



Kingsway College
A Seventh-day Adventist High School

Student Handbook/Bulletin
2016-2017

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This Agenda belongs to:

Name _____

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CONTENTS

INTRODUCTION/ MISSION STATEMENT/WHO MAY ATTEND	3
ADMISSION PROCEDURE	4
ACADEMIC INFORMATION	4
Diploma and certificate requirements, course selection, courses offered, course descriptions, academic policies, assessment and reporting, class standing, graduation, honour roll/principal's list, student success program - academic, academic services	
SPIRITUAL DEVELOPMENT	36
Sabbath services, worships, chapel/assembly, weeks of spiritual emphasis, power weekends, bible studies/baptismal classes, seating in College Park Church	
SOCIAL DEVELOPMENT	37
Social activities, student leadership opportunities, holding or running for Office	
PHYSICAL DEVELOPMENT	40
AE King Physical Fitness Complex, intramural program, varsity program, outdoor club, ski/snowboard club, cafeteria, health service	
WORK PROGRAM	41
Work policy, work attendance, work opportunities, work expectations, job changes, student success program –	
ATTENDANCE POLICY	44
BEHAVIOURAL GUIDELINES	47
Standards for student conduct, discipline policy, discipline appeals, substance abuse policy, physical/sexual harassment/abuse policy, threatened/ attempted suicide policy	
CAMPUS LIFE	55
Dress code, personal electronic device policy, gum, lockers, visitor policy, sick list policy, accident reporting, motor vehicle policy	
INTERNATIONAL STUDENT INFORMATION	59
FINANCIAL INFORMATION	60
RESIDENCE HALL STUDENTS	63
IMPORTANT DATES/MAP/PHONE LIST	77

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 submitting an application, students and their parent(s)/legal guardian(s) indicate a willingness to 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
 - b. Student Statement of Intent
 - c. Student Health Services
 - d. Transcript or Credit Counseling 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 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 principal 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

* 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 course is required each year, and 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.**

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 Principal 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 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 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.

COURSE SELECTION

Throughout high school, students will work with their parents and the Principal 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 Principal 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 70 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 policy documents as outlined by the Ontario Schools Policy and Program Requirements (OS) document. 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 and 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. Students who plan to switch from one course type in Grade 9 to the other in Grade 10, will be strongly encouraged to successfully complete additional course work, as defined by the ministry, of up to 30 hours, in order to demonstrate achievement of the learning expectations that are included in the one Grade 9 course but not the other. A half-credit transfer course (usually available in summer school) is required to transfer from Gr. 9 Applied Math to Gr. 10 Academic Math. 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 Principal for further information and for help in locating specific information regarding college/university entrance requirements.

Ministry of Education Curriculum Documents

Parents wishing to learn more about the Ministry courses offered by Kingsway College can visit the Ontario Ministry of Education website at <http://www.edu.gov.on.ca/eng/curriculum/secondary/index.html> to access the curriculum documents prepared by the Ministry.

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

AVI20 (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

AVI30 (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

AMI20 (INSTRUMENTAL MUSIC - BAND, GRADE 10, OPEN)

This course emphasizes the creation and performance of music at a level consistent with previous experience. Students will develop musical literacy

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

Prerequisite: None

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

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

Prerequisite: None

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

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

Prerequisite: Music, Grade 9 or 10, Open

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

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

Prerequisite: Music, Grade 9 or 10, Open

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

This course enables students to enhance their musical literacy through the creation, appreciation, analysis, and performance of music. Students will

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

Prerequisite: Music, Grade 11, University/College Preparation

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

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

Prerequisite: Music, Grade 11, University/College Preparation

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



Business Studies

BTT10 (INFORMATION AND COMMUNICATION TECHNOLOGY IN BUSINESS, GRADE 9, OPEN)

This course introduces students to information and communication technology in a business environment and builds a foundation of digital literacy skills necessary for success in a technologically driven society. Students will develop word processing, spreadsheet, database, desktop publishing, presentation software, and website design skills. Throughout the course, there is an emphasis on digital literacy, effective electronic research and communication skills, and current issues related to the impact of information and communication technology.

Prerequisite: None

BBI20 (INTRODUCTION TO BUSINESS, GRADE 10, OPEN)

This course introduces students to the world of business. Students will develop an understanding of the functions of business, including accounting, marketing, information and communication technology, human resources, and production, and of the importance of ethics and social responsibility. This course builds a foundation for further studies in business and helps students develop the business knowledge and skills they will need in their everyday lives.

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

CGC1P (ISSUES IN CANADIAN GEOGRAPHY, GRADE 9, APPLIED)

This course focuses on current geographic issues that affect Canadians. Students will draw on their personal and everyday experiences as they explore issues relating to food and water supplies, competing land uses, interactions with the natural environment, and other topics relevant to sustainable living in Canada. They will also develop an awareness that issues that affect their lives in Canada are interconnected with issues in other parts of the world. Throughout the course, students will use the concepts of geographic thinking, the geographic inquiry process, and spatial technologies to guide and support their investigations..

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 groups 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 Canadian identity, citizenship, and heritage. 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 since 1914. Students will explore interactions between various communities in Canada as well as contributions of individuals and groups to Canadian heritage and identity. Students 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 such as healthy schools, community planning, environmental responsibility, 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.

Prerequisite: None

CHA3U (AMERICAN HISTORY, GRADE 11, UNIVERSITY)

This course traces the social, economic, and political development of the United States from colonial times to the present. Students will explore the historical context of key developments that shaped the United States, its identity and culture, and its role in the global community. They 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 forces in 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 their understanding of the principles of Canadian and international law when exploring rights and freedoms within the context of topics such as religion, security, cyberspace, immigration, crimes against humanity, and environmental protection. Students will apply the concepts of legal thinking and the legal inquiry process when investigating these issues in both Canadian and international contexts, and they will develop legal reasoning skills and an understanding of conflict resolution in the area of international law.

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

ENG1D (ENGLISH, GRADE 9, ACADEMIC)

This course is designed to develop the 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 informational and graphic texts, and create oral, written, and media texts in a variety of forms. An important focus will be on the use of strategies that contribute to effective communication. The course is intended to prepare students for the Grade 10 academic English course, which leads to university or college preparation courses in Grades 11 and 12.

Prerequisite: None

ENG1P (ENGLISH, GRADE 9, APPLIED)

This course is designed to develop the key oral communication, reading, writing, and media literacy skills students need for success in secondary school and daily life. Students will read, interpret, and create a variety of informational, literary, and graphic texts. An important focus will be on identifying and using appropriate strategies and processes to improve students' comprehension of texts and to help them communicate clearly and effectively. The course is intended to prepare students for the Grade 10 applied English course, which leads to college, or workplace preparation courses in Grades 11 and 12.

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: English, Grade 9, Academic or Applied

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: English, Grade 9, Academic or Applied

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 analyze 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 analyze a range of forms and stylistic elements of literary texts

and respond personally, critically, and creatively to them. They will also assess critical interpretations, write analytical essays, and complete an independent study project.

Prerequisite: English, Grade 11, University Preparation

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

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

Prerequisite: English, Grade 11, University Preparation

ESL1 (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

ESL2 (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

ESL3 (ENGLISH AS A SECOND LANGUAGE, ESL LEVEL 3, OPEN)

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

Prerequisite: ESL Level 2 or equivalent

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

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

Prerequisite: ESL Level 3 or equivalent

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

This course is designed to help students acquire and demonstrate the cross-curricular literacy skills that are evaluated by the Ontario Secondary School Literacy Test (OSSLT). Students who complete the course successfully will meet the provincial literacy requirement for graduation. Students will read a variety of informational, narrative, and graphic texts and will produce a variety of forms of writing, including summaries, information paragraphs, opinion pieces, and news reports. Students will also maintain and manage a portfolio containing a record of their reading experiences and samples of their writing.

Eligibility Requirement: Students who have been eligible to write the OSSLT at least twice and who have been unsuccessful at least once are eligible to take the course.



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 continue to develop language knowledge and skills 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 the skills necessary to become life-long language learners.

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

FSF1P (CORE FRENCH, GRADE 9, APPLIED)

This course provides opportunities for students to communicate and interact in French in structured situations on everyday topics and to apply their knowledge of French in everyday situations. Students will continue to develop language knowledge and skills introduced in the elementary Core French program, through practical applications and concrete examples, and will use creative and critical thinking skills in various ways. They will also enhance their understanding and appreciation of diverse French-speaking communities, and will develop the skills necessary to become life-long language learners.

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 continue to develop their language knowledge and skills 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 continue to develop the skills necessary to become life-long language learners.

Prerequisite: Core French, Grade 9, Academic or Applied

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 creative and critical thinking skills through responding to and exploring a variety of oral and written texts. They will continue to broaden their understanding and appreciation of diverse French-speaking communities and to develop the skills necessary for life-long language learning.

Prerequisite: Core French, Grade 10, Academic



Guidance and Career Education

GLC2O (CAREER STUDIES, GRADE 10, OPEN)

This course teaches students how to develop and achieve personal goals for future learning, work, and community involvement. Students will assess their interests, skills, and characteristics and investigate current economic and workplace trends, work opportunities, and ways to search for work. The course explores postsecondary learning and career options, prepares students for managing work and life transitions, and helps students focus on their goals through the development of a career plan.

Prerequisite: None



Health and Physical Education

PPL1OF (FEMALE) (HEALTHY ACTIVE LIVING EDUC., GR. 9, OPEN)

PPL1OM (MALE) (HEALTHY ACTIVE LIVING EDUC., GR. 9, OPEN)

This course emphasizes regular participation in a variety of enjoyable physical activities that promote lifelong healthy active living. Students will learn movement skills and principles, ways to improve personal fitness and physical competence, and safety and injury prevention. They will investigate issues related to healthy sexuality and the use and abuse of alcohol, tobacco, and other drugs, and will participate in activities designed to develop goal-setting, communication, and social skills.

Prerequisite: None

PPL20 (HEALTHY ACTIVE LIVING EDUCATION, GRADE 10, OPEN)

This course emphasizes regular participation in a variety of enjoyable physical activities that promote lifelong healthy active living. Student learning will include the application of movement principles to refine skills; participation in a variety of activities that enhance personal competence, fitness, and health; examination of issues related to healthy sexuality, healthy eating, substance use and abuse; and the use of informed decision-making, conflict resolution, and social skills in making personal choices.

Prerequisite: None

PPL30 (HEALTHY ACTIVE LIVING EDUCATION, GRADE 11, OPEN)

This course focuses on the development of a healthy lifestyle and participation in a variety of enjoyable physical activities that have the potential to engage students' interest throughout their lives. Students will be encouraged to develop personal competence in a variety of movement skills, and will be given opportunities to practise goal-setting, decision-making, social, and interpersonal skills. Students will also study the components of healthy relationships, reproductive health, mental health, and personal safety.

Prerequisite: None

PPL40 (HEALTHY ACTIVE LIVING EDUCATION, GRADE 12, OPEN)

This course focuses on the development of a personalized approach to healthy active living through participation in a variety of sports and recreational activities that have the potential to engage students' interest throughout their lives. Students will develop and implement personal physical fitness plans. In addition, they will be given opportunities to refine their decision-making, conflict-resolution, and interpersonal skills, with a view to enhancing their mental health and their relationships with others.

Prerequisite: None

AERIALS--ACROBATIC EDUCATION

This **non-credit 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.

OUTDOOR EDUCATION

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

MPM1D (PRINCIPLES OF MATHEMATICS, GRADE 9, ACADEMIC)

This course enables students to develop an understanding of mathematical concepts related to algebra, analytic geometry, and measurement and geometry through investigation, the effective use of technology, and abstract reasoning.

Students will investigate relationships, which they will then generalize as equations of lines, and will determine the connections between different representations of a linear relation. They will also explore relationships that emerge from the measurement of three-dimensional figures and two-dimensional shapes. Students will reason mathematically and communicate their thinking as they solve multi-step problems.

Prerequisite: None

MFMI1P (FOUNDATIONS OF MATHEMATICS, GRADE 9, APPLIED)

This course enables students to develop an understanding of mathematical concepts related to introductory algebra, proportional reasoning, and measurement and geometry through investigation, the effective use of technology, and hands-on activities. Students will investigate real-life examples to develop various representations of linear relations, and will determine the connections between the representations. They will also explore certain relationships that emerge from the measurement of three-dimensional figures and two-dimensional shapes. Students will consolidate their mathematical skills 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: Principles of Mathematics, Grade 9, Academic

MFMI2P (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: Principles of Mathematics, Grade 9, Academic, or Foundations of Mathematics, Grade 9, Applied

MCR3U (FUNCTIONS, GR. 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



SNC1D (SCIENCE, GRADE 9, ACADEMIC)

This course enables students to develop their understanding of basic concepts in biology, chemistry, earth and space science, and physics, and to relate science to technology, society, and the environment. Throughout the course, students will develop their skills in the processes of scientific investigation. Students will acquire an understanding of scientific theories and conduct investigations related to sustainable ecosystems; atomic and molecular structures and the properties of elements and compounds; the study of the universe and its properties and components; and the principles of electricity.

Prerequisite: None

SNC1P (SCIENCE, GRADE 9, APPLIED)

This course enables students to develop their understanding of basic concepts in biology, chemistry, earth and space science, and physics, and to apply their knowledge of science to everyday situations. They are also given opportunities to develop practical skills related to scientific investigation. Students will plan and conduct investigations into practical problems and issues related to the impact of human activity on ecosystems; the structure and properties of elements and compounds; space exploration and the components of the universe; and static and current electricity.

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, Academic or Applied

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, Academic or Applied

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



Technological Education

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

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.

Examples of cheating include, but are not limited to:

- copying homework
- using notes of any kind during quizzes or exams, including electronic devices
- 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

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 principal 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 principal
- 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 Principal.

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.
 - An audit fee of 15% of the per credit charge must be paid in advance.
- Non-Kingsway students must apply through Academic Policies for auditing privileges.

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). Auditing privileges in music are for Gr. 12 students only.

Correspondence Courses

Students who wish to take a correspondence course through the Independent Learning Centre (ILC), or any other distance education program as authorized by the Ontario Ministry of Education, may request permission from the Academic Policies Committee. Permission is not usually granted for students to take courses that are currently offered at Kingsway College. Information on courses available is continually updated on the ILC website (www.ilc.com). Graduating students are reminded that all correspondence courses required for diploma credit must be completed by the end of May and final grades must be received before graduation.

As of September 2016, 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 Principal. 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. Students who wish to take more than four per semester or fewer than three per semester

must request permission through the Academic Policies Committee. See the Principal.

Late and Missed Assignments

Teachers should:

- establish a classroom environment where students understand the consequences for not completing assignments
- 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

- Students who are absent on a test day are expected to make arrangements with their teacher about an alternate date and time for writing the test when they return to school. Students should be prepared to write the test on the day of their return to school. If a student is aware ahead of time that they will be absent on the day of a test, they are expected to make alternate arrangements with respect to the test date ahead of time. Any unexcused absences will result in the test being viewed as incomplete.

- 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 Principal to go over the student's academic records. Through the PLAR equivalency process, equivalent credits will be granted based on the work that has been completed as per 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

Every student will benefit from one required religion course each year. Kingsway offers four full-credit classes according to the Seventh-day Adventist religion curriculum outlined by the North American Division. .

Substitutions for Compulsory Credits

To meet special needs, the principal may grant permission to substitute up to three compulsory credits. Each substitution will be noted on the student's OST. **Parent requests regarding substitutions should be made to the Principal in writing.**

Suspension/Expulsion

Students who are suspended from school must make up missed work to be due on the day they return. 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.

Waiving Prerequisites

In certain case, when in the student's best interest, the Principal may waive a prerequisite for a course. **Parent requests regarding waiving a prerequisite should be made to the Principal in writing.**

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%.**

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 Principal.

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 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 or cheque.

Ontario Student Record (OSR)

The 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 ½ 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 6 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 of 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 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.) Graduation in absentia carries a \$50 fee.
- All members of the Grade 11 class are expected to march as an honour guard during graduation exercises.
- Graduation pictures are arranged through the Grade 12 class. Please see the class sponsor for details.
- Students who graduate under 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 Principal for information regarding the specific criteria for determining the valedictorian and salutatorian of the graduating class.
- Several scholarships are awarded during graduation ceremonies. Details are available from the President's Office.

- Details concerning graduation weekend and its requirements are distributed to Grade 12 students and their parents several weeks prior to graduation from the President's Office.

HONOUR ROLL/PRINCIPAL'S LIST

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

Honour Roll	Principal'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% in every class • Minimum of 3 classes • Good citizenship record (no major disciplinary actions) • One unexcused absence (total) and no excessive tardies
Privileges: <ul style="list-style-type: none"> • Residence Hall students may receive one night out of study hall per month with the residence hall dean's permission and under adult supervision • Pizza feed at the end of the semester (not at midterms) 	Privileges: <ul style="list-style-type: none"> • Residence Hall students may receive one night out of study hall per month with the residence hall dean's permission and under adult supervision • One discretion day per semester (certificates issued from the Records Office); this day must be used in the semester immediately following the posting • Dinner with the Principal at the end of the semester • Name published at home church and in school publications

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 a caliber of 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 or dean to the Principal.

If a student is placed on this program, the Principal or his/her representative 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.

Students who receive two or more grades below a 60%, or one or more grades below a 50% at any grading period will be restricted from extracurricular activities as listed below:

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
- Student 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.
- 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 Principal.
2. Personal Counselling . . . Available from the Principal, Campus Chaplain, or any faculty member.
3. Career Counselling . . . Available from the Principal or the Career Planning teacher.

Individual Pathways Plan

To support students in helping them prepare for their post-secondary experience, all students participate in Career Cruising which is an electronic program allowing students to create and maintain an electronic portfolio to track and accumulate evidence supporting their education and career planning goals. Students meet with an advisor at least 6 times during each school year to work on their electronic portfolios and update the information as they track their progress towards graduation.

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.

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.** Community students are invited to join the residence hall students for the evening meetings. 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 expected to sit in the right bank of pews in the main sanctuary of the church.

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 (beyond hand holding) is not permitted. Greeting type, "catch and release" hugs are generally acceptable. Reclining while visiting is not appropriate. **Students of opposite gender must remain in supervised areas at all times.**

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, supper clubs, and formal banquets.

Social activities are designed primarily for Kingsway students, unless otherwise specified.

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 Ad Council. The sponsors are to be aware of the academic average of the officers of the club. Officers will be asked to resign from office if their averages fall below the required minimum.

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)ncomplete 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.**

INTRAMURAL PROGRAM

All students are encouraged to participate in the intramural program which occurs on Monday and Wednesday evenings from 6:15 pm – 7:20 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 the varsity basketball team.

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 of 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 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.

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 and will 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. **All students (with the exception of International and Quebec) 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 work at College Woodwork or 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

College Woodwork

To be eligible to work at College Woodwork, students must: be 15 years of age or older; apply through the school Work Supervisor; and plan a time block of 3:00-5:00 pm (M, T, Th). College Woodwork pays by the hour starting at Ontario minimum wage. Money earned goes on the student's account but any bonus earned goes to the student in cash. Because College Woodwork is a manufacturer of furniture, they depend heavily on a consistent workforce. In order to protect student jobs, students who quit or are fired are ineligible to receive an on-campus job. Medical reasons would be one of the few exceptions to this rule.

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.

Summer Work

A 7-8 week summer work program at College Woodwork and a 70 hour campus summer work program are available. Students should apply as early as possible as positions are limited. Summer work contracts must be signed by both the student and his/her parent/legal guardian. Only those students who have applied and been accepted for the coming school year are eligible to apply for summer work. For further details, contact the Work Supervisor. **Please note that the residence halls and cafeteria are closed for the summer.**

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 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 coordinator 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 coordinator may approve a change of jobs. The coordinator 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, VP Finance, student and parents will meet and the student will be placed on a contract.

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.

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.

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 work place. **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 excused absence request form (see prearranged leave of absence below).

2. After an absence, students must bring a note to the Records Office indicating his/her name, date, reason for absence, and parental signature or have a parent/legal guardian phone the Record's Office immediately on their return to school. **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.**
4. Class work missed as the result of excused absences is 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.

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 "Excused 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.

Unexcused Absences

1. An unexcused absence is one in which a student is absent without a legitimate reason (refer to #1 under Excused Absences) or simply as a matter of convenience. Any absence for which a note or phone call has not been received by the Records Office on the day the student returns to school will also be considered unexcused.
2. Students who are more than 10 minutes late for class will be considered absent.

3. The teacher may issue an unexcused absence to a student who is dismissed from class for disciplinary reasons.
4. Generally, class work missed as a result of unexcused absences cannot be made up. Students are advised to refer to each teacher's classroom policy distributed on the first day of class.
5. Unexcused absences and tardies will be dealt with as follows:

Unexcused Absences	Lates	Consequences
1	3	Counsel with student.
2	6	Counsel with student. Parents informed.
3	9	Final warning. Student will begin the progressive discipline process if they continue to be late or miss 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 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.

Perfect Attendance Incentives

1. **Incentive Awards:** Each semester, a \$25 cash incentive will be awarded to every student with perfect attendance—no absences or tardies of any kind, including Assembly, work and non-credit courses, except for field trips and family funerals. **Application must be made to the Records Office to receive this award.**
2. **Perfect Attendance Awards:** A \$100 Perfect Attendance Award is given to students who have had no absences or tardies in any class, Assembly, work or non-credit courses, except for field trips and family funerals, for the entire school year. **Application must be made to the Records Office to receive this award.**

BEHAVIOURAL GUIDELINES

STANDARDS FOR STUDENT CONDUCT

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

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

School Rights

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

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

Student's Rights

All students have the right to:

- be treated fairly, consistently and with respect by other students and staff
- be safe from verbal and physical 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 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
 - 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
 - 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 fire fighting equipment (minimum fine: \$100)
 - not possess, sell, use, or duplicate unauthorized keys
 - enter and leave buildings through doors and not through windows or in any other manner

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

DISCIPLINE POLICY

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

Kingsway's discipline policy is based on five elements:

1. Simplicity: The 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, discrimination, intimidation, hateful words and actions, substance abuse, and physical violence in any form. Kingsway College supports the teaching and promotion of positive behaviour through the application of preventative programs and measures as well as a number of progressive discipline strategies, including suspension and expulsion where necessary, as consequences for inappropriate behaviour.

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.

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
- 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 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 ONE OF THE RESIDENCE HALL DEANS.

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:

- 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:

- sexual advances or requests for sexual favours
- displaying gender-offensive items, photos, posters, etc.

- inappropriate gestures, touching 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 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, Principal 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, modest** 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 modest and not low cut.
- Sleeveless attire and see-through shirts/tops are not permitted.
- 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.
- Pajamas, flannel/sleepwear, or sweatpants are not permitted.
- Dresses, skirts, culottes, and shorts must be no shorter than a credit card height 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 and 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.
- Jewelry, such as rings, earrings, necklaces, bracelets, or anything worn as jewelry 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.
- Doo rags 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
- 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 shoes and socks must be worn to Vespers.
- Dresses, skirts and pants must not be tight or form fitting.
- 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
- 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 shoes and socks must be worn to Sabbath School and Church.
- Dresses, skirts and pants must not be tight or form fitting.
- 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:

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. College Woodwork, maintenance).

SPORTS DRESS:

Sports dress applies to participants in PE or sporting activities.

- Shorts must have an inseam extending at least half way 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 sweat pants) 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 electronic devices that are sophisticated and inexpensive such as cellular phones, digital recording devices, PLD's, i.e. blackberry, iPods.

Personal electronic 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).

IPods

IPods and other such devices are not allowed on campus except in the dormitories, weight room, cafeteria, KFC (not during class time or special events), and outside.

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 President's office (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 of 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 assistant, the KFC, the Nurse, 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 \$1,000,000 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 will not be approved to ride in a vehicle with a student of the opposite sex.**
- 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 school nurse immediately for medical attention and work or school absence excuses. Personal injuries occurring at College Woodwork must be reported to the foreman immediately.
- 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 \$845. This fee is non-refundable.

- Tuition, which covers 6-8 credits per year. Fewer than 6 credits per year will be billed per credit.
 - 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 \$100 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.
 - 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, or Choir, 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 time 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
Laundry basket
Laundry detergent
Passport
Personal effects
Personal athletic wear
Pillow
Poster putty
Sabbath attire (see Dress Code)
School attire (see Dress Code)
NOTE: No bleach allowed

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
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
Gaming systems (Xbox, Playstation, ...etc.)

Bicycles

A storage room is provided for bicycles. If you have a bicycle and want it stored, please contact a 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 \$100 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 \$100 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 have to 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 the 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 President'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 on campus or in the residence halls. 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 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** – research and word processing are the main purposes for computer usage. Internet and e-mail access is acceptable 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 permitted. 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 computer and/or music device
- 4th offence – two week loss of computer and/or music device
- 5th offence – will be treated as insubordination and loss of 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 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	10:30pm – 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 cash to 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 the nurse of any information that will be helpful in dealing with your health. If you need ongoing medication or daily treatments, please notify 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 President's or 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 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 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 (TIC) 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 a gymnasium 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 roller blades 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. A teacher's note is needed in order to go to the Computer Lab to complete assignments.

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 10:30pm. Students repeatedly found in 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.

Transportation

Air Canada	1-888-247-2262
Classique Airline Van Service	905-427-6800
Go Transit	1-888-438-6646
Greyhound	1-800-268-9000
Greyhound (Oshawa)	905-723-2241
Taxi	905-571-1234
Via Rail	1-888-842-7245

Worships

Resident students are expected to attend all religious services planned by the school, including Residence Hall worships, Friday and Sabbath vespers, Sabbath School, and Church services. 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.

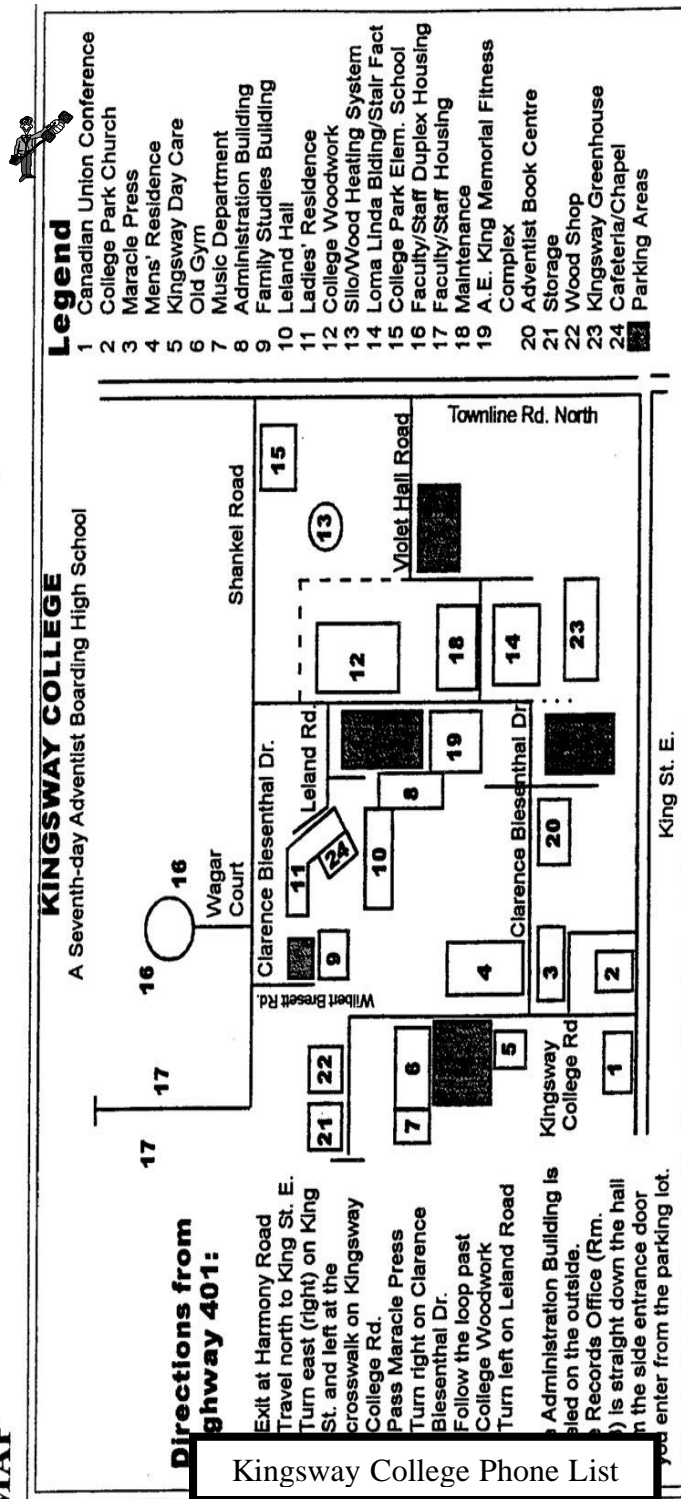
Wrestling

Wrestling is NOT permitted in the dorm and will result in discipline action. If damages occur during wrestling, the damages will be considered as vandalism. See Discipline policy.

IMPORTANT DATES – 2016/2017

Pre-Registration	September 5
Registration/Classes Begin	September 6
Thanksgiving Break	October 7-10
November Home Leave	November 10-13
Christmas Break	December 23 - January 8
Semester Break	January 27-29
2 ND Semester Begins	January 30
February Home Leave	February 17-20
Spring Break	March 11-19
Easter Break	April 14-17
May Home Leave	May 19-22
Graduation Weekend	June 23-25

MAP



Kingsway College Phone List

