



Welland Centennial Student Handbook

240 Thorold Road West

Welland, Ontario

L3C 3W2

School Number: 905-735-0700

Attendance Number: 905-735-6876

Fax: 905-735-8063

Website: centennial.dsbni.org

[Email](mailto:cen@dsbn.org): cen@dsbn.org

Principal: Mrs. Tammy Zonneveld

Vice-Principal: Mr. Roy Zuccarello

Vice-Principal: Mrs. Lindsey Cain



Secondary Student Handbook

Mission Statement

It is the mission of Welland Centennial Secondary School to empower students to improve individual performance, achieve personal goals, and become responsible citizens.

C'est la Mission de L'Ecole Secondaire Welland Centennial de se surpasser à inculquer aux élèves les habiletés nécessaires pour améliorer leur performance individuelle, atteindre leurs buts personnels, et devenir des citoyens responsables.



Secondary Student Handbook

Welcome to the DSBN Family!

We are looking forward to working with you and your family to support all students.

The purpose of this handbook is to give you an understanding of how we support a safe, inclusive, welcoming school culture focused on student learning. In the following pages, you'll see the commitments we make to you and your students. This handbook also outlines the principles of good citizenship for all members of our educational community.

One of our most important commitments is to open communication between the school and home. If you have any questions about this handbook, we encourage you to contact the school who will be happy to discuss them with you.



Bell times

Period 1	8:10 - 9:25
Travel	9:25 – 9:30
Period 2	9:30 - 10:45
LUNCH	10:45 - 11:30
Travel	11:30 - 11:35
Period 3	11:35 - 12:50
Travel	12:50 - 12:55
Period 4	12:55 - 2:10
Dismissal	2:10 pm



Secondary Student Handbook

IMPORTANT DATES

2024-2025

Semester 1

September 3, 2024	First Day of School
October 11, 2024	Professional Development Day
October 14, 2024	Thanksgiving Day
November 11, 2024	Remembrance Day
November 29, 2024	Professional Development Day
December 22, 2024 – January 3, 2025	Winter Break
January 6, 2025	First Day of Class After Winter Break
January 22 – January 28, 2025	First Semester Culminating Activities/Exams
January 29, 2025	Professional Development Day

Semester 2

January 30, 2025	First Day of Semester 2
February 14, 2025	Professional Development Day
February 17, 2025	Family Day
March 10-14, 2025	March Break
April 4, 2025	Professional Development Day
April 18, 2025	Good Friday
April 21, 2025	Easter Monday
May 19, 2025	Victoria Day
June 19-25, 2025	Second Semester Culminating Activities/Exams
June 26-27, 2025	Professional Development Days

COMMUNICATION

The relationship between parents and the school is a key component of student success. Our staff work hard to foster open communication with parents. If you have feedback or concerns about your student’s education, we invite you to contact your student’s teacher as a first point of contact.

We use a variety of tools to provide families and the community with timely information about the school and activities.

Website: centennial.dsbni.org

Email: cen@dsbn.org

Twitter: @WCSSCougars

Instagram: [wcsscougs](https://www.instagram.com/wcsscougs)



Secondary Student Handbook

COLLECTION OF FUNDS & PERMISSION FORMS

School Cash Online is a safe, reliable portal that will ensure the security of your information. School Cash Online, enables you to use your debit or credit card to make quick and easy payments. Our school also uses School Cash Online to obtain permission for school events.

To gain access to the system, simply click on the “School Cash” button which is located on our school website. Parents that do not bank online are always welcome to come into the office to pay for items, and to sign permission forms.

SAFE ARRIVAL/ATTENDANCE PROCEDURES

Our school has an easy method for you to report your student’s absences. With Safe Arrival, you can report daily absences and schedule absences by using one of the following:

- Calling the toll-free phone line at 1-866-479-3261
- Logging on to the web portal at www.safearrival.com
- Using your smart phone or tablet., simply download the School Messenger app

We ask that you report all absences prior to bell time for the current day.

To support the safety of our students, if your student is not at school and has not been reported absent, our staff will attempt to reach you and your contacts to confirm their whereabouts.

If a student arrives late to school or needs to leave early, they must sign in/out. It is the responsibility of the student to make up missed work.

Vacationing Students

The Ontario Curriculum emphasizes in-class demonstration of skills and knowledge. It may not be possible to reschedule certain elements of course evaluation if missed. Students **should not plan** vacations outside of the statutory holiday periods and are fully responsible for any work missed at school. One week prior to going on vacation, students must complete the Student Notification of Vacation form (available in the Attendance Office).

Students must be prepared to:

- Have extra assignments before they leave on vacation
- Have extra assignments upon their return
- Accept that in certain subject areas there may not be the possibility of make-ups or extra assignments.

PICK UP/DROP OFF

Pick up and drop off are some of the busiest times of the day, with many buses, students and parents in our parking lot. The procedures we have in place are designed to support a safe, smooth and efficient transition for everyone at these critical times. To support student safety, we ask that you:

Pick up and drop off your student in the front parking lot. Please do not use the bus lane for pick up or drop off. For everyone’s safety students should not be dropped off at the back doors in the staff parking area.



Secondary Student Handbook

PARKING/SAFE DRIVING

Student parking is located at the front of the school. The back parking lot is reserved for staff. Students are not permitted to park in the back parking lot or at the Niagara Region Community Services building next door to the school. Please ensure that you drive and park with caution and courtesy to ensure your safety and the safety of others.

INCLEMENT WEATHER

There may be times during the school year where inclement weather or other situations could cause transportation cancellations or school closures. At times, when student transportation has been cancelled and schools remain open, the decision to have student attend school on that day rests with the parent or guardian.

EXAMS: If inclement weather occurs on exam days, detailed instructions will be provided for rescheduling. Information about transportation cancellations and school closures will be available through the following channels:

- www.dsbni.org or www.nsts.ca
- **DSBN Facebook or Twitter**
- **NSTS Transportation Delay or Cancellation Alerts**
- **Niagara Student Transportation Service**
- **905-346-0290 Voice Auto Attendant**
- **Local radio and television stations.**

VISITORS

Visitors must report to the main office upon arrival. The main office staff will assist with contacting the individual. Student visitors are not allowed at the school.

SCHOOL COUNCIL

Our School Council provides a vital link between the school, parents and community. The council is made up of dedicated parent volunteers interested in supporting student success. The council meets 4 times throughout the school year and provides feedback and supports programs to improve student achievement.

We encourage you to become involved. Meetings are open to all parents/guardians of Centennial students. If you are interested in attending a meeting or would like more information about the council, please call the school. You may also find more information on our website.

SMOKING/VAPING

Smoking and vaping are not allowed in schools or on school grounds.

DSBN schools have a strict anti-vaping policy in schools where parents are immediately informed and the vapes in a student's possession will be given up and disposed of.

Adults wishing to smoke or vape in public areas must be at least 20 meters from school grounds.

You can read this in more detail within the provincial Code of Conduct, PPM 128, revised April 28, 2024, and in the [Smoke-Free Ontario Act, 2017](#)

CELL PHONES

Will only be permitted during instructional time if explicitly allowed by the teacher.

You can read this in more detail within the provincial Code of Conduct, PPM 128, revised April 28, 2024.



Secondary Student Handbook

BELONGINGS

Students who choose to bring personal items to school do so at their own risk and must accept responsibility for their care. We will not be held responsible for damage, loss, or theft.

LOCKERS

At our school, students are assigned lockers. Students are expected to keep their personal belongings in their locker, clean it regularly, and make sure locker doors are locked. Lockers are the property of the DSBN and are used by students with permission of the school. Students are advised that the school has the right to search lockers and remove locks, if necessary. Where the school has concerns of possible criminal violations, the search may also include the Niagara Regional Police who may use any of their investigative tools, including the trained canine unit.

ELEVATOR KEYS

Students unable to use the stairs due to injury or special needs may obtain an elevator key from the Main Office. Failure to return the key will result in payment of the replacement cost of the key.

TEXT BOOKS AND SCHOOL MATERIALS

Students are responsible for the care and return items borrowed from school including textbooks, musical instruments, team uniforms, and other equipment. Students will be responsible for the cost to replace missing or damaged items.

PREVALENT MEDICAL CONDITIONS

If you have a student with a prevalent medical condition (Anaphylaxis, Asthma, Diabetes, Epilepsy or others) we want to make sure we have a current Plan of Care to support your student. All parents of students with prevalent medical conditions are asked to fill out the new Plan of Care and submit to the school.

You can download the forms at dsbn.org/prevalent-medical-conditions
For more information, please contact the school.

CONCUSSIONS

The DSBN has a concussion policy and procedures to support proper prevention, identification, management, and return to learn strategies. If your student has sustained a suspected or actual concussion either at school or outside of school, please to make sure the office is aware. Concussion protocol paperwork must be completed as soon as possible.

The DSBN engages in concussion education in a variety of ways, including recognizing Rowan's Law Day commemorated on the last Wednesday in September to raise awareness about concussions.

SCENT SENSITIVITY

At Centennial we have a number of students and staff who are highly sensitive to scented products. Students are asked to refrain from spraying any products, i.e. perfume, hair spray, body spray, etc., in the hallways. The excessive use of such products can have health effects for some staff and students. We would ask that all students respect the rights of staff and students who are scent sensitive.

FIRE DRILLS/EMERGENCY EVACUATIONS/ LOCKDOWNS

We're committed to maintaining our schools as safe places for all of our students. To create and maintain a culture of safety, we practice both fire and lockdown procedures at several times during the school year. School staff work with students to ensure they understand these procedures and feel comfortable acting should the circumstances ever warrant.



Secondary Student Handbook

ONTARIO CURRICULUM

Click here to view the curriculum for your subject's www.dsbni.org/secondary/curriculum

SPECIAL EDUCATION

Special education supports and programs are responsive to the strengths and needs of each student ensuring a successful learning environment for all. Working together and collaborating with parents as a team to support our students is essential to achieving success. For more information please contact your student's special education resource teacher.

INDIGENOUS SELF-ID

The DSBN provides programs and measures to support all First Nations, Métis, and Inuit students. All First Nations, Métis, and Inuit students have the right to voluntarily self-identify so that they may receive supportive programming and instructional practices that better serve their learning needs. The first such measure in recognizing this right is to establish self-identification procedures to identify, collect, and aggregate student achievement data for students.

Who Can Identify?

Any student of Indigenous ancestry, First Nations (Status, Non-Status), Métis, or Inuit can identify. This process is completely voluntary and confidential, and no proof of ancestry is needed.

How is the Data Collected?

Students can identify by filling in the student registration form or the student information update form any time during the school year.

What if I Do Not Wish to Participate?

Students and/or Parents/Guardians who do not wish to participate will not check off any box. The self-identification will remain open to all who attend the DSBN. You can activate self-identification at any time by requesting a student registration form or self-identification postcard from the main office.

For further information email: Indigenous@dsbn.org or call Indigenous Consultants at: 905-641-2929
K-8 ext. 52246, 9-12 ext. 52317

<https://www.dsbni.org/indigenous-education/>

FIELD TRIPS/EXPERIENTIAL LEARNING

Field trips and experiential learning provide your student the opportunity to learn outside of their classroom. When planning these experiences, we consider curriculum connections, safety of students and accessibility for all. We will work together to address any barriers to your student's participation.

USE OF TECHNOLOGY FOR LEARNING

To enhance the learning and empowerment of our students and maintain an effective and safe electronic learning environment, the DSBN requires that all students follow the rules and regulations set by the Ministry of Education.

REPORT CARDS/PARENT & TEACHER MEETINGS

Each semester, there are three reporting periods: progress report, mid-term report and final report. After the progress report for each semester, Parent-Teacher Interviews are held so that parents can meet with their student's teacher.



Secondary Student Handbook

ACADEMIC INTEGRITY

DSBN schools strive to help students develop integrity, a strong work ethic, learning skills and work habits needed for success beyond school. Academic integrity means that students complete their own work, ask the teacher questions if they are unsure, and use proper citations when using another person's work for reference.

Plagiarism is when students claim that schoolwork, they have submitted is theirs, even when a part or all of it has been taken from an uncredited source.

Some examples are:

- Using a sentence word for word without citing the source
- Using diagrams, charts, graphics, without citing the source
- Submitting work by another person and claiming it as your own
- Paraphrasing without citing the source
- Copying and pasting from the internet

What is a Proper Citation?

A citation is when the student gives credit by including the name of the author, title of source, and location of the original source. An example is, "Trudeau, J. 2019. Statement by the Prime Minister on Earth Day. Accessed from: <https://pm.gc.ca/eng/news/speeches>"

CONSEQUENCES

Consequences for academic dishonesty are considered on a case-by-case basis. Teachers use their professional judgment in cases of suspected academic dishonesty. Consequences may include one or more of the following:

- Redoing part or all of an assignment
- Completing an alternative assignment
- A loss of marks
- A mark of zero
- Suspension

GRADUATION CREDIT REQUIREMENTS

To graduate with your Ontario Secondary School Diploma (OSSD) you need 30 credits: 17 Compulsory and 13 Elective.

- **English:** 4 courses
- **Math:** 3 courses
- **Science:** 2 courses
- **Technology:** 1 course
- **French as a Second Language:** 1 course
- **Canadian Geography:** 1 course
- **Canadian History:** 1 course
- **The Arts:** 1 course
- **Health and Physical Education:** 1 course
- **Civics:** .5
- **Careers:** .5
- **STEM related course group:** 1 course

IN ADDITION, STUDENTS MUST COMPLETE:



Secondary Student Handbook

40 Hours Community Service (completed over 4 years)
The provincial literacy requirement – OSSLT
Two courses that are online learning

COMMUNITY INVOLVEMENT HOURS

Every student who begins secondary school in Ontario is required to complete a minimum of 40 hours of community involvement to receive their diploma. This requirement encourages students to develop an understanding of the various roles they can play in their communities and to help them develop a greater sense of belonging within their communities.

Talk to guidance to learn more about how to earn and track your hours.

AWARDS

HONOUR ROLL

DSBN secondary schools value the commitment and hard work of all our students. The honour roll is one way that students can be recognized for their academic accomplishments. Students in all pathways will be considered for the honour roll if they have an average of 80% on their top eight courses for the school year. Grade twelve academic achievement is honoured through graduation awards.

Please note the following:

Summer School:

- **GRADE 9** - Summer school courses taken the summer before and the summer after grade 9 are included.
- **GRADES 10 & 11**- Summer school courses taken the summer after each grade are included.

E-Learning, Night School & Alternative Pathways Program

- all courses included

Cooperative Education (Double Credit)

- weighted according to the number of credits.

Students taking Resource & Student Success Periods

- include when integrated at principal's discretion

Spare in Grade 11

- minimum credits to be adjusted.

Specialized School to Community

- include when integrated at principal's discretion

Students with unusual circumstance

(e.g. Instructional Outreach, Supervised Alternative Learning)

- minimum credits adjusted at principal's discretion



Secondary Student Handbook

Welland Centennial Blue, Orange, White Student Achievement Awards 2022-2023

Academics		Athletics		Co-curriculars	
Each Course		Basketball	15	Student Council Executive	20
Above 90%	6	Cheerleading	15	Student Council Representative	15
Above 80%	5	Football	15	Student Trustee Senator	15
Above 70%	4	Volleyball	15	Cats Band	15
		Rowing	15	Concert Band	15
Course Award Winner		Rugby	15	Drama Production	15
Per award	5			Production Band	15
		Baseball	10	Dance Team	15
Academic Activities		Soccer	10	Hip-Hop Team	15
Peer tutor	5	Track and Field	10	Tech Club	10
Mentor	5	Badminton	10	Vocal Ensemble	10
ELS Partner	5			Music Ensemble	10
A-Team Ambassador	5	Swimming	10	Campout for a Cause Committee	10
Academic Contests		Cross country	10		
Participant	5	Wrestling	10	Centennial Change Makers	5
Winner	5	Tennis	5	Book Club	5
				Chess Club	5
Skills Competitions		Softball	5	OSAID	5
Participant	5	Ultimate Frisbee	5	Centennial for Christ	5
Winner	5			Debate Club	5
		Team Manager	5	Schoolreach	5
Science Fair Club		Score Keeper	5	Environmental Club	5
Participant	5	Ice Hockey	5	Model Building	5
Winner	5	Ski Club	5	Photography	5
				Baking Club	5
Excellence in Education Award Winner	10	Additional Points:		Cappies	5



Secondary Student Handbook

		SOSSA Qualifier	5	Campout for a Cause Participant	5
Valedictorian Award Winner	10	OFSAA Qualifier	5	Step Past the Stigma Walk	5
				Magna Club	5
				Media Arts Club	5
				Me to We Club	5
				Weight Room	5
				Cultural Club	5
				Chill Club	5
				Prom Committee	5
Blue Award = 275+ points Orange Award = 200-274 points White Award = 125-199 points					



Secondary Student Handbook

STUDENT SERVICES DEPARTMENT AT CENTENNIAL

Guidance Counselling

Ms. Huska, Mrs. Orosz, Madame Stapleton, Mrs. Odreman

For each student, through individual, small and large group sessions, our goals are to:

- facilitate success in school by recognizing strengths and supporting weaknesses;
- help identify interests, aptitudes, skills and explore diverse opportunities;
- assist in planning/ attaining realistic educational and vocational goals;
- assist in dealing with problems of personal or interpersonal natures.

Peer Tutoring

Senior level students with a minimum of 75% in the related course may apply to be a peer tutor to assist grade 9 and 10 students in their courses. The Leadership and Peer Support (GPP301) course also develops seniors as classroom helpers or PALS.

Grade 11 Academic Study Period

WCSS does not typically allow spares in Grade 11. However, there are circumstances where students may demonstrate an academic benefit to having a single work period in their Grade 11 year. The following criteria needs to be met for a student to be given consideration:

- 18 credits by the end of Grade 10
- An average of 80% or better in Grade10
- A completed Parental Consent Form
- Principal approval



Secondary Student Handbook

SOCIAL WORKER

Centennial's Social Worker is accessed through the Student Services Office. Works with students and parents to provide clinical support for students. Liaises with medical/mental health agencies as necessary. Book appointments through the Guidance Office or on the Centennial website.

SPECIAL EDUCATION RESOURCE SUPPORT – Room 115

Students who have an Individual Education Plan or need academic support may access the support of a Special Education Resource Teacher (SERT). As often as possible, this support will be provided within the regular classroom setting.

HEALTH COUNSELLING/SCHOOL NURSE

Appointments through the Guidance Secretary. The school nurse provides personal counselling for specific health needs. Group presentations include nutrition, lifestyle programs, education, communicable disease and immunization program, smoking prevention/cessation, dental health, stress management and injury prevention. www.niagararegion.ca

CO-OP EDUCATION (& O.Y.A.P.) PRE-EMPLOYMENT EXPERIENCE AND PRE-APPRENTICESHIP

Earn credits by combining on-the-job experiences with in-school studies. Through OYAP, the Ontario Youth Apprenticeship Program, in-school courses and on-site work are credited to apprenticeship hours. Co-op prepares students for the demands of the work world while providing direction and developing self-confidence. The Co-op placement runs for a half day in each semester

MENTAL HEALTH & WELL-BEING SCHOOL SUPPORTS

Mental health and well-being is an important factor in student success. Learning to form healthy relationships, maintain physical health, academic engagement, and educational achievement are all impacted by mental health and well-being.

Students mental health and well-being is supported in many ways:

- Helping students feel safe and included
- Instilling a sense of belonging and connectedness
- Working with them to feel confident in their identity

There may be times where the challenges of school and life, lead students to feel overwhelmed. Every student has access to a comprehensive support system to help them succeed. It starts with anyone in the DSNB that students identify as a caring adult.

To learn more visit:

<https://www.dsnb.org/well-being>

MENTAL HEALTH & WELL-BEING COMMUNITY SUPPORTS

KIDS HELP PHONE

Kids Help Phone is always there for you. No matter what you want to talk about, they're there to listen. No judgment, totally private, 24/7.

- Call **1-800-668-6868**
- Text **CONNECT** to **686868**
- Live chat and explore resources at www.kidshelpphone.ca



Secondary Student Handbook

ANXIETY CANADA YOUTH

You are not alone! Many teens experience difficulties with anxiety. There are lots of things that you can do to take charge of your anxiety for good.

- Visit www.youth.anxietycanada.com
- Download the MindShift CBT app

PATHSTONE MENTAL HEALTH

NEED HELP NOW?

Call 1-800-263-4944

Youth up to age 17 may visit the Hear & Now Walk-in Clinic at:

- **1338 Fourth Ave. in St. Catharines**
Open Mondays to Thursdays 9am - 7pm
Fridays 9am - 4pm

CANADIAN MENTAL HEALTH ASSOCIATION (CMHA) – NIAGARA BRANCH

If you're age 16 or older, you may visit the CMHA Adult Walk-In Clinic at:

- **1338 Fourth Ave. in St. Catharines Open Tuesdays 11:30am-5:30pm**

LGBTQ+ YOUTH LINE

A confidential, safe, and judgment-free place to talk for lesbian, gay, bisexual, transgender, queer, or questioning youth.

- Call 1-800-268-9688
- Text 647-694-4275
- Live chat and explore resources at www.youthline.ca

TEENMENTALHEALTH.ORG

This website is designed to share information about teen mental health and provide resources that can help you understand your mental health and help those you care about.

- Start by visiting www.teenmentalhealth.org/learn

STUDENT COUNCIL

Students' Council is a group of students elected to represent the school. These leaders arrange most school events, including running of assemblies, lunch time activities, games, contests, dances and coffee houses. Their responsibilities are many: making posters, presenting announcements, filling display cases, and interacting with the student body. Students' Council works hard to make the school year a success. Suggestions are always appreciated! School spirit and participation is the only way to make Cougar Country the place to be!

Student Ambassadors are students selected to represent the school and assist with special events such as Grade 8 Open House, Parent-Teacher Interviews, and Graduation. These students are nominated by teachers.



Secondary Student Handbook

SPORTS AND CLUBS

These are some of the sports and activities that we have traditionally offered at Welland Centennial Secondary School. Listen to morning announcements to find out how to get involved.

Sports:

Badminton
Baseball
Basketball
Cheerleaders
Cross-Country
Curling
Football
Golf
Hockey
Rowing
Rugby
Ski-Club
Soccer
Softball
Swimming
Tennis
Track-and-Field
Volleyball

Clubs:

A-Team (Ambassadors)
Anime
Cappies
Centennial Change Makers
Centennial for Christ
Centennial Music –
 A-Choired Taste
 Alley Cats Band
 Cat's Meow Band
 The Cats Band
 Concert Band
 Instrumental Ensembles – Saxophone,
 Guitar, and Percussion
 Vocal Ensemble
Chess Club
Dance Team
Drama Productions
Environmental Club
Equity Team
Homework Club
Manga Club
Media Arts
O.S.A.I.D.
Reach for the Top
Robotics
Theatre Tech Club
Weight Room

DRESS CODE

Everyone has their own unique style and aesthetic. We celebrate students' individuality and respect their ability to express themselves. Our only expectation is that all students come to school dressed appropriately for a learning environment.

When deciding clothing, we ask that all members of our school community are mindful of:

- Health and safety considerations
- The dignity and well-being of all students and staff (i.e. clothing that is free of inappropriate or discriminatory imagery or wording)



Secondary Student Handbook

CODE OF CONDUCT

District School Board of Niagara (DSBN) believes that a school should be a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. A positive school climate exists when all members of the school community feel safe, included, accepted, and agree that it is the responsibility of all individuals to actively contribute to a positive school climate.

The DSBN believes that to foster a positive school climate that supports student achievement and well-being, a focus should be on prevention and early intervention strategies to address inappropriate behaviour. These standards of behaviour apply whether on school property, on school busses, or other transportation means supplied by DSBN, at school-related events or activities or in any other circumstance that could have an impact on the school climate.

The provincial Code of Conduct outlined in PPM 128, revised April 28, 2024 sets clear provincial standards of behaviour.

All DSBN schools will have a link to policy G-08: Code of Conduct for Schools on their website and if applicable, in their school agendas.

PURPOSES OF THE CODE

Subsection 301(1) of Part XIII of the Education Act states that “the Minister may establish a code of conduct governing the behaviour of all persons in schools”. Subsection 301(2) sets out the purposes of this provincial code of conduct, as follows:

1. To ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity
2. To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community
3. To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility
4. To encourage the use of non-violent means to resolve conflict
5. To promote the safety of people in the schools
6. To discourage the use of alcohol, illegal drugs and, except by a medical cannabis user, cannabis
7. To prevent bullying in schools

STANDARDS OF BEHAVIOUR

Respect, Civility, and Responsible Citizenship All members of the school community must:

- Respect and comply with all applicable federal, provincial, and municipal laws
- Demonstrate honesty and integrity
- Respect differences in people, their ideas, and their opinions
- Treat one another with dignity and respect at all times, and especially when there is disagreement
- Respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or disability
- Respect the rights of others
- Show proper care and regard for school property and the property of others
- Take appropriate measures to help those in need
- Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully
- Respect all members of the school community, especially persons in positions of authority
- Respect the need of others to work in an environment that is conducive to learning and teaching
- Not swear at a teacher or at another person in a position of authority



Secondary Student Handbook

SAFETY

All members of the school community must not:

- Engage in bullying behaviours
- Commit sexual assault
- Traffic in weapons or illegal drugs
- Give alcohol or cannabis to a minor
- Commit robbery
- Be in possession of any weapon, including firearms
- Use any object to threaten or intimidate another person
- Cause injury to any person with an object
- Be in possession of, or be under the influence of alcohol, cannabis (unless the individual has been authorized to use cannabis for medical purposes), and illegal drugs
- Provide others with alcohol, illegal drugs, or cannabis (unless the recipient is an individual who has been authorized to use cannabis for medical purposes)
- Inflict or encourage others to inflict bodily harm on another person
- Engage in hate propaganda and other forms of behaviour motivated by hate or bias
- Commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school

TEACHERS AND OTHER SCHOOL STAFF

Under the leadership of their principals, teachers and other school staff maintain a positive learning environment and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, teachers and other school staff uphold these high standards when they:

- Help students work to their full potential and develop their sense of self-worth
- Empower students to be positive leaders in their classroom, school, and community
- Communicate regularly and meaningfully with parents

According to PPM 128, the following responsibilities are outlined to support a collaborative ownership of the code of conduct.

SCHOOL ADMINISTRATORS

Under the direction of DSBN, school administrators take a leadership role in the daily operation of a school. They provide this leadership by:

- Demonstrating care for the school community and a commitment to student achievement and well-being in a safe, inclusive, and accepting learning environment
- Holding everyone under their authority accountable for their own behaviour and actions
- Empowering students to be positive leaders in their school and community
- Communicating regularly and meaningfully with all members of their school community
- Maintain consistent and fair standards of behaviour for all students
- Demonstrate respect for one another, all students, parents, volunteers, and other members of the school community
- Prepare students for the full responsibilities of citizenship



Secondary Student Handbook

STUDENTS

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when students:

- Come to school prepared, on time, and ready to learn
- Show respect for themselves, and for others, and for those in positions of authority
- Refrain from bringing anything to school that may compromise the safety of others
- Follow the established rules and take responsibility for their own actions

PARENTS/GUARDIANS

Parents/Guardians play an important role in the education of their students and can support the efforts of school staff in maintaining a safe, inclusive accepting, and respectful learning environment for all students.

Parents/Guardians fulfill their role when they:

- Are engaged in their student's schoolwork and progress
- Communicate regularly with the school
- Help their student be appropriately dressed and prepared for school
- Ensure that their student attends school regularly and on time
- Promptly report to the school their student's absence or late arrival
- Become familiar with the provincial Code of Conduct, the DSBN Code of Conduct, and, if applicable, the school's Code of Conduct
- Encourage and assist their student in following the rules of behaviour
- Assist school staff in dealing with disciplinary issues involving their student

COMMUNITY PARTNERS

Through outreach, existing partnerships may be enhanced and new partnerships with community-based service providers and members of the community (e.g., Elders, Senators, Knowledge Keepers) may also be created. Community-based service providers and resources that boards can use to deliver prevention or intervention programs. Protocols are effective ways of establishing linkages between boards and community-based service providers and of formalizing the relationship between them. These partnerships must respect all applicable collective agreements.

POLICE

The police play an essential role in making our schools and communities safer. The police investigate incidents in accordance with the protocol developed with the DSBN. These protocols are based on the Provincial Model for a Local Police/School Board Protocol, 2015, developed by the Ministry of Community Safety and Correctional Services and the Ministry of Education.



Secondary Student Handbook

Frequently Asked Questions - Centennial Routines

If you are absent from school?

Parents must phone the school to inform us of your absence (905-735-6876) or use the Safe Arrival system by phoning 1-866-479-3261 or by logging on the web portal at www.safearrival.com. A message may be left 24 hours a day. If you are 18, you are responsible to notify us that you have a valid reason to be excused from school.

➤ **If you are late for school?**

Sign in at the office. Punctuality is important, as it leads to falling behind in classes and may result in progressive discipline.

➤ **If you must be excused during the day?**

Go to the Attendance Office before leaving the school. (A signed note from home or parental phone call is required). If you return the same day, sign-in when you get back. Leaving school without signing in or out is truancy.

➤ **If you are sent out of class by the teacher?**

Report directly to the Office. You will be required to fill in a student discipline report. Failure to report to the office may result in further consequences.

➤ **If you feel too ill to stay in class?**

You must ask your teacher to be excused and then report to the office. We will assist in making appropriate arrangements for you.

➤ **If you have an injury or accident?**

In order to ensure that students are safe and comply with insurance regulations, an accident report must be completed A.S.A.P. in the Main Office.

➤ **If you require emergency medicines (e.g., Epi-pens)**

Students in need of prescribed emergency medicines **must** have them in their possession at **all** times. For emergency reasons, it is strongly recommended that **Anaphylaxis** have an extra epi-pen stored in the main office. We cannot give students Aspirin or Tylenol under any circumstances.

➤ **If you lose something of value?**

Check Lost and Found in the Caretaker's Office. Inform the Principal or Vice-Principal of your loss. Keep a lock on your locker and your locker combination number **confidential**. Note: The school is **not** responsible for lost or stolen items. **Do not bring valuables to school.**

➤ **If you want a visitor to come to school**

Visitors are not allowed at school unless prior permission is given from the Principal or Vice-Principal. All visitors to the school must sign in at the office. Administration reserves the right to limit or refuse visitors to the school.

➤ **Where can I drop off my child for school?**

Please use the main entrance and drop off at the auditorium entrance. Students should **NOT** be dropped off in



Secondary Student Handbook

the staff parking lot for safety reasons. Parents are asked to obey all signs and to park only in the designated areas between the lines.

- **Where can I use the telephone?** There is a courtesy phone in the Guidance Office is available only to students who have an emergency and need the phone. Phone calls should **not** be made during class time. **Students may not use cell phones in class unless given permission by the teacher.**
- **If you bring a car to school?** Students must park only in **the student parking lot (front of school)**. If you drive carelessly in our parking lot, parking privileges will be removed.
- **Now that I am eighteen, can I sign out for any reason?** Eighteen-year-old students are considered to be adults and can sign out without parent permission. If you sign out without a valid excuse, you could face consequences in your courses or with Administration. Be responsible with this privilege.
- **Can I bring my skateboard/inline skates to school?** Students are allowed to store their boards and skates in their lockers during the school day, however they are **NOT** to be used any time during the school day on school property (including sidewalks and parking lots).