CORONACH SCHOOL

Student Handbook

2022-2023

Coronach School
121 First Ave W
Coronach Saskatchewan
S0H 0Z0
(306) 267-2210
https://schools.prairiesouth.ca/sites/coronach/

Prairie South Schools 210
Learning together.

MISSION STATEMENT

Coronach School strives to be a place where individuals are encouraged to develop intellectually, physically, emotionally and socially in a positive, trusting and caring environment. Our school will foster the development of lifelong learning by offering all students education that meets their individual needs. It will provide the opportunity for students to attain their highest potential through the co-operative efforts of staff, students, parents and community.

MOTTO

Cultivating a powerhouse of learning and a mine of knowledge.

CORONACH SCHOOL GOALS

The Coronach School Community shall:

1. Promote life-long learning to assist each student in achieving his/her academic potential.
2. Develop a sense of positive self-discipline and self-worth to meet challenges throughout life.
3. Cultivate respectful attitudes and moral values.
4. Promote responsible citizenship.

VALUES

RESPECT

RESPONSIBILITY

CHOOSE TO LEARN

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For Policies and Procedures not listed in this handbook please refer to the

Prairie South School Division #210 website at:
www.prairiesouth.ca

BELL TIMES

Grades K-6:

MORNING		AFTERNOON	
8:40 am	Warning Bell	12:20-1:00 pm	Lunch 12:20-12:40 Meal 12:40-1:00 Recess
8:45 - 9:52 am 67 min	Period One	1:05 - 2:13 pm 68 min	Period Four
9:52 - 10:58 am 66 min	Period Two	2:13 - 2:28 pm 15 min	Afternoon Recess
10:58 -11:13 15 min	Morning Recess	2:28 - 3:36 pm 68 min	Period Five
11:13 -12:20 pm 67 min	Period Three	3:36 pm	Dismissal

Grades 7-12:

MORNING		AFTERNOON	
8:40 am	Warning Bell	12:15 - 1:00 pm	Lunch
8:45 - 9:52 am 67 min	Period One	1:05 - 2:13 pm 68 min	Period Four
9:52 - 9:57 am 5 min	Break	2:13 - 2:18 pm 5 min	Break
9:57 - 11:03 am 66 min	Period Two	2:18 - 3:26 pm 68 min	Period Five
11:03 - 11:08 am 5 min	Break	3:26 pm	Dismissal
11:08 - 12:15 pm 67 min	Period Three		

PERSONNEL

1. HOME ROOM TEACHERS

Kindergarten and Pre-K	- Mrs. Donna Dyck
Grade 1	- Mrs. Brianne Drake
Grade 2	- Mrs. Shayla Froehlich
Grade 3	- Mrs. Jill Granello
Grade 4	- Ms. Porsche Gunchoski
Grade 5/6	- Ms. Porsche Gunchoski
Grade 7	- Mrs. Angela Robock
Grade 8	- Ms. Alicia Menke
Grade 9	- Mr. Robert Berner
Grade 10	- Mrs. Tanya Frisk-Welburn
Grade 11/12	- Mrs. Ashley Gagne
Learning Resource	- Ms. Alicia Menke
Athletic Director	- Ms. Hayley Svenson
Administrator	- Mr. Nate Beselaere

2. SUPPORT STAFF

Educational Assistant	- Mrs. Sabrina Knoss
Educational Assistant	- Mrs. Donna Pearson
Educational Assistant	- Ms. Michelle Seymour
Library Associate	- Mrs. Donna Pearson
Head Facility Operator	- Mrs. Sandra Ager
Facility Operator	- Mr. Andrew Montemiglio
Administrative Assistant	- Mrs. Leesa Setrum

3. PRAIRIE SOUTH SCHOOL DIVISION #210 CONSULTANTS

Carla Hildebrandt	- Educational Psychologist	642.5981
Randi Ruthven	- Speech Therapist	642.5981
Lenea Okraincee	- Family Support Worker	642.5981

4. SOUTH CENTRAL HEALTH DISTRICT

Trina Korbo	- Public Health Nurse	267.5705

5. BUS DRIVERS

Mrs. Darla Drake	267.7463
Mr. Ron Mamer	267.7648
Mrs. Patsy Thorhaug	473.2731
Mr. Paul Warken	267.7021

6. SCHOOL DIVISION PERSONNEL

Ryan Boughen	- Director of Education	694.1200
Dustin Swanson	- Superintendent	694.1200
Giselle Wilson	- Board Member	267.7424

7. SCHOOL COMMUNITY COUNCIL

Chairperson:	- Crystal Manske
Vice-Chairperson:	- Carla Foley
Parent Representative:	- Desiree Marshall
Parent Representative:	- Taylor Clark
Parent Representative:	- Leanne Pituley
Staff Representative:	- Jessica Rettman
Student Representative:	- Savannah Anderson
Student Representative:	- Ryder Wesson
Principal:	- Nate Beselaere

OPERATION SCHEDULE

School opens on **September 01, 2022.** The school operates on a 6-day rotating timetable. These days are outlines in **red** on the school calendar which can be found on the school division and school websites. Each day consists of 5 periods with a total of 336 instructional minutes per day.

Kindergarten Days are **Days 1, 3, and 5**. The **first day** of school for the first half of Kindergarten students will be **Thursday, September 1, 2022.** The second half of the Kindergarten class will have their first day of school on **Tuesday, September 06, 2022.** Regular classes for all Kindergarten students will begin **on Thursday, September 08, 2022.**

Pre-K days are **Days 2, 4, and 6 from 8:45 AM to 11:45 PM.** The **first day** of school for the first half of Pre-K students will be **Friday, September 2, 2022**. The second half of the Pre-K class will have their first day of school on **Wednesday, September 7, 2022.** Regular classes for all Pre-K students will begin on **Friday, September 09, 2022.** Any students waitlisted and accepted into the Pre-K program will start on **Monday, September 19, 2022.**

SRC STUDENT ACTIVITY FEES

Student Activity Fees

$20.00 – Pre-K-12 Students

Please send these fees with your child on **September 01st, 2022**. You can pay fees by cash, cheque, or online at **https://prairiesouth.schoolcashonline.com/**. Please make cheques payable to **Coronach School.**

Prairie South Schools
2022-2023 School Supply List

Prekindergarten & Kindergarten
- 12 Pencils
- 2 Erasers (white)
- 2 Glue Sticks
- 1 Pack Markers (thick)
- 1 Pack Pencil Crayons
- 1 Pack Wax Crayons
- 1 Pencil Case
- 1 Change of Clothes *(in case of emergency)*
- 1 Paint Shirt *(e.g. large old t-shirt)*
- 1 Pair Indoor Shoes
- 1 Water Bottle

Grade 1 & 2
- 12 Pencils
- 2 Erasers (white)
- 2 Glue Sticks
- 1 Pack Markers (thick)
- 1 Pack Pencil Crayons
- 1 Pack Wax Crayons
- 1 Pencil Case
- 2 Highlighters
- 2 Interlined Notebooks *(1/2 lined)*
- 1 Pair of Headphones *(no ear buds)*
- 1 Pair Indoor Shoes
- 1 Water Bottle

Grade 3 & 4
- 12 Pencils
- 4 Pens (2 blue & 2 red)
- 2 Erasers (white)
- 2 Glue Sticks
- 1 Pack Markers
- 1 Pack Pencil Crayons
- 1 Pack Wax Crayons
- 1 Pencil Case
- 2 Highlighters
- 1 Binder (any kind)
- 1 Pack Exercise Books
- 1 Pair of Headphones
- 1 Pair Indoor Shoes
- 1 Water Bottle

Grade 5 & 6
- 12 Pencils
- 4 Pens (2 blue & 2 red)
- 2 Erasers (white)
- 2 Glue Sticks
- 1 Pack Markers
- 1 Pack Pencil Crayons
- 1 Pencil Case
- 2 Highlighters
- 1 Binder (2 inch)
- 1 Pack Exercise Books
- 1 Pair of Headphones
- 1 Pair Indoor Shoes
- 1 Water Bottle

Grade 7 & 8
- 12 Pencils
- 4 Pens (2 blue & 2 red)
- 2 Erasers (white)
- 1 Glue Stick (large)
- 1 Pack Markers
- 2 Sharpies (fine point marker)
- 1 Pack Pencil Crayons
- 1 Pencil Case
- 2 Highlighters
- 1 Binder (3 inch or zippered)
- 2 Packs Binder Dividers
- 1 Pair of Headphones *(with microphone)*
- 1 Pair Indoor Shoes
- 1 Water Bottle

Grade 9-12
- 12 Pencils
- 4 Pens (2 blue & 2 red)
- 2 Erasers (white)
- 1 Binder (3 inch or zippered)
- 2 Packs Binder Dividers
- 1 Pair of Headphones *(with microphone)*
- 1 Water Bottle

Please label all school supplies with your child's first and last name.

Poplar River Pharmacy and Coronach School are in partnership to make your school shopping experience as simple as can be. By **Tuesday, August 2, 2022,** you will be able to find the updated grade specific school supply packages available on our online store.

http://www.poplar-river-pharmacy.myshopify.com

All you need to do is look for the "school supply" heading and search by the grade you need. Add the package to your cart, pay, and we will look after the rest. Please note that in addition to the school supply lists, gym clothes, and indoor shoes will need to be supplied from home.

If you do not need the full list of supplies, items will be listed individually for you to add to your cart

For further information and details regarding the ordering of school supplies online please contact:

Poplar River Pharmacy
Phone: (306) 267-2077
Email: poplarriver@pharmachoice.ca

SCHOOL PHOTO DATE

School photos are taken each year for school records. They will be taken by **Expressions Photography.** There is NO OBLIGATION on the part of the student to purchase the photos.

Tuesday, September 20, 2022	Kindergarten – Grade 12 Picture Day
Wednesday, October 12, 2022	Daycare & Pre-Kindergarten Picture Day Kindergarten – Grade 12 Picture Retake Day

For further information or questions regarding your child(ren's) photography session and or purchasing of items contact:

Expressions Photography
Phone: (306) 640.7332
Email: halib@sasktel.net

SCHOOL ROUTINE

This section will outline in detail the rules of Coronach School. We feel there are basic rules that govern the relationship of a student towards teachers, school and other students.

1. We expect respect be shown to other students, teachers, support staff, guests and the school.

2. We expect honesty, trust and concern shown in all interactions.

3. We expect students to be quiet, pay attention and listen while the teacher is talking.

4. We expect that everyone be treated as they would want to be treated themselves.

1. WORK HABITS and STUDENT BEHAVIOR

Very simply, the student should
a) attend school regularly and punctually.
b) provide him/herself with supplies and materials not furnished by the Board of Education.
c) observe standards with regards to cleanliness and tidiness of person, general department, obedience, courtesy and respect the rights of other persons.
d) be diligent in his/her studies.
e) conform to the rules of the school.

2. ATTENDANCE

We understand many of you contact subject or classroom teachers when your child will be absent. As you know, all of our students have more than one teacher so we need you to directly contact the office when your child is or will be absent.

If a student is absent and we have not been notified by a note and/or a phone call from the parent/guardian, a phone call home will be made to check why the student is absent.

If you need to leave a message on voice mail, please leave your child's name, the date and time of your call and the reason for your child's absence or late.

2. ATTENDANCE – continued

EXTENDED LEAVE FORM

Students who anticipate being absent for periods of more than three days are advised that they adhere to the following procedure:

1. **One week in advance of the leave, obtain an EXTENDED LEAVE FORM from the Main Office.**
2. **Have each of your teachers list on this form as specific as possible classroom work, readings, assignments, etc which will be covered in class during the absence.**
3. **Once this form has been completed by all of the teachers, have your parent(s) or guardian(s) sign and return to the Main Office before the dates of the leave.**
4. **NOTE: It is the responsibility of the students and parents to see that all work that is missed while on the extended leave is completed to the satisfaction of the teacher(s).**

Extended student leaves remain a major issue and stressor for students and staff. It is proven that students who miss extended periods of time, or many separate days, have more difficulty doing well and completing all required tasks and assessments on time, both at school and beyond. This form, which is used by other schools, will aid students and parents to be responsible and aware of the information and work they will miss. Please help us in ensuring this is done PRIOR to any planned extended absence.

This form, in no way, means that we support extended absences. This process is the most effective way for both students and parents to track what may be missed. Keep in mind, not everything that is missed can be done prior and/or caught up with after the absence. Students will miss assessments, listening assignments, viewing activities, conversations, teachable moments, questions from their peers and specific instructions from their teachers, etc. Missing class time is detrimental to student achievement.

_____
Student's Name

_____ _____
Parent's Signature Student's Signature

_____ _____
Date Date of Leave

SUBJECT	TEACHER	WORK TO BE MISSED AND WORK TO BE COMPLETED

2. ATTENDANCE – continued

SUBJECT	TEACHER	WORK TO BE MISSED AND WORK TO BE COMPLETED

2. ATTENDANCE - continued

STUDENT ATTENDANCE
Administrative Procedure 330 - Prairie South School Division

Students are required to attend school in accordance with The Education Act, 1995 and individual school administrative procedures. When students are absent from school, the school division provides support, determines underlying reasons for non-attendance and implements appropriate intervention strategies.

The school division believes regular and punctual attendance is necessary for students to maximize their learning and achievement. The school division also:

- Believes in a collaborative approach between the school and the parent/guardian in expecting and supporting regular attendance of students.
- Requires that schools track and record student attendance consistently on a daily basis and investigate reasons for non-attendance.
- Requests that parents/guardians communicate to the school prior notice of a student's unavoidable absence.
- understands that ongoing collaboration may be needed to support a student when avoidable absences/tardiness negatively impacts their learning and achievement.

Procedures

1. **Tracking and Recording Protocol**

   The principal shall:

   1.1 Implement school-based tracking, recording and reporting procedures that are consistent with the legislation and other directives issued by the Ministry.

   1.2 Ensure that investigations regarding all student non-attendance are conducted in a timely manner**.**

2. **Follow-Up Protocol**

   When a student is recorded absent without permission or notification from the parent/guardian, the principal or designate shall:

   2.1 Ensure that parents/guardians are contacted. When necessary, alternative contact methods such as a letter home may be used.

   2.2 Investigate reasons for non-attendance with a focus on intervention and prevention. The principal may involve other school or system personnel such as vice-principals, classroom teachers, student support teachers, counsellors, the Support Services Coordinator, the Superintendent of Operations as well as outside agencies.

3. **Tracking Protocol and Interventions**

   ATTENDANCE
   In instances where attendance has been identified as a problem for a particular student, each school will attempt to improve the student's attendance by incorporating a Student Support Plan for Attendance Issues at the earliest recognized point in time.

   For Secondary Students ONLY: At 15 absences, the student **MAY** be removed from class with an option to reapply for the class.

   TARDINESS

In instances where tardiness has been identified as a problem for a particular student, each school will attempt to improve the student's punctuality by incorporating a Student Support Plan for Punctuality Issues.

3. ACADEMIC INTEGRITY AND STUDENT RESPONSIBILITY
Administrative Procedure 616 - Prairie South School Division

BACKGROUND

The Ministry of Education expects all boards of education to ensure that schools establish and communicate expectations of students concerning academic integrity and responsibilities, including timely submission of schoolwork and avoidance of plagiarism. These procedures are developed to guide teachers, school administrators, students and parents/guardians on the appropriate use of information, including issues associated to copyright.

PURPOSE

The intent of this policy is to ensure that the concepts of academic integrity and student responsibility are introduced in an age-appropriate way to all students across the school division. The policy will:

1. Provide clarity regarding expectations related to academic integrity and responsibilities to students, teachers, administrators, parents/guardians and board members; and,
2. Support consistency in all grades and subject areas within the school division.

DEFINITIONS

1. Academic Integrity: Evidence of one's own learning through demonstration of responsibility, honesty, trust and respect. Actions such as cheating; plagiarism; having others complete the work; buying papers from the internet or resubmission of previously submitted work indicate a lack of academic integrity.

2. Student Responsibility: Assuming responsibility for one's learning, including getting to school/class on time; attending regularly; submitting work on time; doing one's best on exams and assignment.

3. Plagiarism: The unacknowledged use of someone else's words, ideas or creations as one's own whether deliberate or accidental. The process of taking another person's work, ideas or words, and using them as if they were one's own is plagiarism.

POLICY

Students are expected to fulfill their responsibilities within the school's learning environments. Students are expected to take responsibility for their own work and avoid plagiarism.

3. ACADEMIC INTEGRITY AND STUDENT RESPONSIBILITY - continued

PROCEDURES

General:

1. Teachers and the in-school administrator will clearly articulate expectations of students with regard to plagiarism, timeliness and student responsibility.

2. Expectations of students regarding timeliness of assignments and plagiarism will be communicated to students verbally and in writing (e.g., within "Classroom Expectations" or the "Course Syllabus").

3. Teachers will review these expectations with students at the beginning of the school year or semester and as appropriate throughout the school year.
Plagiarism: When a student plagiarizes the whole or a portion of an assignment the teacher will use his/her professional judgment to determine an appropriate course of action, taking into account factors such as age and maturity of the student, medical status, other personal circumstances, grade level and past behavior. Actions related to plagiarism should proactively deter students. These may include:

PROCEDURES

1. Create an open environment for discussion in the classroom, and respond to students' questions about plagiarism; and

2. Teach students how to conduct research, properly cite information sources, use quotations in their work and develop paraphrasing skills.

3. Require the student to complete the assigned work without plagiarizing or penalty on grades.

Late Assignments: Students are expected to submit assignments on time. When a student does not submit work on time, the teacher will use his/her professional judgment to determine an appropriate course of action, taking into account factors such as age and maturity of the student, medical status, other personal circumstances, grade level and past behaviour.

Teachers may use their professional discretion to provide students who have missed deadlines due to exceptional circumstances with alternative arrangements to complete assignments.

Actions related to late assignments will be taken within the context of a school-wide plan. These actions may include, among others:

1. Employ proactive measures such as the development and communication of local school procedures and/or professional learning to enhance assessment and evaluation practices that increase student engagement;

2. Communicate with the student and parent/guardian to discuss the reasons for non-completion and develop a plan to complete the work;

3. Develop an agreement with the student to complete the assignment;

4. Require completion of work outside of school hours such as lunchtime or after school;

5. Provide peer support for the student;

6. Provide an alternative assignment to accommodate a diverse learning need;

7. Track the work until it is complete or the issue has been resolved;

8. Report late assignment behavior separately from achievement related to curriculum outcomes on progress reports;

9. Involve the input of learning specialists such as student support teachers, counselors and outside agencies.

4. HONOR ROLL AND HONORABLE MENTION - Grades 9-12

Honor Roll - 85% and up
Honorable Mention - 80% - 84.4%

5. BUS STUDENTS--NOON HOUR

Grade K - 6 bus students must bring a parental permission slip if they intend to leave the school grounds. Grades 7-12 bus students are able to leave the school grounds without permission at noon hour.

6. ONLINE COURSES

Prairie South's Virtual School provides a wide variety of courses. Students in Grades 9-12 will have the opportunity to enroll in online courses for first and second semester of the following year during course registrations (May/June). Students will be denied the opportunity to enroll in courses after course registrations have been approved by parents/guardians and administration. If Coronach School is offering or planning to offer a course, students will not be eligible to take that course online. Registration of Prairie South Virtual School online courses will be conducted by the school administrator.

The Prairie South Virtual School does not purchase courses from out of division online schools. Students who wish to take courses from outside the division due to personal interest may continue to do so, however, costs ($500/class) will be covered by the student without reimbursement. Students who need to take courses from outside the division in order to meet their credit requirements will need to cover the initial cost ($500/class) but will be reimbursed after successful completion of the course. When the student completes the course with a passing grade, the SCC will reimburse the student $250 and the school will reimburse the student $250.

Students who are registered with online courses will be assigned a cooperating teacher from Coronach School. It is the student's responsibility to effectively communicate with their corresponding teacher about important matters. Specifically, if a student is required to complete an exam the student needs to meet with their cooperating teacher at least a full day in advance so that materials can be ready and a location to complete the exam can be arranged.

Students who are registered with online classes will be assigned to a location (usually the school library) to complete their independent learning. The student will be expected to follow the same guidelines and expectations as a regular classroom. If there is an incident/concern (i.e.: attendance, discipline, cheating, incompletion of work, notifications of a failing grade) the student will be given three warnings by the school administrator. The school administrator will make sure to communicate with the parents/guardians each time. If the student receives more than three warnings the student will be withdrawn from the course and be expected to return to the regularly scheduled classroom for independent study without the opportunity to receive a class credit. If the student has been withdrawn from a class which he/she purchased ($500) that cost will not be reimbursed to the student.

7. DAMAGE TO SCHOOL PROPERTY (or Personal Property while under school supervision.)

a) The student shall be expected to pay the cost of repair or replacement of equipment or damage to property that has resulted through negligence or willful damage by the student.
b) Damage that occurs, other than through carelessness and which can be construed purely as accidental, may be subject to partial reimbursement by the pupil.

School Administration shall determine a reasonable monetary amount according to the circumstances of the occurrence and based on the cost of repair and/or replacement.

c) Failure by the administration to collect shall be reported to the Division Office so that the matter may be brought to the Board of Education's attention whose responsibility it shall be for collection.
d) If, after extensive investigation, the person or persons who did the damage is still unknown, then the SRC is billed for the damage.

8. DRESS CODE

Clothing must be worn that is modest and appropriate to an educational environment. The School's Staff and Administration has the authority to require any student not conforming to the School Dress Code Policy to either change into suitable clothing or to return home to change. Some examples of inappropriateness include: alcohol/drug and/or sexual messages on clothing, implied or otherwise; underwear exposure, inappropriate skin exposure. (i.e.: exposed midriff, chest, etc. Shirts must have at least two straps, one on each shoulder. Hats will not be allowed in the classroom while students are participating in educational instruction or during school assemblies.

Staff members are responsible to:

1. Ensure that you have observed each of your classrooms before you begin teaching, addressing and/or working with the students the same way you would for general responsibilities: general safety, attendance, hats, dress code, technological devices, etc.
2. Ask students to either cover up, change, or call a parent to ask permission to go home and/or have a parent bring suitable clothing.
3. If students refuse to change, then you are asked to escort them to the office. At that point, we would treat the situation as any other act of defiance.

9. CELL PHONE POLICY

At Coronach School we recognize the importance of technology and believe that technology can be used to enhance student learning. Students will be allowed to have a cell phone at school, but may not use their cell phone while in class unless otherwise indicated by the classroom teacher. This includes having the phone in class with the ringer on, using the cell phone to check the time, using the cell phone as a calculator, or receiving or sending messages in class. Any student who is caught using their cell phone inappropriately during class time will have their cell phone confiscated and brought to the office until the end of the day for a first offence. Students are required to pick up their cell phone at the end of the day if it has been confiscated.

For a second offence, students are required to have a parent come and pick up their cell phone for them or call the in-school administrator to request to have the phone returned to the student at the end of the day.

Third offense will be at the discretion of the administration, which may include keeping the phone for 1-3 school days, alternate placement, and/or suspension.

Any form of picture taking and/or video recording can be considered an invasion of personal privacy; therefore before students take any pictures of the building, staff or students, permission must be obtained. Permission must be gained of the subject before the image can be used in any way. Violation of this policy will result in disciplinary measures, depending on the severity can also include the RCMP.

Every adult in the school (regardless of the role he or she plays in the school) has the responsibility to protect the learning environment and that includes confiscating cell phones during the school day. Failure to comply with a reasonable request (ie. May I please have your cell phone.) of any adult will result in serious consequences.

Please keep your children informed about appropriate cell phone usage. This will assist in the best learning environment for all children.

10. **FIRE DRILLS** are held monthly. The places of exit are clearly marked in each classroom. When the alarm goes, students should check the hallways for smoke; if there is none, they are expected to move quickly, without running, to their appointed exits or alternate exits. With the constant changes in our weather, each student should have an indoor pair of shoes (runners) at school and be wearing them at all times in case of a fire drill or real fire.

11. **LOCK DOWNS/ EMERGENCY BUS EVACUATIONS**
The school is required to conduct a minimum of four lock down practices with and without the assistance of the RCMP throughout the year. Each time a school lockdown practice has been completed parents/guardians will be notified with a letter home.
The school is required to conduct a minimum of two emergency bus evacuations throughout the year. All students will participate in the bus evacuation.

12. **LIBRARY**
Hours: The library will be open for 3 ½ hours per day. Elementary students needing to utilize the library when the librarian is not supervising need to be supervised by a staff member. Students in Gr 7-12 needing to utilize the library when the librarian is not supervising need to sign in/out at the librarian's desk. No food/drink should be in the library. If students are acting inappropriate or being disruptive they will be asked to leave the library.

All print materials have a two-week loan period and may be renewed for one additional loan period if necessary.

To sign out fiction or non-fiction books, each student must have a library number. These numbers are issued to each student at the beginning of each school year.

To sign out periodicals, a magazine sign out sheet is filled out on which the client writes the title of the magazine, the volume number and date of publication as well as his/her name and grade and the date.

Reference materials are not to be removed from the library for any reason. They are to be used in the library during class-time or at noon hours and after school.

13. **LOST & FOUND**
Any items that are found are to be turned into the office. If a student has lost an article, the first place to check is in the LOST & FOUND box to determine whether the article has been turned in.
All personal articles should have the name of the student marked on them with some sort of permanent identification. At the end of the school year, all articles left in the Lost & Found 'box' are thrown out or donated to a charity.

14. **MONEY - VALUABLES**
A minimum amount of money should be brought to school. Students may ask to have valuables locked up in the office. The school cannot be responsible for these items.

15. **ALLERGY AWARE POLICY**
Due to serious student allergies, Coronach School has an Allergy Awareness Policy which is communicated to families in the form of a parent letter and made aware to students by their homeroom teachers at the beginning of each school year.

16. ADMINISTRATION OF MEDICATION

Prairie South School Division has a policy which outlines the administration of prescription and non-prescription medications to students. Please contact the principal for more details.

17. PARKING LOT & DRIVEWAY

The front school driveway/parking lot is restricted to **STAFF & SCHOOL BUSES ONLY**. There is a student parking lot at the side of the building. Students driving and/or parking inappropriately and/or are disturbing vehicles in the parking lot will no longer be allowed to utilize this space for their vehicle.

If you come to the school during the school day (8:30 a.m. - 4:00 p.m.), please PARK ON THE STREET, on the North Side.

18. SCHOOL BUS REGULATIONS

The following excerpts are from the School Bus Drivers' Policy:

a) Students shall not misbehave on the bus. Misbehaving students shall be reported to the principal of the school.

b) Students shall not tamper with windows, doors, or any other part of the school bus. Any willful damage will be charged to the responsible student by the School Bus Company.

c) In winter time, students shall wear sufficient clothing to protect them from the weather. The driver has the right to refuse students admittance on the bus if they are not properly dressed for the weather.

d) Students must obey the driver promptly and respectfully.

19. SEVERE WEATHER AND STUDENT TRANSPORTATION

Please refer to the "Document" section of the P.S.S.D. #210 Policy Manual on the website: www.prairiesouth.ca.

Cold Weather Conditions

Coronach School will follow these guidelines when cold temperatures and wind chill conditions occur:

- Students are to stay inside the school when the temperature (with the wind chill) is minus 30 degrees Celsius or colder. This means students stay indoors during recess and during the noon hour (for those students who stay for lunch.)
- When the wind chill is minus 20 to minus 29, students are expected to dress warmly and go outside during recess and noon hour, for fresh air and exercise. Fresh air and exercise provides energy for the rest of the day and we are working hard to ensure our staff and students remain in motion.
- School staff monitors the wind chill and temperatures throughout the day as the safety of both students and staff remains a priority on very cold days. Parents and guardians are reminded to ensure their children are dressed appropriately for the weather. Whether children are walking to school, taking the school bus, or being dropped off at school in a vehicle, it is very important to check that they are wearing mitts, a scarf, warm coat, boots and something on their head. On high wind chill days, all exposed skin should be covered.

20. SCHOOL DANCES

School dances are for students from **grades 7 to 12**; this includes invited guests.

Dance Regulations

1. Doors will open at 7:00 pm and be closed at 8:00 pm. After 8:00 pm no student shall be allowed into the school. Dance will end at 10:00 pm.

2. Coats and shoes must be removed at the entrance doors.

3. If alcohol is detected on a student's breath, he/she shall not be allowed in the school and the student's parents shall be notified. The student will be banned from attending school dances for the rest of the current school year. PSSD Alcohol & Drug Policy will be adhered to for all issues.

4. Students from other schools may be allowed to attend, but these students must be placed on a guest list prior to the dance. If there are issues with dance goers, the Coronach student's parents will be called and both the invited guest and invitee will be removed from the dance.

5. The chaperone list shall be made up of at least two teachers, parents, and a School Community Council Member.

6. SRC must clean-up immediately after the dance.

7. No eating or drinking in the gym.

21. SMOKING

Smoking, vaping and the use of smokeless tobacco is **not permitted by ANYONE** (including adults) in the school building or on the school grounds at any time. Any student caught smoking, vaping or using smokeless tobacco on school property will be disciplined.
First time: Warning from the school administrator, Second time: 1 day suspension, Third and subsequent: 2 day suspension.

22. STUDENT CREDITS

There are no spares in grades 9, 10 and 11.
Every student must take 10 or more subjects (10 credits) in each grade unless fewer subjects are offered. Depending upon individual circumstances a student who is enrolled in Grade 12 may choose not to register, or may choose to discontinue a subject. This may only occur if parents and administration give permission. Parental permission must be in the form of a signed letter of consent, which will place the responsibility of the student on the parents for the times that the student is not in class.

CREDIT RECOVERY

- Credit recovery must occur within the first 30 days of the second semester and for first semester classes or within the first 30 days of the following school year (ministry of Education regulations, September 2015).
- Credit recovery is not a replacement for effective, positive instruction and intervention during the initial credit attempt, including the usual supports provided through student support.
- Credit recovery is one of several options for any student who fails, but the final determination of credit recovery placement is made by the school based team. Classroom teacher, student, parent, school administrator and any others deemed part of the team will determine the most appropriate course of action in order to recover the credit and achieve a passing final grade.
- Credit recovery programming should consider all factors that limited success in the initial program.
- The integrity of the recovered credit must be preserved by the student demonstrating achievement of the overall course expectations - student learning outcomes.
- Any student achieving a final grade of 40% or above will be offered the opportunity to recover the credit up to 100% of all outcomes currently not attained.
- School based administrators are responsible for monitoring final marks and flagging students who fit the criteria for credit recovery.

- No failing grades will be given for a modified or alternate course under any circumstance. Students may receive an "incomplete" while completing the final learning outcomes in order to earn a passing grade.
- The school is responsible for providing any support deemed necessary by the team including the student in order to fully recover the course.
- Classroom teacher will provide a list of all achieved and outstanding student learning outcomes.
- Classroom teacher provides all needed materials and completes all assessments/grading.

23. COMMENCEMENT (GRADUATION)

Commencement (Graduation) will be held the second Saturday in June. This year's graduation will be held on **Saturday, June 10 2022**. To be eligible to participate in Coronach School's Commencement exercises, students must be enrolled in a sufficient number of credits to earn a grade 12 diploma by the end of the current school year. Should a student not have enough credits to earn a grade 12 diploma during their planned year of graduation (YOG) a parent and student meeting with the principal will occur. The principal will decide if there are any factors that need to be taken into account before denying the student participation in graduation. If there are no valid factors to consider, the student will be denied. In opposition, if there are any extenuating circumstances to warrant possible participation the principal may make the decision to approve the student to have either limited or full eligibility to participate.

24. STUDENT-TEACHER CONFLICT PROCEDURE

a) Telephone or visit the teacher to obtain details of the problem. This should be done after school - not during the school day unless the teacher sets up an interview.
b) Try to resolve the problem with your child and the teacher. The student will have to deal with the students in the classroom and the teacher for the whole year. It is much better to resolve the problem with the one directly concerned.
c) If you require further assistance to solve the problem, then contact the principal of the school.
d) If the parent is not satisfied at this point, then the principal shall involve the Superintendent of School Operations or the Director of Education.
e) Harassment and/or verbal assault, such as swearing and/or threatening, toward staff members will not be tolerated. If this happens and someone is removed from the school, they will be issued a letter. This letter will warn that if this behavior occurs again, they will be restricted from attending Prairie South School Division events. The safety and well-being of our staff, volunteers, and students is our main priority.

25. ELEMENTARY SUPERVISION POLICY

1. Right: Students may interact (play) with each other and use playground equipment (no separate play areas).

   Responsibility:
   a) to treat fellow students with respect and care;
   b) older children to give younger children priority on primary playground; equipment such as swings, slides, climbing apparatus, etc.;
   c) to share the playground resources with all other students;
   d) to play and use resources safely as determined by the supervisor.

   Consequences if not followed:
   a) be reprimanded by supervisor;
   b) to be denied the right to play on equipment for a determined length of time;
   c) visit principal/vice-principal for further action.

2. Responsibility of student: Town students who stay at school during lunch periods are required to follow the same rules as bus students in relation to eating lunch, cleanup, etc.

   Responsibility of parent: The parent should phone ahead of time, or notify by note, the home room teacher so that supervisors on duty are aware of who should be at school.
   If bus students go downtown for lunch, they are expected to bring a note from a parent giving permission. The student will then be treated as a town student in terms of rights and responsibilities.

3. Supervisor's Responsibility
   It is the supervisor's responsibility to be on time and be diligent to the needs of students while on supervision. (It must be understood, however, that one or two persons cannot ensure that no accidents will happen. Nor can it be ensured that there will never be problems such as fights or student/student conflicts.) We must be reasonable in our expectations. As parents with one, two or more children, we must admit that problems do occur. These problems are compounded with the increased number of students to be supervised.

   Supervisor's Right
   a) to be treated with respect by students;
   b) to receive parental co-operation and support.

   Parents' Rights:
   a) to expect fairness in treatment of their child;
   b) to expect supervision determined by the Principal and Board of Education.

   Parents' Responsibility
   a) to co-operate with supervisors to ensure that their children understand and follow the rights and responsibilities of school supervision.

****

Activities not sanctioned by present supervisors as elementary break activities

1. snowball fights;
2. contact games;
3. street hockey;
4 baseball;
5. skateboards;
6. riding bikes on school property.

Activities that are allowed:

1. softball;
2. skipping;
3. soccer;
4. football - touch & flag;
5. any ground game that is non-contact;
6. playground equipment;
7. kickball;
8. hopscotch;
9. snow forts.

Acceptable Attitudes:

1. respect for fellow students;
2. respect for supervisors;

3. respect for property and equipment;
4. co-operation with students and supervisors.

Unacceptable Attitudes:

1. disrespect;
2. fighting;
3. profanity;
4. cruelty caused by 'picking on' or 'ganging up on' other students;
5. non-compliance with set instructions;
6. defiance (quiet or overt).

26. SUSPENSION POLICY

Please refer to the P.S.S.D. #210 website:
Documents – Manual of Administrative Policies – Module 4 – School Operations
#408 Discipline.

27. PHYSICAL EDUCATION

All students from Kindergarten to Grade 10 are required to take regular physical education classes. If students must be absent from class for more than one day, there must be a signed note from a parent indicating the reason the student cannot participate and the duration of the expected absence. If the absence is long-term a signed note from the doctor must be provided to the school.

All students are expected to have a change of clothes for the class: shorts and t-shirt. Each student must also have a separate pair of gym runners as street shoes (runners) will not be allowed in the gym. Please try to purchase non-marking gym runners.

28. EXAMINATION POLICY

a) Students who have exam conflicts must make alternate arrangements with their teacher or school administration **prior** to the exam.
b) Students who are ill on the day of an exam must have a parent/guardian notify the school. If this occurs, the teacher is expected to contact the student and parents to discuss the policy. In addition, the student or his/her parent/guardian must make arrangements to reschedule the exam to be written the following school day as soon as he/she returns to school. This exam must be written in the homework room at lunch. If the student returns to school at 1:00 p.m., the exam must be written at 3:30 p.m. The teacher may choose an alternate form test (i.e. different exam). Should this occur more than once during the course, then modifications or alterations for the student may be required.
c) Students will only be allowed to bring authorized materials into the exam room.
d) Students failing to write a final exam will receive an incomplete in the course.
e) FINAL EXAMS: It is the student's responsibility to check the exam schedule and attend at the correct date and time.

29. CORONACH SCHOOL LOCKER SEARCHES

Prairie South School Division has developed a school safety policy which states, "Each school is to develop procedures with respect to regular inspection by teachers of desks, lockers, and other school property used for storage of student materials. Students and parents must be informed that regular inspection of desks, lockers and other school property used for storage of student material will occur during the course of the school year." (Protective Services, Administrative Policy No. 411).

Coronach School's Administration may organize and conduct a random search of desks and lockers during the school year. The purposes of random searches of desks and lockers are:
(1) To prevent violations of school policies;

(2) To promote the safety of all students and staff, and;
(3) To provide opportunities for intervention if necessary for the health and welfare of students.

Should you have any questions or concerns, please contact the school administrator.

Search Policy

- Coronach School, on behalf of the Board, retains ownership and control of lockers and desks.
- Only locks issued by Coronach School are allowed to be used on Coronach lockers in order that Coronach School may retain unimpeded access to the locker. Any unauthorized lock may be removed without notice.
- Student lockers and desks are provided for storage of personal belongings, instructional materials and other items defined by the school.
- Students shall not possess any illegal materials, including various forms of illicit drugs, narcotics, intoxicants, weapons, or stolen property, pornographic or any other such offensive materials.
- Students are responsible for the contents of their lockers and desks. Students will be responsible for the cost of repair or replacement of items which they have damaged. Students are accountable for maintaining a clean and functional locker. Students shall not share locker combinations with anyone and shall ensure that the lock is properly secured after use.
- Student lockers and desks may be searched by the principal or designate when there are situations in which serious safety, health or disciplinary matters are involved. Authorities have a right and responsibility to examine lockers for reasons of health, safety and security.
- A request for students to clean out untidy lockers or desks will not be considered a search.
- A witness will be present during a locker or desk search except under emergency circumstances.
- In the event that illegal or offensive materials are found in a a search, the principal or designate will remove the materials.
- Materials which have been removed are to be appropriately secured. If a decision is made to hand the matter over to the police those confiscated items will be provided to the police. If not, they should be destroyed, if appropriate, after dealing with the internal disciplinary matter. Parents or guardians of affected students shall be informed of the nature of any confiscated items.
- A record will be kept of any student property which has been confiscated, and whether or not it has been returned to the student.
- The principal will follow the appropriate guidelines and administrative procedures relating to other Board policies, as applicable.

31. EXTRA CURRICULAR

Travel Funding for extra-curricular travel for league play is not covered centrally at the division level.

We are asking for parent drivers to volunteer to drive for all league and exhibition play. We hope that all parents will do their very best to take turns and to offer to each coach when and/or how often they can drive. All coaches will be responsible for organizing drivers. Each parent driver must fill out a driver authorization form (this must be done yearly) and have a criminal record check completed (this only needs to be done once for the entire time your child or children are in school, unless otherwise requested).

The cost of funding sports officials is not covered centrally at the division level.

We are asking parent volunteers to organize and run the canteen for sporting events. The money raised in the canteen and any admission fees that are collected will go towards the schools athletic account and be used to cover the cost of sports officials. Any funds that remain will be used for athletic uniforms and equipment.

In addition, **Extra-curricular fees: $25.00/athlete for Volleyball** and **$25.00/athlete for Basketball** which are encouraged to be paid along with SRC fees at the beginning of the school year.

CORONACH SCHOOL
STUDENT EXTRA-CURRICULAR POLICY

Prairie South School Division No. 210
Coronach School

Cultivating a Mine of Knowledge and a Powerhouse of Learning

Philosophy of the Extra-curricular Program

The teachers, coaches and staff of Prairie South School Division and the Saskatchewan High Schools Athletic Association strongly believe that participation in extra-curricular activities is a privilege, not a right. The teachers and staff also believe that there must be a strong relationship between performance and behavior in the classroom and the privilege of participating in extra-curricular activities. Regular attendance at practices and events is crucial to the vitality of our extra-curricular program. With this in mind, we have created a policy that ensures that students and parents are responsible and committed. Extra-curricular activities will be defined as all activities which are school sponsored and which take place outside school hours (team and individual sports, clubs, tours, trips, exchanges and any other activity so deemed by the principal).

1. Philosophy

The philosophy with regards to extra-curricular sports is that school sports are to be used as a vehicle in which to learn. Not only learn about the sport you are involved in, but to learn values that will help the student/athlete in later life. This "Education Through Sport" philosophy is intended for students to take their placement on school teams very seriously and to show the kind of commitment that goes along with amount of time that both coaches and athletes dedicate to the team. A strictly fun attitude towards athletics is intended to be saved for the intramural program. Please refer to the SHSAA website: www.shsaa.ca for the **Code of Ethics for players, coaches and officials.**

2. Team Selection

Each coach along with the approval of the athletic director and school administrator have the final decision as to the make-up (i.e. number of athletes, grade level in which the team is comprised, etc.) for the team. Every year the selection process is a difficult one. Each coach must take into consideration a number of things when deciding upon the make-up of his/her team. Playing time is at the discretion of the coach. Once a team has made the playoffs, or is participating in a tournament, it is the ultimate goal to allow the team to finish in the highest possible position. At the beginning of each activity, Coaches must communicate to the students and/or parents their plans/philosophy on how students will be played.

3. Attendance

a) Attendance at school is considered very important. If a student's attendance, including punctuality, becomes an issue, he or she may be suspended from any activity at any time by the coach and/or school administration.
b) Any student/athlete who misses school, or any class, on any particular day that has not been pre-approved by the principal or athletic director (ie. sickness, truancy, work, etc.) **will not** participate that evening in any activity. (ie. practice, game, trip, etc.).
c) Any student who misses or is late for a morning practice will not participate that evening in any activity.
d) If a student is unable to attend an event/practice/game, the student or their parent/guardian must inform the coach directly. Failure to do so may result in suspension from that activity.

4. Student Withdrawal

If a student withdraws, fails to show up or quits on the day of or the immediate days prior to a competition of league play, tournaments, sectionals, regionals or provincials, he/she will be suspended from that activity for the remainder of the season. A student withdrawal from an extra-curricular activity for health/medical reasons must provide a note/letter which states that the student is unable to participate.

5. Practices/Meetings

All students/athletes must attend all practices. Three practices missed or late without a valid reason will result in suspension/removal from the activity. Coaches may have varying expectations based on the type of extra-curricular activity. Coaches may make special arrangements for the attendance of meetings, practices, competitions prior to the scheduled events.

6. Grades

Participation in extra-curricular activities may be limited or denied to students who are achieving less than a **50%** average or failing a class(es) at any given time. If grades become an issue at any time, a student may be limited or denied participation in any extra-curricular activity. It is a privilege to the represent the school, not a right.

7. Behavior

Participation in extra-curricular activities may be limited or denied to students who do not co-operate with staff both on and off the court. Participation may be limited or denied to students who misbehave at any time under the guidance of school staff and/or the coach.

Steps for implementation:

a) An initial warning will be issued to the student in a meeting.
b) Repeated misconduct will result in a short term suspension. The student and parent will be informed of this decision.
c) Upon further misconduct, the student will be denied the privilege of participating for the duration of that season's activity.
d) If the student displays concerning behavior during another sport season during that school year, the student may be denied the privilege of participating in all extra-curricular activities for the remainder of that school year and/or the following school year.

8. Travel

All students MUST travel with the team (both directions) unless prior arrangements have been made with and approved by the Athletic Director and Principal.

Overnight trips:

a) No adults will sleep with kids in rooms, including parents. Parents should only stay with their own child and the recommendation is that the student stay with his/her peers.
b) It is strongly recommended that for any overnight trips there is a teacher in attendance for the entire trip. The school administrator may approve trips without a teacher supervisor.

9. Chemical Abuse

Any students consuming alcohol or non-medical drugs before, during, in-between and/or immediately after an extra-curricular activity may be liable for themselves and/or the entire team/group. This incident may result in a suspension from all or some school activities for up to two years.

10. Clothing

Student/athletes will not wear any clothing that displays reference to alcohol, drugs, racism, profane or sexist statements to physical education class, intramural, practices, games or any trip that is representing the school or school division. The student will also be prohibited from wearing hats of any type during any athletic contest (i.e. practice, league, tournament, etc.).

- For elementary and high school extra-curricular sports, schools are to follow the guidelines set out in the SHSAA Handbook.
- For curricular physical education programs and intramurals, jewelry is to be removed prior to participation. Unobtrusive plastic retainers may be allowed in place of piercings in all sports.
- Jewelry that cannot be removed for medical, religious or cultural reasons must be taped or securely covered.
- All jewelry must be removed in order to participate. If jewelry cannot be removed, alternate activities will be assigned.
  Please note:
  For jewelry that cannot be removed, proper documentation may be required.

11. Uniforms

Game uniforms when issued will only be worn for games (i.e. not to any physical education classes, intramural or practices). Uniforms must be returned immediately upon completion of the season of the sport for which the uniform was issued. Failure to comply may result in suspension for that athlete.

12. Period of Eligibility – Senior Sports

(a) students shall be eligible to participate in activities organized or sponsored by the Association for a period of a maximum of three consecutive school years or six consecutive semesters.

(b) The period of eligibility shall commence at the earlier of:

i) the first day of the school year in which the student enters Grade 10; or

ii) the first day of the school year in which the student was sixteen years old on September 1st.

(c) Schools may apply to the SHSAA Executive Director on behalf of students who may be age appropriate and wish to participate in high school athletics but are not yet enrolled in grade nine.

13. Part Time & Full Time Students

In Grade 12 students are allowed to take spares. In order to participate in extra-curricular events the student must be registered as full time (enrolled in three or more classes a semester). If the student is a part time student (two or less classes a semester) they will be denied eligibility to participate in extra-curricular events.

Coaches will provide a schedule for practices, tournaments and play-offs. Coaches may determine whether their sport will be a "club", rather than participate in league.

Athletic Director: Hayley Svenson Administrator: Nate Beselaere

AGREEMENT

I HAVE READ THIS POLICY. I AGREE TO ABIDE BY THE GUIDELINES. I WILL ACCEPT ANY DISCIPLINARY ACTION PLACED UPON ME BY MY COACH AND/OR IN-SCHOOL ADMINISTRATION.

_____ _____

STUDENT SIGNATURE **DATE**

_____ _____

PARENT SIGNATURE **DATE**

CORONACH SCHOOL
COACHES EXTRA-CURRICULAR POLICY

Prairie South School Division No. 210
Coronach School

Cultivating a Mine of Knowledge and a Powerhouse of Learning

Philosophy of the Extra-curricular Program

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Extra-curricular activities will be defined as all activities which are school sponsored and which take place outside school hours (team and individual sports, clubs, tours, trips, exchanges and any other activity so deemed by the principal).

1. Philosophy

Although winning a championship will be a goal of many teams, it is but a pleasant by-product of the journey. The true value in the journey of school sport is character development that is consistent with the goals of education.

2. Coach Selection

Coaches will be selected in the following way:

1. Offered to Coronach School staff
2. Community Coach (that has previously coached the team)
3. Community Coach (that has submitted a request to the Athletic Director)

3. Responsibilities

Coaches are responsible for any and all components of the extra-curricular activity (i.e.: primary meeting, game/tournament schedules, booking the gym for practice times, transportation, programs, canteen, officials, workers/volunteers, set up and clean up). Please contact the staff liaison if you have questions or concerns about any and all items listed above.

4. Primary Meeting

All coaches need to hold a meeting with all team members present and at least one parent/guardian needs to be present from each team member. During the meeting the coach will outline the guidelines and expectations of the season and clarify any questions or concerns that team members or parents/guardians may have. If the coach requires assistance and/or support during the primary meeting the athletic director and/or school Administrator can be available if requested.

5. Season Start Date

Season start dates will be followed by the guidelines presented by SHSAA. Coaches can tentatively register for tournaments prior to the season date but all planning and discussions with students and parents/guardians need to wait to be addressed until the first meeting of the season.

6. Team Selection/Eligibility

Is decided by the coach and then approved by the Athletic Director and Administrator.

7. Decision Making Process

All school teams must follow:

1. SHSAA guidelines and regulations.
2. PSSD guidelines and policies.
3. Coronach School guidelines and policies.

Decisions regarding extra-curricular sports (i.e.: practices, travel, tournaments, student behavior etc.) will be made in partnership with the school liaison. In instances where there are concerns/conflicts, the issues will be brought to the Athletic Director and the Administrator who will make the final agreed upon decision.

Athletic Director: Hayley Svenson **Administrator: Nate Beselaere**

AGREEMENT

I HAVE READ THIS POLICY AND AGREE TO ABIDE BY THE GUIDELINES. IF I AM UNABLE TO FOLLOW THE GUIDELIENS OF SHSAA, PSSD, AND CORONACH SCHOOL I WILL BE REMOVED AS THE TEAMS COACH

_____ _____

COACH SIGNATURE **DATE**

CORONACH SCHOOL
PARENT EXTRA-CURRICULAR POLICY

Prairie South School Division No. 210
Coronach School

Cultivating a Mine of Knowledge and a Powerhouse of Learning

Philosophy of the Extra-curricular Program

The teachers, coaches and staff of Prairie South School Division and the Saskatchewan High Schools Athletic Association strongly believe that participation in extra-curricular activities is a privilege, not a right. The teachers and staff also believe that there must be a strong relationship between performance and behavior in the classroom and the privilege of participating in extra-curricular activities.

Extra-curricular activities will be defined as all activities which are school sponsored and which take place outside school hours (team and individual sports, clubs, tours, trips, exchanges and any other activity so deemed by the principal).

1. **SHSSA Code of Conduct**
   Parents taking part in a high school athletic event, should read and be familiar with the expectations made in the SHSAA Code of Conduct. See attached link for full document.

   https://cdn4.sportngin.com/attachments/document/8800-2511888/I_CODES_2021.pdf#_ga=2.266517262.1011089919.1636406951-1846744660.1636406949

   In particular:

Parents/Guardians and Spectators

5.13. In addition to paragraph 5.8 (above), Parents/Guardians and Spectators at events will:

- 5.13.1. Encourage athletes to play by the rules and to resolve conflicts without resorting to hostility or violence
- 5.13.2. Condemn the use of violence in any form
- 5.13.3. Never ridicule a participant for making a mistake during a performance or practice
- 5.13.4. Provide positive comments that motivate and encourage participants continued effort
- 5.13.5. Respect the decisions and judgments of officials, and encourage athletes to do the same. Feedback on competition performances is provided by officials only to the coaching staff, so parents are encouraged to discuss any questions with your athletes' coach
- 5.13.6. Recognize that officials, directors, and staff act in good faith, and in the best interests of the athletes and sport as a whole.
- 5.13.7. Respect the decisions and judgments of officials, and encourage athletes to do the same
- 5.13.8. Never question an officials' or staffs' judgment or honesty
- 5.13.9. Support all efforts to remove verbal and physical abuse, coercion, intimidation, and sarcasm
- 5.13.10. Respect and show appreciation to all competitors, and to the coaches, officials, and other volunteers
- 5.13.11. Refrain from the use of bad language, nor harass competitors, coaches, officials, parents/guardians, or other spectators

2. Coronach School has a zero tolerance policy regarding the abuse of staff, community coaches and officials in our School's Athletic Program. This policy is in place to protect these individuals and the spectators from being involved in and/or witnessing inappropriate codes of conduct.

3. In conjunction with the SHSAA Codes, Coronach School staff, community coaches, and officials will not be subjected to abuse, in any form. Such abuses are included in **Parent Guardians and Spectators 5.13 1-11.**

4. If a parent or spectator has a concern they want to bring up with a coach or staff member they must follow these steps:
   - Wait a minimum of 24 hours after the game and/or tournament has finished, to address any issue that is directly related to a game that was played. This includes face-to-face correspondence, mobile, and electronic messaging services.
   - Contact the school by phoning or emailing the individual directly to set an appointment to meet face to face or to discuss over the phone.
   - Work with coach and/or staff member involved to resolve the issue.

   Concerns with officials can be made directly to the coach after the appropriate time has passed.

5. In any case where these protocols are not followed the individual will be asked to leave the school immediately. If this happens and someone is removed from the school, they will be issued a letter indicating that they were not in accordance with the SHSAA Spectator Code of Conduct. This letter will warn that if this behavior occurs again, they will be restricted from attending Prairie South School Division events. The safety and well-being of our staff, volunteers, and students is our main priority.

   If you wish to have your children participate in school sports, you must read the above information, sign, date and return to your child's coach before the season begins.

Athletic Director: Hayley Svenson **Administrator: Nate Beselaere**

AGREEMENT

I HAVE READ THIS POLICY AND AGREE TO ABIDE BY THE GUIDELINES. IF I AM UNABLE TO FOLLOW THE GUIDELIENS OF SHSAA, PSSD, AND CORONACH SCHOOL I WILL BE REMOVED AS A SPECTATOR FROM ALL ATHLETIC ACTIVITIES FOR THAT SCHOOL YEAR.

_____ _____

PARENT SIGNATURE **DATE**

CORONACH SCHOOL
BULLYING POLICY

Students of *Coronach School* have the right to a caring respectful and safe school environment free from all forms of bullying. All school staff will take steps to prevent bullying and to assist and support students who are being bullied.

Bullying is generally identified as a form of aggressive behaviour(s) that is repeated directly at an individual or group from a position of relative power. Bullying behaviour can take many forms. It can be physical (e.g., hitting, pushing, and tripping), verbal (e.g. name calling, insults, and put-downs), social (e.g. social isolation, gossip) or cyber (e.g. threats, insults or harmful messages spread through the internet). Bullying can be direct, "in your face" confrontation or indirect, "behind your back", such as spreading rumours. Bullying can be done by one person or by a group. A child or young person being bullied feels helpless in trying to stop it.

A student is bullied or harassed when he or she is intentionally and repeatedly the target of the negative actions of a stronger or more powerful person or group that cause fear, emotional stress and/or physical harm.

***Prairie South School Division* believes that bullying is a serious problem that adversely affects the learning success and well-being of children and youth. Bullying in any form will not be tolerated.**

Preventing and reducing bullying is a shared responsibility with students, parents, school staff, in-school administrators, School Community Council, and community members. This cooperative effort will promote a caring, respectful and safe school and community.

When an incident occurs or is reported the following steps will be taken to deal with the problem:

1. All instances of bullying are to be reported to the in-school administration or classroom teacher(s) directly involved with the student.
2. The in-school administration, classroom teachers and school staff will provide a clear message that bullying will not be tolerated.
3. The in-school administration or classroom teacher(s) will listen, investigate, offer support and determine the appropriate course of action.
4. A bullying incident report will record those involved and the action taken.
5. In a timely fashion, the classroom teacher(s) will communicate with the in-school administration, and if appropriate, contact the parent/caregivers of each student involved to inform them of the incident and how is it being handled.
6. The classroom teacher(s) will monitor the action plan, keep the in-school administration and parents/caregivers informed and update the filed report if the incident has been resolved.
7. When efforts to stop the bullying are unsuccessful, the in-school administration or the classroom teacher(s) will request separate meetings with the parents/caregivers of each child involved and suggests further supports and consequences to resolve the problem.
8. The in-school administration will follow division procedures when consequences for bullying involve suspensions or expulsions, or when follow-up includes a referral to mental health or child protection professionals or the police.
9. The in-school administration has a responsibility to support the individual or parent making the decision to involve the police when the incident of bullying may qualify as a criminal offence and to follow school division protocols for such involvement.
10. The in-school administration and school staff have a responsibility to report cases of bullying to the police when students' or school staffs' safety is at risk or when they witness an incident of bullying that qualifies as a criminal offence.