

# **CENTENNIAL COLLEGIATE**

## **STUDENT HANDBOOK 2024- 2025**



**Principal: Ms. Wendy Benson**  
**Vice Principal: Ms. Sarah Nahachewsky**  
**Vice Principal: Ms. Tobi Tamblyn**

**Telephone: 306-683-7950**  
**Fax: 306-657-3946**  
**Website: [Centennial Collegiate](https://www.centennialcollegiate.ca)**  
**Email: [centennialschool@spsd.sk.ca](mailto:centennialschool@spsd.sk.ca)**  
**Instagram: @centcollegiate**

## TABLE OF CONTENTS

Academic Achievement, Awards & Scholarships.....	2
School Resource Officer .....	4
Sexual Harassment Policy of the SPSD.....	5
Anti-Racism Policy.....	6
Protocols for Technology Use .....	7
Security.....	8
Driver Education.....	8
Graduation.....	9
Emergency Procedures.....	10
Student Photos .....	10
Student and Library Cards.....	10
Library Procedures.....	11
Use of Cell Phones .....	12
Visitors and Use of the Student Commons .....	12
Student Services .....	13
Healthy Lifestyles .....	14
Littering & Recycling.....	14
Music-Playing Devices.....	14
Public Behaviour .....	14
Student Dress .....	15
Behavioural Expectations .....	16
Attendance .....	17
Attendance Policy and Procedures .....	18
Academic Integrity.....	20
French Immersion .....	22
Soccer and Dance Academies.....	22

## **ACADEMIC ACHIEVEMENT, AWARDS & SCHOLARSHIPS**

### **SUBJECT AWARDS**

Centennial Collegiate Academic Subject Awards will be presented to grade 9, 10, 11 and 12 students in each subject. All, or some of, the following criteria may be considered in choosing subject award recipients:

- academic standing in the class
- related extra-curricular involvement/participation
- citizenship
- spirit of inquiry and/or passion for subject.

### **HONOUR ROLL**

An official honour roll is determined for each grade level based on the courses taken during the school year. Students achieving 80% or higher will receive Honour Roll certificates. High Honour Roll certificates are awarded to students achieving 90% or higher.

### **GENERAL PROFICIENCY AWARDS**

The Board shall provide cash awards to the students in each school with the highest average in Grades 9, 10, 11 and 12 as follows:

Grade 9 - \$500	Grade 10 - \$750	Grade 11- \$1000	Grade 12 - \$1,500
-----------------	------------------	------------------	--------------------

Proficiency awards are computed by including the compulsory subjects at that grade level plus such other electives taken at that grade level to a total of eight courses in Grades 9, 10, 11 and seven in Grade 12.

When two students have identical averages, each shall receive the full award.

Proficiency awards shall be held in trust by the School Division until the student graduates from Grade 12 or leaves the school system.

Please follow the Scholarship and Post-Secondary group on Centennial's Edsby for all scholarship information.

### **SASKATOON BOARD OF EDUCATION FIRST NATIONS, INUIT & MÉTIS STUDENT SCHOLARSHIPS**

The Board shall provide an annual \$1,500 scholarship for four Indigenous students who graduate from one of our collegiates. These scholarships are awarded at the Saskatoon Indian and Metis Friendship Centre graduation gala. These scholarships are: Academic Achievement, John Dewar Spirit and Resiliency Award, First Nations Cultural Youth Award and the Métis Cultural Youth Award.

### **SASKATOON BOARD OF EDUCATION AWARD OF EXCELLENCE**

The Board shall provide a cash award of \$5,000 to be presented annually to the most outstanding graduate from Saskatoon Public Collegiates based on modelling excellence in academic, character, engagement and well-being.

The Board shall provide a cash award of \$500 to all other Award of Excellence nominees.

### **GOVERNOR GENERAL'S ACADEMIC MEDAL**

The average includes all grade 11 and grade 12 courses. Regardless of the stream or the subjects chosen, all students are eligible for consideration upon graduation.

### **SASKATOON BOARD OF EDUCATION PERSEVERANCE AWARD**

The Board of Education shall provide an annual award of \$1,000 to each high school for students who have shown perseverance in overcoming significant obstacles to completing their high school education.

### **GRAHAM BERNAUER MEMORIAL SCHOLARSHIP**

The scholarship shall be awarded annually to one Centennial Collegiate Grade 12 student who is enrolled in post-secondary education, displays leadership amongst their peers in school and in the community, consistently treats others with respect, compassion, and kindness and is an advocate for the protection of the environment and/or displays an appreciation for nature.

### **QUINN STEVENSON AWARD**

This award will be awarded annually to one Centennial Collegiate Grade 12 student who is enrolled in post-secondary education, participates in athletics at school or in the community, demonstrates leadership and participation in the school and community, shows school spirit, lives by Centennial's code of conduct, demonstrate leadership in more than one area of school life and is well known and respected by the student body.

### **O'BRIENS SCHOLARSHIP**

This scholarship shall be presented to a graduating student who best amplify drive, leadership and service before self.

## **SCHOOL RESOURCE OFFICER**

### **The Role of the School Resource Officer (SRO) in our School**

The Saskatoon Police Service School Resource Officer (SRO) Program is a community policing initiative with police officers serving as daily resources to staff, students, parents, guardians and the community within the school environment.

The goals of the School Resource Officer Program include:

- developing positive attitudes and relationships between children, youth and the police,
- helping to create a safe school environment,
- serving as a resource for the school community in the areas of law, the police role in the community, and legal consequences,
- liaising with other sections of the Saskatoon Police Service to share information and provide assistance when required.

School Resource Officers:

- serve as a positive role model to students and school staff,
- establish and maintain open lines of communication with students, parents, guardians, and school staff,
- provide education on safety, substance abuse, life skills, and the justice system to both elementary and high school students,
- reduce crime through education, enforcement and personal interaction with students and staff,
- take reports and investigate incidents within the school. In some cases, mediation or warning diversion from the criminal justice system may lead to a successful resolution to a complaint. In other cases, a criminal charge may result.

## **SEXUAL HARASSMENT POLICY OF THE SASKATOON PUBLIC SCHOOL BOARD**

The Saskatoon Board of Education is responsible for establishing policies for the protection of the human rights and dignity of employees and students. Sexual harassment of any employee or student by an employee or student is unacceptable and shall warrant disciplinary action and may be considered grounds for dismissal or expulsion. The Board of Education also recognizes its responsibility to educate employees and students about sexual harassment.

Sexual harassment is defined as unwelcomed sexual advances, request for sexual favours, and other verbal or physical conduct of a sexual nature. Students/parents are encouraged to report incidents of sexual harassment to the principal, a counsellor, or a teacher. The staff member receiving the report will provide the Director of Education with the details of the incident/incidents in writing. The onus is on the student/parent to report instances of sexual harassment as soon after the incident as is reasonably possible. Reports of sexual harassment will be dealt with in strict confidence. However, it must be understood that confidentiality must be distinguished from anonymity.

At any step of the investigative procedures the complainant or respondent may choose to be accompanied by a friend, parent/guardian or other counsel. Following the investigation appropriate remedies or sanctions will be applied in keeping with due process. Such action may include verbal warning, written reprimand, transfer, suspension, or expulsion.

Any interference or attempt at coercion in the investigative process by or on behalf of the complainant or respondent will be considered grounds for immediate disciplinary action. Every effort will be made to ensure that everything done is fair and reasonable in the circumstances to protect staff and students against complaints or accusations that are trivial, frivolous, or made in bad faith. (For more information, please see Board Policy 7190, which is available from the principal.)

## **ANTI-RACISM POLICY**

Saskatoon Public Schools recognizes the diversity of our school communities, commits to establishing environments open to all, and believes that all members of our community have the right to live and work in an environment that protects fundamental human rights and human dignity. We acknowledge that racism, in all its forms (including individual, institutional, cultural, structural), is embedded in our society, and we support the ongoing commitment to the elimination of racism.

Individual acts of racism between students will not be tolerated in Saskatoon Public Schools. These incidents will be reported to school administration, who will follow up on all allegations of racism based on the response outlined below.

### **REPORTING**

All members of the school community - including students, staff, parents/caregivers/guardians have a duty to report any racist act.

- Students and parents/caregivers/guardians should report to teachers, school counsellors, school administrators or other school staff.
- Staff should report the racist act to school administration immediately.

### **RESPONDING**

Individual acts of racism, stereotyping, and discrimination are not tolerated in Saskatoon Public Schools. Our staff will respond in the following manner:

- All staff involved will support the student who experienced the racist act by centering and prioritizing their feelings, needs, and voice.
- Parents/caregivers/guardians of the students involved will be notified.
- Response by schools should include explicitly naming the act as racist, followed by taking necessary steps in accountability.
- Restorative and collaborative approaches to responding will be emphasized, but only after responsibility has been taken.
- School staff will extend efforts to provide learning for the student who committed the racist act on the impact of their actions, and/or observers to the incident, and support from central office can be provided if requested.
- The views of the student who committed the act must be given due weight in context of the student's age and maturity, and/or special considerations such as any formal diagnoses impacting the student.
- The school-based administrator will follow division discipline procedures when implementing any consequences required for racism.

## **PROTOCOLS FOR TECHNOLOGY USE**

Use of Saskatoon Public Schools educational technology is governed by the following administrative procedures:

- AP139 - Use of Smartphones/Personal Technology
- AP140 - Computer/Online Services Responsible Use
- AP141 – Social Media and Online Posting

### **INTERNET ACCEPTABLE USE PROCEDURES FOR STUDENTS**

1. Access to the Internet is an individual privilege, not a right. Any students who violate these guidelines will have their access removed for such period of time as is deemed appropriate by a teacher, or school administrator.
2. Generally, a student's conduct on the Internet is governed by the same expectations which guide their behavior at school.
3. Access to the Internet will only be provided while a student is under the supervision of a teacher or responsible adult who is present in the room where the student is accessing the Internet.
4. Students may not be given access to any passwords necessary to access the Internet.
5. All incidents of accessing inappropriate material will be handled according to the Saskatoon Board of Education Internet Acceptable Use Procedures and Centennial School guidelines.
6. Students will not use the Internet for purposes other than those requested by a teacher. Frivolous, commercial usage or emailing of the Internet is not permitted.
7. Students will not create, distribute, download or save any text, sounds, graphics or other material which are obscene, harassing, racist, malicious, fraudulent, libelous, or which may affect the integrity of a computer or computer network.
8. Students may not attempt to read, copy or change files or passwords belonging to other people, either locally or on the Internet unless authorized to do so by the individuals.



## **SECURITY**

### **BICYCLES**

Unlocked bicycles are an invitation to theft. Bicycle racks are provided to which bicycles may be locked. Bicycles locked on the school fence or left away from the racks are far more likely to suffer from vandalism or theft of parts than bicycles in the racks. The school can assume no responsibility for bicycles. If a bicycle is stolen, it should be reported to the vice principal, as well as to the police.

### **LOCKS AND LOCKERS**

Each student is responsible for ensuring that their locker is kept in good condition. Lockers must be kept locked when not in use. Combinations must not be shared with other students; the locker is to be a secure place for student property. The school cannot guarantee secure lockers and carries no insurance on student property.

Lockers remain the property of the school and are subject to inspections, without notice, by school authorities.

Students are expected to pick up and exchange books at their lockers before period one, at break, and before period four. This procedure ensures that students will get to class on time and will help to keep the noise outside classrooms to a minimum.

### **PARKING**

Students are to park in the student parking lot to the east of the school. Parking in staff parking and the Soccer Centre north lot is prohibited. Violators may be ticketed or towed.

## **DRIVER EDUCATION**

Driver Education is offered to students who are 15 years of age at the start of the course. The course consists of 30 hours of theory instruction and six hours of in-car instruction. Preparation for and writing of the provincial learner's license is included in the course. Students will be chosen according to their birth date and classes are offered several times throughout the year during the noon hour, as well as a two-week summer school class. To sign up for driver education during the school year, please register at Student Services.

## **GRADUATION**

Graduation Date: Tuesday, June 24, 2025 at 2:00 p.m. at Merlis Belsher Place

### **GRADUATION CEREMONY**

The ceremony includes the presentation of those students who have completed the requirements of Saskatchewan Learning during the 2024-2025 academic year:

- A total of 24 credits in grades 10, 11 and 12.
- Compulsory courses in grade 12: English 30A, English 30B, a Social Science 30.
- All compulsory courses in grades 10 and 11. For a list of compulsory courses at grades 10 and 11, see the course selection website.

These are the minimum requirements specified by Saskatchewan Learning for successful completion of the secondary program for current Grade 12 students.

Responsibility for planning and organizing the graduation exercises rests with the school administration and staff. This includes establishing eligibility criteria, preparing the list of eligible students, planning the program, and working with the student/staff graduation committee.

The graduation fee covers expenses associated with graduation. No one will be denied the opportunity to graduate because of an inability to pay. If the payment of graduation fees is a problem, alternate arrangements should be made through an administrator or a counsellor.

### **CHEM FREE AFTER GRAD**

The responsibility of the school ends with the ceremony; therefore, the school and its staff will not become involved in any After Grad activities. We encourage graduating students and their parents to plan together the Chem-Free After Grad activities.

## **EMERGENCY PROCEDURES**

### **EVACUATION AND FIRE DRILL PROCEDURES**

Fire drills at regular intervals are required by law and are an important safety precaution. The procedure is posted in all classrooms. When the fire alarm sounds, students must leave their books behind and are not to retrieve a coat. Students are to exit according to the route posted. Walk quickly, but do not run. When outside, move far away from the doors so that others may get out easily. Proceed to a safe location designated by the classroom teacher and listen carefully to their instructions. Attendance will be taken, and this information will then be communicated to designated staff members. Students may return to the school only when the three all-clear bells sound.

### **SHELTER-IN-PLACE/LOCKDOWN PROCEDURES**

A few times each school year, students and staff will practice shelter-in-place/lockdown procedures to ensure that everyone is prepared for a situation where students and staff are asked to remain in classrooms during an emergency situation. Teachers will discuss the importance of these procedures with students before and after the practice sessions.

## **STUDENT PHOTOS**

General student fees cover the cost of the student's identification card, yearbook picture, and pictures for office and guidance files. Pictures will be taken early in the school year. Students who are absent for the original photo session must wait for retakes and will, therefore, experience a delay in obtaining the student card. (Colour student photo packages may be purchased in the fall.)

## **STUDENT AND LIBRARY CARDS**

All students will be issued a student card. This card entitles the student to a student rate on transit buses and will admit students to school activities. This card is also the student's library card. If a card is lost, the student should see Student Services.

## **LIBRARY PROCEDURES**

### **Hours**

The library is open from 8:30 a.m. to 3:45 p.m. Monday to Friday.

To access Centennial Collegiate's Library card catalogue at home or at school:

<http://secondarylibguides.spsd.sk.ca/centennial>

### **Borrowing**

There is a maximum of ten items on loan per student and a limit of three items on the same topic for any given assignment.

### **Loan Period**

Books - two weeks. AV equipment (i.e. digital cameras and camcorders) can be checked out, but collateral must be given at the circulation desk.

### **Renewals**

Materials may be renewed several times provided there is no other student or teacher request for the material. All items must be brought to the library to be renewed.

### **Security System**

The library is outfitted with a security system. All library items if not checked out will set off the alarm. Personal items will be checked for library books by staff before exiting the library.

### **Textbooks**

Textbooks are issued through the library. All textbooks must be returned at the end of each semester in order to be issued new textbooks for the following year. Students are responsible for the replacement cost of textbooks if they are damaged or lost.

### **Overdue Material**

While there are no fines for overdue materials, a student's borrowing privileges, and computer account may be limited for not returning or renewing borrowed items in a timely manner.

### **Reserves**

Any item out on loan may be reserved by a student by making a request at the circulation desk.

### **Computer Use**

Student behavior on library computers must be in accordance with the Saskatoon Public Schools' Internet Acceptable Use Agreement. Due to limited bandwidth, students can only access YouTube for school-based projects. Facebook, other social networking platforms and online games are not allowed to be used during the school day.

## USE OF CELL PHONES

In August 2024, Saskatchewan's Ministry of Education directed all Saskatchewan school divisions to develop procedures that prohibit the use of personal electronic devices during instructional time in K-12 classrooms. Accordingly, Saskatoon Public Schools has updated its related procedure: AP 139 – Use of Personal Electronic Devices.

### **Summary of the updated administrative procedure:**

- Personal electronic devices shall be out of sight and on silent mode during instructional time. Smart watches may be visible but not accessed during instructional time.
- Exemptions may be approved by the principal for students who require a personal device for a specific medical condition, or documented accommodation related to additional needs.
- In grades 9-12, teachers who wish to use personal electronic devices for a specific instructional purpose with students must request an exemption and gain approval from the principal.
- Principals maintain the right to make decisions about the use of personal electronic devices during non-instructional time (eg. lunch).
- All school staff will continue to model appropriate use of their personal devices to support student safety, classroom learning, assessment and communication with families.

Teachers will develop norms and procedures for the use of technology in their classrooms. Students who do not follow procedures may lose the privilege of having their cell phone on school property.

## VISITORS AND USE OF THE STUDENT COMMONS

The Commons area is a place where students may visit, eat and do homework out of class time in an inviting, relaxed atmosphere throughout the day. A unique feature of Centennial is that the Commons area will be accessible to the general public as well as to students. Students are expected to bring honour to Centennial through their behaviour in the Commons.

Except for the Commons, Centennial Collegiate is private property. Charger students and staff are permitted in the school building, and we extend a courteous welcome to parents, guardians and other visitors who have legitimate business in the school; however, we insist that all visitors sign in at the Main Office when they arrive.

Students wanting to bring special guests to the school must request prior approval from the Vice Principal. Students may not have out-of-school guests visit the school. Loiterers in the building or on campus will be asked to leave. Repeat offenders may be issued a trespassing ticket. Centennial Collegiate students must not trespass on other schools' property.

## **STUDENT SERVICES**

A variety of services are available to assist students with educational, career, and more personal decisions. Ms. Armstrong, Mr. Dubray, Ms. Williams, and Mr. Wingert provide guidance through individual counselling and class presentations. Mrs. Voykin is the secretary in Student Services; she will assist students by making appointments with the counsellors. Student concerns will always be handled quickly and confidentially.

Some examples of the many services offered by Student Services include help with scholarship applications, post-secondary applications, counselling about healthy relationships, healthy lifestyles, family and personal issues and overall student wellness. Students are always welcome in Student Services.

### **GUIDANCE ASSIGNMENTS**

Grade 9 & Grade 11 – Ms. Williams (last names A-L) & Mr. Wingert (last names M-Z)

Grade 10 & Grade 12 – Ms. Armstrong (last names M-Z) & Mr. Dubray (last names A-L)

### **CHANGES TO TIMETABLES**

Students are expected to study the courses chosen and subsequently scheduled. Under normal circumstances, no courses may be added after the first two weeks of classes in the semester. We recognize that unforeseen or extenuating circumstances may arise which will necessitate a change of course selection, in which case students will be asked to follow these procedures:

1. After the first two weeks into the semester a drop form is required. Students may drop a class up until the advertised deadline. Special circumstances may be considered after that time.
2. Continue attending any course they may eventually change or drop until the process is completed.

Students who wish to drop a class may do so provided they have the permission of a counselor, the class teacher, an administrator and a parent/guardian. It is important to note that students must remain in a class until the drop procedure is complete. Follow completely the instructions on the form in the order specified, as quickly as possible.

Changes will be made, when possible, if the parent agrees that such changes are in the best interest of the student. Please note that when students drop semester one courses, there are no assurances that rescheduling that course in semester two can be accommodated.

## **HEALTHY LIFESTYLES**

Centennial Collegiate wants students to pursue healthy lifestyles. Thus, the consumption and possession of alcohol, tobacco, or non-prescription drugs is not allowed on school property or during any school-sponsored activities. E-Cigarettes and vaping devices are also not permitted on school property or at school-sponsored events.

All Saskatoon Public School Division buildings and property are no-smoking areas at all times. Counselling is available for students who have an addiction. Consequences for student use or possession of illicit substances may include notification of parents and law enforcement officers; suspension, transfer, or expulsion from Centennial Collegiate; and enrolment in a counselling or rehabilitation program.

## **LITTERING & RECYCLING**

There are recycling bins all around our school. Our caretakers are responsible for the maintenance of the building, but everyone is responsible for school tidiness and cleanliness both inside and outside the building. Your cooperation is expected.

## **MUSIC-PLAYING DEVICES**

The use of music-playing devices (phones, etc.) during class time will be left to the discretion of individual teachers. In classes where these devices are not allowed, the consequences for use are the same as those for use of cell phones.

## **PUBLIC/PERSONAL BEHAVIOUR**

Students should remember to always bring honour to Centennial through their behaviour. Students should make every effort to be good neighbours, and to remain welcome in the community. Swearing, blasphemy and coarse language have no place in any school setting or activity. Public displays of affection such as cuddling, kissing and similar intimate behaviours are not considered appropriate school behaviours. Students can also help maintain good relations by not littering, and not playing car stereos too loudly. Common courtesy should be the basic rule that guides all students.

## **STUDENT DRESS**

We believe that all students should have the right to share their identity through their clothing, as well as share in the responsibility to maintain a respectful, safe and positive school environment.

### Dress code goals:

- To maintain a safe learning environment, appropriate to the learning activities in which the student is engaged.
- To ensure the enforcement of a student dress code does not discriminate, oppress or marginalize students on the basis of race, religion, culture, disability, socio-economic status, age, ancestry, sex or sexual orientation, gender identity or expression, body size/type and/or personal style.
- To prohibit students from wearing clothing depicting or promoting profanity, hate speech, pornography, violence, alcohol or drugs.

Clothing listed below must be worn in a way such that private areas of the body are covered with opaque material.

### Students MUST wear:

- Shirt/top: undergarments may not be substituted as a shirt.
- Bottom: pants, shorts, sweatpants, skirts, dresses, leggings.
- Shoes: activity-specific requirements are permitted.

### Student CANNOT wear:

- Items language or images depicting drugs, alcohol, profanity, pornography, hate speech or violence
- Bathing suits
- Headwear that obscures the face (unless approved by principal in compliance with a religious observance)
- Sunglasses inside the school building



## **BEHAVIOURAL EXPECTATIONS**

### **BULLYING**

Bullying shows a serious lack of respect for others and will not be tolerated. Bullying can be generally defined as the use of aggression, intimidation, or cruelty with the deliberate intent of hurting another person physically or emotionally. Bullying causes pain and stress to the victim. Bullying is never justified and is not excusable as "kids being kids," "just teasing" or similar rationalizations. The victim is never responsible for being a target of bullying. Bullying includes use of the internet to cause pain and stress to another person.

#### **Bullying Report/Response Procedures**

1. All bullying incidents should be reported immediately to a staff member.
2. The staff member will record all reported bullying incidents and report to administration.
3. Parents of both the victim and perpetrator will be informed.
4. The bullying behaviour or threats will be investigated quickly and fully. Both the victim and perpetrator will be informed that the behaviour must stop immediately. The bullying perpetrator will meet with a school counsellor or administrator and parents to work towards an understanding of the seriousness of his or her actions, to learn appropriate means of changing behaviour, and to determine appropriate means of reconciliation and appropriate consequences

### **RESPECT FOR AUTHORITY**

Any student who is asked to leave a class for disciplinary reasons must immediately report to the vice principal's office.

### **RESPECT FOR OTHERS**

Centennial Collegiate should be a safe and healthy place for all students. The Saskatoon Public School Board has adopted an anti-harassment policy to ensure that schools are safe. Thus, any students found fighting, threatening, intimidating, or harassing other students, or any students found in possession of a weapon of any kind (whether considered legal or not) will be sent home and law enforcement officers, along with the student's parents, will be notified. Students who feel they are in conflict with others are encouraged to see a counsellor, administrator, or teacher for help in working towards a peaceful solution to the conflict.

### **RESPECT FOR PROPERTY**

Students are responsible for taking care of their personal property. All textbooks, notebooks, and gym equipment should be clearly marked with the owner's name. Large amounts of money or valuables such as jewellery or portable stereos should not be brought to school. The school carries no insurance on student property and cannot guarantee secure lockers.

Students should show their respect for others and Centennial Collegiate by avoiding any activity which could damage the property of others. Skateboarding is not permissible anywhere within Centennial Collegiate, including the Commons area. Skateboards should be stored in student lockers during school hours.

Theft and vandalism are intolerable. A student who is guilty of theft or vandalism will be subject to appropriate consequences as determined by administration, with the guidance and involvement, as needed, from the School Resource Officer.

## **ATTENDANCE**

Centennial Collegiate staff members make a determined effort to ensure a climate of excellence in which students will thrive and excel. The staff's high expectations are reflected in the school attendance policy which is based on three factors:

- A direct correlation between attendance and academic success
- Legal considerations of student attendance
- The personal responsibilities of both teachers and students

The Education Act states that children must attend school regularly and punctually. Teachers have a responsibility to see that a student who is habitually absent is advised of the consequences of their absence, and, if the problem persists, to collaborate with parents/caregivers and the school administration to help the student solve the problem.

### **ACCEPTABLE/NON-ACCEPTABLE REASONS FOR ABSENCES**

With rare exceptions (i.e., court attendance, funeral attendance, death in family, medical appointments which cannot be scheduled outside of school hours), the only acceptable reason for absence is illness. Examples of unacceptable reasons for absences would be sleeping in, job-related absences, skipping classes, etc.

### **ATTENDANCE REPORTING**

Parents/guardians should call the attendance line (306-683-7955) to inform the school of the reason for a student's absence. Parents/caregivers are also able to log absences through Edsby and School Messenger. Absences for acceptable reasons will be cleared by the attendance secretary on the student's record (provided the call is made within a week of the absence), but parents/guardians need to know that the student's teachers are not ordinarily informed of this late clearance.

**\*\*Please note that parents/caregivers do not need to clear absences for any school-sponsored activity such as field trips, tournaments, or band trips.**

### **SIGNING OUT**

Students who become ill or must leave the school for any other reason, must report to the office to sign out. Parents/guardians will need to call to clear any absences.

## **HOMEWORK REQUESTS FOR ABSENT STUDENTS**

Students are responsible for all work and tests missed in accordance with individual teacher's expectations. Parents/caregivers are encouraged to email the teachers directly to get any missed work. Email addresses can be found on Edsby.

## **CHANGE OF FINAL EXAM DATES**

Students must write final exams or attend final activities as scheduled at the end of each semester for all their classes. Final exams should be written at the time at which they are scheduled. In cases of unavoidable circumstances, requests for changes of the final exam must be forwarded to administration.

## **ATTENDANCE POLICY AND PROCEDURES**

### **ABSENCES**

After 5 absences from a class - the student's teacher will have a conversation with the student informing them that they have reached five absences in a particular class and a call or email will go home to inform the parents/guardians.

After 10 absences – a phone call will be made from the student support team to inform parents/guardians that their student has ten absences in the class. Consequences regarding continued absence will be discussed.

### **LATE POLICY**

Students are expected to be punctual for all classes. If a student is detained by another teacher or administrator, the student should obtain a late slip from that teacher. Because attendance is taken at the beginning of a class and students not present are marked absent, late students are responsible for ensuring that their teachers change such absences to late. Absences can not be changed to late by a phone call from a parent and/or caregiver.

After 5 lates, a conversation with the student and classroom teacher will occur and parents will be contacted about the concern.

After 10 lates, administration will contact home and students will be scheduled for a noon hour detention. Continued lates may result in a parent and student meeting with administration.

### **EXTENDED LEAVE**

To avoid learning disruptions and a negative impact on student achievement, we ask that families prioritize in-class learning during the school year, and do not schedule vacations or lengthy family visits during periods when school is in session. While we recognize that learning outside of the classroom can be valuable, there is an impact on learning when students are away for an extended period.

Participation in classroom lessons and activities is required to meet curricular outcomes. It is difficult to respond to the academic needs of students who do not participate in

classroom instruction. An extended absence from school may adversely affect the student's mark on evaluation of course content and subject-specific skills covered during the absence. Extended leaves may also result in a student not graduating on time.

Students who will miss 5 or more days of school must obtain a form from the main office prior to the absence. This form must be signed by all teachers and parents prior to its return to an administrator for approval. Please plan accordingly.

Students who will miss more than 10 days of school must meet with an administrator well in advance of their absence.

When students are going to be away for extended periods of time, administration and counsellors want to work with students to create a plan in advance of their absence. Some adaptations include (but are not limited to):

- Re-timetabling courses to the next term
- Reduction of courseload
- Online courses through Sask DLC
- Summer School
- Attending a collegiate with quarter term classes prior to absence/upon return

It is up to the student and family to take responsibility for student learning during a student's absence. Teachers are not required to provide distance learning, nor to provide instruction for content missed by a student upon their return from an extended absence.

Students who are absent for more than 20 consecutive school days will be taken off-roll as per the Ministry of Education and school division procedures. Students may re-register at the school when they return.

## **ACADEMIC INTEGRITY**

Honesty and responsibility are key values promoted by administrators and staff of Centennial Collegiate, and by all other schools in the Saskatoon Public School Division. Students are expected to pursue their studies with these values in mind. Cheating is unfair to students who honour honesty and responsibility.

Breeches of academic integrity (cheating) include:

- using or possessing unauthorized information in exams
- gaining unauthorized assistance in exams
- concocting or distorting results from: labs, shops, projects or reports
- representing the work of another as one's own
- using unfair mechanical or technological advantages
- aiding another student's dishonesty

Parents and administrators will be informed of any instances of cheating. To avoid confusion, students should check with teachers regarding their expectations about assignments.

### **PLAGIARISM PROTOCOL**

It should be noted that plagiarism can be easily avoided. Most students are honest and play fairly. Plagiarism is the act of taking any portion of a published work or another's work and submitting it as one's own without giving credit to the original author(s) or using AI generated work and submitting as one's own. Plagiarism is a serious offense because it is dishonest on both a personal level and an academic level. On a personal level, it shows a dishonest individual who cannot discipline himself/herself to complete academic undertakings. Academically, plagiarism indicates that the plagiarist cannot properly research and/or use academic citation.

Self-plagiarism is also theft. Work a student does for an assignment must be a student's original work for a particular assignment. The material must not have been used in a previous assignment, and must not be used in future assignments, except in the cases of special revision or portfolio assignments, and only as described explicitly in those assignments' instructions. Questions about appropriate assignment material should be directed to relevant subject teachers.

If a student wants to use a portion of a published or unpublished work to support or enhance what she/he is writing, then that work may be used as long as it is cited. A student's honest effort should be reflected in an honest product. Reviewing this policy should serve as a strong warning to a student who might be tempted to try to present a product as they/them own when, in fact, it is not.

## **CONSEQUENCES FOR PLAGIARISM**

1. If a teacher discovers that a student has plagiarized the teacher will follow through with an Academic Honesty Conference which may result in a consequence, some of which are outlined below:
  - write another version of the assignment, free of plagiarism, for a mark that is a portion of the assignment's original value
  - if a student has copied the work of another person directly and the teacher can trace the original source in whole or in part, then the student may receive a mark of zero for the assignment
  - if a student is found copying homework, regardless of what subject area the homework is in, the work may be confiscated by the teacher, and the student may receive a mark of zero for the homework; the student who lent homework for copying may also experience consequences dependent upon the degree of collusion
  - if students copy one another's work and submit this homework for individual evaluation, then these students may receive a mark of zero for the assignment
  - if a student resubmits an evaluated work in whole or in part without prior teacher consent, then the student may receive a mark of zero for the assignment
2. Until the situation is resolved, the student(s) involved may receive a mark of zero for the assignment.
3. If the student has plagiarized, then she/he may not be eligible for a subject award in the academic year in which the plagiarism occurred.
4. A copy of the academic violation will be kept on record .

## **FRENCH IMMERSION**

Centennial is home to Saskatoon Public Schools designated *French Immersion Program*. Secondary immersion is for students who have taken Kindergarten to Grade 8 French Immersion, late French Immersion or who have equivalent fluency. Students take three to five courses per year where French is the language of instruction. The remainder of their courses are scheduled individually. Students who complete the *French Immersion Program* in its entirety receive a bilingual certificate.

This program is designed for students whose first language is not French. The French Immersion program uses French as the primary language of instruction and communication in the school setting.

To maintain their French Immersion status in high school and to meet the requirements for "Bilingual Mention" on the transcript of Secondary Level Achievement, students are required to complete a minimum of twelve credits in French in Grades 10, 11 and 12. The courses necessary for 'Bilingual Mention' include three French Language Arts courses (Français immersion 10, 20, 30). The other nine French credits can be for courses in the remaining areas of study or electives that are taught in French. Three English Language Arts courses are also compulsory (English Language Arts 10A or 10B, 20, 30A or 30B).

## **SOCCER AND DANCE ACADEMIES**

Students in all grades who have a passion for soccer and dance will have an opportunity to participate in a unique and exciting program to enhance their high school experience. Both programs are instructed by specialists in their respective areas.

The Soccer Academy is a program combining a passion for soccer with a student's academic credits. Emphasis will be placed on basic to advanced soccer skills training. The program runs in second semester. For grade 9 students, sport specific soccer training occurs on Monday, Wednesday, and Friday. The students are in the classroom on Tuesday and Thursday completing their Health 9 course. For grade 10, 11 and 12 students, sport specific soccer training occurs 4 days per week. One day each week is designated as an alternate games day to allow students to explore other activities.

The soccer program uses the Centennial Collegiate gym along with the indoor auxiliary gym, the SaskTel Sports Centre indoor artificial turf field, and the outdoor artificial turf field. The dance program uses a special classroom with an installed dance floor and will also use the school's performing arts theatre.

The goal of the Centennial Collegiate Dance Academy is to provide an environment for students to develop their technique and knowledge of dance in a variety of dance styles in the dance studio. This program is designed to improve physical fitness, strength, flexibility, and self-confidence as a dancer. Any student passionate about dance with previous dance training would enjoy the opportunities and experiences that the Dance Academy can offer. Those students that enjoy dancing but have never had any previous

dance training could also learn more about dance with other students at the beginner level. Dance students have the opportunity to perform at our winter and spring dance recitals, as well as at pep rallies and school events.

The soccer and dance academies are an innovative approach to learning which combine students' passions with their academic life, making for a stronger attachment to school and greater success both in and after the school years.