KINGWEST ACADEMY

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About Kingwest Academy

Kingwest Academy is an elite university and college-prep K-12 school that focuses on character and educational skills that students need to succeed and excel at the next level and life. At Kingwest Academy, we prepare our students for their secondary and post-secondary academic life. Our teaching methods incorporate the Ontario curriculum with engaging teaching content and highly trained Ontario certified teachers. Our goal is to successfully educate students of all levels and learning styles, anywhere in the world.

Kingwest Academy follows Ontario high school year round schedule. As a general policy, students are accepted at the beginning of the semester, September and February, with ESL Classes (for Newcomer Canadian Youth) having rolling acceptance throughout the year depending on availability.

Many students attend Kingwest Academy to earn high-school credit course either not offered at their local school or upgrade/repeat course to improve their academic achievement to upgrade their marks for university or college admission, scholarship applications, or international academic requirements. As a result, our student body includes international students who are seeking admission at Canadian universities and colleges, as well as, students who are getting prepared to attend university in the United States and Europe.

In the province of Ontario, it is mandatory for each student to attend high school until the age of 18, or as soon as a high school diploma has been obtained. Kingwest Academy's high school courses give students an option to work ahead and graduate early or perhaps take a bit more time.

Choose Kingwest Academy

With us, you are not just a number. We provide student-centered, educational environment that incorporates the most effective teaching methods into our rigorous curriculum. Our dedicated and experienced faculty strive toward academic success of every students. Whether you child is learning pre-algebra for the first time, or getting ready to apply to universities around the world, we are committed to instilling commitment of education and lifelong learning.

Accreditation

Kingwest Academy courses are innovative, customized, and rigorous. We follow and exceed the Ministry's curriculum guidelines. Our assessment is tied to instruction which ensures that every student gains the needed skills for success in class and future academic endeavorers.

Ontario High School BSID # 880081

International Students

International students are able to obtain Canadian education from the comfort of their country. Kingwest Academy is dedicated to success of Canadian international students. Our staff provides assistance to all aspects of international education, from credit transfer, learning in a different timezone, to English Second Language classes.

Our Mission

As an independent college preparatory school, we offer an environment where all students excel and grow as life-long learners.

Our Vision

We are dedicated to creating an educational environment in which every student feels valued, gains passion for life-long learning, and gains a competitive academic advantage that will help them succeed in an increasingly complex world.

Our Goal

Our goal is to provide students with rich, innovative curriculum that results in real, in-depth learning. To equip students with life-long skills of problem solving, curiosity, and inquiry.

Attendance

Students are expected to log-in to the learning platform at least 3 times per week and complete 110 hours of instructional online and offline engagement. Evidence of student's attendance will be collected by course software and via contributions to the class through student work submissions, class discussion participation, task completion, and assessments. An absence will be recorded if the teacher finds that the student failed to keep the minimum logins for any week.

Attendance will be communicated with parents and students on weekly basis. In addition to their time spent completing their learning tasks, students will maintain learning log books, in which they will document their learning time off and online to serve as a course attendance proof.

Appropriate Computer Use Policy

Learning Management System at the Kingwest Academy is created for learning purposes only. Any type of inappropriate or illegal use is prohibited.
Teachers and students are responsible for keeping their passwords private and report suspicious online activity.

School Code of Conduct and Safe School Policy

Kingwest Academy is committed to promoting a positive school climate and safe learning and teaching environment for these elements are essential if students are to thrive and succeed in school. Everyone is safe, welcome, and respected. All school members must: respect and follow all applicable laws, demonstrate honesty and integrity, respect differences in people, treat one another with dignity and respect at all times, respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, gender identity, gender expression, sexual orientation, age, marital status, family status and disability. School community members must not engage in any form of bullying or commit illegal act(s).

Cheating and Plagiarism (Growing Success, 2010, pages 42 and 43) Students must understand that the tests/exams they complete and the assignments they submit for evaluation must be their own work and that cheating and plagiarism will not be condoned.

Assessment

Our school supports assessment that is: fair, transparent, and equitable for all students support all students, including those with special education needs, those who are learning the language of instruction (English or French), and those who are First Nation, Métis, or Inuit are carefully planned to relate to the curriculum expectations and learning goals and, as much as possible, to the interests, learning styles and preferences, needs,

and experiences of all students; are communicated clearly to students and parents at the beginning of the school year or course and at other appropriate points throughout the school year or course; are ongoing, varied in nature, and administered over a period of time to provide multiple opportunities for students to demonstrate the full range of their learning provide ongoing descriptive feedback that is clear, specific, meaningful, and timely to support improved learning and achievement; develop students' self-assessment skills to enable them to assess their own learning, set specific goals, and plan next steps for their learning. Evidence is gathered from three different sources: observations, conversations and student products. Evidence from observations is gathered from discussion areas, video evidence, real-time communication, and student work submission(s). Success criteria are used to create checklists, rubrics and exit cards that are posted in the course content pages and/or discussion areas. Ongoing descriptive feedback linked to the learning goals and success criteria is provided through such tools as a dropbox, discussion areas, and email exchanges.

The achievement chart provides a standard province-wide method for teachers to use in assessing and evaluating their students' achievement. Level 3 (70–79%) is the provincial standard. Teachers and parents can be confident that students who are achieving at level 3 are well prepared for work in the next grade or the next course. It should be noted that an evaluation of achievement in the 80–100% range (level 4) does not suggest that the student is achieving expectations beyond those specified for the

course, but rather that he or she demonstrates a very high to outstanding level of achievement of the specified expectations, and a greater command of the requisite knowledge and skills than a student achieving in the 70–79%range (level 3). A student whose achievement is below 50% at the end of the course will not obtain a credit for the course.

Course Evaluation

Term Work: 70% of the grade will be based on evaluation conducted throughout the course. This portion of the grade should reflect the student's most consistent level of achievement throughout the course. Unit tests 32%, Quizzes 13%, Participation 10%, Performance Assessment 15%. Learning evidence is collected from observation (discussion areas), conversation (facilitated through a variety of technologies), and student product (individual and group work).

Final Evaluation: 30% of the grade will be based on a final evaluation administered at or towards the end of the course. This evaluation will be based on evidence from one or a combination of the following: an examination, a performance, and/or another method of evaluation suitable to the course content. The final evaluation allows the student an opportunity to demonstrate a comprehensive achievement of the overall expectations for the course.

Student learning will be assessed and evaluated in a balanced manner with respect to the following four categories as determined by the teacher:

* Knowledge and Understanding 25%

* Thinking 10%

* Communication 15%

Application 20%

Learning Skills

Learning skills will be assessed on an ongoing basis for the following 6 parameters:

1) Responsibility, 2) Organization, 3) Independent Work, 4) Collaboration, 5) Initiative, and 6) Self-Regulation

Ontario Secondary Graduation Requirement

To graduate with an Ontario Secondary School Diploma (OSSD) student must earn credits, participate in community involvement activities, and complete the provincial secondary school literacy requirement. Students must earn the following compulsory credits to obtain the Ontario Secondary School Diploma.

To graduate in Ontario high school students need to complete:

- 18 compulsory credits

- 12 optional credits

- 40 hours of community involvement activities

- The provincial requirement

18 Compulsory Credits

4	Credits in English (1 per grade)
3	Credits in Mathematics (1 credit in Grade 11 or 12)
2	Credits in Science
1	Credit in Canadian History
1	Credit in Canadian Georgraphy
1	Credit in Health and Physical Education
1	Credit in French as a Second Language
0.5	Credit in Career Studies
0.5	Credit in Civics

Plus one credit from each of the following groups:

<u>Group 1</u>

• English or French as a second language**

• a Native language
 • a classical or international language

• social sciences and the humanities • Canadian and world studies
   • guidance and career education
   • cooperative education***

<u>Group 2</u>

• health and physical education

• the arts

- business studies

- French as a second language**

- cooperative education***

Group 3

- science (Grade 11 or 12)
  - technological education
  - French as a second language** • computer studies
  - cooperative education***

* A maximum of 3 credits in English as a second language (ESL) or English literacy development (ELD) may be counted towards the 4 compulsory credits in English, but the fourth must be a credit earned for a Grade 12 compulsory English course.

** In groups 1, 2 and 3, a maximum of 2 credits in French as a second language can count as compulsory credits, one from group 1 and one from either group 2 or group 3.

*** A maximum of 2 credits in cooperative education can count as compulsory credits.
The 12 optional credits may include up to 4 credits earned through approved dual credit courses.

Complete 40 hours of community involvement activities

Students must complete the 40 hours of community service involvement activities by the end of Grade 12. The Ministry is providing increased flexibility in how all secondary students can earn hours. At the principal's discretion, students may count the following towards their community involvement hours:

- Up to 10 hours of paid employment if a student is 14 years or older and completes a reflection exercise demonstrating how their work contributed to their community

- Community involvement during school time, for example, walking a younger child to and from school or helping younger siblings with school work

- Duties normally performed at home, for example, helping an elderly relative with errands or providing after school care for a sibling
  These hours spent in the community are meant to encourage students to:

- Develop an awareness and understanding of civic responsibility

- Understand the role they play and contributions they can make to support and strengthen the community

- Learn more about themselves and possible career opportunities

- Make sure you keep your Community Involvement Activity Record forms up-to-date with the proper information and signatures. You must submit your completed records to your school for data entry.

These community activities must:

- Be completed outside scheduled class time

- Not be a part of a credit course

- Be unpaid

- Total a minimum of 40 hours

- Be complete by the end of grade 12

If you're unsure what you want to do for your community hours, check out Youth Opportunities Ontario.

Eligible activities and examples

These guiding principles are intended to assist students and parents/ guardians in determining if an activity is within an approved area:

An event or activity designed to be of benefit to the community

An event or activity to support a not-for-profit agency, institution or foundation that conforms to the ethical standards of the DDSB and Ministry

Any structured program that promotes tutoring, mentoring, visiting or coaching, or whose purpose is to assist others who require the benefit of that assistance

Participation in an event or activity that supports ethical work of a global nature

Participation in an event or activity that promotes positive environmental awareness

participation in an event or activity that contributes to the health and well-being of any ethical group that conforms to community morality and conduct, including school-based activities

Participation in an event or activity affiliated with a club, religious organization, arts or cultural association, or political organization that seeks to make a positive and ethical contribution in the community

Kingwest Academy is only tracking student community services hours for full time students.

Ontario Secondary School Literacy Requirement

All students must successfully complete the Ontario Secondary School Literacy Requirement in order to earn a secondary school diploma. The Ontario School Literacy Test is normally written in the Grade 10 year and is based on the Ontario curriculum expectations for language and communication, particularly reading and writing, up to and including Grade

9. Students who do not successfully complete the test after taking it twice, may take the Ontario Secondary School Literacy Course (OSSLC) which is designed to help students acquire and demonstrate the cross-curricular literacy skills that are evaluated by the Ontario Secondary School Literacy Test. Students who complete the course successfully will meet the provincial literacy requirement for graduation. Successful completion of the test (or the OSSLC) is recorded on the Ontario Student Transcript. Presently, Kingwest Academy doesn't offer OSSLC course.

* Students shall remain in secondary school until they reach the age of eighteen or obtain an Ontario Secondary School Diploma (OSSD).

Substitution Policy for Compulsory Credit Requirements

To allow for flexibility in designing a student's program and to ensure all students can qualify for the OSSD, substitutions may be made for a limited number of compulsory credits. With permission, students may replace up to three credits (or the equivalent in half-credits) with courses selected from the remaining courses o!ered by the school that meet the requirements for compulsory credits. In all cases, the sum of compulsory and optional credits will not be fewer than 30 to earn the OSSD. Substitutions should only be made to promote and enhance student learning, or to meet special needs and interests. Each substitution will be noted on the student's Ontario Student Transcript.

Kingwest Academy is not currently offering substitutions for core credit requirements.

THE ONTARIO SECONDARY SCHOOL CERTIFICATE
The Ontario Secondary School Certificate will be granted on request to students who leave school before earning the Ontario Secondary School Diploma, provided that they have earned a minimum of 14 credits distributed as follows:

Compulsory credits (total of seven)
Two credits in English
One credit in Canadian geography or Canadian history
One credit in mathematics
One credit in science
One credit in health and physical education
One credit in the arts or technological education
Optional credits (total of seven)

Seven credits selected by the student from available courses
The provisions for making substitutions for compulsory credits are the same as those for the Ontario Secondary School Diploma.

THE CERTIFICATE OF ACCOMPLISHMENT

Students who leave school before fulfilling the requirements for the Ontario Secondary School Diploma or the Ontario Secondary School Certificate may be granted a Certificate of Accomplishment. The Certificate of Accomplishment may be a useful means of recognizing achievement for students who plan to take certain vocational programs or other kinds of further training, or who plan to find employment after leaving school.

Withdrawal from a Course

For students in grades 11 and 12, all course withdrawals and repeats are recorded on the Ontario Student Transcript (OST) and the percentage grade a the time is noted in the "Grade column", unless a student withdraws within 5 login hours following midterm point of the course (then the withdrawal is not recorded on the OST).
Students in grades 9 and 10 are able to withdraw from a course without it being recorded on the OST.
Repetition of a Course
Only one credit is earned if a course is repeated.

In grades 11 and 12, an "R" will be recorded in the "Credit" column of the student's OST for the course attempt with the lower mark. The credit will be granted for the course attempt which received the higher mark.

Changing Course

Student can change a course during the first two weeks of class if space available.

Terminology

A credit is granted in recognition of successful completion of a course for which a minimum of 110 hours of learning time has been scheduled. There is a set of 18 compulsory (mandatory) credits that students must successfully complete in order to meet the requirements for an Ontario Secondary School Diploma (OSSD).

Optional Credit - Students must successfully complete 12 optional (additional) credits from areas of interest and/or pathways. These credits will contribute to the 30-credit requirement for an OSSD.

Pre-requisite course: Prerequisite refers to a course that must be successfully completed in order to be eligible to enroll in another course at the next grade level.

Pre-requisite Waivers

Students who have not completed exact prerequisites may be eligible for a prerequisite waiver. In such instances, the student may be a mature

student, homeschooled, have completed similar courses in another province or country, or have relevant education or life experience beyond secondary school. Students wishing to apply to have a prerequisite waived should submit a written request along all relevant supporting documentation.

The Ontario Student Record

The Ontario Student Record (OSR) is the record of a student's educational progress through schools in Ontario. The Education Act requires that the principal of a school collect information "for inclusion in a record in respect of each pupil enrolled in the school and to establish, maintain, retain, transfer and dispose of the record". The act also regulates access to an OSR and states that the OSR is "privileged for the information and use of supervisory officers and the principal and teachers of the school for the improvement of instruction" of the student. Each student and the parent(s) of a student who is not an adult (that is, a student who is under the age of eighteen) must be made aware of the purpose and content of, and have access to, all of the information contained in the OSR.

If a student is enrolled in one or more Kingwest Academy courses and is also in another Ontario secondary school, the school where the student is taking the most courses will hold the OSR. Items such as copies of report cards, community involvement and results of the Ontario Secondary School Literacy test are examples of records kept in an Ontario Student Record.

Equivalent Credits

Out of province students or transfers from non-inspected private schools may be granted equivalent credits upon the Principal's evaluation of the student's previous learning.

"Equivalent Credits" are entered in the "Course Title" column

"PLE" entered in the "Course Code" column.

"EQV" in the "Percentage Grade" column.

The total number of credits entered into the "Credit" column.

And the number of compulsory credits entered into the "Compulsory" column. Equivalent high-school credits are not granted by Kingwest Academy at this time.

Special Education Accommodations

In compliance with the Ontario Regulation 181/98, "Identification and Placement of Exceptional Pupils", Kingwest Academy teachers and administration will ensure that an IEP is developed for every student who has been identified as exceptional by an Identification, Placement, and Review Committee (IPRC), within 30 school days of the student's enrollment.

The Reach Ahead Credit Program (Grades 9 -12)

"Under exceptional circumstances, an individual student in Grade 8, with parental consent, may be given permission by the principal of a secondary school to "reach ahead" to take secondary school courses, either during the

school year or in the summer prior to entering Grade 9." A student may only enroll in one Summer School credit course of any kind (i.e., one Reach-ahead course or one eLearning course, etc). *The Ontario Schools (2016)* Section 2.5.2.1. Currently, Kingwest Academy doesn't offer Reach Ahead Credit Program.

Minimal Hardware and Software Requirements

- A Mac (OS X or higher), a PC (Windows XP or higher) - A Chromebook (Chrome OS) - High-speed internet connection - A sound card with speakers and headphones - Webcam and microphone

Software

Adobe Reader - Adobe Shockwave - Firefox 4 or higher - Internet Explorer 7 or higher - Safari 5 or higher - Google Chrome 11 or higher

K-8 Student Classes

Kindergarten - Grade 3

Mathematics, Science & Technology (Coding), Language Arts (Spelling, Writing, Reading), Social Studies, Art, Physical Education, Music;

Grades 4 - 8

Mathematics, Science & Technology (Coding), Language Arts, Social Studies, Art, Physical Education, Music, French;

Ontario — Ministry of Education

School Year Calendar 2022 - 2023

Legend ▶ **H -** Statutory Holiday **E -** Scheduled Examination Day **P -** Professional Activity Day **B -** Board Designated Holiday ▱ Half Day

Month	Number of Instructional Days	Number of Professional Activity Days	Number of Scheduled Examination Days	1st Week					2nd Week					3rd Week					4th Week					5th Week				
				M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
August 2022				1 H	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
September 2022							1	2	5 H	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
October 2022				3	4	5	6	7	10 H	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31				
November 2022					1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30		
December 2022							1	2	5	6	7	8	9	12	13	14	15	16	19 B	20 B	21 B	22 B	23 B	26 B	27 B	28 B	29 B	30 B
January 2023				2 H	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
February 2023						1	2	3	6	7	8	9	10	13	14	15	16	17	20 H	21	22	23	24	27	28			
March 2023						1	3	3	6	7	8	9	10	13 B	14 B	15 B	16 B	17 B	20	21	22	23	24	27	28	29	30	31
April 2023				3	4	5	6	7 H	10 H	11	12	13	14	17	18	19	20	21	24	25	26	27	28					
May 2023				1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22 H	23	24	25	26	29	30	31		
June 2023							1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
July 2022				3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31				
TOTAL																												

Note: The 2022-2023 calendar provides for 195 possible school days between September 1, 2022 and June 30, 2023. The school year shall include a minimum of 194 school days of which three days must be designated as professional activity days with respect to specific provincial education priorities as outlined in the Policy/Program Memoranda 151 and up to four extra days may be designated by the board as professional activity days. The remaining school days shall be instructional days. The boards may designate up to ten instructional days as examination days

Curriculum Source Grades K - 8: http://www.edu.gov.on.ca/eng/Curriculum/elementary/index.html - Ontario Ministry of Education

Curriculum Source Grades 9-12:

The Ontario Ministry of Education Secondary Curriculum can be found at http://www.edu.gov.on.ca/eng/curriculum/secondary

Grade 9 Course Selection

Course Length - 5 months

MTH1W Mathematics (De-streamed)

SNC1D Science (Academic)

SNC1P Science (Applied)

BBI10, BBI20 Introduction to Business (Grades 9 or 10)

BTT10, BTT20 Information and Communication Technology in Business (Grades 9 or 10)

ENG1D English (Academic)

ENG1P English (Applied)

CGC1D Issues in Canadian Geography

FSF1D - French (Academic)

FSF1P - French (Applied)

Grade 10 Course Selection

Course Length - 5 months

MFM2P Mathematics (Applied)

MPM2D Mathematics (Academic)

SNC2D Science (Academic)

SNC2P Science (Applied)

BBI10, BBI20 Introduction to Business (Grades 9 or 10)

BTT10, BTT20 Information and Communication Technology in Business (Grades 9 or 10)

ENG2D - English - Academic

ENG2P - English. - Applied

CHC2D - Canadian History science World War I - Academic

CHV20 - Civics and Citizenship

ASM20 - Media Arts

Grade 11 Course Selection

Course Length - 5 months

ENG3C English College Prep

ENG3U English University

MBF3C Foundations of College Math College Prep

MCF3M Functions and Applications Mixed C/U

MCR3U Functions and Relations University

SBI3U Biology University

SCH3U Chemistry University

SPH3U Physics University

HRT3M - World Religions and Belief Traditions: Perspectives, issues, and

Challenges

SVN3M - Environmental Science

Grade 12 Course Selection

Course Length - 5 months

ENG4C English College Prep

ENG4U English University

MCT4C Mathematics for College Technology College Prep

MCV4UP Calculus & Vectors University

MDM4U Mathematics of Data Management University

MHF4U Advanced Functions University

SBI4U Biology University

SCH4U Chemistry University

SPH4U Physics University

ESL - English Second Language Courses

ESLAO 1 - Placement

ESLBO 1 - Placement

ESLCO 1 - Placement

ESLDO 1 - Placement

ESLEO 1 - Placement

CURRICULUM, ASSESSMENT AND EVALUATION RESOURCE

Outline of the Courses of Study Resource
The Ontario Curriculum Grades 9 to 12 - http://www.edu.gov.on.ca/eng/document/curricul/secondary/descript/descri9e.pdf

Ontario Curriculum Policy Document Resource
"Growing Success: Assessment, Evaluation, and Reporting in Ontario Schools"http://www.edu.gov.on.ca/eng/policyfunding/growSuccess.pdf

Course outlines for all courses are kept on file at the school and are available to parents and students. The courses offered by Kingwest Academy have been developed according to the requirements of the Ontario Ministry of Education.

Academic Credits - All courses listed with a course code are worth credits towards the Ontario Secondary School Diploma (OSSD).

The following three types of courses are at Kingwest Academy:

- **Academic courses** develop students' knowledge and skills through the study of theory and abstract problems. These courses focus on the

essential concepts of a subject and explore related concepts as well. They incorporate practical applications as appropriate.

- **Applied courses** focus on the essential concepts of a subject and develop students' knowledge and skills through practical applications and concrete examples. Familiar situations are used to illustrate ideas, and students are given more opportunities to experience hands-on applications of the concepts and theories they study.

- **Open courses** are designed to broaden students' knowledge and skills in subjects that reflect their interests and prepare them for active and rewarding participation in society. They are not designed with the specific requirements of university, college, or the workplace in mind.

Prior Learning Assessment & Recognition (PLAR)

Prior Learning is the formal evaluation and credit-granting process whereby students may obtain credits for prior learning. Prior learning includes the knowledge and skills that students have acquired, in both formal and informal ways, outside secondary school. Students may have their knowledge and skills evaluated against the expectations outlined in provincial curriculum policy documents in order to earn credits towards the secondary school diploma. The PLAR process involves two components: "challenge" and "equivalency".

The "challenge" process is the process whereby students' prior learning is assessed for the purpose of granting credit for a Grade 10, 11, or 12 course developed from a provincial curriculum policy document published in 1999 or later.

The "equivalency" process is the process of assessing credentials from other jurisdictions.

All credits granted through the PLAR process – that is, through either the challenge process or the equivalency process – must represent the same

standards of achievement as credits granted to students who have taken the courses. Kingwest Academy doesn't grant credits through the PLAR.

Procedure PR547 - Prior Learning Equivalent Credits outlines the process related to the granting of prior learning equivalent credits that is consistent with provincial policy. Details about the challenge process can be found in the PLAR Policy/Program Memorandum No. 129 on the Ministry of Education site.

Report Card

Kingwest Academy issues an official Ontario Secondary School Report Card when a student reaches the midterm and final point of any course taken. One copy will be sent directly to the school holding the student's Ontario Student Record (OSR) to be added to the record and to the Ontario Student Transcript (OST). The student will also receive a hard copy by mail.

The report card provides a percentage grade which reflects the corresponding level outlined in the achievement chart for the subject matter. A student successfully earns the credit when a final grade of 50% or higher is earned.

The final grade for each course in Grades 9–12 will be determined through the completion of both course work and a final evaluation. Course work and assessments will make up 70% of the final grade. This portion of the grade should reflect the student's most consistent level of achievement. However, special consideration can be given to more recent evidence of achievement alongside the teacher's professional judgement. The remaining 30% of the final grade will be based on a final evaluation delivered as an examination, performance essay, and/or other method suitable to the course content.

The report card also provides a record of the learning skills demonstrated by a student in each course. Learning skills will be assessed in the following six categories: Responsibility, Organization, Independent Work, Collaboration, Initiative, and Self-Regulation. These learning skills are evaluated using a four-point scale (E–Excellent, G–Good, S–Satisfactory,

N–Needs Improvement). The report card includes the teacher's comments on what a student has learned, their significant strengths, and the next steps for improvement.

Experiential Learning

Experiential learning is a chance to apply your knowledge and skills through hands-on experiences. These opportunities build valuable knowledge, essential skills, work habits, technical literacy and networks in business, industry and the community.

The following opportunities in experiential learning are available to high school students:

Business Studies

Cooperative Education

Technological Education

Other Forms of Experiential Learning

Presently, Kingwest Academy doesn't offer experiential learning.

Ontario ⬡ **Ministry of Education**

Elementary Provincial Report Card

Date: _____

Student:		OEN:	Days Absent:	Total Days Absent:
Grade:	Teacher:		Times Late:	Total Times Late:

Board:	School:
Address:	Address:
	Principal:	Telephone:

GRADE IN SEPTEMBER ➡ _____

Learning Skills and Work Habits

E – Excellent	G – Good	S – Satisfactory	N – Needs Improvement

Responsibility

- Fulfils responsibilities and commitments within the learning environment.
- Completes and submits class work, homework, and assignments according to agreed-upon timelines.
- Takes responsibility for and manages own behaviour.

Organization

- Devises and follows a plan and process for completing work and tasks.
- Establishes priorities and manages time to complete tasks and achieve goals.
- Identifies, gathers, evaluates, and uses information, technology, and resources to complete tasks.

Independent Work

- Independently monitors, assesses, and revises plans to complete tasks and meet goals.
- Uses class time appropriately to complete tasks.
- Follows instructions with minimal supervision.

Collaboration

- Accepts various roles and an equitable share of work in a group.
- Responds positively to the ideas, opinions, values, and traditions of others.
- Builds healthy peer-to-peer relationships through personal and media-assisted interactions.
- Works with others to resolve conflicts and build consensus to achieve group goals.
- Shares information, resources, and expertise, and promotes critical thinking to solve problems and make decisions.

Initiative

- Looks for and acts on new ideas and opportunities for learning.
- Demonstrates the capacity for innovation and a willingness to take risks.
- Demonstrates curiosity and interest in learning.
- Approaches new tasks with a positive attitude.
- Recognizes and advocates appropriately for the rights of self and others.

Self-Regulation

- Sets own individual goals and monitors progress towards achieving them.
- Seeks clarification or assistance when needed.
- Assesses and reflects critically on own strengths, needs, and interests.
- Identifies learning opportunities, choices, and strategies to meet personal needs and achieve goals.
- Perseveres and makes an effort when responding to challenges.

Strengths/Next Steps for Improvement

Sample

Ontario

Ministry of Education

Provincial Report Card, Grades 9–12

Semester	Reporting Period	Date

STUDENT: OEN: Grade: Homeroom: Principal:

Address: School Council Chair:

SCHOOL: Telephone: **BOARD:**   Email/Website:

Address: Fax: Address:

Courses	Reporting Period	Percentage Mark	Course Median	Credit Earned	Learning Skills and Work Habits						Comments – Strengths/Next Steps for Improvement	Attendance		
					Responsibility	Organization	Independent Work	Collaboration	Initiative	Self-Regulation		Classes Missed / Total Classes		Times Late
Course Title: Course Code: Teacher: ☐ ESL/ELD ☐ IEP ☐ French ☐ SHSM	1st													
	2nd													
	Final													
Course Title: Course Code: Teacher: ☐ ESL/ELD ☐ IEP ☐ French ☐ SHSM	1st													
	2nd													
	Final													
Course Title: Course Code: Teacher: ☐ ESL/ELD ☐ IEP ☐ French ☐ SHSM	1st													
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	Final													
Course Title: Course Code: Teacher: ☐ ESL/ELD ☐ IEP ☐ French ☐ SHSM	1st													
	2nd													
	Final													

To parents/guardians and students: This copy of the report should be kept for reference. The original or an exact copy has been placed in the student's Ontario Student Record (OSR) folder and will be retained for five (5) years after the student leaves school.

To view provincial curriculum documents, visit the Ministry of Education's website: www.edu.gov.on.ca.

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