

STUDENT HANDBOOK 2024-2025

V. REGISTRATION FEES

Playschool	\$50.00/month
ECS – Fundraising Fee	\$35.00
Elementary Agenda fees (Gr. 2-4)	\$8.00
Junior High Option Fees (everyone pays)	\$42.00
Senior High Option fees charged per option	Variable

VI. POLICIES FOR ELEMENTARY GRADES

1. Attendance/Absences

In keeping with the expectations of the School Act each student who on Sept. 1 in a year is 6 years old and who is not yet 16 is obligated to attend school or an accepted alternative.

All students are expected to attend all scheduled classes regularly.

According to the SCHOOL ACT a student may be excused under the following circumstances:

- a) The student is unable to attend by reason of sickness or other unavoidable cause.
- b) The day is recognized as a religious holiday by the denomination to which the student belongs.
- c) The principal of the school has suspended the student.
- d) The student has been expelled from the school and has not received permission to enroll again.
- e) The student is taking courses by alternative deliveries accepted by Alberta Education such as Home Schooling.

note: Parents may make arrangements with the Principal to remove their child/children for activities which benefit the family unit such as special trips.

Attendance is taken at 08:45 and 1:03 for all students in ECS- Grade 6. If a student is absent office personnel will check to determine whether a note or a phone call explaining the absence has been received from the home. If the reason for the absence has not been related by the parent, then a phone call to the parent will be made as soon as possible. The primary purpose of this call will be to ensure the safety of the child. Office personnel will keep anecdotal records of all conversations with parents regarding the reason for the child's absence. If a student is inexcusably absent then they will be dealt with under the discipline policy.

2. Staying/Leaving school property

Rural students in Grades ECS to 6 must remain on the school grounds from their arrival by bus until their departure by bus, unless they have a dated note from their parents/guardians requesting permission for them to be excused. The note should be given to the home - room teacher prior to the student leaving the school grounds.

A town student eating lunch at school must remain on the school grounds at noon unless they have a dated note from their parents/guardians requesting permission for them to leave.

Bus students in grades 7 – 12 may leave the school property during the noon hour if a form is completed and signed by a parent allowing the student to leave school property between 12:23 and 1:03.

3. Movement Within The School

Students should move about the school in a quiet and orderly manner. There shall be no loitering in the bathrooms and no running in the hallways.

Elementary students moving from class to class will be supervised by a teacher.

Under normal circumstances students are expected to leave the school by 4:00 P.M.

4. Lunches/snacks

All students who bring lunch to school will eat while seated at a desk in their home room or a designated room and will remain there until 12:38 noon.

Town students are encouraged to eat lunch at home. Town students may have the privilege of eating lunch at school revoked due to misbehavior.

Some students function better when they have a snack at recess. Parents can provide a "healthy" snack for children.

The confectionery machines are not available to elementary students during school hours.

5. Care of Property

Students are expected to behave in a manner that will not cause damage to or destruction of school property or equipment.

The school may require the parents or guardians of any student to replace or pay for any school property destroyed or damaged (including textbooks) by the student and may suspend the student until restitution has been made.

All personal items of students should be initialed or marked in a permanent way so that ownership may be determined should any item be lost or mislaid.

Students are advised against leaving valuable items in lockers, change rooms, classrooms, etc. even for short periods (leave item(s) with a teacher or in the office).

Lockers and desks should be kept tidy and be cleaned out regularly.

Lost and Found boxes are located in the elementary area at the school. Materials not claimed by owners will be disposed of on the last school day of June.

a) Bicycles/skateboards/scooters/in line skates

Bicycles, etc. are not to be ridden on the school grounds during the school day. Bicycles brought to school should be placed in approved areas in a position such that they do not obstruct movement into or out of the school building. Students are expected not to ride their bicycles on sidewalks during bus loading and unloading times.

b) Clothing/Footwear

Students are expected to have *clean*, appropriate footwear at *all* times.

Outdoor footwear and clothing should be suitable for the weather conditions at the time.

Items should be labeled to ensure proper identification should they be lost or misplaced. Each student is expected to have separate indoor and outdoor shoes at all times.

c) Lockers

All elementary students will be assigned a personal locker.

Valuables should not be left in lockers.

Cleanliness and tidiness of the locker are the responsibility of the student. Lockers should be cleaned out regularly to remove all waste.

The Principal or his designate reserves the right to check any locker at any time if property has been reported stolen or there is reason to believe that a locker is being used improperly.

6. Emergency School Closures

On rare occasions weather or unforeseen circumstances may force the School Board to close the school. Such closures will be posted on the Clearview School Division website or Facebook.

7. Field Trips

In order to provide learning experiences not available at the school, the elementary staff of the Coronation School will occasionally take their class to other locations for such learning experiences. Volunteer parent supervisors may be required for field trips.

The student behavior expectations outlined on pages 4 – 7 in this handbook also apply on field trip days.

Parents will be notified about field trips in advance.

8. Learning Commons

The learning commons is a resource center where students of all ages can access materials and use them for their courses to facilitate a quiet environment students will work independently at separate tables. Students may work in pairs with the approval of the librarian. Group work in the learning commons should occur under the supervision of a regular classroom teacher.

The librarian has the authority to ensure that the students in the learning commons conduct themselves in such a manner as to allow the greatest amount of learning to take place.

Students behaving in an inappropriate manner may be asked, by the librarian, to leave the learning commons. Such incidents will be reported to the student's homeroom teacher/the administrator in charge.

Overdue/Lost Books

Learning commons books are signed out for two weeks at a time. Following a one week period of grace to return the book, a fine of 5 cents per day from the due date will be assessed.

For lost books the replacement cost is assessed. If the book is found and returned, the money paid less \$1 will be returned to the student.

learning commons Hours: 8:55 A.M. - 3:00 P.M. school days.

9. Medical Problems/Medication

Parents should notify the school of any medical or special circumstances that may affect the learning capability, physical activity, participatory ability of their children.

Any student with a medical condition that may require emergency attention should have on file with the school all details of the condition.

Staff members will not provide or administer any form of medication, external or internal (e.g. ointment or aspirin), to any student. All medication that is administered by agreement, will be dispensed in the office.

10. Parent Volunteers

All parents are invited to become involved in the elementary program as a volunteer through an official "Parent Volunteer Program"

Interested parents may contact the school office.

Parent council is a great way to become involved in Coronation School and meets once a month. Meeting dates can be found in the school newsletter.

11. Track Meet

A track meet for all elementary students is held during May or June.

12. Evaluation

a) Reporting Periods: parents are able to access their child's progress through the school portal at any given time. As well, progress for elementary students will be reported for each school year according to the following schedule:

November: Report Cards in November and Parent-Teacher Interviews in November usually the following week

Spring: Report Cards in March
Parent-Teacher Interviews early April

June: Report Cards near the end of June

b) Marks/Comments

The November and March reports reflect progress for those terms only.

The June report reflects a "final mark" that includes a combination of the year's work and final examinations where applicable.

c) Awards

Elementary awards will be sent in the student report cards. Awards are presented on a classroom basis.

Categories include:

Grades 1-3

Language Arts

Mathematics

Best Effort

Grades 4-5

Language

Arts

Mathematics

Science

Social Studies

Best Effort

Grades 1-5

Perfect Attendance

2. DISCIPLINE POLICY

A. OUR MISSION:

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. In Coronation School students are expected to comply to the authority of teachers and other employees, exercise an appropriate degree of self-discipline in their words and actions,

resolve conflicts in a constructive manner, respect the persons and property of fellow students and the school, comport themselves with honesty, and report violence, vandalism and other improper or unlawful activity to a person in authority.

These ideas can be achieved through agreement on everyone's part (parents are especially important in this process.) Since the school exercises the right to act "in loco parentis", that is the place of the parent as defined by law, parental cooperation is of the utmost importance.

B: CODE OF CONDUCT:

Every student is trying to maximize his/her educational experience in Coronation School. In order to do so they exhibit the following behaviors:

1. **PREPARATION:** they bring all necessary tools such as pens, pencils, erasers, notebooks, completed assignments and any other materials requested by the teacher in order to engage in a successful lesson.
2. **PUNCTUALITY:** The successful student manages his/her washroom breaks during designated times. Class changes are made by moving directly from one class to another. Elementary students return from the playground as soon as the bell is sounded. Students in the learning commons who are browsing or engaged in electronic email "sign off" so that they arrive at class on time. Senior students are within the classroom when the class bell rings.
3. **DILIGENCE:** Each student does his/her best while participating in the classroom. Group work teaches cooperative skills required in adult life so each student ensures that they are a "team player". they ask for assistance when unsure of the learning objective and reviews and studies in order to achieve the highest possible outcomes in each class.
4. **RESPECT:** A school is where a student practices the use of proper formal language, practices good manners, dresses in a manner which is acceptable to all students and staff, is friendly and courteous, cooperates with regular as well as substitute teachers, recognizes the hard work put forth by our janitorial staff - librarian - secretaries and teacher assistants, and follows the Principles of FAIR PLAY and our SAFE and CARING initiatives.
5. **PROPERTY:** A prepared student uses his/her own school supplies (pens, pencils, erasers, etc) to complete school tasks. If necessary a student borrows a neighbor's supply item only after receiving permission from the owner. Desks and lockers are free of graffiti and lockers display pictures which are appropriate for all school settings. Students are mindful that the lockers are the property of the school and are available to students when they are used for the intended storage of books, materials and clothing required for classes.
6. **CITIZENSHIP:** A good school citizen is one who follows the school rules. They are mindful of the feelings of all people in the school and take care not to embarrass or "put down" anyone. A caring citizen reports a student who exhibits some danger to himself/herself or to others.

C. TEACHING DISCIPLINE: Teachers, other adults in the school and students are all actively involved in discipline as a learning process. Teachers will model expected behavior and teach appropriate behavior throughout the grades. Students participate in the learning of discipline as they do in any other program. The teaching and learning of discipline are based on the following principles outlined by Ronald Morrish:

- a) Teachers and other school personnel determine the limits of acceptable behavior
Learning discipline is not a bargaining process; rather it focuses on learning the appropriate social skill for the circumstance
- b) Good discipline is training good habits in individuals
- c) School rules are enforced by all students and staff
- d) Good behavior is taught by teachers and parents
- e) Practicing good discipline helps form good citizens in society
- f) A person who is learning discipline understands that independence means doing what is right on your own
- g) Decisions regarding the interpretation of school rules are left to teachers and other school personnel
- h) Good discipline is part of a caring environment - not one based on fear or punishment
- i) Good discipline in a school builds self - esteem in individuals by challenging them to reach their full potential. Acting out for attention does not build self - esteem.
- j) Anticipation of future behavior is a key to manage and teach discipline

k) Students in our school are well disciplined because everyone is committed to teaching and learning good discipline

D. DISRUPTIVE BEHAVIOR:

The staff of Coronation School is dedicated to the teaching of discipline. The guiding principle in determining whether behavior is disruptive will be “ No person in Coronation School has the right to interfere with the learning of another person.”

Sometimes the disruption may be incidental or for a short duration. Teachers will make every effort to correct such behavior using teaching strategies. Examples of behaviors that fall into this category include:

1. Skipping class
2. Leaving a class without permission
3. Lateness for class
4. Talking to neighbors during class time
5. Coming to class without required materials

The following disruptions are considered more serious in nature and require immediate correction:

1. Defiance of authority
2. Insubordination
3. Possession of obscene materials
4. Breaking into a room, teacher’s desk or student locker
5. Discriminatory comments including written remarks
6. Theft
7. Fighting in school, on the bus or on school sponsored occasions
8. Threats and harassment of any kind
9. A false emergency alarm
10. The unlawful possession or distribution of controlled substances
11. Possession of firearms or any device such as laser pens intended to do harm to another person

E. STRATEGIES TO TEACH DISCIPLINE:

Discipline is a learning process however, on occasion, teachers must use reinforcing practices, which stress that discipline is a requirement in our school not an occasional practice. For students who resist the practice of good discipline teachers can:

1. Warn the student the behavior is inappropriate
2. Request the student demonstrate the correct behavior
3. Discuss the behavior with the student(s) during non - instructional time (minor detention)
4. Major detention during noon hour or after school to reinforce the requirement to conform to school rules
5. Community service after school (often work with school personnel)
6. Phone parents to discuss the behavior and set up an interview if necessary
7. Suspend a student for 1 class according to Division policy
8. Develop a student contract
9. Initiate a meeting with the student and an administrator
9. Confer with administration and request the student be placed on a “Behaviour Plan”

F. BEHAVIOR PLAN:

Behavior plans may be initiated by any of the following:

- a) An administrator
- b) A teacher and a parent
- c) A teacher an administrator
- d) Any group of three teachers who have experience with the child(ren) A behavior plan is a written document that specifies:
 - a) The nature of inappropriate behavior
 - b) An example of the inappropriate behavior
 - c) Records the people involved in the behavior plan

- d) Records previous disciplinary practices that have been tried if any exist
- e) Expresses the likely consequences of continued inappropriate behavior by the student
- f) Expresses the time frame in which a positive change in behavior is observed by teacher(s) The behavior plan will usually be initiated immediately for the "serious" offenses mentioned in section D.

Consequences to a student or students who refuse to correct inappropriate behavior following the development of a behavior plan include:

- a) An in school suspension of up to 5 days
- b) A short out of school suspension of up to 3 days
- c) A long - term suspension of up to 5 days
- d) A recommendation to the Board for alternate programming
- e) A recommendation to the Board for expulsion

Any of these consequences may be employed immediately upon the offense if a person or persons in the school are deemed to be at risk as a result of the inappropriate behavior The police will be informed of any offenses that are clearly criminal in nature

G. APPEALS:

A student or parent(s) on behalf of the student may appeal any disciplinary action exercised by the school by the following protocol:

- a) The teacher or teachers involved in the behavior plan
- b) The principal or designate
- c) The superintendent of schools
- d) Any other avenues as expressed by the School Act of 1990

3. SEVERE BEHAVIOR CLAUSE

Sometimes a student breaches acceptable behavior to a level that requires a major response. A student who shows overt disregard to school authority or is a threat to any school person will receive a severe response for his/her inappropriate conduct. (suspension and a possible recommendation for expulsion)

BULLYING

Bullying is a deliberate form of aggression in which one person, or group of persons, feels entitled to exert power over another person. Bullying can be direct or indirect and can take many forms. Direct bullying includes physical aggression such as hitting, punching, poking or kicking, and verbal aggression such as taunting, name - calling or threats. Indirect bullying includes gossiping, exclusion, criticism, threatening to withdraw a friendship or spreading rumors. Any form of bullying is a breach of acceptable behavior.

5. BEHAVIOR ON BUSES

The Clearview District accepts responsibility for students from the time of departure until time of return if the student travels to school by bus. Expected behavior of students on school buses are stated in Clearview policy. Copies of this policy will be sent to parents when students begin travel by bus and whenever changes are made to the policy by Clearview Division.

10. EXTRA-CURRICULAR PARTICIPATION POLICY

The goals of the school include the development of the full potential of each child. We facilitate this goal by offering the opportunity to participate in athletic and social activities that complement the academic experience.

On occasion extra-curricular activities may create a distraction to successful academic performance. Whenever a student is failing course work the teachers of that student and an administrator should conduct a clinic to determine whether the activity has more than minimal negative impact on academic achievement.

A student who has been absent from school the entire day will not be able to participate in extracurricular programs in the evening of that same day.

Recommendations of the committee, which may include suspension from the activity for a period of time, will be conveyed to parents in writing.

NOTE: Extra-curricular activities and field trips are considered a privilege and not a right. As such, students may be prevented from participating in certain activities if their behavior has not been up to school standards. Teachers and administration will consider any possible cases together.

11. COUNSELING SERVICES

The school counselor is scheduled in the school Monday to Thursday from 8:30 to 3:30. You may acquire assistance for the following:

- 1) arranging programs
- 2) making vocational decisions
- 3) solving personal problems
- 4) acquiring information regarding post-secondary education
- 5) acquiring information regarding scholarships
- 6) improving study habits
- 7) referral service to other community agencies
- 8) arranging small group counseling services
- 9) discussing school or personal matters with parents

Any student is welcome to make an appointment with the counselor. Appointments can be arranged with the office or the school liaison worker (counselor.)

A student should inform his teacher before a class begins if he has made arrangements to visit the counselor.

A student may approach the Principal at any time to discuss any matters listed above. A conflict with another student or a staff member that is not resolved after an initial attempt by you should be brought to the attention of the Principal.

12. FIRE DRILLS

Fire drills will be held from time to time. Students should move in an orderly fashion according to the directions given by the home - room teacher early in the year. A fire drill map showing designated exits will be found in each classroom.

13. EVACUATION PLAN

An evacuation plan in conjunction with the Coronation fire department and The Town of Coronation is in effect. Students and staff will be informed at the beginning of each year how to react in the event an unwanted intruder enters the school or we experience natural disasters such as a tornado. A copy of the plan is to be located in every classroom.