



Kingsway College
A Seventh-day Adventist High School

Student Handbook/Bulletin
2023-2024

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CONTENTS

INTRODUCTION/ MISSION STATEMENT/WHO MAY ATTEND.	3
ADMISSION PROCEDURE	4
ACADEMIC INFORMATION 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.	4
SPIRITUAL DEVELOPMENT... Sabbath services, worships, chapel/assembly, weeks of spiritual emphasis, power weekends, bible studies/baptismal classes, seating in College Park Church.	25
SOCIAL DEVELOPMENT Social activities, student leadership opportunities, holding or running for Office.	26
PHYSICAL DEVELOPMENT AE King Physical Fitness Complex, intramural program, varsity program, outdoor club, ski/snowboard club, cafeteria, health service.	27
WORK PROGRAM Work policy, work attendance, work opportunities, work expectations, job changes, student success program –	29
ATTENDANCE POLICY	30
BEHAVIOURAL GUIDELINES Standards for student conduct, discipline policy, discipline appeals, substance abuse policy, physical/sexual harassment/abuse policy, threatened/attempted suicide policy.	32
CAMPUS LIFE Dress code, personal electronic device policy, gum, lockers, visitor policy, sick list policy, accident reporting, motor vehicle policy.	37
INTERNATIONAL STUDENT INFORMATION	40
FINANCIAL INFORMATION	41
RESIDENCE HALL STUDENTS	43
IMPORTANT DATES	51
MAP	52

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”.

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)

In order to earn an Ontario Secondary School Diploma (OSSD), a student must earn a minimum of 30 credits, including 18 compulsory credits and 12 optional credits. Students must also complete 40 hours of community involvement activities and must successfully complete the Ontario Secondary School Literacy Test (OSSLT).

Credits Required

18 compulsory credits:

4 credits	English (1 credit per grade)
3 credits	Mathematics (at least one Gr. 11 or 12 math credit)
2 credits	Science
1 credit	Canadian History (Grade 10)
1 credit	Canadian Geography (Grade 9)
1 credit	Arts
1 credit	Health and Physical Education
1 credit	French as a Second Language
½ credit	Career Studies
½ credit	Civics
1 credit	English (including the Ontario Secondary School Literacy Course), French as a second language**, classical languages, international languages, Native languages, Canadian and world studies, Native studies, social sciences and humanities, guidance and career education, cooperative education*
1 credit	French as a second language**, the arts, business studies, health and physical education, cooperative education*
1 credit	French as a second language**, science (Grade 11 or 12), computer studies, technological education, cooperative education*

12 optional credits selected according to individual interests and goals

30 credits total (Must include at least two online learning credits)

* A maximum of 2 credits in cooperative education may count as additional compulsory credits, selected from any of Groups 1,2, or 3.

** A maximum of 2 credits in French can count as compulsory credits, one from group 1 and one from either group 2 or group 3.

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. The course 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

The student is responsible for finding and completing 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.**

Online Learning Requirement

During their four years of high school, students must take two credits online through an approved Ontario online learning school. The courses must be taught asynchronously (not in a live online class setting with other students). Parents may request an exemption of this requirement by contacting the Registrar's Office to request an exemption form.

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). 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.

Ontario Secondary School Literacy Course (OSSLC)

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 to fulfill the literacy graduation requirement. Please see the President for further information on this option.

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

2023-2024 Terms and Reporting Periods

Semester 1 - Sept. 5, 2023 to Jan. 26, 2024

Term 1 - Sept. 5 to Nov. 3, 2023

Term 2 - Nov. 6, 2023 to Jan. 26, 2024

Semester 2 - Feb. 5 to June 20, 2024

Term 3 - Feb. 5 to Apr. 12, 2024

Term 4 - Apr. 15 to June 20, 2024

Progress Report and Report Card Dates

Semester 1

October Progress Report - October 5, 2023

1st Semester Mid-term Report Card - November 15, 2023

1st Semester Final Report Card - February 2, 2024

Semester 2

March Progress Report - March 6, 2024

2nd Semester Mid-term Report Card - April 24, 2024

2nd Semester Final Report Card - June 28, 2024

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: academic 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

AMV20 (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



BEM10 (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

EWC4U (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

OLC40 (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

PAR30 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.

PAD30 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.



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)

This course enables students to broaden their understanding of real-world applications of mathematics. Students will analyse data using statistical methods; solve problems involving applications of geometry and trigonometry; solve financial problems connected with annuities, budgets, and renting or owning accommodation; simplify expressions; 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



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

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.

Academic Honesty

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

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.

When it is determined that a student has engaged in 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 (~~AMU4M~~ AMI4U, AMV4U). Auditing privileges in music are for Gr. 12 students only.

Online Courses

Students who wish to take an 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 even if they withdraw from 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, or 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

Equivalency Process

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.

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.

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 18 absences in that course.

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 term. Exceptions for students in their 4th 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 term.

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

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 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"> ● 80% or higher average ● Minimum of three classes ● No mark less than 60% 	Criteria: <ul style="list-style-type: none"> ● Minimum of 80% Average ● No mark less than 80% ● Minimum of 3 classes ● Good citizenship record (no major disciplinary actions) ● One unexcused absence (total) and no more than 4 unexcused lates per class
Privileges: <ul style="list-style-type: none"> ● Pizza feed at the end of the semester (not at midterms) 	Privileges: <ul style="list-style-type: none"> ● Lunch with the President at the end of the semester

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 for investigation submitted by a teacher to the V.P. of Academics.

If a student is placed on this program, the V.P. of Academics or the President 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, and dorm students will attend a supervised study hall program to make sure the student is using their time wisely.

Touring Groups:

- Students will be allowed to practice with their groups as long as it doesn't interfere with classes or study hall.
- Students will not be allowed to tour
- Students will be allowed to perform on campus (as long as they are not missing class or study hall).

Sports Teams:

- Students will be allowed to practice with their groups as long as it doesn't interfere with classes or study hall at 3 pm.
- Students will not be allowed to play games/tournaments.

All Other Extracurricular Activities:

- Students will not be allowed to participate.

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 2nd 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

Students are asked to sit in the two right banks of pews or on the main floor of the sanctuary in the church, to facilitate taking attendance.

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 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 from 5:30 pm – 6:20 pm. 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.**

- 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 be excused for the following reasons: illness, medical appointments, and death in the family.

Unexcused Absences

- 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.
- Students who are more than half the period late for class will be considered absent.
- The teacher may issue an unexcused absence to a student who is dismissed from class for disciplinary reasons.
- 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.
- Unexcused absences and tardiness will be dealt with as follows:

Unexcused Absences (in each individual class)

Unexcused Absences		Consequences
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
6-9		Individualized plan implemented immediately
10		Plan continues
11-16		Plan continues
17-18		Plan continues
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

Unexcused Lates		Consequences
1		Talk to students
2		Talk to student
3		Have a sit-down talk with student
4		Warning; Email to parent/guardian
8		Conversation with counsellor/parent notified
12		Parent meeting with student/counsellor/Meeting with VP of Academics
16		Parent meeting with student/counsellor/Follow up
20		Individualized plan created
24-36		Individualized plan implemented immediately
40		Plan continues
44-64		Plan continues
68-72		Plan continues
76		Automatic withdrawal from class

Please Note: The total combined of both tardiness (M1 and M2) and absences is included as part of the 20 percent (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's 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, narcotics, alcohol, or tobacco, or supply them to others. Prescription drugs must be under the care and supervision of the School Nurse, or Deans, if a dorm student
 - 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 each student 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 plan is easily understood by all concerned and the consequences are clearly defined.
2. **Consistency:** A standardized 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 (including cyber/online social networks), 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 access to a Mental Health & Wellness professional on campus, a number of progressive discipline strategies, including suspension and expulsion where necessary, as consequences for inappropriate behaviour.

Suspension

All suspensions range between 1 and 10 school days on or off campus. During an off campus suspension, students are not permitted to enter the school building or come onto school property for any reason for the duration of the suspension. In addition, the student may not attend any school-related activities, functions or events, even if he/she was expected to participate in these activities.

The Discipline Committee (in consultation with the President) has the authority to suspend students. The Discipline Committee will consider whether to suspend a student if they believe that the student has engaged in any of the following activities while at school, at a school-related activity, or in any other circumstances where the activity has a negative impact on the school climate:

- uttering a threat to inflict serious bodily harm on another person, fighting and assault
- possession or use of alcohol, tobacco or restricted drugs (this includes the use of vaporizer pens)
- being under the influence of alcohol
- swearing at a teacher or at another person in a position of authority
- refusing to follow directions given by a staff member (insubordination)
- sneaking out of the dorm, leaving campus without permission (includes lying about location), and falsifying a home leave slip
- misuse of keys
- inappropriate use of the internet and network hacking
- pornography
- committing theft
- open flame in dorm
- committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school
- cyber/online social networks or in person bullying, harassment, intimidation, discrimination, and initiations
- any act considered by Discipline Committee to be detrimental to the moral tone of the school
- any act considered by Discipline Committee to be detrimental to the physical or mental well-being of members of the school community

*** Studies will be assigned during this time and must be handed in the first class day after the suspension ends. 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.

*** If a student is suspended for a major infraction, they will lose any school office held.

*** Students who are suspended twice for the same major infraction or three times for any major infraction may be asked to withdraw from school.

*** Police may be notified if a major infraction involves criminal activity.

Expulsion

If a student is expelled (or asked to withdraw) from Kingsway College, he/she will not be permitted on school property, and will not be able to participate in any school-related activities.

An expulsion will be for the remainder of the semester or the remainder of the semester plus one full semester depending on the offence. Once this time period is past, the student may reapply to Kingsway College and the admissions committee will determine whether to allow the student to come back to Kingsway College.

The Discipline Committee may consider recommending to Kingsway's Administrative Committee (ADCOM) that a student be expelled if they believe that the student has engaged in any of the following activities while at school, at a school-related activity, or in any other circumstances where the activity has a negative impact on the school climate:

- possessing a weapon, including possessing a firearm
- using a weapon to cause or to threaten bodily harm to another person
- committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
- committing mental assault and/or defamation of one's character via cyber/online social networks
- committing sexual assault
- open flame in dorm combined with smoking or drugs
- supplier of weapons, alcohol, tobacco, or restricted drugs
- giving alcohol to a minor
- committing robbery
- sexual activity
- occult involvement
- an act considered by Discipline Committee to be significantly detrimental to the moral tone of the school and/or to the physical and mental well-being of others
- a pattern of behaviour that is so inappropriate that the student's continued presence is detrimental to the effective learning and/or working environment of others
- activities engaged in by the student on or off school property that cause the student's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of others in the school
- activities engaged in by the student on or off school property that have caused extensive damage to the property, or to goods that are/were on school property
- any act considered by Discipline Committee to be a serious violation of the school codes of conduct

A student who has been expelled may apply to Academic Policies Committee for permission to write his/her final exams if their expulsion and other absences result in no more than 18 class absences (according to the attendance policy, credit may be lost if 20% of any course - approximately 18 class periods - is missed). If permission is granted, a student may also complete assignments missed after his/her withdrawal date. It is the student's responsibility to contact his/her teachers for missed assignments. All such assignments are due one week before final exams.

Any practice or attitude which undermines the standards of the school is not permitted. Whenever, in the judgement of the faculty, a student's connection with the school is no longer beneficial, or their influence becomes detrimental to others, he/she may be dismissed whether or not they have broken specific rules.

Visitation to Campus (during suspension or after expulsion)

Students who have been suspended or expelled 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, OR V.P. OF ACADEMICS.

Parents/Legal Guardians

When a student receives a major infraction, the Discipline Committee will notify the parents/guardians of the student before finalizing the disciplinary course of action. The parents/guardians along with the student are invited to meet with the Committee and are welcome to recommend a course of action. The Discipline Committee, however, will make the final decision.

DISCIPLINE APPEALS

The Discipline Committee determines discipline for infractions of school rules. Students have the right to appeal any decision that affects them. Kingsway has a Discipline Appeals Committee to deal with student appeals. If the student or parent wishes to appeal a decision, they need to inform the President in writing, stating the reasons for their appeal. Appeals are usually only considered if there is new information that wasn't available when the Discipline Committee made their decision.

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

A student threatening or attempting suicide is in need of professional help. Because this assistance is unavailable on campus, the following policy will apply:

- Threatened Suicide:
 - A student threatening suicide will be sent home for professional evaluation and counselling.
 - 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:
 - A student attempting suicide shall immediately be sent by emergency vehicle to the hospital.
 - Parent/legal guardian will be notified by the Administration immediately.
 - Upon discharge from the hospital, students will be required to return home for professional evaluation and counselling.
 - 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.
 - After a second suicide attempt, parent(s)/guardian(s) are asked to withdraw the student and seek professional help.

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:

- Tops that are tight or form fitting are not permitted. Tops must not allow underclothing or midriffs to be visible. Necklines must be moderate/professional like and not low cut.
- See-through shirts/tops are not permitted.
- Sleeveless is permitted but the straps must be 2 inches (3 fingers wide) or more.
- 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.
- Dresses, skirts, culottes, and shorts must be no shorter than a credit card height (credit card horizontal) above the top of

- the knee. Cut-offs are not permitted.
- Leggings (or legging type material) must be worn with school appropriate shorts or skirts. Leggings do not increase the length of your shorts or skirts.
- Yoga pants are not permitted.
- Athletic type shorts are permitted in the classroom as long as they meet the credit card height 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. Rubber cause bracelets (appropriate messages) are allowed. All other bracelets must not be worn.
- 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 are permitted in the residence hall only.
- Body art/tattoos or markings must be covered at all times.
- Unnatural looking make-up is not permitted.
- Multi-coloured or unnatural hair colouring, unusual haircuts (such as Mohawks, initials shaved into the hair, etc.) are not permitted.

DRESS CATEGORIES

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

VESPERS DRESS:

Options for Girls:

- Dresses, or
- Dress skirts with blouse/sweater, or
- Dress pants with blouse/sweater
- Dresses, skirts and pants must not be tight or form fitting.

- Sleeveless garments are allowed as long as the straps are at least 2" (3 fingers) wide. Underclothing must not be visible.

Options for Boys:

- Dress pants with dress shirt and tie (knotted at the top of the collar), or
- Dress pants with mandarin collared shirt, or
- Dress pants with turtleneck/mock turtleneck sweater
- Dress pants with dress shirt and sweater
- Dress shirts and pants must not be tight or form fitting.

Notes for boys and girls:

- Dress shoes and socks must be worn to Vespers.
- No sweatshirts or hoodies should be worn to Vespers.
- Casual jackets (such as school jackets, jean jackets, etc.) are not to be worn in the sanctuary/chapel.

SABBATH SCHOOL AND CHURCH DRESS:

Options for Girls:

- Dresses, or
- Dress skirts with blouse/sweater, or
- Dress pants with blouse/sweater
- Dresses, skirts and pants must not be tight or form fitting.

- Sleeveless garments are allowed as long as the straps are at least 2" (3 fingers) wide. Underclothing must not be visible.

Options for Boys:

- Suit or sport coat and coordinated pants with dress shirt and tie, or
- Suit or sport coat and coordinated pants with turtleneck/mock turtleneck sweater, or
- Dress pants, dress shirt with tie (knotted at the top of the collar)
- Dress shirts and pants must not be tight or form fitting.

Notes for boys and girls:

- Dress shoes and socks must be worn to Sabbath School and Church.
- No sweatshirts or hoodies should be worn to Sabbath School or Church.
- Casual jackets (such as school jackets, jean jackets, etc.) are not to be worn in the sanctuary/chapel.

BANQUET DRESS:

The Deans will approve all banquet dress and costumes for dorm students and SA sponsors or deans will approve all banquet dress and costumes for community students (with consideration given to modesty principles) prior to banquets.

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 at least halfway to the knee.
- 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.
- Yoga pants are 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 may not use cell phones during school hours in any classroom (including the gym). They are also not permitted at any time in the chapel or church. 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).

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 Administration discretion. 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, V. P. 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.

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 until 7:30 p.m. with the dean's permission.
- Students must obtain dean's permission for using their vehicle or being passengers in a vehicle after 7:30 p.m.
- 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 Director of Student Finance 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:

Constituent	Students who are members or whose parents are members of the Seventh-day Adventist Church.
Non-Constituent	Non-international students who are not members and whose parents are not members of the Seventh-day Adventist Church.
International	Students who are not citizens or permanent residents of Canada, United States or Bermuda, and are not members of the Seventh-day Adventist Church.

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 and Adventist School Pay on our website at www.kingswaycollege.on.ca. Equal 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.

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 readmission. 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:

- A registration fee of \$900. This fee is non-refundable.
- Tuition, which 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.
- 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. 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. Room rent is based on double occupancy.
- Each dorm resident must pay a \$200 deposit [is this correct?]. 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.
- 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, or [Drama, should it not be included?] 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)
- Gaming systems (Xbox, PlayStation, ...etc.)

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 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. Please 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 \$100.00 fine 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** – the only cooking in the Residence Hall is restricted to rice cookers and microwaves. **The cooking of meat is prohibited.**
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.

Food Order Guidelines

The ordering of unclean meat is prohibited.

Sunday to Thursday -- -- Students can have food delivered at 10:00 pm ONLY. Deliveries of food during Study Hall are not permitted.

Food may be ordered on Saturday nights after Sabbath hours and must be delivered before 12:00am.

No food orders are allowed during the Sabbath hours, which is sunset Friday to sunset Saturday inclusive. Violation of these guidelines will result in confiscation or forfeiture of your food.

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. Limited rooms are available for rent in Buena Vista Hall. Arrangements must be made with the Girls Dean by the end of May. 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 \$50.00 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 fill out sign-out sheets.

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 G-suite for** research and learning are the main purposes for the one-to-one computer 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:

1st offence – warning

2nd offence – warning and phone call home

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

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

5th 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 1st, 2nd 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 CARDS, CALLING CODES OR THE ACCEPTING OF COLLECT CALLS 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.go transit.com/>

Go Transit - Train - <http://www.go transit.com/>

Via Rail Canada - <http://www.viarail.ca/en/stations/ontario/oshawa>

Toronto Pearson International Airport - <http://www.gtaa.com/>

IMPORTANT DATES – 2024-2025

Registration Days	September 1-2
Classes Begin	September 3
Thanksgiving Break	October 11-14
November Home Leave	November 8-11
Christmas Break	December 20 - January 6
Semester Break	January 25-February 2
2 ND Semester Begins	February 3
February Home Leave	February 14-17
Spring Break	March 7-16
Easter Break	April 17-21
May Home Leave	May 16-19
Graduation Weekend	June 20-22



