



# CORONATION PUBLIC SCHOOL

**Attendance Line:**

**519-570-8069 x3180**

**Attendance Email: [cor-attendance@wrdsb.ca](mailto:cor-attendance@wrdsb.ca)**

757 Concession Road  
Cambridge, Ontario  
N3H 4L1

519-653-1141



## STUDENT & PARENT HANDBOOK And CODE OF BEHAVIOUR

Please keep this Handbook available for reference.



Waterloo Region  
District School Board

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PLEASE CALL THE SCHOOL IMMEDIATELY IF YOUR PHONE # CHANGES.

# **PARENT & STUDENT HANDBOOK**

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### **Mission Statement**

**At Coronation Public School, our mission is:**

- |                 |   |
|-----------------|---|
| <b>TEACHING</b> | We will provide high-quality instruction based on current best practices.                       |
| <b>LEARNING</b> | We will encourage students to learn and achieve to the best of their ability.                   |
| <b>CARING</b>   | We will provide a safe, caring environment that will help students become responsible citizens. |

### **SCHOOL PROCEDURES**

#### **DAILY SCHEDULE**

All schools in the Waterloo Region District School Board follow a Balanced Day schedule. The day is divided into three sections, with a Nutrition Break between each instructional block. At Coronation, the first Break is designated as the “Lunch” break for students who wish to go home for lunch. All students remain at school for the second Break and need a healthy snack.

#### **LUNCHROOM EXPECTATIONS**

Students are expected to either be at school or at home during the first Nutrition Break, and are not permitted to eat at a restaurant or store unless accompanied by a parent. Students are not allowed to go to another child’s home for lunch unless the office receives parental permission in advance. Appropriate behaviour is expected at all times in the lunchroom, and persistent misbehaviour may result in loss of this privilege for a period of time.

## **SAFE ENTRY POLICY**

In order to ensure student safety and maintain a good learning environment, it is essential that we know who is in the school at all times.

1. Students should be dropped off outside of their regular entry door before the warning bell (8:42 AM) and lined up for entry before the morning bell (8:45 AM).
2. Parents and caregivers are asked to wait **outside** the exit door to pick up students (3:05 PM).
3. All visitors (including Board staff and parent volunteers), must be buzzed in and enter through the front door, report to the office, sign in, and wear a visitor's tag.
4. Parents picking up children early for appointments should report to the office. The classroom will be called and the child will meet the parent at the office.
5. Staff members have been instructed to approach anyone in the halls not wearing a visitor tag, and will ask them to report to the office.

Parents are welcome and encouraged to visit the school for school-related reasons, and should call ahead to make an appointment. We ask parents not to try to meet with teachers at entry or dismissal, as students require their teachers' full attention at these busy times.

## **SAFE WELCOME PROGRAM**

All doors of the school are now locked as part of the Safe Welcome Program. All visitors always enter the school by the front door and report to the office. There is a buzzer at the front door that will ring into the main office to let visitors into the school. All students arriving late to school for any reason will need to use the front door; they must also stop at the main office for a late slip.

## **ATTENDANCE**

Regular attendance and punctuality are essential for student success. When students are absent, they miss important concepts that create gaps in learning. When they arrive late, they miss instructions and disrupt the learning of other students. Please ensure your child arrives on time.

► **Attendance Check:** This program is to ensure that all students have arrived safely at school. When children are ill, please call the Attendance Line (24 hours/day) and leave a message stating your name, your child's name, the teacher's name or room #, and the reason for the absence. This will eliminate the need for office staff to call you at home or work to check on your child, and increases the effectiveness of the program.

► **Early Student Pick-Up:** Students are required to be in school each day, and should not leave early unless absolutely necessary. When unavoidable, please inform the teacher or office in advance. Please report to the office when picking a child up before the regular dismissal time.

► **Extended Absence:** The school must be notified in advance, and a form completed if a student will be absent longer than five days for a reason other than illness. Teachers are not expected to prepare work in advance for students who are absent for vacation. When you return, you may wish to contact the teacher to discuss what has been missed.

► **Absences:** When students have been ill, please ensure they are not contagious before they return. Arrangements may be made to send work home with a sibling or friend if your child is ill, but well enough to do schoolwork. A doctor's note may be needed for a prolonged absence.

► **Lates:** When students arrive late, they are to enter by the front door and obtain a late pass from the office before going to class. Classroom teachers will inform parents and administration if a student exhibits a pattern of arriving late. If the pattern continues, the principal or vice-principal may call parents, send a letter requesting a meeting, or involve an Attendance Counselor to work with the family.

### **PERSONAL PROPERTY**

Personal electronic devices, valuable jewelry, sums of money, or treasured possessions should not be brought to school. The school cannot assume responsibility for lost or damaged items, or for valuables left in the gymnasium, change-rooms, classrooms or outside. Cell phones, if required by parents, must be turned off during the school day and stored in backpacks. Also, please do not allow your child to bring attractive trade-ables, which can cause upset and conflict.

### **LOST AND FOUND**

Each week we have a large number of items left in the Lost and Found bin (located inside the Main Entrance). **Please label clothing and other belongings.** The Lost & Found bin will be emptied regularly, and unclaimed items will be donated to Goodwill.

### **BICYCLES, SKATEBOARDS, SCOOTERS, & ROLLERBLADES**

Bicycles and scooters may be brought to school at the discretion of each family. The school cannot assume responsibility for loss or damage to items brought to school. In order to prevent accidents, students are not allowed to ride bicycles, skateboards, scooters, and rollerblades on school property. Bicycles and scooters should be placed in the racks and locked up once reaching the school grounds. According to law, helmets must be worn at all times. It is a privilege to ride to school and this can be revoked.

### **PARKING**

**The school parking lot is for staff, volunteers, and parents with Accessible Parking permits only.** Parents attending a meeting may also park in the designated visitor spaces at the front. The lot at the side of the school is for staff only, and should not be used by parents or visitors at any time, as Kindergarten students enter and exit the school in this area. The church next door is kind enough to allow parents to use their parking lot to drop off and pick up students. They simply ask that parents obey the signs, park in the designated spaces, and respect their property. We also encourage students and parents to consider walking to school, dropping students off on Walter St., or parking on a side street such as Dolph St., and crossing at the school Crosswalk.

***Student drop-off or pick-up is not allowed in the parking lot at any time.***

### **SUPERVISION**

For safety reasons, all students are supervised on the tarmac before school **beginning at 8:30 a.m. and after school as they are dismissed to go home at 3:05 p.m.** During Nutrition Breaks students are supervised on the playground, upper and lower campus as well as the primary field. For safety and security we ask that **students arrive only after 8:30 a.m.**

There is **no supervision** by staff before **8:30 a.m. or after 3:20 p.m.** unless they are involved in a supervised school activity such as a club or sport or are enrolled in the Extended Day program.

## **CROSSING GUARDS & SAFETY PATROLS**

The City of Cambridge provides adult crossing guards at several locations on Concession Rd, including the crosswalk at Dolph St. These crossing guards are on duty as students arrive in the morning, and when they leave school in the afternoon. **There is no Crossing Guard on duty during Nutrition Breaks.**

The streets in our area are extremely busy, and **all students** are expected to cross streets at the designated crosswalks, and to obey the Crossing Guards and Safety Patrols at all times.

## **COMMUNICATION**

Good communication between home and school is essential. Please contact the classroom teacher or office any time you have questions.

### **1) The September Envelope**

A large envelope will be sent home the first week of school containing forms that are essential for the efficient operation of the school as well as the safety and well-being of your children. Please complete all required forms and return them to the school promptly.

### **2) General Notices**

Information notices and forms are communicated and/or sent home at various times using the following avenues: Paper version to youngest/only [www.School-Day.com](http://www.School-Day.com) Instagram/Twitter: @corwrdsb

### **3) Student Planners**

These planners are designed to help grades 1 to 6 students organize their time, and provide a consistent place to record homework, due dates and school events. Student Planners are subsidized by School Council fundraising money, in order to provide them to students at low cost.

### **4) Report Cards / Parent-Teacher Interviews**

Formal report cards are sent twice a year for Kindergarten children, and students in grades 1 to 6 receive a Progress Report and 2 Formal Reports. Parents are asked to sign page 3 of the report, and return it to school with the report card envelope. During the year all parents will be invited to an interview to review your child's progress. Any parent may request an interview/teacher conference if they feel one is needed.

## **SCHOOL COUNCIL**

The Coronation School Council is a group of dedicated parents, staff and community representatives who provide advice and support to the school administration on a range of topics such as the code of behaviour, school activities, fundraising, dress code, communication, and safety. Parents who have a child attending Coronation Public School are encouraged to become involved in the School Council. **Your involvement is most welcome.**

## **DAILY PHYSICAL ACTIVITY**

Students will have 20 minutes of moderate to vigorous physical activity every day. Students are expected to participate fully, and must have a pair of indoor running shoes at school every day, to be worn in the classroom and gym. While junior students **may** be requested to bring gym clothes, only running shoes are required for participation.

## **SCHOOL TRIPS**

Off-Campus trips provide expanded learning opportunities for students. We attempt to plan local trips that relate to the curriculum, and that can be provided at a reasonable cost to parents/guardians. Trips are mandated by the Ministry, and are dependent upon a number of factors, such as busing costs and safety. Parents are advised not to expect specific trips to take place each year.

**A: Introduction**

Coronation Public School promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All students have the right to feel safe in their school community. With this right comes the responsibility to be law-abiding citizens, and to be accountable for actions that put the safety of others at risk. The Ontario Code of Conduct sets clear provincial standards of behaviour, and outlines the range of consequences for student actions that do not comply with these standards.

At Coronation, school staff and administration work together with parents to create a safe environment that supports student learning. Students are expected to be respectful & responsible, show self-discipline, and be accountable for their behaviour. This includes:

- ☆ treating others with dignity and respect at all times
- ☆ respecting those in a position of authority (ie. all staff and volunteers)
- ☆ showing proper regard for property belonging to the school or other students
- ☆ respecting the right of others to learn without interference

According to the *Education Act*, schools have a duty to maintain a safe, orderly environment in which effective teaching and learning can take place. Insults, disrespect, physical abuse and other hurtful acts disrupt this teaching and learning process, and are not acceptable. Coronation staff members believe that children need to learn self-discipline in order to become productive citizens. We strive to help students develop character as well as the social and academic skills they will need to be successful in life. This Behaviour Code outlines the various programs and procedures in place at Coronation to maintain the best possible learning environment for our students.

**B: Roles and Responsibilities**

**Principal and Vice-Principal**

- To provide leadership by:
- ▶ demonstrating commitment to academic excellence and a safe teaching and learning environment
  - ▶ holding all members of the school community accountable for their behaviour
  - ▶ communicating regularly with members of the community

**Teachers and school staff**

To maintain order in the school, to hold everyone to the highest standard of respectful and responsible behaviour, and to act as a role model by:

- ▶ helping students be successful and develop a sense of self-worth
- ▶ communicate regularly and meaningfully with parents
- ▶ maintain consistent standards of behaviour for all students
- ▶ demonstrate respect for all students, staff and parents
- ▶ prepare students for the full responsibilities of citizenship

## Students

To demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour. 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
- ▶ does not bring anything to school that would endanger others
- ▶ follows school rules and takes responsibility for his or her own actions

## Parents/Guardians

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 their child's absence or late arrival to the school
- ▶ become familiar with the school rules
- ▶ encourage and assist their child in following the school rules
- ▶ assist school staff in dealing with disciplinary issues



## C. School Behaviour Plan

### Part 1: Teaching positive behaviour

Positive student behaviour is essential in creating and maintaining an environment that supports student achievement. We will continue to:

- ▶ maintain a strong school identity as the “Coronation Cool Cats” to help students feel they belong, and are an important part of the school community
- ▶ all teachers will dedicate one period per week to Character Education and one period per week to hold a class meeting
- ▶ Character Education lessons and Class Meetings will focus on teaching students about friendship, respect, empathy, responsibility, integrity and conflict resolution
- ▶ All classes participate in The Umbrella Project which teaches skills of emotional well-being such as grit, growth mindset, and kindness and is reinforced through assemblies, announcements and character education lessons throughout the year

### Part 2: Recognizing positive behaviour

An important part of teaching students to behave appropriately is recognizing positive behaviour. This helps students understand what good behaviour is, and encourages them to continue. The following are some of the ways positive behaviour is recognized:

- ▶ **Spirit Assemblies:** The school gathers once a month to celebrate the positive things happening at Coronation. Students receive recognition for “Paws Awards” as well as academic achievements, teams and clubs are recognized, children perform, and students are reminded about the importance of positive behaviour in order to be successful.



- ▶ **“Paws Awards”:** A “Paws Award” is a small certificate given to students seen doing something positive. Being responsible, respectful, kind or cooperative are just some of the things that could earn a student a “Paws Award”. “Paws Awards are drawn weekly for prizes are recognized on the announcements at the monthly Spirit Assembly.
- ▶ **Leadership Opportunities:** Positive participation in school life is encouraged at Coronation, particularly for our junior students. PALS (playground activity leaders), lunchroom monitors, teams and clubs all provide opportunities for students to become involved and develop positive leadership skills.

### **Part 3: Teaching Rules and Expectations**

Students must know what is expected of them, and what type of behaviour is not allowed. Students are expected to be respectful and responsible, but they need more specific direction about what this means. School staff will do the following to assist students:

- ▶ outline clear rules and expectations in the Parent/Student Handbook
- ▶ review these rules and expectations in the classroom and at Spirit Assemblies
- ▶ help students understand they need to control their own behaviour
- ▶ hold students accountable for their behaviour in a fair and consistent manner

### **Part 4: Assigning Consequences**

Student misbehaviour is often dealt with by a teacher when it occurs. The teacher may simply remind the student of the appropriate behaviour, request the student apologize for his or her actions, meet with the child to discuss the problem, use a Restorative Reflection sheet or assign a consequence such as a recess detention. Some situations, however, require the involvement of the principal or vice-principal. This could be the case when:

- a) the behaviour is very serious in nature (eg. fighting, swearing, bullying); or
- b) the behaviour occurs repeatedly

When office involvement is required, the teacher will begin a “Restorative Reflection Sheet” with the student, providing information about and responding to the specific incident or behaviour. Copies of the forms are sent home for a signature from parent(s)/guardian(s), kept in the office, and given to the homeroom teacher and provide an on-going record of each child’s behaviour. Each incident will be investigated as thoroughly as time permits, and consequences will be assigned based upon the following factors:

- ▶ **severity** – eg. fighting, swearing and opposition to authority are examples of behaviour that would be considered “severe”.
- ▶ **frequency** – students have a responsibility to control their actions and change unacceptable behaviour. A student who continues to engage in disruptive or inappropriate behaviour will gradually incur more serious consequences

While we attempt to be as consistent as possible, each student will be dealt with on an individual basis, and consequences will be assigned based on the frequency, pattern and severity of the behaviour, as well as the effort the student makes to change his or her behaviour. Under Freedom of Information legislation, school personnel are not able to discuss incidents or consequences involving any child other than your own. The principal or vice-principal may choose any combination of the following “Progressive Discipline” consequences in response to receiving a Student Referral Form:

- ▶ file the referral for future reference
- ▶ have the student to the office to discuss the behaviour
- ▶ assign office detentions during Nutrition Breaks
- ▶ withdraw privileges such as participation in a class or school activity
- ▶ call the parent/guardian, send a letter of concern, or request a meeting
- ▶ remove the student from the classroom temporarily (eg. part or full day)
- ▶ refer the student to School-Based Team or the Multi-Disciplinary Team
- ▶ suspend the student from school for a period of time
- ▶ suspend the student with a recommendation for expulsion

## **Suspensions**

A principal or vice-principal may suspend a pupil for a fixed period, not in excess of a period determined by the Board (20 days), because of persistent truancy, persistent opposition to authority, habitual neglect of duty, the willful destruction of school property, the use of profane or improper language, or conduct injurious to the moral tone of the school or to the physical or mental well-being of others in the school....

### **Government of Ontario Education Act, Section 22, Subsection 1**

The purpose of a suspension is to maintain a safe learning environment, and to help the student understand the need to control his/her behaviour. A suspension is a serious step for the school to take, and students need to see it as such. Parents are encouraged to ensure the suspended student is engaged in quiet, supervised activities during the suspension period.

## **Bill 157: Keeping Our Kids Safe At School**

This new legislation came into effect on February 1<sup>st</sup>, 2010. It’s intent is to make schools safer by requiring all school staff to report to principals/vice-principals when they become aware that students may have engaged in incidents for which they could be suspended or expelled. This law requires principals/vice-principals to inform the parents of students harmed as a result of an incident for which a student could be suspended or expelled. It also requires that school staff respond and intervene immediately if they observe student behaviour likely to have a negative impact on the school climate. Bill 157 formalizes the responsibility of all school staff to respond to serious student behaviour and ensures a consistency between all schools in the province of Ontario.

### **D. Summary**

As you can see, our intention is to teach, recognize and encourage appropriate student behaviour so that all students at Coronation will learn socially acceptable behaviour and self-control. We are committed to creating and maintaining a school environment that is conducive to teaching and learning, and to address misbehaviour in a fair, firm and consistent manner. With your cooperation and support we can achieve a successful partnership that will offer all of our students the best possible learning environment.

*Revised January, 8, 2019*

## **Cell Phone & Personal Mobile Devices Policy**

- ▶ We understand that some students own cell phones or other personal mobile devices
- ▶ For parents and guardians, this means safety and security for when you want to have ready access and contact with your children
- ▶ We ask that students leave their phones and other personal mobile devices at home
- ▶ If students have a special circumstance, they are welcome to leave the phone at the office for the day
- ▶ We encourage all families to make all plans in the morning for pick up at the end of the day. If circumstances change, please call the office so that we can communicate with your child
- ▶ Coronation students have access to Chromebooks, iPads, and other mobile devices for use while at school
- ▶ The use of WRDSB technology during instructional time is permitted under the following circumstances:
  - ▶ for educational purposes, as directed by an educator
  - ▶ for health and medical purposes
  - ▶ to support special education needs

For further information please view the Responsible Use Procedure <https://www.wrdsb.ca/wp-content/uploads/4070-Responsible-Use-Procedure-for-InformationCommunication-and-Collaboration-Technologies.pdf>

## **Digital Code of Conduct**

Technology at WRDSB is intended to be used solely as a learning tool. We strive to model and teach the safe, legal, ethical and responsible use of information, technology and resources, and expect all users to embrace the following conditions or facets of being a digital citizen:

- respect & protect yourself;
- respect & protect others;
- respect & protect intellectual and technological property.

## **Coronation School Dress Code**

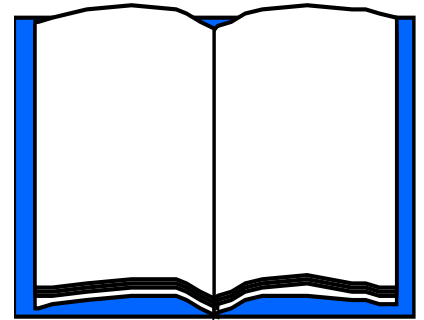
- ❖ *Staff, students, parents and visitors are expected to dress in a way that is suitable for a school and does not offend others.*
- ❖ *As a school, it is our responsibility to educate students about healthy living, including wearing clothing that minimizes skin damage from exposure to the sun.*
- ❖ Clothing with drug, alcohol or cigarette messages; profanity; or pictures or print deemed inappropriate by the principal or designate are not allowed.
- ❖ Tops and shirts must extend past the waistline, and must cover all underwear.
- ❖ Shorts and skirts must be at least “finger-tip” length with the arm extended.
- ❖ Hats and hoods are not to be worn inside the school.
- ❖ Pants and shorts must cover underwear (ie. waistband & belts at the waist) during all types of movement (eg. sitting, reaching, Phys. Ed. activities)

- ❖ The following are not allowed: muscle shirts, halter tops, tube tops, crop tops, spaghetti straps, bandanas or pajamas

For health, safety and comfort, students are encouraged to wear sunglasses and hats outdoors, as well as sensible shoes, both inside and out!

## LIBRARY

Coronation's Library has an extensive collection of fiction and non-fiction books, and is completely automated. Orientation sessions are held in September. Books are the responsibility of the student and they will be expected to pay the replacement price for lost or damaged items.



## VOLUNTEERS

Volunteers are always welcome at Coronation. Their assistance in the library, classrooms or office is greatly appreciated. Anyone interested in volunteering at Coronation is invited to complete the volunteer survey included in the September Package, or to contact the office and ask to speak to our Volunteer Coordinator. A volunteer information pamphlet containing more detailed information is also available. In situations where volunteers will work individually with students, a Police Check for the Vulnerable Sector may be required.

## HEALTH & SAFETY

### 1) Medication

In situations where a doctor prescribes medication to be administered to a pupil at school, the Waterloo Region District School Board requires that an Administration of Medication form be completed and **signed by a parent or guardian** specifying the following:

- ▶ name of the medication;
- ▶ dosage;
- ▶ time that the medication is to be given, and
- ▶ reason for the medication.

Medication must be brought to school in the **original container** from the pharmacy with the student name and prescription dosage clearly indicated. Only prescription drugs may be dispensed to students from the office. The required form may be picked up in the school office. **Please** do not send your child to school with medication prior to completing the medication form. Students may **not** keep medication of any kind (including aspirin or cough syrup) in their desk or backpack. Staff members are not allowed to administer non-prescription medication. Parents are responsible to ensure that epi-pens or inhalers have not expired.

\*\*\*\*\*If your child has a serious allergy requiring an epi-pen, please be sure to communicate this to the office and your child's teacher at the beginning of the school year.

### 2) Student Illness

Students who become ill during the regular school day should report to their teacher, who will inform the office. Office staff will attempt to contact parents. If a parent or emergency alternate cannot be contacted, students may be sent back to class, or kept at the office until contact is made. No child will be permitted to go home unless a parent or guardian is contacted. It is important that students know where a parent can be reached. **Please call the school if your phone number, address or emergency contact changes.**

### 3) Accidents

Although we do everything we can to prevent injuries, accidents do happen. Most minor injuries can be treated at school by staff trained in first aid. In the case of more serious accidents the following steps will be taken:

- ▶ Parents are contacted and requested to come for their child.
- ▶ If we are unable to contact a parent, the emergency alternate indicated on the student registration form is contacted and requested to pick up the student.
- ▶ Depending upon the seriousness of the injury, if no one can be contacted, the student will be cared for at school until we reach someone, or sent to the hospital by ambulance. In this situation, staff will remain with the student and act on behalf of the parents until they arrive.

### 4) Community Health Department

The Community Health Department coordinates such programs as dental screening for students throughout the school year. They are also available to assist parents and students with health related issues. If you would like more information, please contact the Community Health Department at 519 621-6110 or 519 883-2000.

### 5) Communicable Diseases

The Ontario Ministry of Health recommends that children with communicable diseases should be excluded from school for the period of time indicated below:

- ▶ Chicken pox.....until the fever is gone and the child is feeling well enough to participate at school
- ▶ Rubella (German Measles) ..... 5 days isolation after rash first appears
- ▶ Red Measles ..... 7 days isolation after rash first appears
- ▶ Mumps.....until all swelling is gone (a minimum of 9 days)
- ▶ Strep Throat..... 1-2 days after treatment is started by a doctor
- ▶ Ringworm, Scabies, Impetigo
- ▶ Conjunctivitis (Pink Eye), .....until treatment is started by a doctor
- ▶ Scarlet Fever, Whooping Cough, Hepatitis ..... call Community Health Department, 621-6110

### 6) Vaccinations

Students must have received all necessary vaccinations, and may be excluded from school by the Community Health Department unless a vaccination record is provided by the parent.

### 7) Head Lice

Head lice (pediculosis) can be unpleasant, and we need the assistance of parents to control it. If a child has lice, or was recently treated for lice, the school **must** be notified. Parents of other children are then informed that a child in the class has recently been treated for head lice (the identity of the child is not disclosed), and asked to check their own child's hair every day.

**Treatment:** Information about treatment for lice is available at the school or by calling the Waterloo Region Information Line at 883-2007. A special shampoo should be used, and all eggs and nits must be picked out of the hair by hand before the child returns to school. At that time, staff will check to ensure no lice or nits remain before the child returns to the classroom.

**Prevention:** We recommend that all parents check their children's hair for lice at least once a week. Classroom checks of all students are also performed periodically. Students should keep a plastic bag in their backpack to store hats and scarves.

## 8) Allergies / Asthma

Coronation makes every effort to provide a safe environment for all our students, including those with allergies and asthma. We follow provincial legislation and Board policy in maintaining a Response Plan for any student requiring one. We rely on parents to provide us with the necessary medical documentation, and to ensure a puffer or epi-pen is available in the office if required.

**NO PETS**

For safety reasons, we ask parents not to bring pets when dropping off or picking up students. This applies to all sizes and types of pets. Due to serious student & staff allergies, we would kindly ask that no pets be brought to school for show-and-tell or class visits.

## **EMERGENCY PROCEDURES**

### 1) School Closing

Only in rare circumstances is it necessary for a school to close. This may occur in situations involving severe weather or mechanical failure (such as the loss of water or heating). If evacuation is necessary for safety reasons, our emergency evacuation site is Wm G. Davis School.

Due to the large number of students at Coronation, it isn't possible for students to call home individually during an emergency. **Students will not be released to anyone but a parent, unless they are specified as an Emergency Contact. Please keep information up-to-date.**

### 2) Severe Weather Conditions

During severe weather conditions, WRDSB may need to cancel buses or close schools for the safety of students and staff. Student Transportation Services of Waterloo Region (STSWR) monitors the road and weather conditions early in the morning. Cancellation decisions are made by 6 a.m. in consultation with STSWR and Waterloo Catholic District School Board (WCDSB).

- a) During periods of severe weather, parents and students can find out about bus cancellations or school closings through local media outlets. Information will also be posted to [www.wrdsb.ca](http://www.wrdsb.ca) or their Twitter and Facebook for information about school closings. Please do not call the school.
- b) Several different announcements are possible including information about other areas and both city and rural schools in Waterloo County. Listen carefully to the announcement. If it states that “all schools of the Waterloo Region District School Board are closed” then Coronation students should not come to school. If it states only that **“buses are canceled”**, then Coronation students are expected to attend school.
- c) As always, parents should consider their own circumstances and use discretion before sending children to school in severe weather conditions.