

# STUDENT HANDBOOK



**2024-2025**

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# BELL SCHEDULE

<b>PERIOD 1</b>	<b>8:50</b>	<b>9:54</b>
<b>PERIOD 2</b>	<b>9:59</b>	<b>11:03</b>
<b>BREAK</b>		
<b>PERIOD 3</b>	<b>11:13</b>	<b>12:17</b>
<b>LUNCH</b>		
<b>PERIOD 4</b>	<b>1:07</b>	<b>2:11</b>
<b>PERIOD 5</b>	<b>2:16</b>	<b>3:20</b>

# SHORTENED DAY SCHEDULE

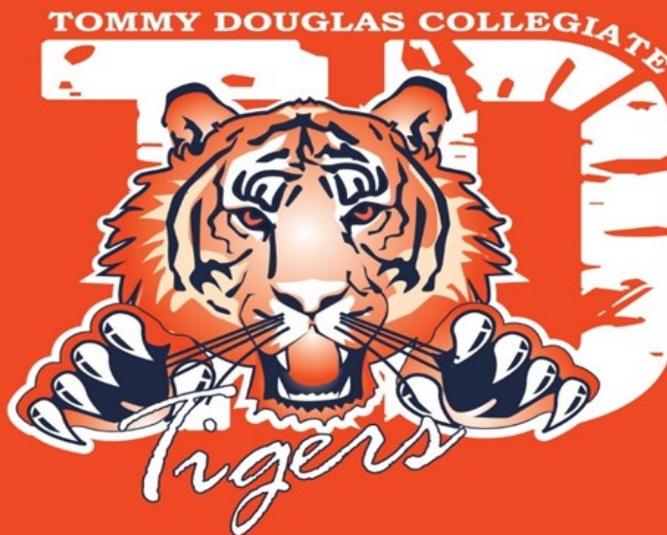
<b>PERIOD 1</b>	<b>8:50</b>	<b>9:35</b>
<b>PERIOD 2</b>	<b>9:40</b>	<b>10:25</b>
<b>PERIOD 3</b>	<b>10:30</b>	<b>11:15</b>
<b>BREAK</b>		
<b>PERIOD 4</b>	<b>11:30</b>	<b>12:15</b>
<b>PERIOD 5</b>	<b>12:20</b>	<b>1:05</b>
<b>DISMISSAL</b>		

TOMMY DOUGLAS COLLEGIATE

# CODE OF CONDUCT

The students, staff and community of Tommy Douglas Collegiate believe our school is a place to belong.

Tommy Douglas Collegiate is a positive and safe learning environment where students grow personally, socially and academically. Our diversity is valued and celebrated. The Tiger family is committed to respect for self, for others and for the school community. We encourage one another to strive for personal excellence in all aspects of life.



We are honoured to be part of a school named after a great Canadian who acted on his belief that communities are responsible for taking care of one another.

T

trust

I

integrity

G

growth

E

equity

R

respect

S

spirit



**T**ommy Douglas Collegiate was named after public consultation with students, parents and staff, led by Mr. Colum Price, principal of Lester B. Pearson School. The Board selected Tommy Douglas as the name of the new public school collegiate to honour the former premier of the Province of Saskatchewan (1944-1961). Before entering politics, Tommy Douglas served as a Baptist Minister in Weyburn, SK. Tommy Douglas was a tireless crusader who worked for the betterment of all people in this province. Tommy Douglas is known for many firsts including the founding of Universal Medicare, later adopted by the federal government of Canada. He was honoured in 2006 by the people of Canada who voted him to be “The Greatest Canadian” on a CBC television series.

## **TOMMY DOUGLAS SCHOOL SONG**

Hey, Tommy Douglas, stand up and cheer  
Hey, Tommy Douglas, let them know we're here.

We've got the spirit, we are the best –  
Cheer for the orange, cheer for the blue,  
Put them to the test.

Go for the victory, go for the score;  
Make every Tiger stand right up and roar.  
Give it all of our might as we play it right – Tigers win tonight, Tigers Win Tonight.

## PRINCIPAL'S MESSAGE



Welcome to Tommy Douglas Collegiate! Tommy Douglas Collegiate opened in 2007 and celebrated its first graduating class in 2009-2010. It is part of the Blairmore Integrated Facility which involves a unique partnership between Saskatoon's two school divisions and the City of Saskatoon.

Tommy Douglas Collegiate is a modern high school that is home to approximately 1100 students. We have two large gymnasiums, a 423 seat performing arts theatre, a large band room complete with practice rooms, a dance studio, an industrial arts wood shop, a home economics lab, science labs, a five thousand square foot fitness facility, and state of the art computer and graphic arts labs. We have a community room, food services area and a large commons area for students to enjoy outside of class time.

Sixty-eight acres of park space surround our school complete with soccer, softball, and football fields as well as walking and biking trails and an outdoor amphitheatre. The building that is home to Tommy Douglas is joined to Bethlehem Catholic High School by a common corridor through the City of Saskatoon's *Shaw Centre* which includes a 50 metre pool, 25 metre warm-up pool, diving facility, indoor water park and slides, fitness areas and 160 metre indoor track for walking and jogging. We are proud to be part of this one-of-a-kind facility and are thrilled that our students and community have access to all that this facility has to offer.

At Tommy Douglas, we offer programming to meet the needs and interests of many students. We offer a broad-based curricular program that allows students countless choices in electives, including Dance, Digital Photography, Practical and Applied Arts and Performing Arts. We also offer enriched programming leading to optional Advanced Placement courses in a student's Grade 12 year. Functional Living Skills (FLS) offers programming for young adults with special needs. In August 2009 our new Softball Academy began for students who wish to follow their passion for softball through this unique academic program. In response to our growing diversity we offer full EAL (English as an Additional Language) support for students new to our country and community. We also have a growing French Immersion program from which students graduate with a bilingual certificate.

While we enjoy showcasing our new facility and diverse programming we are most proud of our students and staff. We are proud of our students, who mirror Saskatoon's diverse population with its many cultures and languages. We also have an exceptional staff at our school that work extremely hard to mentor and support all students in their educational journey.

This student handbook will be an excellent resource for you in the 2023-2024 year. Please familiarize yourself with our code of conduct and school expectations. Also be sure to utilize the study guides and other resources in this document.

Tommy Douglas Collegiate is a place to belong. We are honoured to have our school named after a great Canadian who acted on his belief that communities are responsible for taking care of one another.

All the best for a successful year in 2024-2025!

Kevin McNarland,  
Principal



# SASKATOON PUBLIC SCHOOLS

## Core Requirement Graduation Plan

### Grade 10 in 2024-2025

#### Grade 10

- Science 10
- Wellness 10
- Financial Literacy 10  
(can be deferred to grade 11)

**At least one of:**

- English A10
- English B10

**At least one of:**

- History 10
- Indigenous Studies 10

**At least one of:**

- Foundations Pre-Cal 10
- Apprenticeship Math 10

#### Grade 11

- English 20

**At least one of:**

- Health Science 20
- Physical Science 20
- Computer Science 20
- Environmental Science 20

**At least one of:**

- Math Foundations 20
- Math Pre-Calculus 20
- Apprenticeship Math 20

**At least two from either or one of:**

- Arts\* and/or  Practical & Applied Arts\*\*

**Electives:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

**Electives:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_

**Electives:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_

**TOTAL CLASSES:**

- Grade 10 + Grade 11 + Grade 12 = a minimum of 24
- Successfully complete at least five subjects numbered 30
- Please see counsellor to discuss any post-secondary requirements.

\* **Arts Electives:** Arts education, band, choral, dance, drama, guitar, instrumental jazz, music, studio art, visual art, vocal jazz

\*\* **Practical & Applied Arts Electives:** Accounting, apprenticeship, autobody, career and work exploration, clothing, textiles and fashion, commercial cooking, communication media, construction and carpentry, design studies, drafting, electronics, entrepreneurship, financial literacy, food studies, graphic arts, hairstyling and esthetics, housing, information processing, interior design, life transitions, mechanical and automotive, photography, practical and applied arts survey, robotics and automation, theatre arts, welding

# Tommy Douglas Collegiate French Immersion

## Core Requirement Graduation Plan

### GRADE 10

#### Compulsory:

- English Language Arts B10
- Fondements des Mathématiques et Préalcul 10F
- Fondements des Mathématiques 20F
- Français 10F
- Histoire 10F
- Sciences 10F
- Wellness 10

### GRADE 11

#### Compulsory:

- English Language Arts 20
- Français 20F
- Français Intégré A20F
- Fondements des Mathématiques 30F
- Histoire 20F

#### Choose 1 Sciences:

- Computer Science 20
- Environmental Science 20
- Health Science 20
- Physical Science 20
- Science 21

### GRADE 12

#### Compulsory:

- Français 30F
- Français Intégré B20F
- Sciences Sociales 30F
- English Language Arts A30 or B30

\*NOTE Some universities require both ELA30 and ELB30 in addition to Français 30 for admission

- At least two Arts Education or Practical & Applied Arts Electives at the 10, 20 or 30 level

#### Unspecified Electives (Minimum of 2)

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

#### Unspecified Electives (Minimum of 3)

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

#### Unspecified Electives (2 of 5 must be at the 30 level)

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_

Total of 12 credits (Grade 10, 11 and 12) must be in French to receive Bilingual status with Saskatchewan Learning

Total of Compulsory and Elective Courses for Grades 10,11 and 12 must be greater than or equal to 24

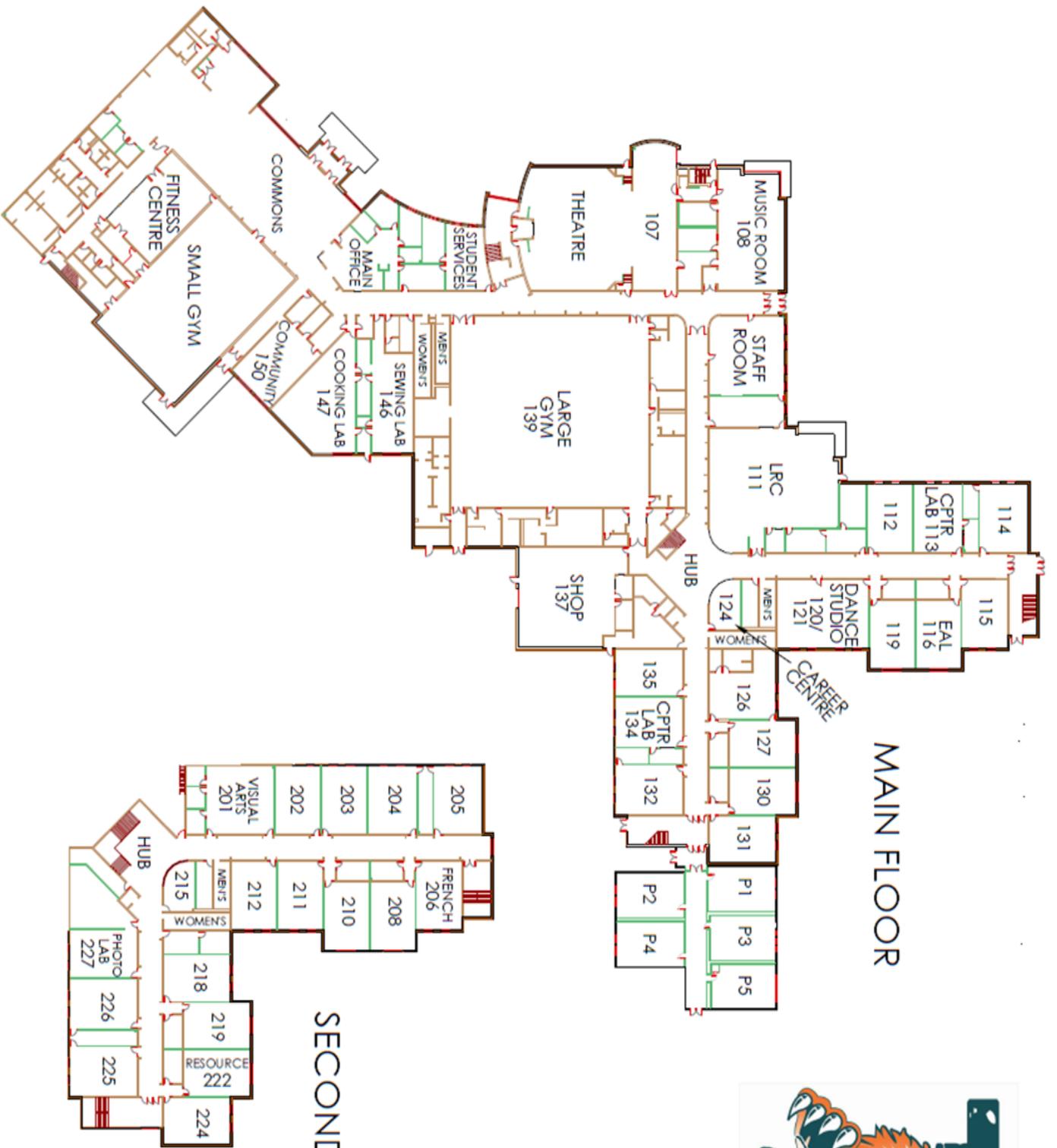
\*NOTE Meeting the minimum requirements does not necessarily satisfy entrance requirements for post-secondary institutions. Please consult with counsellors to confirm appropriate program choices.

# TOMMY DOUGLAS PARTNERSHIPS

Tommy Douglas Collegiate, Bethlehem Catholic High School, and the City of Saskatoon have entered into a unique partnership all under the same roof to form the “Blairmore Integrated Facility”. The partners have worked together to develop a unique and collaborative approach to integrate resources. These resources include land, buildings, programs, and services, while continuing to respect the unique mandates of each participating partner. Tommy Douglas Collegiate, in partnership with the City of Saskatoon, shares a second gymnasium, a fitness facility, and a commons area. It is our vision and hope that this partnership will serve our students and the community in unique and exciting ways.

## KEY SCHOOL THEMES

- Academics:** TDC offers a full complement of courses offered and taught by highly qualified teachers. Advanced Placement program is offered.
- Advisory:** Staff plans special events and retreats designed to increase student belonging to school.
- Community:** A unique partnership exists between Saskatoon Public Schools, the City of Saskatoon and the Greater Catholic School Division.
- Cultural:** TDC celebrates cultural diversity in all its forms.
- Environment:** Environmental stewardship is incorporated into current and developing curriculum.
- Fine Arts:** Students are able to participate in band, musicals, dance, visual, and graphic and performing arts courses.
- Wellness/Athletics:** Students have access to two gyms, an indoor track, a fitness centre, as well as 68 acres of park space which includes 3 softball diamonds, 2 soccer pitches and a football field.





# TOMMY DOUGLAS ATTENDANCE POLICY

## TOMMY DOUGLAS ATTENDANCE

Regular attendance is essential for academic success. There is a significant correlation between academic achievement and attendance.

It is understood that some absences are unavoidable. Parents/Guardians are expected to report student absences through Edsby or by contacting 306-683-7910. It is important to note that these unavoidable absences still result in missed instruction and assessment and students and parents/guardians are encouraged to reach out to their teachers through email or Edsby to discuss a plan.

The goal of the attendance policy at Tommy Douglas Collegiate is to improve attendance and thus improve credit attainment and graduation rates for all students.

## TOMMY DOUGLAS ATTENDANCE UNEXCUSED ABSENCES

The following interventions are in place to support students in partnership with their parents/guardians.

Parents/guardians will be contacted daily about an unexcused absence through the synervoice phone system. Parents/guardians can also view attendance through Edsby.

After five unexcused absences, the classroom teacher will have a conversation with the student and reach out to the student's parents/guardians.

After 10 unexcused absences, an administrator, counsellor, or another student advocate will contact a parent/guardian and, in partnership with the student and family, may develop a plan for improvement. Further absences may require a meeting with the school's attendance support team.

After 15 unexcused absences, a school administrator will connect with the student and parents/guardians to discuss options related to student success. This may result in the student being withdrawn from the course with the possibility of being rescheduled in the class the following semester.

## **LATES/ABSENCES**

Any student who comes to school late or is late for a class for any period of the day is expected to report directly to class. Students who are habitually late for class will be subject to the same sequence of events as students who are poor attendees. If a student misses more than half of their class, they may be marked absent with a notation of when they were absent. **If a student was marked absent and attended class, the student should clear the absence with their teacher and the teacher will notify the office to change the absence accordingly.**

## **LEAVING SCHOOL EARLY**

Students who become ill or who must leave for any other acceptable reason during the day must report to and sign out with the Attendance Secretary before leaving school. They will be allowed to use the office phone to contact a parent/guardian to inform them that they are leaving. Students under age 16 will require school contact with parents or guardians prior to leaving the school.

## **EXTENDED ABSENCES**

Students who will be absent for more than five (5) days must obtain a form from the Attendance Secretary prior to the absence. Each teacher will list on the form any academic consequences of the absence that are known at the time, and the assignments that must be completed. It is also understood that an extended absence from school may adversely affect the student's mark on evaluation of the course content covered during the absence. Please note that students who are absent for more than 20 consecutive school days are taken off the school register as per Ministry of Education recommendations and school division procedures. Students may re-register at the school when they return. Students who are off roll or leave North America, will not have access to SPS software, including Edsby.

## **HOMEWORK REQUESTS FOR STUDENTS**

If a student is absent for two or more days, the school recommends that a parent/guardian request homework directly from the teachers. Parents/guardians and students can contact teachers through their Edsby account. If a parent/guardian does not have access please contact the main office to be sure we have your email on file.

## **ACADEMIC INTEGRITY**

Honesty and responsibility are key values promoted at Tommy Douglas Collegiate. Students are expected to pursue their studies with these values in mind. Cheating erodes the essence of these values. Breaches of academic integrity include:

- Using or possessing unauthorized information in exams.
- Gaining unauthorized assistance in exams.
- Concocting or distorting results from labs, shop projects or reports.
- Representing the work of another as one's own (see section on Documentation Methods for Written Submissions).
- Using unfair mechanical or technological advantages.
- Aiding another student's dishonesty.

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

# TOMMY DOUGLAS COLLEGIATE PLAGIARISM POLICY

## AVOIDING PLAGIARISM

It should be noted that plagiarism can be easily avoided. Most students are honest, play fairly, and avoid plagiarism. Plagiarism is the act of taking any portion of a published work or another's work and submitting it as one's own without giving credit to the original author(s). Other forms of academic dishonesty include: using or possessing unauthorized information either in preparation for or during assessments of learning; gaining unauthorized assistance in assessments of learning; concocting or distorting lab/shop results, projects, or reports; using an unfair mechanical or technological advantage (AI); and aiding another student's dishonesty.

Plagiarism is a serious offense because it is dishonest on both a personal level and an academic level. On a personal level, it shows a dishonest individual who cannot discipline himself/herself to complete academic undertakings. Academically, plagiarism indicates that the plagiarist cannot properly research and/or use academic citation. Self-plagiarism is also theft. Work a student does for an assignment must be a student's original work for a particular assignment. The material must not have been used in a previous assignment, and must not be used in future assignments, except in the cases of special revision or portfolio assignments, and only as described explicitly in those assignments' instructions. Questions about appropriate assignment material should be directed to relevant subject teachers.

## CONSEQUENCES FOR PLAGIARISM

1. If a student wants to use a portion of a published or unpublished work to support or enhance what the student is writing, then that work may be used as long as it is cited. A student's honest effort should be reflected in an honest product. Reviewing this policy should serve as a strong warning to a student who might be tempted to try to present a product as his/her/their own when, in fact, it is not.
2. If a teacher discovers that a student has plagiarized, then the teacher and administration (if necessary) will meet with the student to discuss what disciplinary measures and consequences may result, considering, but not limited to, the following possibilities:
  - **the student may be required to write another version of the assignment, free of plagiarism, for a mark that is a portion of the assignment's original value**
  - **if a student has copied the work of another person directly and the teacher can trace the original source in whole or in part, then the student may receive a mark of 0 for the assignment**
  - **if a student is found copying homework, regardless of what subject area the homework is in, the work may be confiscated by the teacher, and the student may receive a mark of 0 for the homework; the student who lent homework for copying may also experience consequences dependent upon the degree of collusion**
  - **if students copy one another's work and submit this homework for individual evaluation, then these students may receive a mark of 0 for the assignment**

- **if a student resubmits an evaluated work in whole or in part without prior teacher consent, then the student may receive a mark of 0 for the assignment**
3. Until the situation is resolved, the student(s) involved may receive a mark of 0 for the assignment.
  4. A copy of the Academic Honesty Conference between the student and subject-area teacher will be kept on record for future reference. A second infraction will involve administration.

Adapted from the *Centennial Collegiate ELA Plagiarism Policy* and the *Aden Bowman Collegiate Academic Integrity Protocol, August 2019*.

# TOMMY DOUGLAS SMOKING & VAPING POLICY

At Tommy Douglas Collegiate, we are making every effort to maintain a healthy and smoke free environment. Please take care of your health and see our guidance counsellors or school health nurse for information on how to quit smoking.

## WHAT IS THE LAW?

No one is allowed to smoke on school property at any time due to the provincial *Tobacco Control Act*. **E-Cigarettes and vaping devices are also not permitted on school property or at school-sponsored events.** The City of Saskatoon Bylaw No. 8286 *The Smoking Control Bylaw* prohibits smoking or vaping in outdoor public places owned or operated by the city.

## ILLEGAL SUBSTANCES

Possession use or trafficking in alcohol, illegal drugs or any other abusive substance, as well as, possession of dangerous weapons will not be tolerated. Violations will be dealt with as disciplinary matters with the involvement of appropriate law enforcement officers. Students involved in such matters will face an array of penalties ranging from suspension and disciplinary transfer, to expulsion. Counseling and rehabilitation programs may be a condition of a return to an educational setting.

## HEALTHY LIFESTYLES

All students have a right to attend school in an environment conducive to learning. Since alcohol and other drug use is illegal and interferes with both effective learning and the healthy development of children and adolescents, the school has a fundamental legal and ethical obligation to prevent drug use and to maintain a drug-free educational environment

# SAFE, CARING & ACCEPTING SCHOOLS

At Saskatoon Public Schools, our goal is to provide school environments that are safe and caring places where excellence in learning is a priority and everyone feels included. Saskatoon Public Schools believe that all students, parents and guardians, staff, volunteers and visitors have the right to be safe and to feel safe, in their school. We also believe that the development of an ethical framework is a key aspect of a student's development.

## SAFE, CARING & ACCEPTING SCHOOLS PLAN

Our schools have clearly defined and well-communicated set of values and expectations. Our schools use a variety of educational, proactive programs to teach values and appropriate behaviours, and to help students learn the importance of making positive choices. Our schools believe in progressive discipline with consequences based on individual needs, the degree of the problem and the ability of the person to understand and handle the consequences.

## **WORKING TOGETHER FOR SAFE SCHOOLS**

Saskatoon schools have well-developed partnerships in our community. We work closely with Saskatoon Police Service and Saskatoon Fire and Protective Services to help ensure that our schools are safe places to be. Throughout the school year, we will practice fire drills, lock down drills, and shelter in place drills. Information will be shared with students in advance of these practice drills.

## **COMMUNITY THREAT ASSESSMENT AND SUPPORT PROTOCOL**

On August 30, 2011, Saskatoon Public Schools signed a protocol with a number of community agencies pledging to work together towards creating safer schools and a healthier community. The Community Threat Assessment and Support Protocol is an important part of our school division's safe and caring schools' strategy.

## **ANTI-RACISM POLICY**

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

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

### **Reporting:**

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

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

### **Responding:**

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

- All staff involved will support the student who experienced the racist act by centering and prioritizing their feelings, needs, and voice.
- Parents/caregivers/guardians of the students involved will be notified.
- Response by schools should include explicitly naming the act as racist, followed by taking necessary steps in accountability.
- Restorative and collaborative approaches to responding will be emphasized, but only after responsibility has been taken.

- School staff will extend efforts to provide learning for the student who committed the racist act on the impact of their actions, and/or observers to the incident, and support from central office can be provided if requested.
- The views of the student who committed the act must be given due weight in context of the student's age and maturity, and/or special considerations such as any formal diagnoses impacting the student.

The school-based administrator will follow division discipline procedures when implementing any consequences required for racism.

## **RESPECT FOR PROPERTY, SCHOOL AND COMMUNITY**

Please make every effort to be a good citizen both in the school and in our community. It is important for students to accept responsibility for maintaining a clean, pleasant, and healthy environment. This includes students treating the Tommy Douglas building and surrounding school grounds with respect and care.

The following are expectations for our students:

- Talk to each other with respect and use appropriate language. Swearing and coarse language will not be tolerated.
- Intimate displays of affection are not considered appropriate school behaviors.
- Students are responsible for taking care of their personal property. Mark all textbooks, notebooks, and gym equipment with your name. Do not bring large amounts of money or valuables such as jewellery or portable stereos to school. The school carries no insurance on student property.
- Skateboarding is not permitted anywhere within Tommy Douglas Collegiate and the surrounding campus (except in skateboard park), including the Commons area. Skateboards should be stored in student lockers during school hours.
- All acts of vandalism, theft, and damage (accidental or intentional) must be reported to a staff member, teacher, or school administration. Necessary action will be taken.

## **BULLYING**

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

## **BULLYING REPORT/RESPONSE PROCEDURES:**

1. All bullying incidents should be reported immediately to a staff member.
2. The staff member will share information with administration.
3. Depending upon the circumstances, the parents of both the victim and perpetrator will be informed.
4. The bullying behaviour or threats will be investigated quickly and thoroughly by the administration.

Both the victim and perpetrator will be informed that the behaviour must stop immediately, and appropriate action will be taken, and consequences will be determined.

## **SEXUAL HARASSMENT POLICY**

Saskatoon Public Schools (SPS) is responsible for establishing policies for the protection of the human rights and dignity of employees and students. Sexual harassment of any employee or student by an employee or student is unacceptable and shall warrant disciplinary action and may be considered grounds for dismissal or expulsion. The SPS recognizes its responsibility to educate employees and students about sexual harassment. Sexual harassment is defined as unwelcome sexual advances, request for sexual favours, and other verbal or physical conduct of a sexual nature. Students/parents are encouraged to report incidents of sexual harassment to the school administration, school counsellor, or teacher. The onus is on the student/parent to report instances of sexual harassment as soon after the incident as is reasonably possible. Reports of sexual harassment will be dealt with in strict confidence and with respect. At any step of the investigative procedures the complainant or respondent may choose to be accompanied by a friend, parent/guardian or other counsel. Following the investigation, appropriate remedies or sanctions will be applied in keeping with due process. (For more information, please see Board Policy 7190, which is available from the Principal or in the SPS website).

## **VIOLENCE/HARASSMENT**

Any form of violence or harassment towards others will not be tolerated at Tommy Douglas. Staff, administration and students recognize and value the importance of a safe environment in which learning takes place. Our expectation for students is that every individual treats every other individual with respect, tolerance, and a sense of caring. Any instance of harassment or violence should be reported to a staff member or administration immediately. Students involved, either as a participant or a spectator, in such inappropriate activity can expect consequences commensurate with their behavior. These may include reprimand, suspension, transfer, or expulsion. Should conflicts arise, students are expected to try to work out their differences in a reasonable and peaceful manner. Counselors, administrators, and staff are willing to help as mediators or arbitrators if needed.

# **EMERGENCY MEASURES**

## **EVACUATION, LOCK DOWNS AND FIRE DRILL PROCEDURES**

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

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

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

# EVERBRIDGE Emergency Notification System

At Saskatoon Public Schools, the safety of our students and staff members is our first priority. As part of this commitment, it is our goal to provide you with important information promptly.

When there is an urgent situation that causes a disruption at your child's school (ex. severe weather, water main break, power outage or school lockdown), Saskatoon Public Schools will use the Everbridge emergency notification system. Through the Everbridge system, our school division can send out information simultaneously by text message to your cellphone, by email, and voicemail message to your home phone and cellphone.

Through each of these methods, the person receiving the message will be asked to confirm it has been received. This helps the school keep track of who has been notified and who still needs to be reached.

## Here's what the messages will look like:

### TEXT MESSAGE

**Subject line will identify the affected school.**

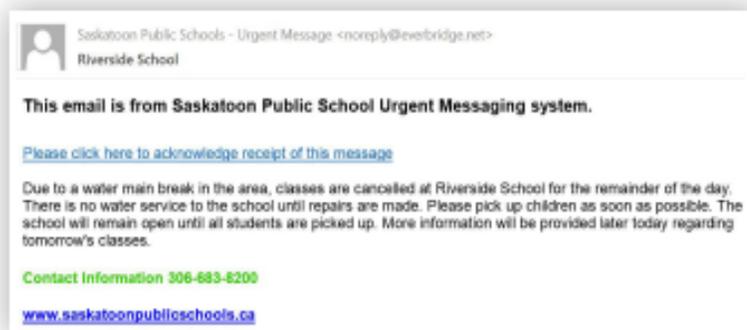
- Message is limited to 160 characters.
- Confirmation is requested by replying.



### EMAIL

**Subject line will identify the affected school.**

- Can provide more detail about the situation.
- Confirmation is requested by clicking a link.



### VOICEMAIL

**A recorded message will provide the pertinent details.**

- Message begins with "This is an important message from Saskatoon Public Schools"
- Confirmation will be requested by pushing button on your phone.

### **\*\* IMPORTANT \*\***

For notification, we will be using the home phone number, cell number and email address provided for all parents, guardians and emergency contacts listed for each student.

**Please ensure all contact information is up-to-date with the school.**



Saskatoon Public Schools  
Inspiring Learning

# ROLE OF THE SCHOOL RESOURCE OFFICER (SRO) IN SCHOOL

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

## **The goals of the School Resource Office Program include:**

- Developing positive attitudes and relationships between children, youth, and the police; helping to create a safe school environment.
- Serving as a resource for the school community in the areas of law, the police role in the community, and legal consequences.
- Liaising with other sections of the Saskatoon Police Service to share information and provide assistance when required.
- Serve as a positive role model to students and school staff.
- Establish and maintain open lines of communication with students, parents, guardians, and school staff.
- Provide education on safety, substance abuse, life skills, and the justice system to both elementary and high school students.
- Reduce crime through education, enforcement and personal interaction with students and staff.
- Take reports and investigate incidents within the school. In some cases, mediation, warnings, and diversion from the criminal justice system may lead to a successful resolution to a complaint. In other cases, a criminal charge may result.

## STUDENT CRIME STOPPERS PROGRAM

Students are encouraged to assist in the solving of school and neighborhood related crime by participating in this anonymous TIPS program. All calls are STRICTLY ANONYMOUS, and information received is forwarded to the appropriate school administrator. Each school will utilize the information received from the TIPS line in a manner appropriate for each situation.

### **How it works :**

1. A Crime is committed in your school or neighborhood.
2. You know who was responsible or somebody who might know who was Responsible.
3. Call Crime Stoppers at **1-800-222-TIPS (8477)** or leave a secure tip online at [www.saskatooncrimestoppers.com](http://www.saskatooncrimestoppers.com).
4. Your information will be taken in strict confidence. Your anonymity is guaranteed.
5. You will be given a tip number. You must keep this secret to ensure anonymity.
6. After three weeks, call back to the **1-800-222-TIPS (8477)** number. Refer to your secret tip number and you will be updated as to the progress of your tip.
7. If your tip leads to the crime being solved, you will qualify for a cash reward.
8. You will be given instructions on how to receive your reward. Remember, all rewards are paid in cash since we will not have your name.

# TECHNOLOGY USE BY STUDENTS

Today, students live and learn with technology in and out of school. If students choose to bring to school personal technological equipment, then they should know that **Tommy Douglas Collegiate does not carry insurance to protect the loss of student property.** Personal technological property includes: **cell phones, iPod, Laptops, MP3 players, cameras** and similar technology. Cell phones are not to be used in class, unless students have their teacher's permission. The use of cell phones should not cause a student to be late for class or disrupt the learning environment in any way. Other personal technological equipment should not be used during classes without teachers' consent. As well, students are not allowed to have laser pointers at school.

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

Saskatoon Public Schools believe that the use of the Internet and/or personal digital devices supports relevant and challenging life-long learning for our students. All activity conducted on hardware owned by Saskatoon Public Schools is logged. Activity logs may be viewed and used where necessary to ensure our Administrative Procedure 140 – "Computer/Online Services Acceptable Use" is followed. To support additional learning opportunities, Saskatoon Public Schools has also provided Internet wireless access in all schools and initiated broad education efforts related to "Digital Citizenship in the 21st Century". Students are provided with individualized computer accounts and passwords to access computers and online/wireless services to support their learning. Students who elect to bring personal digital devices to school have the ability to access the Internet with their account. This access is subject to the school's overall rules regarding personal digital devices. Examples of personal digital devices include cell phones, MP3 players, iPod, iPad, notebook computer etc.

## **WHEN USING DIGITAL DEVICES, STUDENTS MUST ADHERE TO THE FOLLOWING PRINCIPLES:**

- Digital devices are to be used to enhance the learning that takes place in schools. They are not to disrupt that learning. Educational games can support student learning; however, school computers should not be used for any gaming, with exceptions for teacher-directed lessons.
- Digital devices are to be used in a manner that is respectful of all students and school staff. For example, students using digital devices to photograph or video any member of the school staff or students in the school without the permission of those staff or students is considered disrespectful.
- Access to the Internet and wireless services, either with school division or personal digital devices is an individual privilege enjoyed by students, not a right.
- A student's conduct on the Internet and wireless services, either with school division or personal digital devices, is governed by the same expectations which guide his or her behaviour at school.
- In elementary schools, access to the Internet with school division digital devices is provided only when students are supervised.
- In collegiates, students may access the Internet with school division digital devices without supervision.
- If students choose to bring personal digital devices to school (at both the elementary and secondary level) they can access the Internet (whose sites have been filtered as per point 7 below) without supervision during non-instructional time (e.g. lunch hour, before or after class). During instructional time they can access the Internet with their teacher's permission.

## Students who choose to bring personal digital devices to school should be aware of the following:

- In the event the digital device is used in an inappropriate manner, (or inappropriate use is suspected), the digital device itself can be confiscated and may be searched by a member of the school's administrative team. If parents/students do not agree with this condition students should not bring the digital device to school.
- Schools are not responsible for the theft or loss of personal digital devices that students may choose to bring to school.
- Saskatoon Public Schools actively blocks access to inappropriate Internet sites. If a student deliberately seeks to access inappropriate material or uses the computer services provided in a malicious manner, the consequences are governed by the Saskatoon Public Schools' Administrative Procedure 140 – "Computer/Online Services Acceptable Use" - which can be found on the Saskatoon Public Schools' public website at <https://www.spsd.sk.ca/division/adminproceduresmanual/Documents/AP%20140%20Computer%20Online%20Services%20Acceptable%20Use%20Sept%2017%202018.pdf> Consequences are outlined in Administrative Procedure 140 and appear in the student version of the procedure as follows:

### What can happen to me if I break the rules?

- I won't be able to use the computers.
- I might be disciplined.
- I might have to pay for what I broke.
- The police may be called.
- If you do not want your son/daughter to access the Internet at school, please contact the school and request the Internet Use Denial Form. This form is then signed by the parent or guardian and returned to the main office.

## **COMPUTER USE**

Tommy Douglas Collegiate has many computers available for students. Use of **laptop computers** and **work station computers** is governed by the following Saskatoon Public Schools Acceptable Use policy. Computer use is available to all students by using their USER ID and password. Students may obtain assistance with their passwords from Student Services. Students working on computers in the library are expected to follow the same procedures as used in the computer labs. Students must use only their own USER ID and **must not share their passwords with other students. Violation of these rules may lead to loss of computer privileges, regardless of the fact that a student is enrolled in a computer class.**

### Please be guided by the following principles when using a school computer:

- Use the equipment for educational purposes only.
- **DO NOT** produce or view any offensive material.
- Respect all copyright issues.
- Care for the equipment better than your own.
- Do not modify any hardware or software in **ANY** way.
- Be environmentally friendly and avoid wasting paper.
- Do not store any executable files on the system.
- Students who abuse their computer privileges **will be responsible for any cost incurred to the school as a result of their actions and will also lose computing privilege in the school.**



# Tommy Douglas Collegiate Personal Electronic Device Policy



The Ministry has directed all school divisions to ban the use of personal electronic devices during instructional time in kindergarten to grade 12. This procedure is intended to lessen the negative impacts of personal electronic devices in classrooms and support teachers and school staff in promoting safe, effective, and welcoming learning environments.



High school students can use personal electronic devices before school, in between classes, at lunch, and after school. During class time/instructional time, personal electronic devices shall be out of sight and on silent mode. Smart watches may be visible but not accessed during instructional time.

While we expect cooperation, it is important that students and parents/guardians understand the protocols that will be in place if a phone is seen or heard during class time.



**1st Infraction:** The teacher will have a conversation with the student reminding them of the Provincial Policy.



**2nd Infraction:** The teacher will have a conversation with the student and connect with a parent/guardian for support.



**3rd Infraction:** The teacher will have a conversation with the student and refer them to an administrator. Administration will remind student of the policy and have a conversation with a parent/guardian.

**Further Infractions:** Administration will be made aware and further consequences will be implemented.

# STUDENT SUPPORT SERVICES

## **STUDENT SERVICES**

A variety of services are available to assist students with educational, career, and more personal decisions. Tommy Douglas Collegiate's counsellors, Ms. Darla Lee-Walde, Ms. Janzen & Ms. Megan Tait provide guidance through individual counselling and class presentations. Student concerns will always be handled quickly and confidentially. Some examples of the many services offered by Student Services include: help with scholarship and post-secondary applications, counselling about healthy relationships, healthy lifestyles, family and personal issues and overall student wellness. Students are always welcome in Student Services.

- Ms. Janzen                      Grade 10 & 12
- Ms. Tait                         All Grades & Support
- Ms. Lee-Walde                Grade 9 & 11

## **LEARNING ASSISTANCE**

Students who experience significant challenges with organizational skills, reading, spelling and/or mathematics are eligible for resource support. Ms. Kostiuk, Ms. Strouts and Ms. Grieg our resource teachers, will work with parents, students, and classroom teachers in developing strategies to help students succeed in these areas.

## **SCHOOL NURSE**

Students with health concerns are encouraged to check with the Main Office or Student Services to obtain the health nurse's schedule for the week.

## **RESTORATIVE ACTION PROGRAM (RAP)**

RAP's goal is to work with youth to develop and practice conflict resolution skills, healthy relationships and leadership skills using an approach that focuses on prevention, intervention and reconnection. If students have any concerns they can go to room 221 to speak with the RAP Facilitator, Megan Mitchell.

# GENERAL INFORMATION

## VISITORS AND USE OF THE STUDENT COMMONS

The Commons area is a place where students may visit, eat and do homework out of class time in an inviting, relaxed atmosphere throughout the day. A unique feature of Tommy Douglas is that the Commons area is accessible to the public as well as to students. Students are expected to bring honour to Tommy Douglas through their behaviour in the Commons (see "Respect for Property").

Tommy Douglas Collegiate is private property. Tiger students and staff are permitted in the school building, and we extend a courteous welcome to parents, guardians and other visitors who have legitimate business in the school. However, we insist that all visitors sign in at the Main Office when they arrive.

Students wanting to bring special guests to the school must request prior approval from the Vice Principal. Students are discouraged from having out-of-school friends visit the school. Loiterers in the building or on the campus will be asked to leave. **Tommy Douglas students are not to be in Bethlehem Catholic High School or the Shaw Centre during the school day unless permission has been granted by an administrator or teacher.**

## Appropriate Student Dress

Saskatoon Public Schools is committed to creating safe, caring and accepting learning and work environments. It is our goal to work together with parents/caregivers/guardians and community partners to support students as they develop moral values, display ethical conduct, and achieve to the best of their ability.

Our schools work to ensure students have safe, equitable, welcoming and inclusive school environments. We recognize that decisions about dress reflect individual expression of identity, socio-cultural norms, economic factors and are personal and important to an individual's well-being and health.

Clothing should be comfortable and allow a student to participate safely in activities such as physical education, science experiments, and/or shop projects. Clothing should demonstrate a respect for the school community.

Articles of clothing that promote alcohol or drugs, that display offensive language or images, or that encourage sexism, racism or bigotry are not acceptable in a school. Clothing bearing direct or indirect messages or graphics referring to gang culture, drugs, sex or pornography, weapons or violence will not be permitted.

Staff members have a responsibility to assist students in understanding and abiding by the dress code, however, should do so in a way that respects students' privacy and dignity.

When there are differences in perspective, all involved have a duty to seek common understanding in mutually respectful manner. Ultimately, the school administration has the responsibility to apply the dress code when necessary.

## **“GO PASSES” (BUS PASSES)**

Go passes are available for purchase and/or to reload at the main office (during non-school times; before classes, lunch hours, after school, etc.). Go passes are \$59.00 to reload. If you need a new Go pass the pass costs \$5.00 plus \$59.00 to load. Go passes go on sale at the end of each month. In addition, students may purchase 10 RIDES = \$21.00 or 20 RIDES = \$42.00. The 10 and 20 rides **DO NOT EXPIRE** and can be used at your convenience throughout the year this is an excellent option for emergency purposes or sporadic use.

## **GYMNASIUM USE**

Gymnasium regulations will be explained by the Physical Education instructors in September.

- Students must wear a proper gym uniform for all classes and intramural activities.
- Hard-soled shoes are not permitted in the gym.
- Equipment should be used appropriately.
- Food and drinks are NOT allowed in the gym.

## **LOCKS AND LOCKERS**

Each student is responsible for ensuring that her/his locker is kept in good condition. **Lockers must be kept locked when not in use. Do not share your locker combination with other students;** the locker is to be a secure place for student property. The school cannot guarantee secure lockers and carries no insurance on student property. Lockers remain the property of the school and may be subject to inspections by school authorities. Students are expected to pick up and exchange books at their lockers before period one, at break, and before period four. This procedure ensures that students will get to class on time and will help to keep the noise outside classrooms to a minimum.

## **BICYCLES**

Unlocked or poorly locked bicycles are an invitation to theft. Bicycle racks are provided to which bicycles may be locked. **We highly encourage students to purchase u-locks to secure their bikes.** Bicycles locked to the school fence or left away from the racks are far more likely to suffer from vandalism or theft of parts than are bicycles in the racks. This is especially true of bicycles parked around the south end of the school. The school can assume no responsibility for bicycles. If a bicycle is stolen, it should be reported to the Vice Principal as well as to the police because it may turn up again.

## **PARKING (Student)**

The student parking lot is in the southwest corner of the school. **This is the only designated student parking lot on site at the Blairmore Integrated Facility. Students & parents are not to use any other lot on site or in the areas surrounding the facility.** Please be prompt in arriving and departing from school. Students are reminded that it is a privilege to have a student parking lot and we would appreciate your responsible behavior (drive safely, keep area clean) in this area.

## **SERVERY HOURS & FOOD/BEVERAGE CONSUMPTION**

The Tommy Douglas cafeteria will be open before school (7:30 a.m.), during the morning break and the lunch hour. Students are expected to eat in the Commons area and are reminded to leave the area cleaner than you found it. Food and beverage consumption in the classroom will be dependent upon teacher consent. **Students are not to go to the cafeteria between periods one and two as well as periods four and five or during class time.**

## **PRINTING**

Every student is given 20 sheets of paper in a printing account. It may be necessary to add money to this printing account if a student needs to print off more than the allotted amount. Paper can be added by bringing money to the Main Office .

## **SPARES**

Students who have a spare and decide to stay in the building need to either work in the LRC or go to the Commons area.

## **STUDENT AND LIBRARY CARDS**

All students will be issued a student picture Identification Card or Student Card. A student card, or another form of identification is always required to sign out library materials. This card entitles the student to student rates on transit buses and will admit students to school activities. This card is also the student's library card. If a card is lost, the student should report to the main office and a new card will be issued for a small payment.

## **STUDENT PHOTOS**

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

## **TEXTBOOK DISTRIBUTION**

The Saskatoon Board of Education provides textbooks to students at no cost. Names should be clearly written in all your textbooks as well as the name of the subject teacher. Students will be charged for lost, damaged or marked textbooks.

# **EXTRACURRICULAR ACTIVITIES**

Students are encouraged to get involved in the many opportunities that exist beyond the classroom at Tommy Douglas Collegiate.

## **EXPECTATIONS FOR PARTICIPATION**

Participation in activities outside of the classroom is an important part of high school life. It is a privilege to participate in extra-curricular activities at Tommy Douglas Collegiate. It is essential that students maintain a balance between pursuing academic excellence and their involvement in athletics, fine arts performances, and clubs. Tommy Douglas students are expected to strive for and accept the following responsibilities when they participate in extra-curricular activities.

- Attend all classes regularly and on time.
- Put forth their best effort in the classroom.
- Complete assignments on time.
- Communicate with teachers in advance if class time is to be missed.
- Be good citizens in the classroom, at school activities and within the community.
- Teachers in charge of the various extra-curricular activities have set out specific expectations to be followed. These expectations will help students focus on their goals and help them succeed in all aspects of their high school careers. Sports offered at Tommy Douglas include:

## **ATHLETICS**

Tommy Douglas offers the following athletic programs;

**Fall Season:** Cross Country, Junior/Senior Football, Frosh/Junior/Senior Girls' and Boys' Volleyball.

**Winter Season:** Junior/Senior Girls' and Boys' Basketball, Curling, Wrestling, Cheerleading, and Junior/Senior Pom Squad.

**Spring Season:** Badminton, Track & Field, Senior Girls' and Boys' Soccer, Golf.

Tommy Douglas is a member of the Saskatoon Secondary Schools Athletic Directorate (SSSAD). Visit the SSSAD website at [www.sssad.sk.ca](http://www.sssad.sk.ca) for high school sports updates, schedules, pictures, and results. Participation, commitment, and enthusiasm by our student-athletes and coaches at TDC will help the Tigers be successful in the future.

## **FINE & PERFORMING ARTS, CLUBS, AND INTEREST GROUPS**

**CLUBS:** Art Club – Murals, AV Club, Chess Club, Crime Stoppers, Diversity/Multi-Cultural, Tiger Pride, Math Club, Media, Newspaper, Outdoor Pursuits, Photography/Camera Club, SADD, SRC, Tiger Ambassadors, Yearbook and Youth Study Group. Tournaments; Bowl Classic

**SCHOOL PROGRAMS:** Band Concerts, Color Days, Remembrance Day, Musical, Drama/One acts, Variety Nights, Fine Art Performances, Grad Committee.

## **TIGER PRIDE**

Tiger Pride is a group for students who wish to show their support for LGBTQIA2 (Lesbian, Gay, Bisexual, Transgendered, Queer, Inter-sex, Asexual, Two-Spirited) individuals. It is a safe place, where the aim is to educate and inform others about the issues that LGBTQIA2 individuals and their supporters may face, including bullying, harassment, and/or fear of coming out. Tiger Pride meets weekly.

## **LIBRARY PROCEDURES**

<b>Operation Times:</b>	The library is open Monday to Friday 8:00 a.m. to 3:45 p.m.
<b>Borrowing:</b>	Students must have a current TDC Student Photo ID card to borrow material. There is a maximum of five items on loan per student and a limit of two items on the same topic for any given assignment.
<b>Loan Period:</b>	Books – two weeks.
<b>Renewals:</b>	Materials may be renewed several times provided there is no other student or teacher request for the material. All items must be brought to the library to be renewed.
<b>Overdue Material:</b>	Overdue notices are sent to students during Period 2 homeroom. A student's borrowing privileges may be limited for not returning or renewing borrowed items in a timely manner. There may be a fine assigned if books are lost or returned damaged.
<b>Reserves:</b>	Any item out on loan may be reserved by a student by making a request at the circulation desk.
<b>Computer Use:</b>	Student behavior on library computers must be in accordance with the Saskatoon Public Schools' Internet Acceptable Use Agreement. Every student is assigned a personal computer account. Personal account information (password) should not be shared. Use of the Internet and E-mail at school is strictly for researching class assignments. Microsoft Office 365, the Tommy Douglas Lib Guide, online databases, and other education resources are available. <b><u>Sign in for Office 365 is student#@spsd.sk.ca Sign in for Google Account is student#@spsd.sk.ca</u></b>

Check with Shayla

## **DRIVER EDUCATION**

This course includes theoretical and practical phases of motor vehicle operation. Preparation for, and the writing of, the provincial Learners' License is included. The course consists of three phases: thirty hours of classroom theory, six hours of simulator and four hours of in-car driving sessions.

**Students/Parents are responsible for signing up for driver education!** A Driver Education form complete with SGI Customer Number must be handed in to the Student Services office. Forms will be available on Edsby or a paper copy can be picked up from Student Services. Students must be 15 years of age on or before the start of the class. Priority will be given to grade 10, 11, and 12 students. DO NOT assume that you will be placed in a class without signing up, placement is only given to those who register. Once the Driver Education form is received by Student Services date the form was handed in, birthdate, student attendance in regular classes and other matters are taken into consideration before a student is placed in a class. When your student has been selected for a class the student and parents will be notified by email. The email will include all information pertaining to the class

# DRIVER EDUCATION

including teacher, date range, start and end time as well as room number. Please be mindful date range for the class! If you're aware your child will be on an extended leave for any reason during the date range, for example a vacation or travelling for sports, simply ask to be placed in the next class!

SGI has a very strict attendance policy, if you do not attend regularly, SGI will suspend your license, and you will be removed from the class. Please note any student who fails or discontinues the high school driver education program will have his/her license cancelled by SGI until they turn 16.

Please note: This course is also offered during the summer months. Online registration for summer driver education is usually open around March/April and is organized through downtown not the Student Services office. If this is something you are interested in watch your Edsby for more information on when the registration will open!

# ACADEMIC ACHIEVEMENT AND AWARDS

The following awards will be presented;

## 1. TOP TEN ACADEMIC AVERAGES GRADES 9, 10, 11, & 12

<p><b><u>Grade 9</u></b></p> <p>English 9A and 9B</p> <p>Social Studies 9</p> <p>Science 9 or 10</p> <p>Math 9 or 10 (Math 9 use cumulative mark calculated at end of June)</p> <p>Arts Education 9</p>	<p><b><u>Grade 9 Special Circumstance</u></b></p> <p>In instances where students do not have the correct number of eligible subjects, no fewer than six credits can be used to calculate the average. For example, there are classes that do not receive numerical marks: Phys.Ed.09, Math9+, Resource Room, and English as an Additional Language.</p>
<p><b><u>Grade 10</u></b></p> <p>English 10A and 10B</p> <p>History 10 or Native Studies 10</p> <p>Math 10 or 20</p> <p>Science 10 or 20</p> <p>Wellness 10</p> <p>Two electives at 10 or 20 level</p>	<p><b><u>Grade 11</u></b></p> <p>English 20</p> <p>Math 20 or 30</p> <p>Once Science 20 or 30</p> <p>Five credits 20 or 30 level</p>
<p><b><u>Grade 12</u></b></p> <p>English 30A and 30B</p> <p>History 30 or Native Studies 30</p> <p>One Math 30</p> <p>One Science 30</p> <p>Two electives at 30 level</p>	

- \* **Online school marks can be used but correspondence marks cannot be used. Students who transfer from one school to another (in the city or from out of the city):** If the student is eligible for the honour roll in the first collegiate, then the new collegiate will place the student on the honour roll. The Top Ten Academic Averages for each grade will be recognized in the fall.

## HONOUR ROLL

An official honour roll is determined for each grade level at the end of the school year. Students achieving 80% or higher, based on the courses taken during the current school year, will receive certificates.

## GRADUATION AWARDS

Area Awards	Academic Top Ten	Bob Bevan Award
Citizenship Award	SPS General Proficiency Award	Spirit of the Tigers Award
Governor General's Medal	Valedictorian Award	Perseverance Award

## TOMMY DOUGLAS ACADEMIC AREA AWARDS

- Academic Awards will be presented to grade 9, 10, 11 and 12 students in the different subject areas.
- The following criteria may be used for these awards: i) in-class achievements; ii) out-of-class achievements; iii) citizenship and iv) spirit of inquiry.
- The award would not be based solely on marks (although they could be considered), but rather on the student's achievements and contributions to the area. These awards would consider the student's curricular and extra-curricular involvements. For example, a subject award in history might consider a student's involvement in newspaper, yearbook, debating, model UN as well as their accomplishments in English, French, or other humanities classes. A math or science award might consider a student's involvement in math contests, math club, and science-related activities, as well as their accomplishments in math and science classes.

## GOVERNOR GENERAL'S ACADEMIC MEDAL

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

# **PARTICIPATION AWARDS (PAWS)**

The **PAWS Awards** recognize students who have been heavily involved in our schools' extra-curricular programs throughout the year. Those students reaching a set number of points are presented with the PAWS award (certificate) for each year. This presentation is made at Color Day.

## BOARD SCHOLARSHIPS

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

**Grade 9 \$500      Grade 10 \$750      Grade 11 \$1,000      Grade 12 \$1,500**

- Each school board scholarship shall be awarded to the student with the highest average in each grade, computed by including the compulsory subjects at that grade level plus such other electives taken at that grade level to a total of eight in Grades 9, 10, 11 and seven in Grade 12.
- When two students have identical averages, each shall receive the full award.
- Board scholarships shall be held in trust by the School Division until the student graduates from Grade 12 or leaves the school system.
- The Board shall provide annual \$1,500 scholarships for four aboriginal students who graduate from our collegiate. The scholarships will be named the Academic Achievement award, the John Dewar Spirit and Resiliency Award, the Cultural First Nation Youth Award, and the Cultural Métis Youth Award. These scholarships shall be presented at the annual Saskatoon Indian and Métis Friendship Centre Graduation ceremonies by a Saskatoon Board of Education trustee or delegate.

## **AWARD OF EXCELLENCE**

The Board shall provide a cash award of \$5,000 to be presented annually to the most outstanding graduate from Saskatoon Public Collegiates based on Academic Excellence, Personal Qualities, and Leadership and Participation. The Board shall provide a cash award of \$500 to all other Award of Excellence nominees.

## **PERSEVERANCE AWARD**

The Board shall provide a cash award of \$1,000 to be presented annually to each high school for students who have shown perseverance in overcoming significant obstacles to completing their high school education. This is a cash award to offset any costs associated with the recipient's efforts to finish high school and access higher education, employment, or training. It could be used for tuition, books, transportation, examination preparation, housing, or other expenses that support the student's ongoing success. The award selection committee will be determined by each high school's administration.

# **DOCUMENTATION METHODS FOR REPORTS AND ESSAYS**

## **INTRODUCTION**

Whenever you use someone else's words or ideas in your writing you must tell your readers that you did so and credit the source of the material you borrowed. This is called documenting your sources. There are several styles that can be used to document sources. **Make sure you know which style your teacher expects you to use for documenting your sources.** At Tommy Douglas Collegiate, you will likely be asked to use one of three different methods for documenting sources in formal writing: **the APA Method, MLA Method, or Chicago.** Regardless of the method, **you must use documentation when citing the following:**

- **statistics**
- **verbatim (or word-for-word) extractions** (remember to surround the verbatim extraction with quotation marks)
- **a paraphrasing of the ideas, thoughts, work, or analysis of another person**
- **uncommon knowledge or any information that might be disputed**

These same sources must also appear on a works cited or reference list at the end of the paper, providing the information necessary to identify and retrieve each source. Since certain disciplines favor one documentation method over the others, **students at Tommy Douglas Collegiate must follow the documentation method required by the teacher of the specific class before completing a written paper.** Once the basic concepts of documentation are understood, it is relatively easy to transfer understandings and skills of one documentation method to another. Students planning to attend post-secondary institutions will need to write papers that require knowledge of both documentation methods.

**The Following Websites Provide Explanations and Examples of Citing Sources:**

**FOR APA (7<sup>TH</sup> ED.) METHOD:**

[The O.W.L. at Purdue](#)

[Tommy Douglas LibGuide](#)

## **FOR MLA (9<sup>TH</sup> ED.) METHOD:**

[The O.W.L. at Purdue](#)

[Tommy Douglas LibGuide](#)

[EasyBib](#)

## **FOR CHICAGO (17<sup>TH</sup> ED.) OR TURABIAN METHOD:**

[The O.W.L. at Purdue](#)

[EasyBib](#)

[BibMe](#)

# HOW TO STUDY FOR EXAMS

- Determine when the exam is and write the date in your agenda.
- Determine how many study days you have (I encourage you to study 6 out of 7 days a week).
- Ask what will be on the exam and what format the exam is in (Ex. The exam is on the unit on exponents, and there will be short answer questions, where you must show your work)
- Draw up a study schedule – this should include, the amount of time you will study per day, and what exactly you will study (ex. Tuesday, for 1 hour, I will study exponent laws, and do practice questions to ensure I comprehend). In your schedule start with covering one unit per day, and nearing the exam cover more units per day (as you should know much more of the materials!)
- Ensure you know how to answer the types of questions that are on your exam. (ex. What is the best method to answer multiple choice questions? Matching? True/false?)
- Explore specific methods of study, for different types of material (vocabulary, math problems).
- Listen for hints in your class about what will be on the exam – you can place a star beside these in your notes, so you remember that it is important!
- Try to create questions that might be on the exam. Answer them without your notes to check your comprehension.
- The night before the exam you can review brief bits of material however, “cramming” is not an effective method of learning.
- Relax! The more you plan and prepare, the easier the exam will be!

## **PRIOR TO CLASS**

- Complete any readings that were assigned or assignments
- Think about questions you might have about the topic
- Recite or summarize verbally what you have read

## **DURING CLASS**

- Listen to the teacher
- Sit and make eye contact with the teacher, hear easily and see any visuals
- Ask questions
- Ensure your notes are organized (The first step is to always put the date in the top right-hand corner!)
- Ensure you are there and attending!

## **AFTER CLASS**

- Read through notes, reorganize if required
- Think about key concepts and questions
- Ensure you understand what has been taught
- Ask for clarification from your teacher

## **WEEKLY**

- Review notes from the week
- Make connection between class notes
- Test yourself on the content
- Seek help when required

## **PREPARING FOR THE EXAM**

- Start at least 5 days prior
- Rehearse/read the material from your notes
- Create summary sheets, concept maps, word cards
- Predict questions that might be on the test
- Develop a study schedule. Usually this involves 1-hour blocks, with a 5-10-minute break in between.

## **LAST 24 HOURS BEFORE THE EXAM**

- Get a good night's sleep, and have a good breakfast with protein (both nourish the brain)
- If you are getting anxious or stressed, take five deep breaths
- Bring a water bottle, to stay hydrated
- Think positive thoughts!

## **THE TEST:**

- Start by writing down any key information from your studying.
- If there is a reading component where you must answer questions, read through the questions first then, read the passage
- Listen to oral directions and read the directions very carefully on the test.
- Don't rush! Especially multiple-choice questions, where you often need to take a closer look.
- With multiple choice questions look for words such as usually, none, always, never, except, all but the following, the best, the least
- Skip questions that are difficult or you don't know until the end of the test. Ensure you go back and complete them.
- If you are done early, use the time to go over your answers.
- If multiple choice scantron sheets, ensure you are bubbling the correct answer for each question.
- If you don't know the answer, try to eliminate 2 alternatives quickly, and then determine between the other two.
- Use a hi-lighter to help identify key words
- With true or false questions look for absolutes like always, never, all or none. If they are present, it is likely that the answer is false.
- With true or false if the statement is more detailed or specific, it is likely true. Unusual sounding statements are likely to be false.