**École Centennial School**

**ÉCS Student Handbook**

Chinook School Division

**2023-2024**





**Introduction**

École Centennial School opened in 2014 as Swift Current celebrated one hundred years as a city. École Centennial School is a dual track pre k-8 school that serves all French Immersion in Swift Current as well as English programing for students north of the Number 1 Highway. The goal of the school is to create a collaborative learning environment for all students and staff independent of the track they are a part of. Staff and students will work to meet their learning needs with an emphasis on mathematics (Math Momentum) and reading and writing (Balanced Literacy).

École Centennial School is a partner in a shared facility with All Saints Catholic School. The boundary between the two schools is invisible. The Resource Centre, the Student Services Area, the Band Room and the Practical and Applied Arts Rooms as well as the outdoor playgrounds are all joint-use spaces and are common to the two schools. The two schools share teachers, cleaners and building operations management as well as busing.

The moniker of École Centennial School is “**Stars”**. This nickname has a connection to the motto of Saskatchewan - “The Land of the Living Sky” which describes our beautiful sky and the beauty and energy of the stars. One characteristic of a star is the brilliance of light that it emulates. Like the stars, students at École Centennial will be the energy and the brilliance that invigorates our school. Each student will bring their unique talents to build our school culture. The brilliance that students achieve will be based on their individual skills and attributes that as a community we foster.





## Our Purpose:

**École Centennial Motto:** “Together we Shine.” “On brille ensemble!”

**École Centennial Goal:**

We are excited to learn and play together.

We belong in a safe and welcoming community.

We are innovative and successful.

**École Centennial Values:**

The values that are embedded in the goal are:

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| Learning for all | Collaboration with stakeholders | Developing healthy relationships |
| Providing a variety of opportunities for students | Engaging students interests | Teaching virtues |
| Respectful relationships | An inclusive environment | Honor diversity  |
| Reflective practices | Differentiated learning and assessment  | Risk taking |
| Solution focused problem solving | Mutually beneficial partnerships | Goal oriented focus |
| Professional learning and collaboration | Data driven decision making | Educating for the future |

**École Centennial Stars**

The slogan of Saskatchewan is the “Land of the Living Sky” which describes our ever-changing sky, honors our relationship with the sky, its dramatic vastness, the inspiring glowing sunsets, and the beauty and energy of the stars.

Like stars, the people at École Centennial are the energy that invigorate. The students and staff bring their uniqueness and talents that will form our school culture.

## Learning Leadership

Your most important job at École Centennial School is to be an active learner. Your learning is not restricted to the classroom, but will happen in all aspects of your daily living throughout your lifetime. To show learning leadership, you must commit to developing your mind, body and social being. For this to occur it is important that you attend school regularly. Whenever you are absent from class, you must ensure that your parent or guardian either sends a signed note or phones the school the same day to confirm the absence and the reason.

## Creating a Safe and Caring School

The formation of our positive school culture will be dependent on staff and students working together towards being “**École Centennial Stars”**. To be an École Centennial Star you will strive for brilliance by:

* Being an active participant in school life
* Showing respect for yourself and others through your actions and your words
* Taking responsibilities for your actions
* Coming to school prepared, on time and ready to learn
* Resolving conflict peacefully guided by a restitution model
* Putting safety first

**Virtues**

At École Centennial School, our culture is based on creating respectful and responsible learners. This goal will be realized by modeling, teaching and reinforcing school wide virtues. The virtues we will focus on include: kindness, empathy, friendliness, fairness, unity, courage, enthusiasm, patience and brilliance. École Centennial School Stars will aspire to develop their capacity to model the virtues by the time they leave the school in Grade 8. One characteristic of a star is the brilliance of light that it emits. All the students at École Centennial School have gifts to offer our community. The brilliance they achieve will be based on the individual skills and attributes that we as a community foster together.

**Coaching through difficulties**

We believe that it is okay to make a mistake; it is from these that we learn and move forward. In an effort to maintain a positive working relationship between the home and the school, your parents are informed of serious issues when they occur. By working together with parents, potential problems can be solved quickly. The following **bottom line behaviours** are deemed serious:

* Direct defiance of authority and rules
* Constantly neglecting responsibility
* Using improper or profane language and/or gestures
* Fighting or physical abuse of others
* Destroying property and/or stealing
* Behaviour that damages the moral tone of the school and/or the well-being of fellow students and staff. This includes actions on social media, drugs, alcohol, smoking and vaping.

## Behavioral Expectations

School doors will open to all students at **8:00 a.m.** If the weather is not suitable, students will gather in common areas to allow for thorough supervision.

**General Expectations on the Playground and During Breaks**

* Be a STAR practice the virtues.
* Listen to the supervisors and follow their directions.
* Be polite and courteous with others on the playground by using your manners.
* Play safely keeping hands to yourself. Games are played without contact.
* Keep snow and rocks on the ground.
* Be a problem solver.
* Keep the school grounds clean by putting garbage in the garbage cans.
* Use the equipment and play structures properly and safely.
* Return all equipment to your classroom.
* Return to school promptly following any bell signal through your designated grade entrance.

Entering the school after recess (k-5):

* When the bell goes head to your line up promptly.
* Be patient in the entrances and in line ups and wait for direction to enter from supervisor.
* Getting drinks after recess - Students are to proceed to the classroom after recess and if they are to get a drink they need to ask their classroom teacher.
* Shoes need to be changed from November 1 to May 1 and on days that are wet.
* Playground after school - only students supervised by their parents are allowed to play on the playground after school.

**Indoor Recess**

* If the weather is inclement, assume activities in classrooms that are quiet and acceptable to the supervisor.
* Teachers should prepare indoor recess bins.
* In the morning before school everyone gathers in the Carrefour until 8:20. When the additional supervisor arrives all students will go to their classrooms.
* At recess and lunch K-4 students remain in their classrooms.

**In the School and in the classroom**

* Arrive to class on time and ready to learn.
* Be responsible for your supplies.
* Respect others personal space and property. Remember to use your manners.
* Be prepared to work and take pride in what you do.
* Be a problem solver.
* Walk single file on the stairs, on the right side and use the hand rail for safety.
* Always walk on the right side of the hallway in a quiet and orderly manner.
* Report to the office when you are late or are leaving the school early.
* Help take care of your fellow STARS.

**Bus Guidelines**

1. Students will sit in their assigned seat and only leave their seat with the Bus Driver’s permission.
2. When unloading, students are to stay seated until the bus comes to a full stop.
3. Students will keep the center aisle clear (no arms, legs, bags or equipment).
4. Students will keep their hands, arms or other body parts inside the bus at all times.
5. Students may not eat or drink on the bus. Sunflower seeds are not allowed.
6. Students will follow the instructions of the Bus Driver at all times.
7. Students will help the Bus Driver by keeping the bus clean.
8. Students will use a “talking” voice and will show respect for themselves and others by using appropriate and respectful language.
9. Students will treat the Bus Driver and other students with courtesy and respect.
10. Students are responsible to the Principal for their behaviour on the bus. The Principal has the authority to suspend bus privileges for students who are not able to self-regulate their behaviour.
11. If students miss the bus, alternate travel arrangements will need to be made by the home.
12. When the bus driver puts his interior lights on student voices are off.

**Current Bussing Guidelines for ECS:**

-only FI students can receive Chinook bussing to the Dickson daycare. English students going to Dickson daycare must pay for city transit
-students who live in the city and want to attend FI do not need a catchment form--all others do
-in situations where there is a split family and one is in our catchment area or in FI and the other is not, they complete a catchment area form

The following applies for attending our attending our school:
- we are a closed boundary and our attendance area is in the city/north of the #1 highway
-FI students do receive bussing from anywhere in the city
- students cannot join our  FI program after the start of grade 1 (if they have not been in FI program previously)
- students who attend daycare in our area are given bussing and can attend through grade 5. Families are responsible for transportation after grade 5 if they want to choose to continue attending Centennial.

If they start in FI and switch to English at some point the following applies:
- they can remain at our school for that school year but must return to their catchment area school for the next year or they may choose to transition to their catchment school that school year
- they can remain at our school if they have a sibling in our FI program until that sibling finishes grade 8 or leaves

## Inclement Weather

In the absence of administrators, the supervisors will determine if students should be outside because of poor weather conditions (rain, extreme wind, temperature below –25C, etc.). The secretary will check the weather prior to recess and inform the administration and/or the supervisors of the conditions outside. If students are brought in, the following arrangement may be used:

**Cold Weather Policy at ÉCS**

Cold weather is just around the corner and we want you to be prepared. Please ensure your son/daughter is dressed warmly for cold weather.  Ski pants, toques, mitts, scarves, boots (all labelled!) are essential for fun outdoor play and for riding the school bus.

In the absence of administrators, the supervisors will determine if students should be outside because of poor weather conditions (rain, extreme wind, temperature below –25C, etc.). The secretary will check the weather prior to recess and inform the administration and/or the supervisors of the conditions outside. If students are brought in, the following arrangement may be used:

BEFORE SCHOOL:

* Students will remain in a location (Carrefour) until 8:20 a.m. if it is colder than -15C including windchill
* At 8:20 a.m. if it is colder than -25C, supervisors will be designated for each floor.  Students can proceed to their classrooms (K-5). The Grade 6-8 students are to be in their classroom, hallway on the upper floor or in open gym. If it is warmer than -25C K-5 students will go outside

RECESSES:

* If the weather is between -25C to -40C children will go outside for a fence run.
* -40C or colder students stay in classrooms inside

AFTER SCHOOL:

* Second run bus students stay in their classrooms until 3:15 pm
* Second run bus students go outside if it is warmer than -25C at 3:15 pm
* Second run bus students go to the carrefour if it is colder than -25C at 3:15 pm

If the Wind Gusts are exceeding 70KM we may do a run to the fence or an indoor recess.

Please keep in mind, if a student is not well enough to go outside at recess, they should not be attending school.

**General**

-As our seasonal weather approaches, we are going to be fielding questions regarding weather days. When buses are not running schools are always open.

-School bus cancellations are announced on local radio/social media.

- School bus drivers have the ability to make bus announcements via School Messenger system (phone messaging to parents).

Chinook School Division requires all RURAL bus students to complete the Billet form. In the event that buses are unable to run and roads are closed, it is vital that our rural students have a billet family in place.

## Bus Transportation

* If the temperature is -45C or the wind-chill reaches -45C, buses throughout the Division will not run.
* The morning call must be made by 6:30 a.m. allowing time to reach all drivers and to make the announcement on the radio or through the syner-voice system.
* In the event of a storm, bus students will be dismissed at regular times unless parents are informed otherwise.

**Dress and Appearance**

The purpose of a dress policy is to reflect and promote respect for self and others and support a safe and caring environment. Students are encouraged to develop a sense of pride in themselves and in our school. Parents and Centennial staff work together to prepare students for success, now and in the future. School should be considered a workplace where the business is learning. Students and staff are expected to dress accordingly. Dress and appearance should reflect cleanliness, tidiness, neatness and appropriateness (Private body parts are covered) and not interfere with student learning. Messages (Written or symbolic) on clothing must be appropriate for school (i.e. Nothing illegal, obscene, sexual, or profane) Nothing promoting alcohol or controlled substances. Hats and toques are to be taken off at the lockers and not worn in class. When entering and leaving the school hats can be worn in the hallways.

**School Dances**

Two dances are planned for the year for grade 6-8 students. These are arranged by the S.L.C and teacher advisors. Only École Centennial School students and approved guests will be admitted to our school dances. School Dances look like:

* A positive social experiences twice a year
* Regular attendance at school on the day of the dance
* Presenting your student card in order to enter
* Arriving no later than 7:00 p.m. and being prepared to leave at 9:30 p.m.
* Remaining at the dance for its duration
* Complying with all school rules
* Dressing to reflect the moral code of École Centennial School

**Gym**

* In gym class you will wear gym clothes and proper running shoes.
* Electronic devices are not allowed in the gym change rooms.

**Electronic Devices**

We recognize that many students have cellular phones. Grade 6-8 students are to store their phones in their locker after the 8:20 bell. During school hours, they are not to be used for texting or social phone calls. As technology applications may support curricular outcomes, some teachers may allow use of cell phones for educational reasons during class. When not being used to support learning, we ask that they are powered down or put on silent and stored in your locker. Using electronic devices without teacher permission will result in reminders from teachers to put the electronic device in your locker.

Repeated Disregard for this rule will result in the following:

Step 1 - the phone will be put in the office and you may collect it at the end of the school day.

Step 2: the phone will be put in the office and your parent will be contacted to come and pick it up.

Step 3: Continued Repeat offenders will be required to leave their device at home or in the office during school hours and be subject to the school discipline plan for defiance.

The school is not responsible for any electronic devices the students may choose to bring to school.

**Personal Items Brought From Home**

As mentioned above, the school is not responsible for any electronic devices the students may choose to bring to school. This includes any personal item such as toys, jewelry, ipods, ipads, iphones, bicycles, skateboards, scooters, etc.) Bikes and scooters can be safely stored in the racks at the main entrance with a family-supplied lock. Skateboards can be stored in the office if requested.

**Student Phone**

Students are permitted access to the telephone in their homeroom classroom with staff permission.

You are:

* To use the phone during lunch hour, before and after school and breaks
* Encouraged to make necessary calls only
* To use common sense and courtesy
* To leave a message on answering machine if an option

**Lockers**

Lockers are provided for each student. Storage of all texts and personal supplies (including coats) is expected to be in the locker of your cubby***.***  You are encouraged not to inform others of your locker combination and use locks provided by the school. The lock you purchase will be used classrooms upstairs where the lockers are outside of the classrooms. There is an $10.00 fee for a replacement.

## Helping you Succeed

**Text Books**

All textbooks are property of École Centennial School or Chinook School Division and are loaned to the students at the beginning of the year. It is the student’s responsibility to care for the book and return it in good condition at the end of the school year.

**Technology**

École Centennial School provides students with access to technology in various forms to assist with their learning. We promote computer use to enhance school curricula and increase technological literacy. This includes access to the Internet. We monitor this access carefully and will attempt to ensure that it is done in a responsible and safe manner by all students. To protect our students we do have an internet policy which outlines the student’s responsibility in the use of this resource. Teacher permission is required when using the computers outside of class time.

**Resource Centre**

Books are signed out for a two week period. Be sure that books are returned promptly once read. You are not charged or penalized for overdue books; however, a fee is payable to the school to replace any unreturned or lost books.

**Assignments**

It is expected that each student will hand in their work on the date the assignment is due. It is also expected that **if you miss school for any reason it is your responsibility to meet with your teachers to see what was missed**.

**Student Counselling Services**

École Centennial School provides counseling services for individuals and groups of students. These services are designed to assist students to achieve academic goals and develop social skills. Other health supports such as the Addictions Counselor, Mental Health Counselor also provide supports at the school periodically.

### Student Leadership Council

The S.L.C. (Student Leadership Council) members are representatives of the student body and is a part of the decision making in our school. There is a Sr. and Jr SLC. They sponsor many activities throughout the year such as Spirit Days, Carnivals, school dances and fundraisers to support local organizations.

**Extra-Curricular Activities**

All students are encouraged to join a program that is of interest to them. Activities vary slightly from year to year depending on the interests of the students and staff. In past years, the following have been offered as noon or after school:

##### Yearbook Badminton Snack Shack Store Worker

Boys Basketball Boys Volleyball Jazz Band Cross Country

##### Girls Basketball Girls Volleyball Outdoors Club Craft Club

Track and Field Improv/Drama Club Cooking/Sewing Club D&D Club

**Noon Hour**

**Grades K-5**

Follow the weather policy. Eat 11:57- 12:22. Play 12:22-12:40. If it is colder than – 40 with wind chill it will be an indoor recess. If it is between -26 and – 40 you can expect to do a run to the fence and back. If it is – 25 or warmer, you can expect to be playing outside.

**Grade 6, 7 & 8’s**Recess first 11:57 – 12:22 and eat from 12:22-12:40. The gym is available everyday from Mid October to May. Soft spaces any day for 7/8. LIBRARY available on Days 2, 4, 6. Board Gamesfrom 11:57-12:22pm (when it is opened), if it’s warmer than -25, you are welcome to go outside for activities any day! If it is colder than -25 ( you won’t be going outside!). Device days will be announced!

We use environment Canada weather to determine our temperature.

From the beginning of the school year until October all students will be going outside during the recess portion of lunch. This will also apply to May and June.

École Centennial School is a closed campus due to safety concerns. This is what noon hour looks like at École Centennial School:

* Find a place to sit and eat lunch in a designated area
* Clean up after yourself upon completing your lunch then remain seated
* The noon supervisor will check the area and then dismiss you
* The students are not to leave without the permission of the supervisor
* The supervisor will direct students as to whether you remain indoors or outdoors for the remainder of the lunch break
* When students are not outside for lunch some of the options for lunch activities may be: gym, library, games room, soft spaces and classrooms.
* Attending Study Hall if assigned by a teacher or it is self directed.
* Respectful words and actions to the noon supervisor and other students
* If you are accompanied by your parent or guardian you are allowed to leave the school during lunch.
* Accepting responsibility for your actions
* Continuous order and harmony in the school

## Communication Between Home and School

**Communication Tools and Opportunities**

* A school newsletter is sent home each month.
* Parents are invited to contact the school when they have questions, concerns or comments.
* Most staff can be contacted via Email by typing the staff member’s first initial, and last name, followed by @chinooksd.ca An example: djones@chinooksd.ca
* Teachers will contact parents when necessary.
* You can find the following information on our homepage
* Daily announcements, library information, a copy of the newsletter, etc.

**Conferences with Parents and Students**

We believe it is important early in the school year to build strong working relationships between home and school. Students, parents, and teachers need to have opportunities to work together. By providing opportunities to meet with your child’s teacher collaborative relationships can be built. Conferences will be held in November and March. École Centennial School supports and encourages informal communication throughout the year.

**Our School Survey (Tell Them From Me)**

École Centennial School will conduct the Our School Survey for students, parents and staff. The data collected is anonymous and is used in order to help our school improve and support student learning. Student data is collected at one or two intervals during the school year. This data is used as part of the school’s annual goal-setting process that takes place in the fall of each school year.

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| **C:\Users\mshotter79\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\ARZCHE60\school[1].jpgBELL SCHEDULE** **2023 – 2024 School Year****Kindergarten to Grade 8** |
| **8:35 a.m.** | **Bell to go to class (all students)** |
| **8:42-8:50 a.m.** | ***Homeroom Announcements and Attendance*** |
| **8:50-9:33 a.m.** | Period 1 |
| **9:33-10:16 a.m.** | Period 2 |
| **10:16-10:31 a.m.** | ***RECESS/BREAK*** |
| **10:31-11:14 a.m.** | Period 3 |
| **11:14-11:57 a.m.** | Period 4 |
| **11:57-12:40 p.m.** | **LUNCH**Lower Level: Eat 11:57-12:22 p.m. Play 12:22-12:40 p.m.Upper Level: Play 11:57-12:22 p.m. Eat 12:22-12:40 p.m. |
|  | ***Homeroom Attendance*** |
| **12:40-1:24 p.m.** | Period 5 |
| **1:24-2:07 p.m.** | Period 6 |
| **2:07-2:22 p.m.** | ***RECESS/BREAK*** |
| **2:22-3:05 p.m.** | Period 7 |
| **3:05 p.m.** | ***DISMISSAL*** |