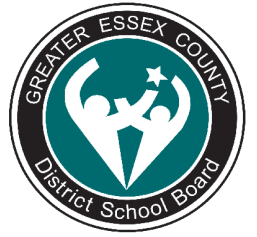




Coronation P. S. Student Handbook



Coronation P.S.

5400 Coronation, Windsor, ON N8T 1B1 Tel: 519-945-2346 Fax: 519-945-2981

Angela Miloyevich, Principal

Tracy Greenwood-Bennett, Secretary

2022-2023



MESSAGE FROM THE PRINCIPAL

The 2022-2023 school year promises to be a rewarding one. We are very privileged to be part of such a wonderful school community. Co-operation and teamwork are the keys to excellence and that is our goal. Only by working together can we provide our students with the safest and best environment to learn and grow. Please review this handbook with your child so that we are all aware of the high expectations and routines of our school.

Mrs. A. Milayevich

SCHOOL HOURS

8:25—Supervision
8:40—Student Entry
10:20-11:00—Nutrition Break #1
12:40-1:20 Nutrition Break #2
3:00—Dismissal

PARKING AND WALKING SAFETY

Please do not park in the bus loading zone in front of the school. We ask that all students stay on the sidewalks and cross at the appropriate intersection. Follow the directions of crossing guards and safety patrols if they are stationed at your intersection.

Our parking lot is congested. Please consider having your child walk to and from school. If that is not an option, kindly follow these directions:

- The safest, most efficient way to drop your child off is to use our Kiss & Ride.
- Do not block the parking lot.
- Do not drop off/pick up your child in the parking lot. Not only is it dangerous for students to walk through, but it also ties up traffic.
- Do not use the lot at Elizabeth Gardens. This is private property and violators will be towed.
- There is no supervision after school in the parking lot.

BICYCLES

Bicycles must be parked in designated areas and locked. To ensure the safety of all students, bikes are to be walked on school property. **Coronation is not responsible for stolen or damaged bicycles. Don't forget your helmet. It's the law!**

LOST AND FOUND

Please label clothing. Students are not to bring valuables or breakables to school. We are not responsible for these items. Unclaimed items will be donated to local charities on a monthly basis.

SPORTING EVENTS

Students must be supervised at school at all times and this includes sporting events as well. While playing, the coaches are responsible for athletes **only**. When we return to spectators in schools, they must be supervised by their own parents/guardians. Students who are not supervised by their own parents/guardians will be asked to leave the event. Unfortunately, younger siblings of players are not considered supervised unless a parent/guardian is present.

STUDENT DRESS STANDARDS

All students have the right to express themselves through their Dress without fear of Body-shaming, bias, or discrimination.

Student Dress must:

- a) cover the groin, buttocks and nipples with material that is not see-through or transparent;
- b) include more than underwear as the only layer of clothing;
- c) include footwear with consideration for health and safety;
- d) ensure that the student's face is not fully obscured;
- e) not include wording or graphics that reasonably could be construed as promoting or symbolizing hate or discrimination, drugs, alcohol, tobacco, Cannabis, illegal activity, profanity, nudity, pornography; or that incites violence or harassment; or threatens health and safety.

HOMEWORK POLICY

We support the concept of homework for students in accordance with the board regulations. Homework may include"

- practice and reinforcement of skills which have been taught
- preparation for upcoming classroom activities
- application of learned skills to new areas

HOMEWORK GUIDELINES:

- JK & SK: parents/guardians read to and converse with the child
- Grades 1-2: informal reading and math
- Grades 3-6: 20-30 minutes per day on various types of activities such as reading or math. Additional time may be required for tests or projects
- Grades 7-8: 30-60 minutes per day on various types of work.



CORONATION P.S. CODE OF CONDUCT

Coronation P.S. adopts, as its Code of Conduct, the Code of Conduct for the Greater Essex County District School Board. All participants involved in the Greater Essex County District School Board - students, parents or guardians, volunteers, visitors, teachers and other staff members - are included in this Code of Conduct whether they are on school property, on school buses, at bus transfer points, at school-authorized events or activities, or in other circumstances where engaging in the activity will have an impact on the school climate. All persons are responsible to the school principal or his/her designate, with regard to conduct, on or off school property, which has a harmful effect on the school, its participants or on the school climate.

The staff, students and community of Coronation P.S. believe schools and school board organizations should promote responsibility, respect, civility and academic excellence in a safe learning and teaching environment. A positive school climate exists when all members of the school community feel safe, comfortable, and accepted.

The following guiding principles of the Code as described in Section 301 (2) of the Education Amendment Act (Progressive Discipline and School Safety), 2007 are:

1. To ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity.
2. To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community.
3. To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
4. To encourage the use of non-violent means to resolve conflict.
5. To promote the safety of people in the schools.
6. To prohibit the use of alcohol, illegal drugs and restricted drugs.
- 3.

WHAT YOU CAN EXPECT FROM YOUR PRINCIPAL

Principals, under the direction of their school board, take a leadership role in the daily operation of a school. They provide this leadership by:

- demonstrating care and commitment to academic excellence and a safe teaching and learning environment
 - holding everyone under their authority accountable for their behaviour and actions
 - communicating regularly and meaningfully with all members of their school community



WHAT DO WE EXPECT FROM STAFF?

Teachers and School Staff, under the leadership of their principal, maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, staff upholds these high standards when they:

- help students work to their full potential and develop their self-worth
- communicate regularly and meaningfully with parents/guardians
- maintain consistent standards of behaviour for all students
- demonstrate respect for all students, staff and parents/guardians
- prepare students for the full responsibilities of citizenship

WHAT DO WE EXPECT FROM STUDENTS?

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves and for others. They are expected to demonstrate responsible citizenship on a daily basis. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time and ready to learn
- shows respect for themselves, for others and for those in authority
- refrains from bringing anything to school that may compromise the safety of others
- follows the established rules and takes responsibility for his or her own actions

WHAT DO WE EXPECT FROM PARENTS/GUARDIANS?

Parents/guardians play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents/guardians fulfill this responsibility when they:

- show an active interest in their child's school work and progress
- communicate regularly with the school
- help their child be neat, appropriately dressed and prepared for school
- ensure that their child attends school regularly and on time
- promptly report to the school their child's absence or late arrival
- become familiar with the Code of Conduct and school rules
- encourage and assist their child in following the rules of behaviour
- assist school staff in dealing with disciplinary issues
- check and encourage daily use of student agendas/Edsby

HOW WE EXPECT STUDENTS AT CORONATION TO BEHAVE

Students can expect a safe, healthy and friendly environment for their education at Coronation P.S. Excellence will be encouraged and celebrated. In order for this to happen, each student is expected to:

- display a positive attitude toward school
- attend school every day and be on time
- Follow our Dress Standards
- come prepared with all materials and complete work to the best of one's ability
- be respectful to staff, other students, and guests and display good manners
- use appropriate language
- respect school and other's property
- solve problems without fighting- hands off others!
- behave co-operatively, following school rules and routines during all school programs, school-related activities and field trips
- follow the directions of all staff members (Staff members include lunch aides, custodians, secretaries, teacher assistants, teachers and any other adults of authority)
- keep the school surroundings tidy and free of litter.

PHYSICAL SAFETY

All school members must:

- not be in possession of any weapon, including, but not limited to firearms, jack-knives, etc.
- not use any object to threaten or intimidate another person
- not cause injury to any person with an object
- not be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs
- not inflict or encourage others to inflict bodily harm on another person
- seek staff assistance, if necessary, to resolve conflicts peacefully

SEARCHES

Staff are placed in a position of trust that carries with it not only the responsibility to teach students, but also to ensure their safety and well being. We need to be able to respond quickly and effectively to problems that arise. In some circumstances we will undertake a decision to search students' personal effects and seize prohibited items. This decision will be based on the reasonable belief that there is a dangerous situation and students right to privacy will be respected. Parents will be kept informed of any actions.

HARRASSMENT/BULLYING

As a citizen of Coronation P.S., any form of abuse/violence is unacceptable. Harassment/bullying are part of the Safe Schools Policy. Some students believe that they are a "tattle tale" if they inform an adult of teasing/threats/harassment. There is a difference between "reporting" (letting us know someone is in trouble and needs help) and/or tattling. We have been working with our students to let them know we can help stop bullying with their help. Parents/guardians can help us by encouraging their child to report bullying so that we can address it. Internet bullying and threats that carry on to school will be dealt with following the safe school policy.



PROGRESSIVE DISCIPLINE

Coronation P.S. adopts, as its Progressive Discipline Policy, the Progressive Discipline Policy of the Greater Essex County District School Board. The Progressive Discipline Policy is to support a safe learning and teaching environment.

Progressive discipline is an approach that makes use of a continuum of interventions, supports, and consequences, building upon strategies that promote positive behaviours. When inappropriate behaviour occurs, disciplinary measures should be applied within a framework that is both corrective and supportive. The range of interventions, supports, and consequences used by Coronation P.S. must be clear and developmentally appropriate, and must include learning opportunities for students in order to reinforce positive behaviours and help students make good choices. For students with special education and/or disability related needs, interventions, supports and consequences must be consistent with the expectations in the student's Individual Education Plan and/or his/her demonstrated abilities.

INTERVENTION STRATEGIES

Educators, in collaboration with administration, as appropriate, may utilize early and/or ongoing intervention strategies to address unsafe or inappropriate behaviours. These may include, but are not limited to:

- Review of expectations
- Contact with student's parent/guardians
- Apologize orally or in writing
- Clean up mess or pay for damage caused
- Assigned to detention/"walk and talk" for one or more recesses
- Conflict mediation and resolution
- Peer mentoring
- Meeting with the student's parent/guardian, student and principal
- Referral to counseling, as applicable
- Positive Behaviour Management Plans
- Withdrawal of privileges
- Supervised withdrawal from class
- Suspension (subject to mitigating circumstances); or
- Recommended Expulsion (subject to mitigating circumstances)

RESTORATIVE PRACTICES

One of our strategies for helping students resolve a conflict is restorative practices. Restorative practices are a structured means of guiding a conversation in which the offender and victim can discuss their feelings and come to terms on how to make amends and rebuild their relationship.

COMMUNICATION

If you have any questions regarding school matters, please call the office to arrange contact with the appropriate staff. Communication between home and school will always benefit our students. Teachers will update Edsby daily and you are free to communicate with your child's educators on Edsby. School announcements will be posted on Edsby.

INCLEMENT WEATHER

In inclement weather, buses may not be running, or schools may be closed. Listen to local television or radio stations for an announcement from the Board Office. **Check the board website at www.publicboard.ca.**

ATTENDANCE

Good attendance is important for successful learning. **If your child must be absent because of illness, please call the school before the start of the day.** Voice mail is available 24 hours a day, for your convenience. Also, you are welcome to report your child's absence on EDSBY. If you are not subscribed to EDSBY, please provide the office staff with your email address and you will be set up. **When students are late, they must report to the office before going to class.** This allows us to correct attendance records and avoid unnecessary calls to parents/guardians. If your child must leave during school hours, please follow these safety procedures:

- Send a note, signed by the parent/guardian
- Report directly to the office to pick up your child
- Notify us by telephone, in an emergency, if someone other than the parent/guardian is to pick up your child

BUSING

Transportation is a privilege. Parents/guardians will be notified of persistent problems, and pupils may have bus privileges suspended. It is expected that students will respect the rights and safety of other students, the bus driver, and neighbours at the bus stop. Student are to:

- Board the bus in single file
- Remain seated at all times
- Do not eat or drink on the bus
- Do not throw objects
- Keep your head, hands and objects inside
- Do not bring harmful objects on the bus
- Use appropriate language
- Follow the driver's directions promptly

SCHOOL EVACUATION AND LOCKDOWN PROCEDURES

If an evacuation of the building is necessary for any reason, accommodation would be provided initially by students walking to Herman Academy. Parents/guardians would be advised by local television and radio stations as to what action to take in retrieving their children. If it is necessary to have a school lockdown, please listen to the local media for information rather than calling the school.

VISITOR ENTRY

Visitors with pre-arranged meetings are to report to the office area and sign into our visitor log. We will continue to encourage virtual meetings.

ILLNESS

To ensure the safety and well-being of our students and staff, please do not send your child to school if they are not well. ***If a student becomes ill at school, a parent/guardian or emergency contact person will be notified to take the child home. It is critical that work and emergency phone numbers be current.*** Once staff or students are symptom free for 24-48 hours, they are welcome to return to school.

HEAD LICE

Please examine your child's head at regular intervals. If lice are found, notify the school and treat the condition immediately. Our Board has a "No Nit Policy". When an infestation is found, the child is sent home at the earliest opportunity. Letters from the school are sent to parents/guardians to advise them of infestations. The child with lice will be excluded until all lice, lice eggs, and egg cases are removed following the application of a pediculocide shampoo/agent. Children's heads will be checked at the office to ensure that they are lice and nit-free before they are readmitted to school.

MEDICATION

School staff is not authorized to dispense any medication to students ***without written authorization***, on an official form, signed by the physician and the parent/guardian. Forms are available at the school office. Medication is to be kept at the office and is administered by staff/administration. Parents/guardians must bring the medication to the office. Do not send it with your child. **Food/bee sting allergies are of special concern. Please contact the office regarding these.**



MENTAL HEALTH

The purpose of this website is to provide students, staff and parents/guardians with up to date information on various mental health conditions, board and community resources and other pertinent community information. You may contact :<https://www.kidsmentalhealth.ca/>

EXTRA-CURRICULAR ACTIVITIES

School team or club membership is a privilege. Members are expected to uphold high standards of behavior or may be subject to removal from a club or a team.

If a child is absent for the school day, he/she is not welcome to return to school for after school events. A student's first priority should always be participation in the school day and maintaining good attendance.

PLAYGROUND SAFETY GUIDELINES

- Our rule is "Hands/Feet Off"
- Don't throw stones, sticks, snowballs, etc.
- Don't take food outside
- Take turns and play cooperatively
- Stay in the area designated for your cohort
- Don't use bikes, skateboards, "Heeleys" or in-line skates on school property
- Report injuries to staff immediately. Do not move an injured person. Get an adult.
- Don't bully, tease, threaten or harass anyone
- If you cannot solve a problem safely, go to an adult

NUTRITION BREAK

With the balanced day, students have two opportunities to eat during the school day. Students play for half of the break and eat in their classrooms for the other half. Adult supervision is provided both indoors and out. **Due to the complexity of providing adequate supervision to students at this time, we ask that students leave the building for lunch only when accompanied by their parent.** Students who stay at school for the nutrition break are expected to be well-behaved, courteous, and responsible at all times.

NUTRITION BREAK RULES INCLUDE:

- Students must sit in their seats
- Talk quietly
- Ask for permission to leave the room
- Tidy up and dispose of garbage at the end of lunch
- Follow the directions from the monitors and noon aides

COMPUTER USE

Computers are only to be used with adult supervision. Every time students sign in to the internet, they have accepted the Board's Digital Use Policy ***Our board's policy makes students accountable for using computer technology to "affect the moral tone of the school," whether at home or at school. This includes slander on a website or communication using instant messaging programs.***

PERSONAL COMMUNICATION AND COMPUTING DEVICES

Students who bring personal communication/computing devices (i.e., cell phones, smart phones, etc.) to school do so with the understanding that:

- Devices are the responsibility of the owner. Coronation P.S. and the GECDSB are not liable for damage, loss or theft of the device
- Devices are to be off during instructional time unless use is approved by a staff member
- Devices may not be used at any time where individual privacy must be protected such as washrooms, locker rooms, etc.
- Devices are not to be used during non-instructional time, in hallways, the schoolyard, or at school sponsored events
- Students will be subject to discipline, suspension, expulsion/police involvement when devices are used:
 - To disrespect another's privacy
 - To bully/harass others
- Without staff permission at any time and especially during a test or examination