

# THOM COLLEGIATE

## Student Handbook



**2023-2024**

265 Argyle Street North

Regina, SK S4R 4C7

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*"A safe and caring place for all to learn."*

On behalf of the staff at École Thom Collegiate, we would like to welcome you to the 2023-2024 Academic year. We continue to strive to ensure our school is **a safe and caring place for all to learn**. We pride ourselves in providing a learning program that meets the needs of all students. From our Advanced Placement (AP) and French Immersion programs to our Learning Resource (LRT), Supportive Environment Program (SEP), Functional Integrated Academic Program (FIAP) and Vocational Adaptation Program (VAP), we attempt to challenge students while also giving them every opportunity to meet with success.

As well, we offer a wide variety of extra-curricular programs for our students from *athletics* to *drama* to *music* to a multitude of student *clubs* and *activities*. We encourage students to become involved in these activities. We have found that students who become involved in school activities tend to meet with academic success, as well.

Finally, we would encourage students and parents to familiarize themselves with this **Student Handbook**. This handbook outlines basic information and established guidelines that ensure the school can function in the best interests of all who attend. Have a wonderful school year.



## 2023–2024 THOM STAFF

*Bill DeRosier – Principal*

*Keeley Skrypnik - Vice Principal*

### **TEACHING STAFF**

ATCHISON, Mr. Jes – English  
BAUER, Ms. Erin – EA - FIAP  
BEKKER, Mr. Josh - Math  
BENOIT, Mrs. Lori – Guidance  
BERGEY, Ms. Kim - Cooking  
BLONDEAU, Mr. Luke – Indigenous Advocate  
BRIDGEMAN, Mr. Scott - Phys Ed/Health  
CHO, Mr. James – Math/Science  
CHRISTOPHERSON, Mr. Joel – Auto  
CLEMENT, Mr. Alex - French Imm.  
COLLIER, Mr. Andrew - English  
FLOOD, Mr. Ryan – Art  
GANES, Mr. Mark – Construction  
GARDENIER, Mr. Scott - Social  
GIBSON, Ms. Lacy - FIAP  
GRINYER, Ms. Joanna – French Imm.  
HOUSTON, Mr. Rob - Fine Arts/Band  
HOWLETT, Ms. Janelle – Social  
KANNENBERG, Mr. Brett – Math/Science  
KEIR, Mrs. Kelly - Science/Biology  
KODAS, Ms. Mary - English  
KOROLUK, Mr. Rob – Science/Math  
KOZACK, Mr. Todd - Math  
KUNTZ, Mrs. Kelsey – LRT  
LEUGNER, Ms. Taylor – Math  
LOTHIAN, Mr. Curtis - Math  
McCREDIE, Ms. Katherine – FIAP  
McDonald, Ms. Lorell - French  
MERK, Mme. Jennifer - French Imm.  
MILLAR, Mr. Jeffrey – English  
MISKOLCZI – Ms. Kara - Math  
MOORE, Mr. Patrick – EAL  
MORROW, Ms - VAP  
NEETZ, Ms. Claudine - Guidance  
NEUFELD, Mr. Al – Social Studies  
NEUFELD, Mr. Colin – Math/Social/Science/Art  
PASKIW, Mr. Danny - Phys Ed/Health  
PETERS, Ms. Michelle - Science/Art  
PON, Mr. Terry - Teacher Librarian  
POWERS, Ms. Nicole – Phys Ed/ Health

READY, Ms. Julie – Guidance  
SCARFE, Ms. Jeanne – English  
SCHACK, Mr. Bill - LRT  
STOYKO, Ms. Mckayla - Social  
TOPP, Ms. Roseanne – Sewing  
VANSTONE, Mr. Ross – Social  
WILKIE, Ms. Chantelle - SEP  
WILLIAMS, Ms. Jill - VAP

### **EDUCATIONAL ASSISTANTS**

AHMED, Mr. Iqbal - SEP  
BAUER, Ms. Erin - FIAP  
CALEVAL, Ms. Shannon - FIAP  
CLAUDE, Mr. Don - SEP  
GALENZOSKI, Ms. Angeline - FIAP  
MAC LOON, Ms. Gemma - VAP  
POWERS, Ms. Sharie – FIAP  
SUTTER, Ms. Melissa – FIAP/VAP

### **RESOURCE CENTRE ASSISTANT**

TUTTOSI, Ms. Amy

### **RESOURCE OFFICER**

LOGAN, Cst. Tim

### **ELDERS**

CALDWELL, Mr. Frank  
LEWIS, Ms. Wanda

### **OFFICE STAFF**

HIGHMOOR, Mrs. Lori  
TARDIF, Ms. Nicole  
VASS, Ms. Gwen

### **MAINTENANCE STAFF**

BURKOWSKI, Mr. Larry  
G, Ms. Connie  
LAM, Mr. Thong  
LOCKERT, Ms. Megan  
LOCKERT, Mr. Jason  
MARTENS, Mr. Darren  
SEPIANO, Mr. Joey

# ÉCOLE THOM COLLEGIATE

## SCHOOL SERVICES & General Information

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### **ABSENCE & EARLY RELEASE**

We ask parents/guardians to notify the school if a student is going to be away from class, will be late for class, or needs to be released early. Once are you set up with the new parent portal on [EDSBY](#), you can enter your student's absence yourself, or send an email to [thomcollegiate@rbe.sk.ca](mailto:thomcollegiate@rbe.sk.ca) or make a quick phone call to 306-523-3600 giving your student's first and last name, when they will be away and the name of the parent/guardian calling. See more information regarding Regina Public School Attendance Policy on page 8 of this handbook.

### **ADVISORY PROGRAM**

#### ***TnT – Trojan Time***

All Regina Public High Schools have a student advisory program in place. Educational research and practice overwhelmingly demonstrates that when an advisory program is in place students do better at school. While in advisory, students and their advisor will work together to:

- Develop a greater sense of belonging
- Regularly monitor attendance and academic progress and communicate with students and parents
- Develop an online portfolio for career and planning and to track academic progress
- Enjoy a smoother transition to high school and from high school to post-secondary education and work
- Acquire life skills that will be applied now and in the future.

Teachers at École Thom Collegiate will act as an Advisor to a small group of students in a specific grade. All students in grades 9-12 will meet with their teacher advisor for fifteen minutes each day. This approach will allow every student to become very well known to at least one adult in the building. The Advisory teacher also becomes a sustained contact point and conduit of information for parents.

### **INDIGENOUS ADVOCATE**

The Indigenous Advocacy program supports and enhances the high school experience of First Nations, Metis and Inuit students through academic advising, tutorial support, and post-secondary planning.

### **ANNOUNCEMENTS**

Announcements will be made available each morning during Advisory Class. Student announcements must be approved by a staff member, Principal or Vice-Principal. They are also accessible for students and parents through our website.

### **CANTEEN**

For students who remain at school for lunch, the S.R.C. provides a canteen service, and microwaves are available for student use. Students are encouraged to eat their lunch in the Student Commons Areas. Staff members are assigned to supervise.

## ÉCOLE THOM COLLEGIATE WEB SITE

The Thom web site is full of information including daily announcements, monthly calendar, upcoming events, teacher contact information, news etc. as well as links to student resources.

<http://thomcollegiate.rbe.sk.ca>

## GUIDANCE

The guidance department offers a variety of services to students, teachers and parents. These services include:

- individual counseling aimed at meeting the educational, personal, social and career planning needs of students
- referral to various outside agencies as needed
- current information on post-secondary programs as well as vocational materials
- financial assistance by way of scholarship and bursary information as well as various loan and grant information.

A counsellor is available every period of the day for personal, vocational, and educational counselling. The centre is open from 8:00 a.m. to 4:00 p.m. You are encouraged to drop in to look through the career and self-help materials on display, to use the computer career program, or to talk to a counsellor. Please see us if you are having personal or academic problems, or to talk about subject selection and career planning. Parents are also welcome to call a counsellor at 523-3600 regarding any questions they may have.

## HAWRYLAK AUDITORIUM

The auditorium is a special place in our school in which students are expected to conduct themselves with dignity. *Courtesy* for the performers and *consideration* for the other members of the audience are key words governing expected conduct.

## JOHN DAVIES RESOURCE CENTRE

Welcome to Thom's Library. We are open from 8:00am to 4:00pm.

The Resource Centre is home to many great books that you are sure to enjoy. We have computers and technology available to classrooms and to students needing homework support.

There is always something new at the Library. Come visit us often!

## LOCKERS

Advisory teachers will assign a locker to each student in his/her Advisory class. Locks are available from the office. **Students are reminded that lockers are school property and are subject to search given reasonable grounds.**

## REGINA POLICE - SCHOOL RESOURCE OFFICER

You are welcome to visit our Resource Officer located on the main floor of Thom Collegiate in the guidance area. The Resource Officer is here to assist students with concerns and problems, as well as help them understand the role of a police officer and the individual's responsibility to the community, the law, and its enforcement.

## **THE THOM STORE - TROJAN TERRITORY**

Trojan Territory is located in the foyer of the school, directly across from the elevator. It is stocked with t-shirts, sweatshirts, performance shirts, golf shirts, tank tops, as well as hats and water bottles. New items are being added periodically throughout the year

## **VISITORS**

All visitors, including family and friends, are required to report to the office upon arrival and will be asked to sign in and then directed to the appropriate area. All visitors are REQUIRED to wear a mask upon entering the school.

## **STUDENT EXPECTATIONS**

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### **APPROVED DRESS**

Students should dress appropriately for school, as they would for work in an informal service business. Clothing must not be decorated with images or lettering that would be offensive to students, staff, or the public.

### **DRUGS & ALCOHOL**

Students possessing or selling drugs/alcohol, possessing paraphernalia, exhibiting behaviours, or having the odor of illegal drugs/alcohol, will be referred to the Principal and/or the Vice-Principal. Both the student and the student's locker may be searched by the Vice-Principal, Principal or designate. If a drug/alcohol issue is confirmed, the student's parent/guardian will be informed of the issue and consequence, and the student may be suspended. Any student caught in possession of drugs/alcohol will also be referred to the School Resource Officer, who will determine if criminal charges are to be laid.

### **LANGUAGE**

Staff will correct students who use profane language. If the profanity still persists, a meeting with the parent/guardian will be arranged.

### **PARKING LOT**

Cars are to be parked in an orderly fashion, one space per car. Failure to comply with parking lot rules will result in the loss of parking privileges. Please be respectful of the rules; students do not park in the staff parking lot or fire lane at any time. Garbage cans are available – please do not litter!

### **PROPERTY**

The school and school equipment should be treated with the same care as your own valued possessions. The property of others should be treated with respect. All personal property should be labelled with your name and address. Do not carry large sums of money to school. The School Division does not insure personal property. Cellular devices, electronics, money, and other valuable articles are the responsibility of students.

## **SMOKING/VAPING**

Smoking is not permitted in the building or on the school grounds. This includes electronic devices that simulate tobacco smoking.

## **RESPECT**

Noted disrespect by a student toward a staff member will require a consultation between the teacher and Principal or Vice-Principal regarding the circumstance. Also discussed will be the intervention strategy necessary for resolution.

## **TECHNOLOGY AND LEARNING**

Regina Public School Division values the use of Information and Communications Technology (ICT) that supports student learning. While École Thom Collegiate supports the use of personal devices, we also provide shared devices that are available to all students enrolled in our school.

### **The following statements are a guide for you in your use of Information and Communications Technology**

- Students will use all school equipment in an appropriate way that supports their learning.
- Students will use social media in an appropriate and positive way.
- Students will use only school provided user accounts when using school equipment.
- Students will use school provided devices in a way that does not modify or harm those devices.
- Students will use web-based services and applications in a way that supports their learning.
- Students will always follow and respect current Canadian copyright laws.

Expectations on the use of technology may differ from class to class. Students will respect and follow the expectations of each of my teachers in all of my classes.

**Important:** Inappropriate use of Information and Communications Technology by our students will result in appropriate consequences by School Administration acting in accordance with **The Saskatchewan Education Act**.

## **PERSONAL TECHNOLOGY USAGE**

Electronic devices – PDAs, MP3s, iPods, cell phones, etc. - are not allowed to be used during class time unless permission is given by the teacher. Also, students are not allowed to photograph, take video, or record students/teachers without permission. Students who do not comply with these rules may have their cell phone confiscated.

## **TECHNOLOGY AND PRIVACY EXPECTATIONS**

The Regina Public School Division recognizes that technology, when used appropriately, may contribute positively in a number of ways to the school climate and student learning. Administrative Procedure 225 permits a student to use an electronic communication device (i.e. cell phone) equipped with a digital camera to record video, images or sound only with the expressed permission of a supervising staff member and with full advance knowledge and permission of any individual or group being recorded because this constitutes personal information. Student sharing, distribution, broadcasting or posting of personal information to the Internet must comply with Canadian and Saskatchewan law including *The Criminal Code of Canada*, *The Privacy Act* and *The Local Authority Freedom of*

*Information and Protection of Privacy Act.* Recordings or images made secretly and/or used maliciously by a student may result in school disciplinary action and may include police involvement.

## **REGINA PUBLIC HIGH SCHOOL ATTENDANCE STRATEGY AND INTERVENTION PLAN**

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School attendance is both a right and a responsibility. School division teams actively partner with students and parents in the task of ensuring students meet the attendance requirements of Regina Public Schools and the Saskatchewan Education Act, 1995. RPS is committed to the full implementation of sections 156 to 162 of the Saskatchewan Education Act, which clearly defines student attendance as a responsibility that is shared among parents, students, teachers, principals and the Board of Education.

Regina Public School staff recognizes that consistent attendance, academic success, and school or grade completion have a positive correlation. The Attendance Strategy and Intervention Plan is not intended as a punitive measure. It aims to provide direction and to involve all stakeholders in achieving consistent attendance and therefore academic success for all students. Accurate course attendance records are imperative to the process. The entire Regina Public High Schools Attendance Strategy and Intervention Plan is available [HERE](#)

### **RPS HIGH SCHOOL ATTENDANCE PROTOCOLS**

#### **Students who are aged 16 and older**

- After 5 unexcused course absences, the Advisory teacher will contact home to inform the parents/guardians. The student will meet with the Advisory teacher to discuss attendance.
- After 10 unexcused course absences, a designated administrator/ guidance counsellor/ Indigenous Advocate from the attendance team will send a formal letter to the parent(s)/guardian(s). The student and his/her parent(s)/guardian(s) may be asked to meet with the attendance team.
- After 15 unexcused course absences, a designated administrator/ guidance counsellor/ Indigenous Advocate from the attendance team will meet with the student and will contact the parent(s)/guardian(s). The parent(s)/guardian(s) will be informed that the student is at risk of being withdrawn from the class and the possibility of a referral to the Learning & Re-Engagement Centre (if 16) or Pre-Adult Campus (if 17)
- After 20 unexcused course absences, the student may be withdrawn from the course. A standard letter of notification will be sent to the parent(s)/guardian(s) informing them that the student has been withdrawn from the course.



- After 20 **CONSECUTIVE** unexcused **DAYS** of school, the student may be withdrawn as per the Ministry of Education guidelines.
- A student who has been withdrawn from a course may re-enrol in that course the next semester.

### **Students Who Are Under 16**

- After 5 unexcused course absences, the Advisory teacher will contact home to inform the parents/guardians. The student will meet with the Advisory teacher to discuss attendance.
- After 10 unexcused course absences, a designated administrator/ guidance counsellor/ Indigenous Advocate from the attendance team will send a formal letter to the parent(s)/guardian(s). The student and his/her parent(s)/guardian(s) may be asked to meet with the attendance team.
- After 15 unexcused course absences, a designated administrator/ guidance counsellor/ Indigenous Advocate from the attendance team will meet with the student and will contact the parent(s)/guardian(s). The parent(s)/guardian(s) will be informed that the student is at risk of being withdrawn from the class and the possibility of a referral to the Learning & Re-Engagement Centre (if 16).
- After 20 unexcused course absences, the student may be withdrawn from the course and an alternate plan may be formulated (ex. Tutorial or LRC). A standard letter of notification will be sent to the parent(s)/guardian(s) informing them of the plan.
- After 20 **CONSECUTIVE** unexcused **DAYS** of school, the student may be withdrawn as per the Ministry of Education guidelines.

## **ACADEMIC INFORMATION AND SERVICES**

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### **ADVANCED PLACEMENT**

Advanced Placement (AP) is an international enrichment program. Through the Advanced Placement's courses and exams, high school students can earn university credit and advanced placement, stand out in admissions process and, more importantly, follow their passion in one or more AP subjects. AP operates on an open access policy meaning that any student can try Advanced Placement course. AP can be a diploma program. Students in Advanced Placement study the regular Saskatchewan curricula with a focus on a more enriched academic program. AP is for all students. AP is all about creating a university-ready culture.

### **CAMPUS REGINA PUBLIC**

Campus Regina Public is a career-centred program available to all Grade 11 and Grade 12 students registered with Regina School Division. Campus Regina offers two-credit courses that are occupation specific, taught by experienced teachers and industry professionals using state-the-art equipment.

Campus Regina Public has a variety of programs, all of which include academic credits, apprenticeship hours, and varied technological certificates. Students from École Thom Collegiate who attend Campus Regina are transported each day to their classes at the Campus Regina facilities.

### **CAP & GOWN**

Regina Public Schools supports and acknowledges that the high school graduation ceremony is as an important milestone and celebration of students' successful completion of their high school education. All Regina Public high schools with grade twelve students will conduct a graduation ceremony. This ceremony is for students who have completed, or are eligible to complete, the requirements for graduation in accordance with the Ministry of Education and school-based criteria. This ceremony has traditionally been referred to as our Cap and Gown Ceremony.

### **ENGLISH AS AN ADDITIONAL LANGUAGE**

The EAL Resource Teacher supports students with language learning. EAL students are provided sheltered literacy classes and tutorials. Students who do not yet have the necessary English literacy skills to be successful in the academic program may receive sheltered literacy classes. Once students have acquired the necessary English literacy skills, they are integrated into the regular academic program with tutorial support.

### **LEARNING RESOURCE**

The Learning Resource Program is for students who have been identified as having learning difficulties. A variety of service options are available and range from supporting teachers in making adaptations, monitoring students' progress, providing consultative services, as well as regularly scheduled tutorial classes.

### **TIMETABLE LOAD**

Grade 9 - full timetable  
Grade 10 - full timetable  
Grade 11 - minimum of nine credits  
Grade 12 - minimum of eight credits

### **TIMETABLE CHANGES**

Student timetable changes must be arranged through the office. A transfer from one course to another, or the addition of a class to a student's original selection, is possible only if the timetable permits it and if the request is made in a timely fashion.

Students who wish to repeat classes will be given an opportunity to do so in summer school or the following school year. Circumstances may warrant timetable changes; however, these are limited in number.

**To discontinue a subject**, a student must complete and submit the appropriate form (available at the office), including their request, the parent's written permission and the subject teacher's acknowledgement. **The student's original timetable remains in effect pending the approval of the change.**

## **TRANSITION PROGRAM**

This program is designed to support students who are struggling to meet the demands of a regular timetable. Students who are selected for this program work in a supportive environment where the restrictions of the timetable and school year are altered or removed. Attendance and work ethic are also criteria for acceptance and continued enrollment in the program.

## **UNASSIGNED PERIODS**

Students are encouraged to take as many courses possible. Unassigned times provide a student with an opportunity to use the library or the Student Commons Area for homework or quiet student discussion. Students may also use this time to seek assistance from available teachers.

## **ASSESSMENT**

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The Regina Public School division defines assessment as the systematic process of gathering evidence of what students can do in relation to the broad goals of education or the specific goals of an educational program. Assessment includes methods developed at the school, district, provincial (and international) levels. Broadly stated, there are three types of assessment practices used in schools - Assessment FOR Learning (Diagnostic), Assessment AS Learning (Formative), and Assessment OF Learning (Summative).

### **Assessment FOR Learning (Diagnostic)**

Assessment for learning measures where a student is prior to instruction. The information informs the teacher's instructional practice to enhance student learning. When teachers assess students in an ongoing manner by employing regular or specifically designed techniques (such as conversations, observations, and collecting products), it is possible to discover what students understand to date and where teachers can take the learning from that point. These assessments are descriptive and give information to teachers about both areas of strengths and areas that need further development. Assessment for learning involves learners receiving feedback during their learning.

### **Assessment AS Learning (Formative)**

Assessment as learning describes how assessment can be understood and internalized by students to think about and refine their learning. When students understand and use criteria independently, they are learning how to think about their own thinking and learning. These assessments are descriptive and have students using well-developed criteria and descriptions to identify their own areas of strength and those that need further development.

### **Assessment OF Learning (Summative)**

Assessment of learning measures what learning has taken place at a particular point in time. When students are demonstrating what they know at the end of a unit, or a term, or in a more formalized test, this is a summary of their learning at that particular time. The most relevant assessment for classroom practices are those designed to match the classroom curriculum. These assessments are evaluative and are a snapshot of learning at a given point.

## Evaluation Procedures

Assessment and evaluation are integral components of the teaching-learning cycle. Effectively planned assessment and evaluation promotes learning, builds confidence and develops students' understanding of themselves as learners and also improves and guides future instruction and learning. (Renewed Curricula: Understanding Outcomes, 2010, SK Ministry of Education)  
The assessment of student progress in relation to outcomes outlined in programs of study is important for the following reasons:

- Teachers will use this information to inform instruction, intervention plans and to craft learning activities that are appropriate for all students.
- Teachers will report student progress clearly to students and parents.
- Teachers will make decisions regarding student placement.
- Teachers will evaluate program effectiveness improve student learning.

## Outcome Based Assessment

All teachers will report student progress using the outcomes of each curriculum.

## Expectations for teacher reporting

Effective summative assessment strategies are aligned with curricular outcomes, emphasize the most recent and consistent evidence of learning, are respectful of student diversity, and are used to make decisions about students based on a variety of evidence.

- Course outline and mark breakdown must be in the gradebook.
- Assessment is updated every two weeks or every 10 hours of course study.

Teachers will use the following codes:

Teachers will use the following Edsby Gradebook codes (the old Powerschool Codes are included for reference). **Also note that Edsby has more codes than the ones indicated below. This is due to the move to a provincial system. RBE is using only the codes listed below:**

Edsby Code	Description / Use	PowerSchool Code
! <u>Q</u> verdue	The due date has passed. The assignment is not submitted	Missing
✓ <u>R</u> eceived on time	The assignment was submitted on or before the due date	Collected
🕒 <u>R</u> eceived <u>L</u> ate	The assignment was submitted after the due date	Late
<u>D</u> rop From Average	The teacher has dropped the grade from the average. <b>DO NOT use this to indicate a Formative Assessment. See note below.</b>	Exempt
✗ <u>E</u> xcused	The teacher is not expecting a submission. <b>DO NOT</b> enter a grade in this situation	N/A

## Minimum number of assessments per reporting period

Assessment is ongoing. Authentic formative and summative assessment enhance the learning environment. A minimum of four assessments per reporting period as determined by the teacher will be reported as feedback to each student. Formative and summative assessment must be represented in every reporting. There will be three formal reporting dates over the course of a semester.

## **Responsibilities**

A clear understanding and communication of the role of all stakeholders in a school is necessary. When all stakeholders work together from a common understanding the result is an effective educational environment.

### **Role of the School**

- Introduce the concepts of personal responsibility, honesty and integrity in an age-appropriate manner in keeping with curriculum expectations.
- Teach students accepted conventions for referencing the ideas of others in written work.
- Explain expectations of students in relation to assignments, including how assignments will be evaluated, due dates and implications of submitting work after the due date.
- Ensure that tasks evaluated are reflective of curricular outcomes.
- Adapt assignments to suit learning environment, instruction, assessment, and resources.
- Help students meet their due dates for each course.
- Communicate, in a timely fashion, with the student(s) and parent(s)/guardian(s) to discuss issues related to incomplete work
- Provide marks to students and families on the three established reporting dates.
- Assess, return, and review assignments. This includes submitting marks and indicating the status of assignments as per codes.
- Provide students with an opportunity to complete assignments or alternative assignments, for full credit.
- Offer credit completion to qualifying students.
- Ensure the final week of each semester is free from cumulative assessment.
- No final exam will exceed 20% of the overall mark.
- Schools will develop a plan to ensure that students understand appropriate referencing and avoid common pitfalls every semester.

### **Role of the Parent/Guardian**

- Discuss examples of acceptable and unacceptable academic behavior with their children.
- Support their children to complete assignments by ensuring that school work is a priority, making time and space for school work, discussing due dates and expectations for assignments, and encouraging their child to develop a plan for completing work on time.
- Model respect for school policy and teacher guidelines regarding assignments notice and praise positive behaviours, such as finishing work on time and taking responsibility for one's own work, and offer helpful and constructive feedback to their children to assist them in developing personal responsibility for their school work.
- Encourage their students to assume responsibility for their own learning, including getting to school and class on time, attending school regularly, submitting work on time, and doing their best on tests and assignments.

## **Role of the Student**

- Assume responsibility for their own learning, including getting to school and class on time, attending school regularly, submitting work on time, and doing their best on tests and assignments
- Take personal responsibility to be aware of the short and long-term consequences of submitting late assignments
- Document their sources of information properly by using footnotes or other references, and place a bibliography or list of references at the end of the assignment to indicate the sources used
- Take advantage of the scheduled opportunities to complete missed work, such as demonstrating learning outside of class time in the presence of the subject teacher or in homework rooms
- Be aware and respect due dates and access gradebook to review their marks

## **Communicating Student Achievement**

A schedule of reporting periods, parent/teacher/student conferences, and final examinations will be established and communicated to teachers, students and parents at the beginning of the academic year. Subject teachers and advisory teachers communicate student progress, grades, and achievement to parents through Edsby, as well as via email, telephone calls, and conferences. Formal parent/teacher/student conferences will occur once per semester, and are planned with direction from the administration and facilitated by advisory teachers. Subject teachers may also schedule such conferences when appropriate.

## **Late Assignments and Zeroes on Assignments**

Teachers need to indicate clear and concise dates and times that they expect assignments to be submitted. All assignment due dates will be displayed in Edsby when the assignment is assigned. All students are expected to submit assignments on time. While circumstances do exist that delay the submission of assignments, every effort must be made by students to communicate before any assignment is submitted late. In the event a student submits an assignment late, teachers will indicate on gradebook that an assignment is not submitted on time using the late code.

In cases where the teacher and the student disagree about the submission of late work or credit completion opportunities, the student may appeal to school administration. All high schools will provide assignment completion opportunities throughout the semester close to reporting period times. All assignments are due five school days following the assignment completion opportunity. No late assignments can be handed in after the last day of classes other than those needed to attain a passing grade (see Credit Complete guidelines).

Zeroes are placeholders used when reporting an accurate standing at a particular moment in the class. Students who are below 50% may continue to hand in assignments until they have achieved a passing grade. Students should attend all mandatory assignment completion opportunities to be eligible for consideration. All decisions are subject to review by the administration team of the school.

## **ACADEMIC INTEGRITY**

Students who genuinely engage in the learning process position themselves to achieve results that demonstrate successful attainment of outcomes. Students who engage in academic misconduct do themselves a disservice in terms of contributing to a quality learning experience.

Academic misconduct is the use of the ideas, words, structures, and/or any other type of work of another individual without proper citation or acknowledgement. Students participate in academic misconduct when they share work with another student or use their own work for more than one assignment. One of the most significant forms of academic misconduct is plagiarism.

(Academic Integrity and Student Responsibility Guidelines, Saskatchewan Ministry of Education, 2011)

### **Examples of plagiarism**

- Submitting an essay/assignment written by someone else; e.g. buying an essay online, downloading an essay from a website, having someone else complete one's assignment, or copying or using work, including homework, done by another student.
- Quoting or paraphrasing material without citing the source of that material, including but not limited to books, magazines, journals, websites, newspapers, television programs, radio programs, movies, videos, photographs, and drawings in print or electronic form.
- Copying and pasting from the Internet or other electronic sites without citing the source.

### **Suspected plagiarism protocol**

If a teacher suspects that a student is guilty of plagiarism, the teacher will meet with the student. If the issue is unresolved, the following steps will be taken:

1. the teacher will report the evidence on which the allegation is based
2. the student will be given an opportunity to explain their situation
3. the parent/guardian of the student will be informed
4. depending on the severity of the allegation, an interview with the teacher, student, parent and an administrator may take place to determine what action should be taken

### **Consequences of confirmed plagiarism**

Most cases of plagiarism will be dealt with the teacher and/or the principal on an individual basis. Plagiarism must not be viewed as a trivial offence. It must be viewed as a serious academic transgression. Possible consequences:

1. Student will be awarded a grade of zero for the assignment/test in question
2. Student will be awarded no grade for the assignment/test in question
3. Student will be required to complete a different assignment
4. Student will lose their attendance incentive

Teachers are asked to submit all instances of plagiarism to the main office whether they result in administration involvement or not through email so that the students' activities can be recorded and logged for future reference. Consequences for plagiarism will be determined through a discussion with the student and teacher. Students are still responsible to demonstrate the outcomes that are plagiarized. School administration will be involved in each case.

## EXTRA-CURRICULAR ACTIVITIES POLICY

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### **Rationale**

École Thom Collegiate strives to instill the shared values of Regina Public Schools. We have always believed that success in academic studies is our primary goal and focus. In addition, we recognize that student participation in athletics, the arts and other activities and clubs is an essential part of their high school experience. The term "Extra-curricular" describes those activities that provide opportunities for students to explore and expand their skills or interests in the fine arts, athletic, cultural/social, leadership or technical areas. It is understood that these experiences take place outside of the regular class time.

This policy was developed to provide consistent guidelines for all involved in the extra-curricular program. It outlines realistic expectations and logical consequences for students and clarifies the school's position for staff, students and parent/guardians. The purpose of the policy is to be educative and proactive rather than restrictive, punitive and reactive. The primary focus is for students to remain successful in their studies and enjoy a high degree of success in the activity. All students have access to a wide selection of activities that require varying commitments of the time. Students are expected to meet the time commitment expectations of the activity they participate in, maintain focus on their studies and be a positive representative of École Thom Collegiate at all times.

### **Requirements and Responsibilities**

#### **Attendance:**

1. Students must maintain regular attendance at all of their scheduled classes.
  - a) Students are ineligible to participate in extra-curricular activities on days in which they do not attend **all** of their scheduled classes. In order for an exemption to apply, a parent/guardian must make contact with a school-based administrator on the day of the activity to authorize the absence.
  - b) Except in the case of actual injury, students do not require recuperation or recovery time following participation in extra-curricular activities. Missing classes the day after an activity may result in suspension of that student's eligibility to participate in that extra-curricular activity.

#### **Academic:**

2. Students must maintain satisfactory academic progress.
  - a) The teacher responsible for the activity or a designate will monitor each student's academic progress. The monitoring process should be conducted by September 30<sup>th</sup> and mid-term of semester one, January 28<sup>th</sup> and mid-term of semester two.
  - b) At any time during a semester, a student who has failed or is failing classes may be placed on extra-curricular probation. During this time, a student's academic progress will be monitored and he/she will be allowed to continue to participate fully in the activity. It is hoped that the student will use these days to re-focus and renew their commitment to their studies.



- c) If at the end of the probationary period, the student is still failing, then the student may be placed on extra-curricular suspension. The time for suspension can be reduced if the student displays improved work ethic and has started to improve academically. During extra-curricular suspension, a student cannot participate in any aspect of the activity.
- d) The Eligibility Committee will meet to discuss every extra-curricular suspension.
- e) If at the end of extra-curricular suspension, the student is still failing their classes, then the student may be removed from the activity.
- f) If a student is placed on extra-curricular probation twice in the same school year, the Eligibility Committee will review the student's situation.

**Commitment:**

- 3. Students must fulfill their commitments to extra-curricular activities.
  - a) A student and the teacher advisor/coach of an activity may mutually agree to the withdrawal of a student from the activity without affecting the student's eligibility to participate in other activities.
  - b) If a student withdraws from an activity without consultation with the teacher advisor/coach, he/she may not be permitted to participate in an activity concurrent with the one discontinued. Furthermore, that student may be ruled ineligible to participate in another activity.

**Behavioural:**

- 4. Students must demonstrate behaviour consistent with the values of the school within the classroom and at any school-related activity.
  - a) A student who behaves in a manner inconsistent with the values of École Thom Collegiate or who brings discredit to the school will be reported to the Eligibility Committee. Such behaviour may result in suspension from participation in activities.
  - b) The use or possession of drugs or alcohol while on school premises or at any school-related function will result in a review by the Eligibility Committee of the involved student's eligibility to participate in activities including suspension from activities.

**Monitoring and Consequences:**

- 5. The Eligibility Committee typically consists of the principal (chair), vice-principal, athletic director, SRC advisor and coach/supervisor. They will meet to discuss:
  - a) Every extra-curricular suspension.
  - b) If a student is still failing classes at the end of extra-curricular suspension.
  - c) If a student is placed on extra-curricular probation twice in the same school year.
  - d) At the discretion of the teacher advisor/coach, classroom teacher, and/or school-based administrator.