviour occurs, the Discipline Committee considers individual circumstances and different options to determine the most appropriate way to respond to each situation and help students learn from their choices.

School staff use a progressive approach to discipline that includes early and ongoing interventions to promote positive student behaviour. In some cases, it may be necessary to suspend or expel a student.

### **Progressive discipline**

A progressive discipline policy means the Discipline Committee can choose from a range of options to help students:

- learn from their choices
- improve their behaviour

The goal is to help prevent inappropriate student behaviour from happening again.

When the Discipline Committee uses progressive discipline, they will take the following into consideration:

- students' stage of growth and development
- nature and severity of the behaviour
- impact of the behaviour on the school environment

### **Examples of progressive discipline**

Progressive discipline can include:

- a conversation with the student
- a review of expectations for the student's behaviour
- counselling (for example, life skills coaching or anger management)
- an assignment or detention
- suspending or expelling the student from school

The Discipline Committee will choose an option after looking at individual circumstances and factors such as the student's:

- age
- stage of social development
- special education needs
- history
- the circumstances of the behaviour

The Discipline Committee Chair/Dormitory Dean will consider ongoing discussions with students and their parents or guardians when choosing an option that will help the student improve their behaviour and make good choices.

### **How parents are involved**

Kingsway College actively engages parents in the progressive discipline approach by involving them in ongoing conversations about their children's achievement, well-being and behaviour.

When a major discipline issue arises, parents will be contacted by either the Discipline Committee chair or Dormitory Dean. This individual will explain the current situation to the parent/guardian and describe the process that will be followed.

When the school and parents are partners, the results include:

- improved student well-being
- reduced absenteeism
- positive student behaviour
- improved student achievement
- increased confidence among parents in their children's schooling

### **Serious cases**

In more serious cases, the Discipline Committee may recommend that the student be suspended or expelled from school.

### **School suspensions**

A suspension means a student is removed from school temporarily for up to 14 school days. During this time, the student:

- cannot visit the campus and attend or take part in any school activities or events
- has other opportunities to continue learning to help them stay on track with their education

The Discipline Committee will recommend the suspension of a student to the Kingsway College President as only the president can suspend a student.

Students who are suspended:

- for one to five school days, the school will communicate with the student what assignments to complete to allow them to continue their education (academic component) and **could** be recommended to participate in a non-academic component to promote positive behaviour, such as anger management, substance-abuse counselling or life skills coaching
- for six to ten school days, the school will communicate with the student what assignments to complete to allow them to continue their education (academic component) and **will** be recommended to participate in a non-academic component to promote positive behaviour, such as anger management, substance-abuse counselling or life skills coaching

- for eleven to fourteen school days, the school will communicate with the student what assignments to complete to allow them to continue their education (academic component) and **must** participate in a non-academic component to promote positive behaviour, such as anger management, substance-abuse counselling or life skills coaching

### **Examples of activities that can lead to suspension**

Students can be suspended for:

- uttering a threat to inflict serious bodily harm on another person
- possessing alcohol, cannabis, or illegal drugs
- being under the influence of alcohol, cannabis, or illegal drugs
- swearing at a teacher or at any person in a position of authority
- committing an act of vandalism that causes damage to school property at the school or on school premises
- bullying, including cyberbullying
- any other activities identified in the Kingsway College Student Handbook

The Discipline Committee will consider suspension whether the activity took place:

- at school
- during a school-related activity, such as a field trip
- in any other circumstances where the student's behaviour has an impact on the school environment, such as cyberbullying

Depending on the nature of the offence, the Discipline Committee may consider what positive behaviour supports the school can provide to the student.

This may include, but is not limited to:

- understand the root causes of the behaviour
- provide counselling and mental health supports (with parental permission)
- problem solve with students to identify alternative behaviour choices
- communicate and teach behavioural expectations
- help students deal with conflict
- help students learn to how to manage emotions
- use restorative practices to repair harm to people and relationships (with parental permission)
- resolve conflict through discussion, helping students understand the harm caused to others because of their behaviour
- facilitate a family or group conference to discuss the impact of the student behaviour on others in the school
- coordinate options for the student to restore or improve the school environment either by:
- directly addressing behaviour (in cases of vandalism for example, students can work to undo damage they have caused)
- having the student improve the school environment more broadly
- equip children with the social-emotional and communication skills needed to:
- manage themselves
- resolve conflict
- develop healthy behaviour

### **Investigation of activities that can lead to suspension**

If a student is involved in an incident that can lead to suspension, the Discipline Committee chair must investigate the incident to determine if the student should be suspended. Depending on the circumstances, at the discretion of school administration, the student may be suspended while the Discipline Committee chair completes the investigation.

As part of the investigation, the Discipline Committee chair must make every reasonable effort to speak to the student, their parents and anyone else who may have relevant information.

After an investigation, the Discipline Committee recommends to the President whether a student should be suspended.

### **Considerations before recommending the suspension of a student**

The Discipline Committee must consider the individual circumstances of each student. The Discipline Committee can also decide on different consequences and supports for different students. For example, two students may be involved in an incident, but the Discipline Committee may only recommend to suspend one student – or the Discipline Committee may recommend to suspend one student for five days but recommend suspending another for three days and suggest counselling for both students.

The Discipline Committee must consider:

- if the student does not have the ability to control their behaviour or understand the possible consequences of their behaviour
- if the student's presence in the school does not create an unacceptable risk to the safety of another person
- the student's history (for example, personal history, such as a recent trauma in the student's life)
- whether progressive discipline has already been used
- whether the behaviour is related to harassment because of the student's:
  - race
  - ethnic origin
  - religion
  - disability
  - gender or sexual orientation
  - how the suspension will affect the student's education
  - the student's age or any other type of harassment

### **Students suspended for more than five days - Student Action Plan**

Students suspended for more than five school days are on a long-term suspension.

If a student is suspended for more than five school days, the VP of Academics will hold a planning meeting with school staff (that may include the student's teachers, the dorm dean if a dorm student, and the school counsellor), the student and parents/guardians (they may attend virtually) to identify the objectives of the student action plan.

The student action plan will be based on:

- student's needs
- length of the suspension
- nature and severity of the behaviour
- mitigating factors, such as including:
  - whether the student has the ability to control their behaviour
  - whether the student has the ability to understand the foreseeable consequences of their behaviour
  - the student's presence in the school does not create an unacceptable risk to the safety of any person

The academic part of the program will follow the curriculum and ensure that the suspended student can continue their education.

### **Students suspended for more than five days - Returning to school**

The VP of Academics will hold a re-entry meeting with school staff (that may include the student's teachers, the dorm dean if a dorm student, and the school counsellor), the student and parents/guardians (they may attend virtually). If the student has been working with a community agency, the agency may also be invited to the re-entry meeting.

The purpose of the meeting is to make the student's transition back to school successful. At this meeting, parties may identify extra academic or non-academic supports that the student needs.

### **Appeal a suspension**

A suspension may be appealed to the Discipline Appeals Committee. An appeal will be considered only if there is new information that was not available to the Discipline Committee at the time of their decision to recommend the suspension. A decision cannot be appealed because the parent/guardian or student wants a different decision. The request for an appeal must be made in writing to the President's Office within five school days of the start of the suspension. The student will remain suspended while the appeal is being considered and until a final decision is made.

### **Expulsion from school**

Expelled students are removed from school for an indefinite time. An expulsion does not have a time limit.

Students who are expelled from school are not allowed on campus or take part in any school activities or events (such as field trips and school team events).

**Activities that can lead to expulsion**

If a student has engaged in any of the activities listed below, the Discipline Committee Chair will immediately recommend to the President that they suspend the student and investigate the incident to determine whether the student should be expelled.

Students can be expelled for:

- possessing a weapon, including a firearm
- using a weapon to cause or threaten bodily harm to another person
- committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
- committing sexual assault
- trafficking in weapons or illegal drugs
- committing robbery
- giving alcohol or cannabis to a minor
- bullying – if the student was suspended before for bullying and the student's presence in the school creates an unacceptable risk to the safety of another person
- any activity for which a student can be suspended that is motivated by bias, prejudice or hate
- any other activities identified in the Student Handbook

Expulsion can happen whether the activity took place:

- at school
- during a school-related activity, such as a field trip
- in any other circumstances where the student's behaviour has an impact on the school environment, such as cyberbullying

**Investigation of activities that can lead to expulsion**

If a student is involved in an incident that can lead to expulsion, the Discipline Committee chair must investigate the incident to determine if the student should be expelled. The student will be suspended while the Discipline Committee chair completes the investigation.

As part of the investigation, the Discipline Committee chair must make every reasonable effort to speak to the student, their parents and anyone else who may have relevant information.

After an investigation, the Discipline Committee recommends to the President whether a student should be expelled. Only the Kingsway College President can make the decision to expel a student.

**Considerations before recommending an expulsion**

The Discipline Committee must consider the student's individual circumstances before deciding whether to recommend a student for expulsion. Each decision on discipline is unique.

The Discipline Committee must consider:

- if the student does not have the ability to control their behaviour or understand the possible consequences of their behaviour
- the student's presence in the school does not create an unacceptable risk to the safety of another person
- the student's history (for example, personal history such as recent trauma in the student's life)
- whether progressive discipline has already been used
- whether the behaviour is related to harassment because of the student's:
  - race
  - ethnic origin
  - religion
  - disability
  - gender or sexual orientation
  - how the expulsion will affect the student's ongoing education
  - the student's age or any other type of harassment

If a student has special education needs and an individual education plan, the Discipline Committee must also consider whether:

- the behaviour was a manifestation of a disability identified in the student's plan
- appropriate accommodation has been provided
- suspension is likely to aggravate or worsen the student's behaviour or conduct

## **After investigation and considerations**

### **The Discipline Committee does not recommend expulsion**

If the Discipline Committee does not recommend expulsion, the Committee can either:

- recommend the suspension and its length
- recommend the student is still suspended, but shorten the length of the suspension and update the student's record
- recommend to withdraw the suspension and remove it from the student's record

### **The Discipline Committee recommends expulsion**

If the Discipline Committee recommends expulsion, the Discipline Committee chair must write a report on behalf of the Discipline Committee with their findings and recommendation that the student be expelled from the school. The Discipline Committee chair must submit the report to the President and send parents a copy of the report.

### **Appeal an expulsion**

Parents can appeal an expulsion to the Discipline Appeals Committee within five school days of receiving the written expulsion notice.

The notice will include instructions on how to appeal the decision.

The decision of the Discipline Appeals Committee will be final.

After a student is expelled, parents will receive a written expulsion notice with information about:

- how to appeal the decision
- what happens next

The Discipline Appeals Committee will hold an expulsion hearing.

The Discipline Appeals Committee makes the final recommendation to the President on if a student should be expelled.

At the expulsion hearing, the student and their parents can explain their opinions about the incident and expulsion.

After the expulsion hearing, the Discipline Appeals Committee will recommend either:

- not to expel the student and one of the following:
  - confirm the suspension and its length
  - confirm the student is still suspended, but shorten the length of the suspension and update the student's record
  - overturn the suspension and remove it from the student's record
- to expel the student as per the Discipline Committee's recommendation.

### **Apply to return to school after expulsion**

Students and parents must apply to return to Kingsway College. The Admissions Committee will decide whether the student can return.

Students cannot apply to return to Kingsway College the semester immediately following their expulsion. An expelled student will not be eligible to return to Kingsway College until the beginning of the following year's semester (Fall or Winter) in which they were originally expelled.

### **Re-entry plan**

If the Admissions Committee allows the student to return, the VP of Academics, school counsellor, student, and the parent/guardian will meet to develop a re-entry plan to help the student transition back into school.

The plan will include:

- strategies to help make the student's return to school successful
- academic and non-academic supports to promote positive behaviour the student may need



### **Disciplinary Stages**

1. Discipline issues are reported to the President's Office.
2. Minor discipline issues are referred to the Dorm Deans to follow up with the student.
  - a. If students are dealt with by the Deans more than three times for the same infraction category within a it may be considered a major discipline.
2. Major discipline issues are referred to the Discipline Committee chair.
3. The chair will investigate the student and the discipline issue and will determine if the Discipline Committee will need to meet.
4. The chair will contact the parent/guardian to let them know there has been an issue with their student and will invite them to the discipline meeting so they can meet with the committee and the student.
5. The Discipline Committee will come to a decision regarding the discipline to be administered for the infraction.
6. The student/parent/guardian may contact the President's Office within five school days of receiving the disciplinary decision to appeal the decision if there is new information the committee did not have when it made its original decision.

### **Minor and Major Infractions**

Infractions are divided into two categories, with each category being dealt with differently. Minor infractions fall under the Minor Discipline Policy while Major infractions fall under the Major Discipline Policy.

In general, based on the severity of the major infraction, the student would follow these steps for multiple major infractions:

1. First Major Infraction - As per the Discipline Policy, the student would be referred to the Discipline Committee and the appropriate procedure would be followed.
2. Repeat of Same Major Infraction - If the student is referred to the Discipline Committee because the student has repeated the same infraction, the Discipline Committee will consider asking the student to withdraw from the school or recommend expulsion.
3. Second Major Infraction - If the student is referred to the Discipline Committee for a different Major Infraction than the first, the Discipline Committee will follow the appropriate procedure as per the Discipline Policy.
4. Third Major Infraction - If the student is referred to the Discipline Committee a third time for a Major Infraction, whether it is a different infraction or the same as either of the earlier two, the Discipline Committee will consider asking the student to withdraw from the school or recommend expulsion.

#### **Sample Minor Infraction List**

- Dress Code (school and sacred treated separately)
- Jewellery
- Electronic devices (cell phones, headphones, earbuds, Chromebooks, etc.)
- Swearing
- Bringing food in inappropriate locations/without permission
- Lack of respect in the Chapel
- Loitering (washrooms, hallways, stairwells, etc.)
- Using emergency exits
- Sleeping in class
- Minor Classroom disruption

#### **Sample Major Infraction List**

- Major Classroom disruption
- Circumventing computer network safety protocols (using proxy servers, another student's account, hacking, etc.)
- Social Bound (students in unsupervised areas)
- Academic dishonesty
- Throwing food in Cafeteria
- Sneaking out of the dorm
- Leaving campus without permission
- Lying about destination/location
- Falsifying home leave slips
- Insubordination
- Lying
- Vandalism (includes removal of screens from windows)
- Using an alarmed emergency exit

- Uttering threats to inflict bodily harm on another person
- Fighting
- Swearing at a person in position of authority
- Misuse of keys
- Pornography
- Theft
- Possessing a weapon or a replica
- Open flame (in the dorms)
- Assaults of any type (verbal, sexual, physical, etc.)
- Bullying, harassment, intimidation, and discrimination
- Tampering with smoke detectors
- Possession of, using or supplying weapons (including toy/replicas of weapons), alcohol, tobacco, restricted drugs, or vaping/drug paraphernalia
- Being under the influence of alcohol
- Initiations/hazing
- Committing robbery
- Sexual activity
- Occult involvement
- Found in a dorm of the opposite sex

## SUBSTANCE ABUSE POLICY

Kingsway College believes that students cannot achieve their full potential if they are using harmful substances. There is no acceptance or tolerance for possession and/or use of alcohol, drugs, cigarettes, or other illegal substances. Any student struggling with substance experimentation or abuse is advised to seek confidential counselling immediately.

Kingsway is committed to providing a safe and healthy environment. The use, possession, concealing, transportation, sale, supplying, dealing or distributing of stimulants, alcoholic beverages, cigarettes, drug paraphernalia, illicit drugs or the misuse of prescription or over the counter drugs at any time is prohibited by school policy and in certain cases may be against the law.

**Students and parents are hereby served notice that,** pursuant to this policy, the President or designee reserves the right to search, or authorize police to search, a suspected student's person, room, car, locker or any area or thing under their immediate control and seize and retain possession of any banned substance or paraphernalia still in possession or subject to the immediate control of the student.

**Prevention:** Substance abuse testing can aid in both counselling and disciplinary situations. Students suspected of substance abuse will be subject to a required screening test and, if necessary, ongoing random testing.

In order to support students' general health and safety and to assist in the desire to provide an illegal substance free campus, if this policy is broken, the following guidelines will be followed:

1. The student's parent (or guardian) will be contacted;
2. Suspension of up to 2 weeks will be imposed;
3. The student will be required to undergo initial assessment by a certified counsellor followed by any recommended treatment or substance abuse counselling, as deemed necessary;
4. The student may be randomly tested for at least one semester or six months (whichever is more);
5. If the student re-applies for the following school year, a beginning-of-the-year drug test will be required.

Dismissal from Kingsway College may result from failure to meet any of the preceding requirements.

**Note: A second substance abuse incident would automatically trigger a permanent expulsion.**

**Note: Any student who provides any banned substance or paraphernalia for the use or manufacture of any banned substance to another student will be immediately and permanently expelled.**

**Note: If you are in a room where the substance abuse policy is broken, you do not participate, but choose not to leave, you may be subject to disciplinary action.**

**It is inappropriate for any student to share any over-the-counter medication with other students at any time.**

## PHYSICAL/SEXUAL HARASSMENT/ABUSE POLICY

Kingsway College believes that each person has the right to feel safe. Harassment is any unasked and unwanted behaviour on the part of one person which threatens the dignity and self-respect of another. Acts of harassment such as physical, sexual, emotional and verbal abuse, hostility, and defamation whether verbal, written or physical will not be tolerated.

Forms of harassment include, but are not limited to:

- cyber harassment via online social networks or in person
- hazing, or practical jokes of a degrading nature
- verbal abuse or threats
- remarks, jokes, innuendo or taunting about a person's body, race, colour, ethnic origin or religious beliefs
- practical jokes which cause awkwardness or embarrassment

Any student involved in physical or verbal harassment that is premeditated, malicious or with intent to injure another student may be permanently dismissed. **Legal authorities may be notified when physical or emotional harm is involved. Sexual harassment includes all unwanted and uninvited behaviour of a sexual nature. It is any act or comment of a sexual nature which makes another person feel uncomfortable or creates an intimidating, hostile or offensive school or work environment.**

Sexual harassment includes, but is not limited to in person or online:

- sexual advances or requests for sexual favours
- displaying gender-offensive items, photos, posters, etc.
- inappropriate gestures, touching, groping, or grabbing
- sexual remarks, suggestions or spreading of rumours
- offensive jokes, language, teasing, whistles or catcalls

Students who feel they have been victims of harassment should report the incident to any member of the staff and/or legal authorities. Such reports will be treated with sensitivity and confidentiality. **It is a violation of this policy for anyone acting knowingly and recklessly either to make a false complaint of harassment or to provide false information regarding a complaint.**

## THREATENED/ATTEMPTED SUICIDE POLICY (Selfharm)

A student threatening or attempting suicide is in need of professional help. Because some assistance is available on campus through our school counsellor, the following policy will apply:

- Threatened Suicide:
  - A student threatening suicide will be interviewed by our school counsellor for professional evaluation and counselling
  - The school counsellor will determine if they are able to offer the necessary support for the student to remain at Kingsway
  - If it is deemed the student needs more intervention than they are able to provide, the student will be sent home so the family can find the necessary treatment and support
  - A student may be considered eligible for return to school when:
    - A written statement is received from a professional counsellor and/or a medical doctor advising that a return is recommended
    - An interview involving the student, parent/guardian, President, V.P. of Academics, Mental Health & Wellness staff, and residence hall dean has been deemed satisfactory
    - Specific permission in writing has been issued by administration
- Attempted Suicide:
  - The severity of the attempt will determine the next steps.
    - No injury or minor physical injury.
      - Parent/legal guardian will be notified.
      - The school counsellor will attend the student and determine the next steps.
      - The school counsellor will determine if they are able to offer the necessary support for the student to remain at Kingsway.
      - If it is deemed the student needs more intervention than they are able to provide, the student will be sent home so the family can find the necessary treatment and support.
    - Major/life threatening physical injury
      - The student shall immediately be sent by emergency vehicle to the hospital.
      - Parent/legal guardian will be notified immediately.

- School counsellor will be available for consultation with the student and family
  - Upon discharge from the hospital, the student will be assessed by our school counsellor
  - If the school counsellor deems they are not able to provide the support the student needs, the student will be required to return home for professional evaluation and counselling.
- Return to School
  - A student may be considered eligible for return to school when:
    - A written statement is received from the treating professional counsellor and/or a medical doctor advising that a return is recommended;
    - The student has met with the school counsellor;
    - An interview involving the student, parent/guardian, V.P. of Academics, Mental Health & Wellness staff, and residence hall dean has been deemed satisfactory;
    - Specific permission in writing has been issued by administration.
- Further Threats or Attempts

Students who continue to threaten or attempt suicide after school intervention will need to withdraw from Kingsway College

# CAMPUS LIFE

## DRESS CODE

Because we believe we should present a positive example of our school's image and because the way one dresses may communicate a message about values, appearance should be **clean, reserved, and appropriate** for the occasion.

**Kingsway dress code applies on campus and on all school-sponsored tours and outings for all students, community and dorm.**

### CLASS, CAFETERIA, AND GENERAL CAMPUS WEAR:

All guidelines apply to all students regardless of gender:

- Students are to wear clothes that cover all the way from the armpit to at least mid-thigh (approximately 4 inches above the top of the knee) when standing.
- All clothing must allow for comfortable movement and not restrict circulation. Garments should not cling to the body or outline undergarments. Tops must not allow underclothing or midriffs to be visible. Necklines must not show cleavage when standing or bending forward or are low enough to expose chest.
- See-through shirts/tops are not permitted.
- All sleeveless garments must have straps at least 2 inches wide (approximately 3 fingers).
- Pants (dress, khakis, jeans, corduroys) that are neat and clean with no holes or patches are permitted. Pants cannot be torn or frayed.
- Baggy pants (pants that ride low on the hips or have a low crotch) are not permitted.
- Pyjamas and flannel/sleepwear are not permitted.
- All shorts, skirts, and dresses must extend to at least mid-thigh (approximately 4 inches above the top of the knee) when standing. Cut-offs are not permitted.
- Leggings (or legging type material) and yoga pants may only be worn as an undergarment beneath shorts, skirts, or dresses that meet length requirements. Leggings do not increase the length of your shorts or skirts.
- Athletic type shorts are permitted in the classroom as long as they meet the above mentioned length requirement.
- Boxer style shorts are not permitted in the classroom.
- No clothing with slogans or pictures promoting anything contrary to Christian principles (such as alcohol or tobacco products, musical groups, etc.).
- Footwear must be worn at all times.
- Jewellery, such as rings, earrings, necklaces, bracelets, or anything worn as jewellery is not permitted.
- Metal chains that are connected to any article of clothing, belt loops, or wallets are not permitted.
- Headgear of any kind worn inside any campus building (other than the residence hall) is not permitted.
- Durags and bandanas are permitted in the residence hall only.
- Body art/tattoos or markings must be covered at all times.
- Makeup should be subtle and natural-looking. Bright, bold, or theatrical makeup is not permitted during school hours.
- Hair color must fall within the natural human spectrum (black, brown, blonde, red (ginger, auburn, tawney), gray, white).
- Hairstyles must be neat, clean, and not obstruct vision or create safety hazards. Hairstyles should be suitable for an educational and professional environment. Students should be able to participate fully in all school activities without hair creating safety concerns or significant distraction. Specifically:
  - Hair must not cover eyes or interfere with vision
  - Hair must be secured during laboratory work, PE, and work assignments
  - Shaved designs, words, or inappropriate symbols are not permitted
  - Extreme height or volume that disrupts the learning environment is not permitted

## DRESS CATEGORIES

Class, cafeteria, and general campus wear guidelines are the general rule. Additional dress categories and specifications follow:

### VESPERS, SABBATH SCHOOL AND CHURCH DRESS:

All dress standards mentioned above apply.

Options for Girls:

- Dresses, or
- Dress skirts with blouse/sweater, or

- Dress pants with blouse/sweater
- Sleeveless garments are allowed as long as the straps are at least 2" (3 fingers) wide. Underclothing must not be visible.
- Skirt and dress hem lengths apply as above.

Options for Boys:

- Dress pants with dress shirt and tie (knotted at the top of the collar)
- Dress pants with mandarin collared shirt
- Dress pants with turtleneck/mock turtleneck sweater
- Dress pants with dress shirt and sweater
- Any of the above with a suit jacket
- Sleeveless shirts are not to be worn

Notes for all students:

- Dresses, skirts, dress shirts and pants must not be tight or form fitting.
- Dress shoes must be worn to Vespers, Sabbath School and Church
- No sweatshirts or hoodies should be worn to Vespers, Sabbath School and Church
- Casual jackets (such as school jackets, jean jackets, etc.) are not to be worn in the sanctuary/chapel

### **SA BANQUET AND TALENT SHOW DRESS:**

The SA Attire Approval Committee will approve all banquet dress and costumes for dorm students and community students (with consideration given to modesty principles) prior to banquets.

Notes for all students:

- Formal events require business casual or formal attire
- Garments must be modest, well-fitted, and appropriate for a professional setting
- All general dress code rules apply to formal wear

### **WORK DRESS:**

Work dress applies while performing assigned work. Exceptions are at the discretion of the work supervisor (ex. Cafeteria, Maintenance).

### **SPORTS DRESS:**

Sports dress applies to participants in PE or sporting activities.

- Shorts must have an inseam extending to at least mid-thigh (approximately 4 inches above the knee) when standing.
- Short shorts are never appropriate. Spandex shorts or tights must be covered by school approved sports shorts.
- Athletic wear (such as track pants and sweatpants) are permitted.
- Tight fitting athletic wear is not permitted.
- Tops may be sleeveless with straps at least 2" (3 fingers) wide. Underclothing must not be visible.

**In the spirit of unity and fairness, community students are held to this same dress code while on campus and/or attending school-sponsored off campus events.**

## **PERSONAL ELECTRONIC DEVICE POLICY**

Technology continues to evolve providing access to personal mobile devices. A personal mobile device is any personal electronic device that can be used to communicate or access the internet, such as a cell phone, smart-watch, or tablet.

Personal mobile devices that are used inside the school during the normal school day are disruptive to the teaching and learning environment for all students and staff. The privacy and personal dignity of others could be violated by the inappropriate use of personal electronic devices such as cameras in cell phones, text messages or recording devices.

Kingsway College cannot assume the liability for lost or stolen personal electronic devices. Parents/Guardians are asked to contact students by calling the school during the school day.

The use of cameras (including cell phones with a camera) or any other image recording devices in the change rooms or

washrooms is NOT PERMITTED.

### **Cell Phones**

Students are not to use cell phones during school hours in any classroom (including the gym), the Chapel or the church, unless approved by the supervising teacher/staff member. If a student must use a cell phone during the school day, they are permitted to use it in the hallways (if it is set to vibrate, not ring). If a student brings a cell phone to class, it cannot be seen or heard. Cell phones are permitted outside, in the cafeteria, dorms, and gym (after school hours).

Teachers and staff members have the authority to confiscate cell phones and personal electronic devices if they are being used contrary to school rules. Students who refuse to surrender their device to a staff member when asked will be subject to further disciplinary action for insubordination for which the penalty is suspension.

### **GUM**

Gum chewing is not permitted in the Chapel, Gym or in College Park Church.

### **LOCKERS**

Lockers are available for rental through the Records Office. Kingsway College reserves the right to search lockers at the discretion of Administration. A \$25 charge will be made to the student account if the locker is not cleaned out.

### **VISITOR POLICY**

Guests who wish to visit Kingsway must obtain permission from the administrator on duty at least one day prior to the visit. Upon arriving on campus, guests should check in at the receptionist in the KFC (during school hours), or with the Dean (after school hours). The guest will receive a guest badge identifying that person as a guest on our campus. Guests on campus or attending school functions must abide by the rules of Kingsway. Kingsway reserves the right to ask guests to leave during any activity. Some school activities are limited to enrolled students only. Only enrolled students may spend the night in the dormitories.

Guests are always welcome to attend our Sabbath services or eat in the cafeteria without prior permission.

Students who have been suspended, expelled, or asked to withdraw may be permitted to visit the campus during the current school year at the discretion of the Discipline Committee. **Any approved visits must be pre-arranged with the President, VP of Academics, or one of the residence hall deans.**

### **SICK LIST POLICY**

All community students are to report to the Records Office if medical attention is required, and parents will be contacted.

All residence hall students are to refer to the Sick Policy procedures (see Residence Hall section of this handbook).

### **ACCIDENT REPORTING**

Kingsway does everything possible to prevent accidents, but with a large group of students, some may occur. It is the student's responsibility to report all accidents to his/her work supervisor (for work related accidents), the staff member on duty (for activities), or the deans (after hours). Accident report forms are available from the President's office, the KFC, the Deans, or the Kingsway website ([www.kingsway.college](http://www.kingsway.college)).

### **MOTOR VEHICLE POLICY**

- Motor vehicle use is a privilege for students. Students who violate school regulations or Ontario Government driving regulations may have their campus driving privileges revoked and/or disciplinary action taken.
- Student drivers may be permitted to have residence hall students as passengers, provided that the following documents are on file with the residence hall dean: (1) written permission from parent and/or legal guardian for each residence hall occupant of the car and the driver, (2) copy of insurance policy showing minimum of \$2,000,000 PL/PD and (3) copy of the driver's license.
- The school takes no responsibility for cars driven by student drivers.
- All residence hall students must deposit the keys to their cars with their respective residence hall dean. They must get their dean's permission to use their cars.
- Residence hall students may be passengers in approved vehicles complying with all regulations with the dean's permission.
- Students must obtain dean's permission for using their vehicle.
- Community student drivers and passengers are the parents' responsibility.
- Community students have the freedom to come and go on campus when not in class or work. If parents do not wish their students to have this freedom, they must make specific arrangements with the school.
- Students operating a vehicle in an unsafe manner will lose their privileges to have a vehicle on campus.



# INTERNATIONAL STUDENT INFORMATION

Kingsway College welcomes students from countries outside North America who understand and respect the unique mission of our school; however, we have a limited number of places available to international students. Once these places are filled, and because international students cannot usually transfer in during a school year, we require that international students remain in school for the year in which they are enrolled, with no possibility of transfer or withdrawal during the academic year. **Refunds are permitted only for serious illness when it is the attending physician's opinion that the student should return home. No refunds are available for other reasons, including disciplinary withdrawals.**

**The Government of Canada requires that all international students pay total school fees before an acceptance letter for a student visa may be issued.** Also, international students are not eligible for campus jobs while studying in Canada.

**English language assessment testing is required of students in order to determine proper placement in classes.**

# FINANCIAL INFORMATION

A student's high school education at Kingsway College is made financially possible by school year and summer campus work programs, parent or guardian monthly payments, and financial assistance for students who qualify. The following page outlines the student fees.

*Please note: The Board of Trustees reserves the right to revise published rates without notice.*

## PERSONAL STUDENT BUDGET

Student budget appointments are available during the school year and summer, either by phone, or at school. For the best financial planning, students should contact the Business Office or the Director of Enrolment Services as early as possible to develop their personal budget. It should be noted that students who work during the summer reduce the monthly amount parents will pay during the school year.

For billing purposes, students are classified into the following categories:

<b>Day/Community</b>	Students who live at home or in the community in the Oshawa area.
<b>Dorm</b>	Students who live in one of the dormitories on campus.
<b>International</b>	Students who are not citizens or permanent residents of Canada, United States or Bermuda.

## PAYMENT INFORMATION

Fees are levied on a monthly basis beginning in September and ending in June. The down-payment will be applied along with any financial assistance, will be credited over 10 months. Statements of account will be issued each month showing any incidental charges as incurred, payments received, and work credits as earned. Payments may be arranged over 10 or 12 months and are expected on the first of each month.

Payments may be made by automatic withdrawal from bank accounts, by credit card, cash, cheque monthly, Adventist School Pay on our website at [www.kingsway.college](http://www.kingsway.college) or e-transfer through [e-transfer@kingsway.college](mailto:e-transfer@kingsway.college). Equal monthly payment plans may be arranged with adjustments paid or refunded at the end of each school year.

**Students cannot withdraw money from their accounts unless parental permission is given to the Business Office and the account is in good standing.**

CHEQUES, MONEY ORDERS, OR DRAFTS SHOULD BE MADE PAYABLE to Kingsway College and sent to: Kingsway College, 1200 Leland Road, Oshawa, Ontario, Canada, L1K 2H4.

TO PAY BY:

- CREDIT CARD – students/parents are asked to include their name, card number, and expiration date.
- WEB SITE – go to [www.kingsway.college](http://www.kingsway.college)
- E-TRANSFER – use [e-transfer@kingsway.college](mailto:e-transfer@kingsway.college)

FINANCIAL ASSISTANCE may be available for those constituent students who require financial assistance. Contributions by alumni and friends make this student assistance fund available. Additional assistance may also be available through a 3-way matching plan supported by the student's local SDA church, conference, and Kingsway College. Annual applications for assistance are made through the recruiter or the Business Office. To qualify for financial assistance the student must work. Unexcused work absences will reduce or discontinue financial assistance. THE DEADLINE FOR FINANCIAL ASSISTANCE APPLICATIONS IS SEPTEMBER 15.

## DISCOUNTS

- A 3% discount on the balance to be paid (after applying the down payment, summer/school year work scholarships, discounts/educational allowance, awards/scholarships and church sponsorship) applies if the said balance is fully paid by cash/cheque on or by registration day. **THE DISCOUNT IS NOT AVAILABLE WHEN THE SCHOOL FEES ARE PAID BY CREDIT CARD NOR IS IT AVAILABLE FOR INTERNATIONAL STUDENTS.**
- A family discount program on tuition exists for families with two or more children enrolled during the same year. The total

discount, applied to each additional child, increases according to the number of children.

	<u>Discount %</u>
The 2nd child receives	5%
The 3rd child receives	25%
The 4th child receives	100%

Note: Financial assistance levels are based on need and may change based on circumstances.

## DELINQUENT ACCOUNT POLICY

- Accounts at previous schools must be satisfactorily settled before students are admitted to Kingsway College.
- The previous year's account at Kingsway College must be settled before students can begin a new school year.
- Finance charges of 1% per month apply to accounts not paid by July 31 each year.
- A student may be asked to discontinue classes if his/her account becomes more than two months past due.
- **Students account must be paid in full before an official transcript is issued.** Graduating students may request a transcript for university entrance if their current month's balance is paid in full.
- The November and April statement balances must be paid in full to obtain a permit to write first and second semester examinations.
- Accounts that are delinquent 3 months after the end of the school year, or after a withdrawal date, with no arrangements made for payment, are subjected to our collection process.

## REFUND POLICY

- If a student is absent for 14 consecutive days or more due to illness verified by a doctor's letter, a refund of cafeteria charges will be allowed if application is made to the Business Office immediately on his/her return.
- Refunds are not permitted for voluntary or unexcused absences, or for disciplinary absences.
- Refunds are made upon request 60 days from the withdrawal date.
- Financial assistance credits are not refundable.
- See International Student section, for international student refund policy.

## INSURANCE

- Provincial Health Numbers are required of all Canadian students.
- All non-Canadian students must submit payment for medical insurance with their application for admission or re-admission. Any refundable portion of this insurance payment will be returned if the admission application is withdrawn or not accepted.
- All students are covered with Student Accident Insurance for 365 days from Registration Day. **This insurance does not include non-accidental medical issues.** It does include accidental medical coverage both inside and outside of Canada. Non-accidental medical insurance for travel outside of Canada may be arranged through the Business Office. Accidents must be reported immediately to the School Nurse. Student Accident Claims must be submitted to the School Nurse within 90 days.
- Medical problems or personal injuries must be reported to the program/work supervisor, administrator on duty, a teacher/staff, or the school nurse immediately for medical attention and work or school absence excuses.
- Kingsway College is not responsible for the loss of personal property by fire, theft, or other causes. Parents are encouraged to extend their personal insurance policy to cover their resident student's property for loss either at the school or on school trips.

## KC ONE FEE

Kingsway College has a flat "One" fee which includes all normal fees\*. Included in this fee is:

- Registration Fee – \$900. This fee is non-refundable.
- Tuition – Covers 6-8 credits per year.
- Textbook rentals – Textbooks are rented to students and will be distributed at the beginning of each semester. They are to be returned at the end of each semester. Books not returned within one week from the end of the semester will be charged to the student's account. The condition of each book will be recorded when it is distributed. Books are expected to be returned in similar condition. Charges will be levied for lost or damaged books as damage or lost books are not covered by the "One" Fee.
- One-to-One Chromebook Program – Chromebooks are distributed at the beginning of the semester or when a student enrolls

in school. They are to be returned at the end of the school year, or when a student withdraws from Kingsway. Chromebooks not returned within one week from the end of the semester will be charged to the student's account. The condition of the Chromebook will be recorded when it is distributed and is expected to be returned in similar condition. Charges will be levied for lost or damaged Chromebooks as lost, stolen, or damaged Chromebooks are not covered by the "One" Fee.

- Dormitory "One" fee – includes all of the above plus room rent and cafeteria charges. Room rent covers all days and weekend's school is in session. When necessary due to distance, holiday weekends may be arranged with the deans, except for Christmas vacation, Spring Break, and Summer shutdown. Room rent includes use of residence laundry facilities. Room keys are to be returned to the residence hall dean at the end of the school year or at the time of the student's departure. Key replacement is not covered by the One Fee. A charge of \$55.00 will be levied for replacement of lost room keys in order to re-key the lock due to security reasons as lost or stolen keys are not covered by the "One" Fee. Room rent is based on double occupancy.
    - Each dorm resident must pay a \$200 deposit. This deposit will be returned to the resident at final checkout, if the room is cleaned and in order and there is no damage. The resident will forfeit the deposit if the Head Dean deems the room has been left in an unacceptable condition or there is damage to the room or furnishings.
  - The Cafeteria charge for residence hall students includes a flat rate for the standard meal plan. This plan includes three meals per day except on Sundays when two meals are served. The cafeteria personnel retain the right to restrict the number of extra items, such as desserts, that may be taken per meal by each student.
  - Participation in one touring group, Aerials, Band, Choir, Drama, or Strings is included in the Kingsway College "One" fee.
  - Participation in all non-touring groups is included in the Kingsway College "One" fee.
- \*Exceptions: Mission trip fees, Meals on trip (Field, Mission/Senior Class), Fees for lost/unreturned items, private dorm room, Medical insurance for Non-Canadians, Grad expenses, classroom supplies.

Miscellaneous costs: Medical prescription, NSF cheque, property damage, special examinations, special projects, transcripts, and transportation are not included in the Kingsway College "One" fee.

# RESIDENCE HALL STUDENTS

Kingsway College was established to provide a place where students may develop socially among religiously compatible friends who accept or are willing to abide by the moral and ethical standards of the Seventh-day Adventist Church. For Kingsway College to operate effectively, students must at all times show respect for themselves, for others and their property, and for school staff and school property.

In order for any society or community to function smoothly and efficiently, certain rules and regulations are required. It is important to note that the promotion of all ideas, attitudes, philosophies, or objectives must be in harmony with Christianity. Any student engaging in activities against school rules as outlined in this handbook is subject to discipline, which may include fines, suspension, dismissal, or other appropriate action.

## **What to Bring**

Bedding (twin size)  
Bible  
Blankets  
Clothes hangers  
Clothes iron  
Clock  
Desk lamp  
Fan  
ID: Birth Certificate, Health Card, Drivers Licence (if applicable)  
Laundry basket  
Laundry detergent  
Passport  
Personal effects  
Personal athletic wear  
Pillow  
Poster putty  
Sabbath attire (see Dress Code)  
School attire (see Dress Code)

## **What Not to Bring**

Because Kingsway College advocates a unique Seventh-day Adventist lifestyle, some things are inappropriate to Residence Hall life, such as:

Alcohol/Alcohol bottles  
Boxing gloves  
Cigarettes/e-Cigarettes  
Drugs (and paraphernalia)  
Firearms (including replicas)  
Knives  
Lewd or obscene literature; posters or images  
Music/video games that do not promote a Christian lifestyle  
Ouija boards and occult miscellaneous articles)  
NOTE: No bleach allowed

## **Bicycles**

A storage room is provided for bicycles. If you have a bicycle and want it stored, please contact the Residence's Dean to assist you to place it in or remove it from the storage room.

## **Body Piercing/Tattoos**

Body piercing/tattooing is not in harmony with Kingsway's principles, and it can be quite harmful to your health if not done professionally within a sanitary environment. Therefore, no one is to perform these practices on another person while at Kingsway. Those caught performing or receiving these acts on campus will face disciplinary action.

### **Changing Room/Roommates**

You may change rooms or roommates; however, you must receive permission from the Head Dean to do so.

### **Chapel**

The Chapel is a special place of worship and must be kept sacred. Arrangements must be made with one of the Deans on duty to practice there and if it is a mixed group a sponsor must be present.

### **Checkout Procedures**

It is imperative that your room be properly cleaned and checked by a Dean before you move out. If this is not done, you will forfeit your \$200 room deposit.

### **Damages**

You are responsible for any damages you cause in the Residence Hall and will be charged the actual replacement cost plus a \$50.00 fine. Depending on the extent of the damage, this could be a matter for the Discipline Committee.

### **Deposit**

Each dorm resident must pay a \$200 deposit. This deposit will be returned to the resident at final checkout, if the room is cleaned and in order. The resident will forfeit the deposit if the Head Dean deems the room has been left in an unacceptable condition.

### **Drugs**

See substance abuse policy.

### **Dyeing of Hair/Clothing**

Due to the possibility of damage, chemical dyes are not permitted in the Residence Halls; however plant and/or natural dyes are acceptable.

### **Entering and Leaving the Residence Hall**

If you have a valid reason to leave the residence hall after 7:30 pm, you must have the Dean's permission and notify your Residence Assistant before you leave the building. Notify the Dean again when you return. If you are outside the dorm after the 7:30 pm check without permission, you will be suspended from school for up to one week.

### **Fighting (Violence)**

See DISCIPLINE policy in this Handbook.

### **Firearms (Weapons)**

See DISCIPLINE policy in this Handbook. No replicas/water guns are allowed in the dormitory.

### **Fire Drill Procedures**

When the fire alarm sounds, the Residence Hall is to be evacuated as quickly as possible. Close your windows and leave your doors open, allowing for easy checking of your room to determine if it is vacated. Evacuate the building by your assigned route and go immediately to your designated checkpoint area. Remain there and co-operate in an orderly manner so all residents can be accounted for. We are sorry for any inconvenience it may cause, but classes will not be excused due to fire alarms/drills at night.

## Fire Protection Equipment

This equipment could save your life or the life of another resident. The misuse of fire extinguishers, fire alarms, fire hoses, smoke detectors, or other fire protection equipment will not be tolerated. If you choose to misuse any of the above items, you will be charged a minimum \$100.00 fine or the actual cost to replace/repair the equipment and/or given a one to five day suspension...

## Fire Protection Plan

1. **Smoke Detectors** –there is a working smoke detector in each room. Tapering with the smoke detectors is strictly prohibited.
2. **Cooking** – cooking is restricted to the kitchen in each of the dorms. There is to be no cooking in the student's dorm room.
3. **Electrical Appliances** – the only electrical appliances in the Residence Hall must be CSA-UL approved. NO open element appliances e.g. heaters, toasters, hot plates, etc. Heating blankets are not permitted. 110 to 220 volt converters are not permitted.
4. **Extension Cords** – if an extension cord is required, it must be in the form of a CSA-UL approved power bar. Power bars are not to be used in conjunction with one another. One power bar only per electrical outlet.
5. **Restrictions** – the following are not permitted in the Residence Hall due to their potential fire hazard.
  - a. Candles
  - b. Incense
  - c. Matches
  - d. Lighters
  - e. Fireworks
  - f. Christmas tree lights
  - g. Flood lights
  - h. Heat lights
6. **Light bulbs** – only those supplied by the school are to be used (60 watt)

**NOTE:** *If you choose to violate any of the above outlined items, you are at risk of having the item taken away. If you choose to violate any of the above and you cause physical or property damage, you may be held financially and/or criminally responsible and receive one to five day suspension.*

## Fire Safety Precautions

1. Do not fight fire unless it is extremely minor.
2. Do not return to a burning building to recover any possessions.
3. If you must find your way out of a smoke-filled room, hall, or building, the least dangerous air is near the floor. Crawl on your hands and knees with your head down.
4. If you must dash through smoke or flames, hold your breath, or hold a wet towel over your mouth.
5. If your clothes catch on fire don't run; lie down and roll on the floor or ground to smother the fire as quickly as possible.
6. The main thing to remember, **do not panic**.
7. Because it is a safety hazard, you should not sleep with headphones, whether it is day or night.
8. You are to enter and leave the Residence Hall only by the designated door. The fire escape doors are to be used only for fire emergencies or fire drills.

## Fire Safety Procedures

STEPS TO FOLLOW IF YOU LOCATE A FIRE:

1. Pull fire alarm. The Dean or Monitor will call the Fire Department
2. Exit building immediately.
3. Go directly to YOUR DESIGNATED AREA to be checked. You must co-operate with the person checking. This is imperative for a quick, accurate and safe check.

## Food

No food or drink is allowed from the cafeteria to the Residence Halls, other than due to illness.

### **Food Order Guidelines**

- The ordering of unclean meat is prohibited.
- Food orders are not to be ordered or delivered
  - During the Sabbath hours, which is sunset Friday to sunset Saturday inclusive
  - During evening Study Hall
  - After 10:00 pm Sunday to Thursday
- Food may be ordered on Saturday nights after Sabbath hours and must be delivered before 12:00 am.
- Violation of these guidelines will result in confiscation or forfeiture of your food.

### **Dorm Kitchens**

Each dorm has a kitchen available for students to use. Each kitchen is equipped with some small appliances (toaster, kettle, rice cooker), basic cooking utensils (pots, pans, spoons, etc.), refrigerator and stove. Students need to supply their own dishes and eating utensils. Rules are posted in each kitchen and must be strictly followed otherwise students will lose their kitchen use privileges.

Important rules for kitchen use are:

- Students are to keep the kitchen clean (wipe down counters/tables and appliances after use)
- Wash any pots/pans and utensils immediately after use
- When frying food
  - NEVER deep fry any foods
  - ONLY use cooking sprays for frying (NEVER use oils, butters or margarines)

### **Furniture**

Moving of furniture from room to room is not permitted unless you have permission from the head dean. Furniture cannot be placed in the hallway because it is an evacuation obstruction. No alterations whatsoever may be made to the furniture.

### **Graduation Weekend**

Graduation weekend is for the graduates and juniors who are participating in the graduation exercise. All other students must leave after their last exam. Meals are at the expense of visiting family members.

### **Guests (On Campus)**

Please inform the Dean on duty about any visitors you wish to entertain on campus or in the Residence Hall. If your guest is coming during the day, they need to get a pass from the KFC's Office.

### **Guests (Overnight)**

Guests are welcome on a very limited basis on the weekends. You must make the necessary arrangements with the Dean by Thursday evening. We must know who is in the Residence Hall at all times for checking purposes in case of a fire and for security reasons. If you choose to allow someone to stay in your room overnight without permission, you will be charged a \$25.00 fine. All guests must abide by all Residence Hall and school rules, and it is your responsibility to inform your guest of this. The Deans or a member of the school staff must know about all guests.

### **Guests (Study Hall)**



All guests must leave by 7:15 pm. If you need to study with a community student during study hall you must make arrangements with the Dean and have a note from your teacher. Study will take place in the lobby of the dorm.

### **Jewellery**

No jewellery is allowed in class, on school sponsored trips, or at Kingsway activities and functions. Please Note: No clear studs/keepers are allowed.

### **Keys**

Security is important in the Residence Hall; therefore, if a room key is lost or you have unauthorized keys made, the room will be re-keyed at a cost of \$55.00 to the person responsible.

### **KEYS (MISUSE OF)**

See DISCIPLINE policy in this Handbook.

### **Laundry**

A laundry fee is included in your room charge so no coins are necessary to operate the machines. You must remove your laundry as soon as it is washed and dried.

*You will require a laundry basket with your name on it.*

Study hall is not a time to do laundry for Grades 9, 10 and 11 students unless by special permission from the Dean. The laundry room will be locked ½ hour before Sabbath and after 11:00 pm on other days.

### **Leaves (Day)**

1. All students, Grades 9-12, must obtain permission from the Dean on duty and sign out before leaving campus. This must be done even if you are leaving campus with a staff member or family member. Girls' Dorm residents must sign out on cards; Boys' Dorm residents must complete sign-out procedure as specified by the Boys' Dean.
2. Off Campus frequency:

Grade 9	2 Times /Week
Grade 10	2 Times /Week
Grade 11	3 Times /Week
Grade 12	4 Times /Week
3. When going to Kingsway Village Shopping Centre "the Booth" area, you must always walk along King Street or Townline Rd. **Do not take short cuts.** Please remember that valley areas are always off limits to all students at all times; they are unsafe.
4. Grade 9 students must receive parental permission to go anywhere other than "the Booth."

### **Leave Limits**

- A. Friday off-campus leaves terminate at 6:00 pm or 30 minutes before sunset, whichever is earlier.
- B. Off-campus leaves on Sabbath will only be granted with an invitation from family and approval of the Dean on duty.
- C. Off-campus leaves outside the Oshawa area require permission from the Dean on duty and permission from your parent/guardian.
- D. When leaving campus, residence hall students may only ride in the vehicle of:
  - a. An adult (25 years old +) whom the parents have given their son/daughter permission to ride with;
  - b. A sibling whom the parents have given their son/daughter permission to ride with;
  - c. A Kingsway College approved student whom the parents have given their son/daughter permission to ride with.

\*\*\* Note: In all of the above situations, the student must also receive permission from the Dean on duty.

### **Leaves (Weekend)**

During home leave weekends, residence hall students are encouraged to make arrangements to leave campus with permission

from their parents and/or guardians. Exceptions to this should be requested through the Residence Hall Dean. Residence halls are closed during Christmas Break and Spring Break.

In order to protect long weekends and holiday breaks and to ensure that both teachers and students get a well deserved rest, no tests or major assignments will be scheduled on the day of return.

- ❑ Home Leave weekends are designed for students to return home to visit with family and friends. **Students who live within a 300 km drive from Kingsway are expected to make arrangements to leave campus for the weekend. Exceptions must be cleared by the dean in advance.**
- ❑ Students desiring to visit homes other than their own must present to the Dean written/verbal permission from their parents and the same from the home they intend to visit.
- ❑ The Deans cannot authorize a student to leave before the weekend leave officially begins nor can they authorize you to return late. The parents must request this through the Records Office one week PRIOR to leaving.
- ❑ Leaves are terminated when a student returns to campus for any reason. Exceptions may be pre-approved with the Dean for specifically stated reasons.
- ❑ **ALL ROOMS MUST BE LEFT IN CLEAN CONDITION FOR ALL HOME LEAVES, INCLUDING CHRISTMAS, SPRING BREAK AND THE SUMMER CLOSURE. IF YOUR ROOM IS NOT CLEAN, YOU WILL BE ROOM BOUND FROM 6:00-7:30 PM THE DAY AFTER YOUR RETURN. It is expected that you will clean your room at this time.**

### **Leaves (Christmas, Spring Break and Summer Closures)**

The Residence Halls and Cafeteria will be closed for an announced period during Christmas Holidays, Spring Break, and Summer Vacation. Please refer to the school calendar.

It will be necessary for students not planning to return home during these periods to make alternate arrangements. Students who have travel arrangements after a shutdown begins or before the shutdown ends must arrange their own off campus accommodations during that time.

### **Lights**

Grade 9-12 must turn lights off at 11:00 pm Sunday to Thursday. Lights out on Fridays is 11:00pm for all students. Residents are expected to be in bed at that time. Extra light times will be granted near exam times upon request.

### **Lobby**

The lobby is open to the public and you must be properly dressed when in this area. Please treat the lobby furniture with respect; no sitting on the tables or arms of the furniture is allowed. Please do not mark the furniture in any way. If you wish to lie down, please use your own room. No food or drink is allowed unless the Dean grants special permission. The Lobby is not to be used for hair combing, nail cutting/painting.

### **Lobby Hours**

See posted LOBBY HOURS in the Residence Halls.

### **Media Policy**

Christian standards are to be used in the selection of movies, music and games brought to Kingsway College. Satanic, pornographic, immoral, anti-Christian, negative focus or any material that includes inappropriate language or promotes violence is not permitted at Kingsway College. Kingsway College reserves the right to check rooms unannounced and confiscate inappropriate media.

1. **Computers** – The use of the Google Workspace **for** research and learning are the main purposes for the one-to-one Chromebook program in a business technology and global world today. Internet and e-mail access is accessible through the school provided network and only within the framework of Kingsway College guidelines.
2. **Games**– rated M (Mature) or AO (Adult Only) will be confiscated and kept permanently. Play stations, XBOX and gaming on personal computers are not recommended. No games are to be played during the following times: study hall, on Sabbath or after 11:00 pm.

3. **Music and Movies** – music played or performed, and movies watched in the Residence Hall are expected to be in harmony with the standards of good taste and in keeping with the ideals of the spiritual commitment to which the school is dedicated. Radios, stereo, and electronic devices capable of playing music or movies are permitted only in the students' rooms on a privilege basis. It is the student's responsibility to see that the equipment is played at a level not disturbing to others. Your right to listen to music must not conflict with others' rights to study, sleep, visit with friends, or listen to their own music. Music should not be heard outside of the room. Violation of these guidelines or misuse of the equipment will result in the confiscation of your equipment. Once taken, it will be returned to you at the Dean's discretion. **Music and movies are not to be played in the lobby or monitor's office.**

Violations to any of the above items:

1<sup>st</sup> offence – warning

2<sup>nd</sup> offence – warning and phone call home

3<sup>rd</sup> offence – three day loss of personal computer and/or music device

4<sup>th</sup> offence – two week loss of personal computer and/or music device

5<sup>th</sup> offence – will be treated as insubordination and loss of personal computer and/or music device until the end of the school year.

### **Medication**

Because of the danger of misuse, all prescribed and non-prescribed medications must be kept in the Dean's or the Nurse's office and will be dispensed as required.

### **Personal Property**

The school cannot be held responsible for stolen items, money, or damage to personal property. Your room should be kept locked at all times when you are not in it. The storage of goods at the school during your absence is not recommended, and if done, it is entirely at your own risk. Parents/guardians should check with their insurance company to ensure that personal property is covered under their Home Owner's or Renter's Policy.

Money should never be kept in your room. The Business Office provides a "Student Bank" service where students may deposit or withdraw amounts in excess of \$1.00 at any time during Business Office hours. The Residence Hall can provide overnight care for large sums of money. If your parents, family, or friends give you a cheque for your personal use, it should be made out to you, not Kingsway College.

It is highly advisable that you do not loan/sell things to other students. If you choose to loan or sell something to another student, Kingsway cannot be responsible for ensuring you receive the agreed upon money or that your item is returned.

### **Pets**

For health and sanitary reasons, pets are not allowed in the Residence Hall.

### **Posters**

Posters as approved by the Deans may be used to beautify your room. All posters must be in harmony with the Christian principles of the school. Due to fire regulations the number of posters is strictly limited. Posters are to be placed on the wall with poster putty only (NO TAPE PLEASE).

### **Privacy**

Respect for the privacy of the individual in his/her room is a courtesy expected of each resident. You must not enter another's room without an invitation, and you must leave if asked. You are not to abuse the property of others in any way.

### **Programs (Non-Religious)**

Because of the need to show appreciation and respect for those involved in any program, certain guidelines should be followed. When attending any function, audience members should enter promptly, respect the directions of those who are in charge of the program, and be seated until the program is concluded. Students who choose not to attend the program must remain in the

Residence Hall or make proper arrangements with the Dean on duty for any off-campus visits. Programs sponsored by visiting schools and Kingsway College organizations are required for all resident students.

AFTER ANY PROGRAM, STUDENTS WILL BE DIRECTED TO THEIR RESIDENCE HALLS. IF YOU DO NOT RETURN WHEN DIRECTED, YOU WILL BE ROOM BOUND THE FOLLOWING DAY.

### **Quiet Time**

All residents are expected to maintain times of quietness in the Residence Hall as follows:

Sunday-Friday	11:00pm – 7:00am
Saturday	12:00am – 8:00am

### **Right of Entry**

For each student's safety and well being, Kingsway College reserves the right for a Dean to enter and inspect a student's room whenever necessary. A student acknowledges this right when he/she rents a room in the Residence Hall.

### **Roof**

The roofs of all campus buildings are off limits to all residents.

### **Room Assignment**

Rooms are for double occupancy. Residents are responsible for the condition of their rooms and will be charged for damages as well as custodial expenses if a room is left in need of repair and/or cleaning. (See Deposit)  
Single rooms, if available, may be requested at an additional cost. International students who room alone are required to pay at the Business Office. If you room alone, the extra furniture is to remain in the room. Rooming alone must be approved through parent/guardian, Business Office and Residence Dean.

### **Room and Meal Rates (Non-Dormitory Students)**

Please arrange through the Business Office.

### **Room Care**

Everyone appreciates a clean home. Residence students are expected to keep their rooms clean and in order. Rooms will be inspected on a daily basis. Each resident must check with the Dean on duty after school/work by 6pm. Rooms must be cleaned as the Dean indicates. Failure to check-in with the Dean will result in being dorm bound the following day.

### **Sunday Room Clean**

Each Sunday, all rooms and bathrooms will receive a thorough cleaning. All clothing will be hung up and in order, floors vacuumed, beds made, desks clean and orderly and bathrooms cleaned. Rooms must be clean by 1pm Sunday. If a student is leaving for the weekend, the above expectations must be done before leaving and checked by the dean on duty.

### **Room Visitation**

Everyone must sleep in his/her own room Sunday to Thursday. Permission to stay in someone else's room Friday and Saturday night must be approved by the Dean in accordance with fire safety regulations. If the Residence Hall has to be evacuated, it is important for the Dean to know in which room everyone is located.

Room visitations are restricted to parents and same sex siblings. If space is required for family time, counselling, or a party, please contact the Dean on duty and he/she will try to accommodate the request.

## **Sick List**

1. Please advise both the dean and the nurse of any information that will be helpful in dealing with your health. If you need ongoing medication or daily treatments, please notify both the dean and the nurse. You may not keep medication of any sort in your rooms, except vitamins, unless you let the nurse know. Please supply your own antihistamines if you have allergies. Any change of address, telephone number or health card number must be provided to update your files.
2. The nurse is available from 7:30-10:30 am Monday to Friday. All residents MUST notify the Dean for any illness occurring before the nurse arrives. The deans have access to medication if you should need something before the nurse arrives in order to go to school/work. Please do not wait to see the nurse unless the dean has advised you to do so. Please leave a message at extension 251 indicating where you will be at 7:30 am and the nurse will contact you OR ask permission from the work supervisor/teacher to leave at 7:45 am to see the nurse. You will be placed on sick list at the discretion of the nurse. If the nurse is not available, the dean may place you on sick list. It is your responsibility to notify your work supervisor that you are ill.
3. If you need to leave class or work due to illness, please go to the Record's Office 1<sup>st</sup>, 2<sup>nd</sup> the President's should no one be available at the Record's Office. They will contact the appropriate person on your behalf.
4. Once placed on sick list, you are to remain in your room for the remainder of the day or until cleared by the dean or the nurse. Having visitors or visiting other rooms, doing laundry, and playing loud music is not permitted.
5. Sick trays will be specifically designed to accommodate your illness. Please do not eat anything other than the food items given as it may complicate your illness. If your tray does not arrive, please notify the dean immediately.
6. If your illness requires a visit to the Doctor the nurse, the dean, or an administrator will take you to Urgent Care Clinic. Please ALWAYS HAVE YOUR HEALTH CARD IN THE DORM OR ON YOUR PERSON. Urgent Care may refuse to see you or charge a cash fee per visit if you do not have your health card.
7. Kingsway will not cover medications on your school bill unless you have a credit and your parents receive clearance from the Business Office. Please make arrangements with your parents about payment methods for medication you may need.
8. Doctor's appointments should be made during your free time. Try not to make appointments during school/work hours.
9. If you have chronic medical problems, please make arrangements to see your family doctor during home leaves or vacation.
10. Transportation to and from medical appointments will be your responsibility. Students under the age of 16 who have a medical emergency should contact the dean or nurse.
11. International students require the completion of a special claim form Visa Students Health Insurance Plan (VHIP) in order to be reimbursed for each visit to the clinic.
12. If you are a resident of Quebec, you must pay cash for each visit to the doctor and for medications. Please ensure you have cash available in your account at the Business Office for these purposes. A form must be filled out for each visit in order to receive a refund from Quebec Health.

***Failure to follow sick list policy will result in unexcused absences.***

## **Sports**

Kingsway College has two gymnasiums and sports field and it is expected that all sports activities be confined to these areas. The throwing or kicking of softballs, hard balls, basketballs, and/or tennis balls in the Residence Hall or on the lawn adjacent to it is not permitted. Any sports equipment used in the Residence Hall will be confiscated. This includes rollerblades and skateboards. SNOWBALLS ARE NOT TO BE THROWN NEAR THE BUILDINGS.

## **Stealing**

See DISCIPLINE policy.

## **Study Hall**

A time for quiet study and homework is provided. Students in grades 9-11 must remain in their own rooms during this time. If you need to study with a fellow student, you must have a note from your teacher and have permission from the Dean on duty.

Grade 12 students are permitted to visit other rooms on their wing. They are not permitted to visit the rooms of students in the lower grades.

### **Telephones/Cell Phones**

Phone use should be restricted during Study Hall and after 11:00 pm. Students repeatedly found on their phone may have it confiscated at the Dean's discretion. ANY MISUSE OF CALLING CODES OR THE ACCEPTING OF COLLECT CALLS ON SCHOOL PHONES WILL BE TREATED AS STEALING AND THE POLICY FOR STEALING WILL APPLY.

### **TELEVISIONS**

Students are not permitted to have televisions in Residence Hall rooms. The school reserves the right to confiscate them if you choose to bring them. They will be returned to you in June.

### **Worships**

Resident students are expected to attend all religious services planned by the school, including Residence Hall worship, Friday and Sabbath Vespers, Sabbath School, Church Services, and Week of Prayer. Arriving on time shows reverence for God, appreciation for program participants, and respect for fellow worshippers.

Discipline for tardiness or absences will be assigned by the Dean on Duty and/or the Discipline Committee.

### **Wrestling and "Play" Fighting**

Wrestling and "play" fighting is NOT permitted in the dorm, or any where else on campus, and will result in disciplinary action. If damages occur during wrestling, the damages will be considered as vandalism. See Discipline policy.

### **Transportation**

Durham Region Transit - <http://www.durhamregiontransit.com/>  
Go Transit Bus - <http://www.gotransit.com/>  
Go Transit - Train - <http://www.gotransit.com/>  
Via Rail Canada - <http://www.viarail.ca/en/stations/ontario/oshawa>  
Toronto Pearson International Airport - <http://www.gtaa.com/>

## **IMPORTANT DATES – 2025-2026**

Registration Days	September 1-2
Classes Begin	September 3
Thanksgiving Break	October 10-13
November Home Leave	November 7-10
Christmas Break	December 19 - January 4
Semester Break	January 24-February 1
2 <sup>ND</sup> Semester Begins	February 2
February Home Leave	February 14-16
Spring Break	March 14-22
Easter Break	April 3-6
May Home Leave	May 16-18
Graduation Weekend	June 19-21



