



**Calgary Board  
of Education**

**Centennial  
High School**

# **Centennial High School**

**2023 – 2024**

## **HANDBOOK**



**Principal: Joe Sturgeon**

**Assistant Principal: Pam Banack**

**Assistant Principal: Martina Kasumovich**

**Assistant Principal: Stu Pierpoint**

**55 Sun Valley Blvd. S.E.**

**Calgary, Alberta T2X 3W7**

**Telephone 403-256-8140**

**Fax 587-933-9705**

**Web site: <http://school.cbe.ab.ca./school/centennial/Pages/default.aspx>**

## A MESSAGE FROM ADMINISTRATION

Welcome to Centennial High School. We want you to become part of the traditions, history and culture that will build our community at Centennial and make your time memorable. The information presented here is designed to help you and your parents become familiar with some of the daily routines and procedures that are followed at Centennial High School. This is an important tool that can help you succeed as a student. We invite you to take full advantage of the programs, activities, and facilities that the school has to offer. Getting involved in the life of the school will make your years satisfying and enjoyable. We want you to become an important part of **your** school.

Centennial Administration Team

## SCHOOL HOURS

### **Monday to Thursday**

- 8:40 – 9:10 AM – Tutorials
- 9:10 AM – Warning Bell
- 9:15 – 10:37 AM – Block 1
- 10:42 – 12:04 PM – Block 2
- 12:04 – 12:41 PM – Lunch
- 12:46 – 2:08 PM – Block 3
- 2:13 – 3:35 PM – Block 4
- 3:35 PM – Contact Time, J Block and After School Classes

### **Friday**

- 8:35 AM – Warning Bell
- 8:40 – 9:40 AM – Block 1
- 9:45 – 10:45 AM – Block 2
- 10:45 – 11:05 AM – Nutrition Break
- 11:10 – 12:10 PM – Block 3
- 12:15 – 1:15 PM – Block 4
- 1:15 PM - Dismissal

## **ADMINISTRATIVE ASSISTANCE**

In addition to your classroom teachers, the following staff members are available to help you:

Mr. Joe Sturgeon	Principal
Mr. Stu Pierpoint	Assistant Principal (A - G surnames)
Ms. Pam Banack	Assistant Principal (H - N surnames)
Ms. Martina Kasumovich	Assistant Principal (O – Z surnames)
Mrs. Penny George	Administrative Assistant
Mrs. Karen Cooper	Business Manager

## **STUDENT SERVICES**

### **GUIDANCE COUNSELLORS**

The counsellors in Student Services offer educational, career, and personal counselling. They also provide information on scholarships and bursaries, and referrals to or liaisons with social agencies, educational institutions, government agencies and the business community. It is our hope that through the resources available in Student Services, students will be better informed and able to make appropriate decisions for themselves now and in the future. Guidance Counsellors are here to support you.

Counsellors:

Mx. Satnaum Mead	(A – G surnames)
Ms. Manpreet Minhas	(H – N surnames)
Ms. Lynda Hunter	(O – Z surnames)

## **WORK EXPERIENCE/CAREER CENTRE**

The Work Experience/Career Centre (located in the Library) is open during the week to assist you. Work Experience is a required component of the Knowledge and Employability program, but is an excellent opportunity for any student. Students can earn credits through their employment, as well as valuable experience. Students can see the Work Experience Coordinator, who in addition to their Guidance Counsellor provides valuable support in seeking and exploring future transitions. Any parents interested in a workshop on supporting students with their career choices, please contact the school at 403-256-8140.

## CENTENNIAL CORE VALUES

The core values of the school provide the foundation for building a positive culture and community. Students and staff are entitled to a safe and healthy learning/working environment. We also want to create an atmosphere, which is welcoming to visitors. Staff and students are expected to follow the following core values:

1. Learning is our central purpose
2. Respect for self and others
3. Creating a positive and supportive community
4. Making the world a better place

## SCHOOL CULTURE

In order to maintain Centennial's safe, pleasant, clean and supportive community environment, we endeavour that all students:

1. Engage in learning their course work.
2. Demonstrate respect for self and others.
3. Take pride in and responsibility for our school.
4. Maintain a safe and comfortable learning atmosphere.
5. Promote responsible, co-operative support among all students and staff.
6. Develop good citizenship.
7. Respect all members of the School Community.
8. Refrain from bullying or harassment of any type.
9. Are not in possession of weapons, drugs or alcohol, or under their influence.
10. Accept responsibility for the safeguarding of all personal possessions.

## COURSE REGISTRATION PROCEDURES

**Students are expected to earn 105+ credits in 3 years.**

Students at Centennial High School are expected to be engaged in learning at all times. All Grade 10 students are required to take a minimum of 4 courses per semester for a total of 8 courses per year. Grade 11 students must take a minimum of 7 courses per year, 4 courses in one semester and 3 in the other. Grade 12 students must be enrolled in a minimum of 6 courses. Remember this is your education; take advantage of our many programs to assist you in obtaining the knowledge and skills needed to make your future successful.

It is expected that students who fail a particular course will make every effort to complete that course through Chinook Learning Services or CBe-learn to keep their diploma requirements on track. **Students may not be allowed to repeat a failed/dropped/withdrawn course in the same academic year. Students will be allowed to repeat a failed/dropped/withdrawn course once at Centennial High School.** Students wishing to upgrade a passing mark must do so through Chinook Learning Services or CBe-learn.

**Any student wishing to take courses outside of Centennial High School must do so in addition to their Centennial course load.**

## HIGH SCHOOL COURSE CREDITS

- A minimum of 100 credits are required for graduation. A minimum grade of 50% is required to receive credit
- Students must ensure that they have the required courses needed for graduation.
- Grade 12 students who fail a 30 level course may not repeat the course at Centennial as these courses are generally full with students taking them for the first time. They must complete it at another learning institution such as Chinook Learning Services or CBe-learn.

## CHANGING COURSES

Students may negotiate to change a course during the **first few days** of semester start-up **IF** space exists in the requested class **AND** the request is based on sound educational reasons, which may include consultation with the teacher, parent, counsellor, and administrator. Priority will be given to students requesting grade appropriate courses or courses that are offered in the same time block.

**Please Note: Courses are often full and course changes may not be possible.**

## DROPPING COURSES

All students are encouraged to avoid from dropping courses. However, in rare circumstances where dropping a course might be considered, the following conditions will guide the decision-making process:

- Students will be allowed to drop courses for educational reasons only
- Taking additional courses through another school, institution, or private lessons is NOT a reason for dropping a course
- Individual cases will be reviewed by a guidance counsellor
- All course drops will be brought to an administrator for final approval or denial
- It is unlikely that students who have enrolled in a course against recommendation will be allowed to drop as significant changes to the student's program have been made

**NOTE:** The student **MUST** continue attending the class until the drop process is completed. The students will be notified when this process is complete.

### Deadline for Dropping Courses:

**Semester 1: November 8, 2023**  
**Semester 2: April 18, 2024**

## **ADVANCED PLACEMENT**

Centennial High School offers a variety of highly rigorous courses to meet student needs. Motivated Grade 10 students are encouraged to take Honours/Advanced Placement courses to prepare them for Advanced Placement courses in their grade eleven and twelve years.

Depending on enrolment requests, we offer Chemistry 20/30 AP, Physics 20/30 AP, Biology 20/35 AP, Math 30/31 AP, English 30/35 and Social Studies 30/35. The Advanced Placement (AP) Program is a cooperative educational endeavour among secondary schools, colleges and universities. The program allows high school students to take college-level courses in high school. For each 30 Level AP course, an AP exam is administered in May. Generally, these courses alternate yearly depending on enrolment.

The multiple choice and free response sections of the exam are marked and weighted and converted to a composite score. The composite score is then converted to an AP grade where qualifying students may receive college credit and/or Advanced Placement.

## **SUPPORTS FOR STUDENTS**

We want all students to find success at Centennial and to that end have a number of resources available to support student learning.

1. Learning Strategies: This is a locally developed course available for 5 credits at the 10, 11, and 12 grade level. This course teaches strategies to support student learning such as organization, test taking, note taking and study strategies. Students can work with their guidance counsellors to register in this course.
2. Student Support Centre: The SSC is a safe, supportive learning space for students to either complete or enhance their current learning. This space is staffed with a teacher who can provide individual and small-group support for students who are struggling with particular concepts, or who are catching up on missed work. Students can access the space through teacher referral or self- referral via their guidance counsellor.
3. Test Centre: The Test Centre runs throughout the year in the Learning Commons and in the SSC. Students who require accommodations such as extra time or use of technological support for test writing can work with their teacher to write in the Test Centre. Students who miss class exams can also work with their teacher to write their missed exam in the Test Centre.
4. Iris: This is a Calgary Board of Education developed software to visualize learning targets and cycles for students and is a collaborative tool for students and teachers to use so that students meet learning outcomes. At Centennial, students will be utilizing Iris in collaboration with their teachers and families to set goals for the school year and develop strategies to best ensure success in their courses.
5. Tutorial: scheduled Monday through Thursday for students to meet with teachers to seek extra help or get missed assessments/tasks.

## **KNOWLEDGE AND EMPLOYABILITY (KAE)**

Knowledge and Employability courses are designed for students who meet the criteria and learn best through hands-on experiential activities. The focus of these courses is to provide a

successful transition into employment and/or further training opportunities. Students may qualify for a Certificate of High School Achievement or may continue their studies in order to qualify for an Alberta High School Diploma. Informed annual written consent of parents/guardians is required for students under 16 years of age to participate in this program.

KAE Course offerings at Centennial High School include:

**ACADEMICS:**

KAE English 10-4, English 20-4, English 30-4  
KAE Social Studies 10-4, Social Studies 20-4  
KAE Math 10-4, Math 20-4  
KAE Science 10-4, Science 20-4

**OPTION COURSES:**

KAE Art/Design 10-4, 20-4, 30-4  
KAE Art/Media Communication 10-4, 20-4, 30-4  
KAE Business 10-4, 20-4, 30-4  
KAE Construction 10-4, 20-4, 30-4  
KAE Cosmetology 10-4, 20-4, 30-4  
KAE Fabrics 10-4, 20-4, 30-4  
KAE Foods 10, 20, 30

## **ATTENDANCE POLICY**

At Centennial High School we know that regular and punctual attendance is essential to the pursuit and achievement of excellence. Poor attendance limits opportunities for learning and negatively impacts achievement for students. The focus of the attendance policy is to support student behaviours that promote achievement and success.

Parents are reminded that up-to-date attendance records are available through the parent portal of PowerSchool. More information about this can be obtained at the Main Office.

The Attendance Policy at Centennial is based on the following principles:

1. Regular attendance is the responsibility of the student and parents/guardians.
2. The role of the teacher is to encourage full attendance and support this by maintaining an accurate record of student attendance, sharing this information with students, and parents/guardians as required and reporting student attendance concerns to Administration.
3. An excused absence does NOT excuse the student from the assigned work. It is the responsibility of the student to obtain and make up missed assignments, tests and/or quizzes due to an absence.

**NOTE:** Arrangements to make up missed work must be coordinated with teachers prior to known absences (if possible) or immediately upon returning to school.

4. In the event that student absences are a problem, the student, teacher, parents/guardians, counsellor, and Administration will work together to re-establish regular attendance.

5. (a) Ongoing poor attendance, including frequent and significant lates for classes may result in withdrawal from course(s) and/or Centennial High School.  
(b) Our attendance lines are open 24 hours a day; therefore attendance messages may be left at any time. If the attendance record needs to be adjusted (e.g. student is "late" instead of an "absent"), it is the students' responsibility to come to the Main Office. Changes to attendance will only be made within one week of the absence in question should an attendance record need to be adjusted.

As a school staff we know that achievement and attendance are connected and therefore will undertake the following:

1. When attendance begins to impact student achievement (missing assignments, declining grades, missed assessments), the teacher will email the parent to inform them and offer intervention strategies and supports. (D2L, Tutorial)
2. If there is no or little improvement in attendance and student achievement is furthered impacted, the teacher will refer the student to their Guidance Counselor.
3. If attendance continues to impact student achievement the teacher will refer the student to their Assistant Principal.

Students who attend regularly and are engaged in their classes have a much better chance of being successful in completing their courses and graduating on time.

## **ABSENCES**

Parents are expected to phone the office to explain a student's absence using the Attendance Line (403-256-8140, ext. 1). All absences must be reported prior to 1:00 p.m. Monday through Thursday and before 11 a.m. on Fridays, to be included for that day's attendance report. If parent contact is not made, an electronic messaging system will contact the home to indicate the student absence.

As a matter of courtesy, it is also expected that students will provide explanations of each absence to their teachers.

## **PROLONGED ABSENCES**

The school does not approve extended absences but does record parental intent to have the student discontinue attendance for a specified period of time. The responsibility for making up missed assignments, understanding missed content, and completing missed tests lies entirely with the student. An **Extended Absence Form** must be completed and submitted to the Main Office for absences of three or more days. These forms are available in the Main Office and must be submitted before the absence occurs.

**Medical or family emergencies** - In cases of prolonged absences from school due to medical problems or emergent situations, parents are requested to phone the school. Teachers will be notified through the Main Office and efforts will be made to assist students in

keeping up with their work wherever possible. A note from a medical professional may be requested.

Prior to, during, and/or upon the student's return, students should communicate with their teachers via phone or email to coordinate due dates for missed assignments and exams.

**Vacations during the school year are discouraged** - Should parents wish to remove students from class for vacation, students are required to make arrangements through the Main Office to complete the Extended Absence Form well in advance of the planned absence. This will explain the absence, NOT excuse the absence. Students should attend tutorials and make arrangements so that they will not fall behind as a result of the absence. Please be aware that not all educational experiences can be replicated for students who are absent. Where possible, students should try to obtain missed work in advance.

**Vacations or Extended leaves of absence should NOT be planned during the final examination period** - Early vacation plans are not a legitimate excuse for missing an exam. Students will forfeit the exam and receive a mark of zero. The student may write the missed exam during the next exam session. This school policy mirrors and supports Alberta Education's policy for the writing of diploma examinations.

## **SIGNING OUT**

We recommend that medical/dental appointments be made outside the regular school day. If students know they will need to leave early, their parents/guardians must either call the absence line 403-256-8140, ext.1, send the student with a note, or pick-up the student and personally sign the student out.

Alternatively, if students need to sign-out (leave school before dismissal), they must contact a parent/guardian to speak with the Main Office staff before being released from school.

Students signing-out must do so at the Main Office.

## **LATE ARRIVALS**

Students coming late to class lose valuable context and learning time and interfere with the learning of their classmates. We wish to promote the best conditions for learning and teaching and to foster habits that prepare students for the world of work.

We expect all students to be in class and prepared to begin work before the late bell rings. Legitimate exceptions will occur only rarely for any student. Students who come late to class are held accountable.

## **SCHEDULED EVALUATIONS**

Students are required to complete all assessments. When a student is required to be absent on the day of a scheduled assessment, the student is required to contact the teacher **prior** to the exam, quiz, etc.

To preserve the integrity and security of the final exam process, students must write their final exams on the scheduled day at the scheduled time. Not knowing when the exam is scheduled, sleeping-in, or minor illnesses are not legitimate reasons for missing an exam.

Exceptions in the magnitude of a medical emergency, major illness or serious family emergency will be considered in consultation with the teacher, parent and administration. All exceptions must be approved by Administration.

## **STUDENT ACADEMIC INTEGRITY**

The intent of academic work at Centennial High School is for students to demonstrate their learning in a wide variety of ways, to allow them to explore both the breadth and depth of the academic disciplines. Evidence of student learning may include: class assignments, labs, written responses, presentations, group work, tests, research projects, and quizzes. It is the student's responsibility to ensure that the work that they are submitting, in whatever form the work may take, is evidence of their personal learning and is free of any academic integrity issues.

**Student academic integrity issues are defined as:** plagiarizing, submitting another student's work as their own or submitting one assignment in two classes without discussing with the teacher. Cheating is receiving or giving information unbeknownst to the evaluator, and using materials not allowed on a test or written response.

Students will be referred to an A.I.M. panel (Academic Integrity Mentorship) through their classroom teacher. More information about the A.I.M. panel can be found in course outlines.

## **SPARES**

Spares are intended to be a support for students to complete assignments and study for assessments.

High school students on spares are expected to be in the *lower* Cafeteria, working in the Library, or at tables designated for student learning, or off-campus.

## **BEHAVIOURAL EXPECTATIONS**

At Centennial High School we take safety and security seriously. It is important that we maintain a safe and caring community so that learning can take place. Involvement with graffiti, weapons, drugs, harassment, intimidation or fighting will result in serious disciplinary action (i.e. suspension, expulsion, police intervention). The school is equipped with video cameras to help in providing a safe and secure learning environment.

[Student Code of Conduct](#)  
[Progressive Student Discipline](#)  
[Suspension and Expulsion](#)

## **ACCIDENTS**

The details of any accident are to be reported immediately, either to a teacher or to the Main Office for appropriate documentation and/or communication.

## **DRESS REGULATIONS**

Centennial High School is above all, a place of learning. Students are asked to dress appropriately for a place of learning. Students are encouraged to show good judgment and discretion in what they select to wear to school.

<https://www.cbe.ab.ca/GovernancePolicies/AR6010.pdf>

## **FIRE ALARMS, EVACUATIONS, AND LOCKDOWNS**

When a fire alarm sounds, all staff and students must proceed to the prearranged exit in a quiet and orderly fashion. Teachers are asked to leave the building with their class and proceed to their muster point.

Teachers are to take attendance while outside. Students must stay with their current classroom teacher and ensure that they have been included in the attendance-taking process.

In the event of a prolonged evacuation, students will follow the instructions and directions of administrator and/or emergency personnel.

During a lockdown, all students must follow the lockdown procedures as directed by staff.

[School Emergency Practices and Procedures](#)

## **GUIDELINES FOR TECHNOLOGY USE:**

The use of technology is an integral part of learning at all CBE schools, as required by the Information and Communication Technology (ICT) Program of Studies.

Students are encouraged to use technology to:

- Access, critically assess, and communicate information and understanding
- Seek alternative viewpoints
- Collaborate during inquiry
- Construct personal knowledge and meaning
- Demonstrate understandings
- Organize and manipulate data
- Interact with others

The following activities are inappropriate for students:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Intentionally damaging computer equipment or the network
- Violating copyright laws
- Using or trespassing into other people's folders, work, or files
- Allowing others to use their account
- Intentionally destroying other people's work
- Employing the CBE network for commercial purposes
- Using electronic media for plagiarizing
- Storing and using information for cheating
- Intentionally wasting system technology on non-teacher-approved activities such as: playing games or videos
- Participating in non-teacher-directed "chat"
- Downloading or creating software or restricted files (e.g. Exe, Zip, mp3, bat, .cmd)
- Installing software on any school computer
- Excessive or inappropriate printing
- Bypassing the CBE's internet content filtering system unless approved and supervised by an instructor

Students involved in prohibited activities using technology may experience the following consequences:

- Internet and/or computer use privilege suspension
- A letter sent home to parents / guardians
- A referral to a school administrator
- Suspension

Further details are available on the website at <http://school.cbe.ab.ca/school/centennial/Pages/default.aspx>

## **IDENTIFICATION CARDS**

All students will be given an ID card which must be carried at all times and presented when requested by a staff member. ID cards permit entrance to school activities, the use of computers, the writing of exams, and allows text books and other items to be signed out. Replacement ID cards are available at the Business Office for a cost of \$5.25 (includes GST).

Please note that your student ID may also be required by Calgary Transit to access their services.

## **LOITERING**

The areas in and around the various entrances to the school, including the Main Hallway, are to be kept clear for visitors and the movement of classes.

## PERSONAL ITEMS AND USAGE

Students are expected to be vigilant in the care of and responsibility for personal items. The school does not accept responsibility for lost or stolen articles and therefore encourages students **not to bring valuable personal items to school**. We cannot guarantee the security of personal items in any part of our school. Should student property be lost or stolen, a report should be filed with the School Resource Officer.

- **Skateboards / Rollerblades** – if brought to school, are to be left in the student's locker
- **Cell phones** – Students are permitted to use cell phones in instructional spaces for instructional purposes only, as defined and determined by the classroom teacher. Phone thefts are becoming more common, so please secure your phone accordingly

## SMOKING/VAPING

Smoking/vaping is **NOT** permitted on school property. Since anyone smoking/vaping under the age of 18 is breaking the law, smoking/vaping by students can be both a police issue and a school defiance issue. If students choose to smoke/vape and are of legal age (18), we ask that they take a walk away from Centennial property when they smoke/vape. Students are expected to use public spaces in a respectful manner, providing movement accessibility to all others. Students under the age of 18 and who are caught vaping will have their vape confiscated. These vapes will be given to CPS for destruction. Additional disciplinary action will be at the discretion of Centennial Administration but could include suspension from school.

## VISITORS TO THE SCHOOL

Centennial High School is a **closed campus**. This means that all visitors to the school, including parents, must go to the Main Office immediately upon arrival. Anyone waiting to meet a Centennial student will be asked to wait quietly in the Main Office or off the school property. Unauthorized people on school property may be charged with trespassing. The Education Act provides for significant substantial fines for individuals trespassing on school property.

## OTHER

The following activities are **NOT** acceptable and will be dealt with appropriately.

- **Skate boarding/rollerblading** on all school board property
- The possession of **laser pointers/weapon-like toys or water pistols** on school property
- Throwing of **snowballs, water balloons** or any other objects which could potentially cause damage to persons or property
- Possession of **illegal drugs and/or alcohol** at school or school activities
- Suspicion of being under the influence of **illegal drugs and/or alcohol** at school or school activities

- Aggressive and abusive behaviour in the form of **verbal, written, or digital threats, fights and/or possession of weapons**

## GENERAL INFORMATION

### CAFETERIA

The cafeteria provides hot lunches, soups, sandwiches, desserts and beverages at a very reasonable cost.

### ELEVATOR

The elevator is available to individuals who have a physical disability which prevents them from using the stairs. Elevator Access Cards are available at the Business Office. A \$20.00 deposit is required, which will be refunded when the Access Card is returned.

### LEARNING COMMONS

The Learning Commons houses a large variety of print and non-print materials both to support the curriculum and for individual interest. Students are welcome here to study, research, read, view, listen, and write. To borrow, students must present their ID cards.

Behaviour in the Learning Commons should not interfere with the rights of other students (e.g. talking should not disturb others at the next table). Games and video streaming are NOT allowed on any Centennial High School computer, unless authorized by your teacher. No outside games are permitted. "List of Reference" sheets are available on the reference table.

Access to any networked computers for Internet or word processing is restricted to those students who have read and accepted the conditions of the **Acceptable Use Policy**.

### LOCKERS

Lockers will be assigned to a student once the student's school fees (includes program and activity fees) have been paid. School fees include the rental of a hall locker, a physical education tote box, as well as a specific program locker, if required. School combination locks will be provided for students. Please ensure that you keep your combination private.

There is a \$7.00 fee to replace lost, forgotten, misplaced, broken or stolen locks. Students will be charged \$10.00 if their locker or gym locker is not cleaned out at the end of the year.

***The school will not accept responsibility for lost, damaged, or stolen items from Physical Education tote boxes, lockers, or any other areas within the school. Lockers can only be locked with combination locks provided by the school.*** All other locks will be removed and the student will be required to replace the destroyed lock with a school combination lock at the student's expense.

Lockers are school property and are subject to periodic inspections. Students are responsible for the care and upkeep of their lockers.

## **PARKING**

Parking is available for students in the designated Student Parking Lot. The parking fee is \$42.00 (includes GST). All students must complete a parking registration form, and a permit must be visibly displayed at all times. Vehicles parked illegally or without a permit will be ticketed and/or towed away at the owner's expense. The Calgary Board of Education nor Centennial High School accepts responsibility for any damage to vehicles parked on the grounds.

## **TRANSPORTATION**

Transit to and from Centennial High School is the responsibility of parents and students.

## **GRADUATING STUDENT INFORMATION**

### **CENTENNIAL HIGH SCHOOL GRADUATION EXPECTATIONS**

Throughout the school year, students are expected to conduct themselves in a positive and respectful manner.

- All students must meet Alberta Education graduation requirements in order to participate in the graduation ceremonies
- Students must be in good standing to participate in the graduation ceremony
- Those students who choose not to conduct themselves in a positive and respectfully manner throughout the school may forgo their privilege of participating in Centennial's graduation ceremonies

## **ALBERTA HIGH SCHOOL DIPLOMA REQUIREMENTS**

A student must complete:

- A minimum of 100 credits **and**
- English 30-1 or 30-2
- Social Studies 30-1 or 30-2
- Mathematics 20-1, 20-2, 20-3
- Science 20, 24, or Biology 20, Chem. 20 or Physics 20
- Physical Education 10 (3 credits)
- CALM (3 credits)
- 10 credits, in any combination, from:
  - Career and Technology Studies
  - Fine Arts
  - Second Languages
  - P.E. 20/30
- 10 credits in any grade 12 level courses (in addition to English and Social Studies)

## **CERTIFICATE OF HIGH SCHOOL ACHIEVEMENT REQUIREMENTS**

A student must complete:

- A minimum of 80 credits including the following:
  - English Language Arts 20-2 or 30-4
  - Math 10-3 or 20-4
  - Science 14 or 20-4
  - Social Studies 10-2 or 20-4
  - Physical Education 10 (3 credits)
  - CALM (3 credits)
- **5 CREDITS IN**
  - 30-level Knowledge and Employability occupational course, or
  - 30-level Career and Technology Studies (CTS), or
  - 30-level locally developed course with an occupational focus

**AND**

- **5 CREDITS IN**
  - 30-level Knowledge and Employability Workplace Practicum course, or
  - 30-level Work Experience course, or
  - 30-level Green Certificate course

**OR**

- **5 CREDITS IN**
  - 30-level Registered Apprenticeship Program (RAP) course

## **POST-SECONDARY ADMISSION PROCEDURES**

Entrance requirements vary, and qualifications may change from year to year. It is the student's responsibility to make sure you know and meet these requirements. Please contact your Guidance Counsellor for information on scholarship opportunities.

## **POST-SECONDARY WEBSITES THAT MAY BE OF INTEREST**

- Alberta College of Art & Design:  
[www.acad.ab.ca](http://www.acad.ab.ca)
- Grant McEwan Community College:  
[www.gmcc.ab.ca](http://www.gmcc.ab.ca)
- Lethbridge Community College:  
[www.lethbridge.college.ab.ca](http://www.lethbridge.college.ab.ca)
- Mount Royal University:  
[www.mtroyal.ab.ca](http://www.mtroyal.ab.ca)
- N.A.I.T. (Northern Alberta Institute of Technology):  
[www.nait.ab.ca](http://www.nait.ab.ca)
- Red Deer College:  
[www.rdc.ab.ca](http://www.rdc.ab.ca)
- S.A.I.T. (Southern Alberta Institute of Technology):  
[www.sait.ab.ca](http://www.sait.ab.ca)
- University of Calgary:  
[www.ucalgary.ca](http://www.ucalgary.ca)
- University of Alberta:  
[www.registrar.ualberta.ca](http://www.registrar.ualberta.ca)
- University of Lethbridge:  
[www.uleth.ca](http://www.uleth.ca)
- Apprenticeship:  
[www.tradessecrets.org](http://www.tradessecrets.org)
- Alberta Learning: Career.Learning.Employment:  
[www.alis.gov.ab.ca](http://www.alis.gov.ab.ca)
- St. Mary's College  
<http://www.stmc.ab.ca/>

## Centennial High School Support for Parents

Speaking directly to those most closely involved is more effective, efficient and timely. Contact with parents, students, community members is welcome.

Please refer to the chart below for the appropriate support for parents.

Concern	1 <sup>st</sup> Contact	2 <sup>nd</sup> Contact	3 <sup>rd</sup> Contact	4 <sup>th</sup> Contact
<b>Attendance Lates</b>	PowerSchool Parent Portal	Main Office	Teacher	Administration
<b>Classroom Focus:</b> Assignments Marks Assessment Interactions Daily Events	Teacher	Learning Leader	Assistant Principal or Guidance Counsellor	Principal
<b>Course or Subject Focus</b>	Teacher	Learning Leader	Assistant Principal	Principal
<b>Athletics</b>	Coach	Athletic Director	Administration	
<b>Financial Focus:</b> Fees Receipts Refunds	Business Office	Administration		
<b>Programming Registration Course Selection</b>	Guidance	Administration		
<b>Scholarships Bursaries Post-Secondary</b>	Guidance			
<b>Discipline Absences</b>	Assistant Principals Guidance Counsellors			
<b>Matters impacting learning/IPPs</b>	Teachers/Guidance Counsellor	Learning Leader Inclusive Learning	Assistant Principal	Principal
<b>Work Experience Registered Apprenticeship</b>	Guidance	Work Experience Coordinator		
<b>School Philosophy Organization</b>	Principal			
<b>Bullying, drugs, alcohol or other matters impacting safety and security</b>	School Resource Officer (SRO)			

**Main Office:** 403-256-8140, ext. 0

**Attendance Line:** 403-256-8140, ext. 1

**Website:** <http://school.cbe.ab.ca/school/centennial/Pages/default.aspx>