

Coaldale Prairie Winds Secondary School



Parent & Student Handbook
2024-2025

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Welcome to Coaldale Prairie Winds Secondary School

Address: #200 2600 16th Avenue Coaldale Alberta T1M1N7

Phone: (403) 345-3383

Welcome Message

Welcome to the inaugural year of Coaldale Prairie Winds Secondary! This is an exciting opportunity to build an inclusive, vibrant school where every student feels valued, respected and empowered. This handbook serves as a guide to help you navigate our school, outlining key expectations, values, and resources that will support your success.

As our first edition, we recognize that it may be missing information you feel is important. Our school is growing, and so is this handbook. We welcome feedback as we shape policies and develop a culture that students, staff and families are proud to be a part of.

Whether you are joining us as a student, parent, or guardian, we are thrilled to have you here.

Administration

Principal- Curtis Uyesugi

Vice Principal- Kim Alexander

Vice Principal- Megan Leusink

Support Staff

Office Administration - Darby Bell

Office Administration - Nicole Odenbach

Career and Academic Counsellor - Shannon Fraser

Family School Liaison Counsellor - Nicole Stafford

Making Connections - Tori Norlin

Off-Campus Coordinator - Ginny Bergsma

For a full staff list, please see the school website.

Office Hours

Monday to Thursday- 8:00 am to 4:00 pm

Friday- 8:00 am to 1:00 pm

School Hours

Monday to Thursday- 8:25 am to 3:34 pm

Friday- 8:25 am to 12:15 pm

School Calendar

Please follow this link to see our full-year calendar:

<https://www.coaldaleprairiewinds.ca/calendar>

2024/25 Bell Times

Junior High

| Monday-Thursday | | Friday | |
|-----------------|------------|-------------|------------|
| 8:25-9:15 | 1st Period | 8:25-9:19 | 1st Period |
| 9:19-10:06 | 2nd Period | 9:24-10:19 | 2nd Period |
| 10:10-10:57 | 3rd Period | 10:24-11:17 | 3rd Period |
| 11:02-11:30 | Home Room | 11:22-12:15 | 4th Period |
| 11:30-12:15 | Lunch | | |
| 12:15-1:02 | 4th Period | | |
| 1:05-1:52 | 5th Period | | |
| 1:56-2:43 | 6th Period | | |
| 2:47-3:34 | 7th Period | | |

High School

| Monday-Thursday | | Friday | |
|-----------------|------------|-------------|------------|
| 8:25-9:40 | 1st Period | 8:25-9:40 | 1st Period |
| 9:45-10:57 | 2nd Period | 9:45-10:57 | 2nd Period |
| 11:02-12:15 | 3rd Period | 11:02-12:15 | TAP/Flex |
| 12:15-1:05 | Lunch | | |
| 1:05-2:17 | 4th Period | | |
| 2:22-3:34 | 5th Period | | |

Semester 2 Friday High School Schedule

Friday follows Day 1 (Monday/Wednesday) timetable.

| Date | Periods |
|----------|---------|
| Feb 7 | 1/2/TF |
| Feb 14 | 3/4/TF |
| Feb 28 | 5/1/TF |
| March 14 | 2/3/TF |
| March 28 | 4/5/TF |
| April 4 | 1/2/TF |
| April 11 | 3/4/TF |
| May 2 | 5/1/TF |
| May 9 | 2/3/TF |
| May 23 | 4/5/TF |
| May 30 | 1/2/TF |
| June 6 | 3/4/TF |

2025 Diploma & PAT Exam Schedule

| January | | May/June | |
|---------|----------------------------------|----------|----------------------------------|
| Date | Exam | Date | Exam |
| 01/14 | English 30-1/30-2 Diploma Part A | 05/29 | ELA 9 PAT Part A |
| 01/15 | Social 30-1/30-2 Diploma Part A | 06/12 | ELA 9 PAT Part B |
| 01/17 | Math 30-1/30-2 Diploma | 06/13 | Math 9 PAT Part A |
| 01/20 | English 30-1/30-2 Diploma Part B | 06/17 | Math 9 PAT Part B |
| 01/21 | Social 30-1/30-2 Diploma Part B | 06/18 | Social Studies 9 PAT |
| 01/22 | Biology 30 Diploma | 06/19 | Science 9 PAT |
| 01/23 | Chemistry 30 Diploma | 06/11 | English 30-1/30-2 Diploma Part A |
| 01/24 | Physics 30 Diploma | 06/12 | Social 30-1/30-2 Diploma Part A |
| 01/27 | Science 30 Diploma | 06/17 | Math 30-1/30-2 Diploma |
| | | 06/18 | English 30-1/30-2 Diploma Part B |
| | | 06/19 | Social 30-1/30-2 Diploma Part B |
| | | 06/20 | Biology 30 Diploma |
| | | 06/23 | Chemistry 30 Diploma |
| | | 06/24 | Physics 30 Diploma |
| | | 06/25 | Science 30 Diploma |

Parent/Guardian Information Section

School Council

This group of parents assists the school in an advisory capacity. It is through this association that parents can assist the school with their contributions of time, assistance and advice to make it more effective in serving its purpose. The Formation Meeting is held in September. At this meeting, parent representatives are selected for the Executive positions. All parents are encouraged to attend, stay informed, and become involved. Meetings happen every two months and are typically completed in 90 minutes. It is a great opportunity to hear more about what is going on and provide opinions regarding school direction.

For the 2024-25 school year, the executives are:

Chairperson - Carley Campbell

Vice Chairperson - Amy Morice

Secretary - Rana Koopmans

If you have any questions for the School Council, please email them directly at: cpwsschoolcouncil@gmail.com. Please also see the school website for meeting dates and times.

Bussing

Questions regarding bus routes and times should be directed to David Shaw, Transportation Supervisor, at the Palliser Regional District office, (403) 328-8111. Drivers have direct and immediate authority over students while being transported. Drivers are to ensure that students conform to current regulations that shall be posted at all times. All cases of student misconduct shall be reported through the use of the Bus Misconduct Tickets.

Edsby - Absences and Report Cards

CPWS uses Edsby for attendance and report cards, as such physical report cards will not be sent home unless requested. Invitations to sign up for Edsby have been emailed out to registered students. If you are experiencing difficulty accessing your Edsby account, please contact the office for assistance.

SchoolCash

CPWS uses SchoolCash online for the majority of school transactions. School fees as well as fees for athletics, field trips, textbooks and learning commons fees will be

added to SchoolCash where they can be paid. A link to SchoolCash is provided on the CPWS website which includes instructions on how to sign up and access the site.

Lockers

All students will be assigned a locker and combination locks. We do not charge for the locks, however, students are responsible for replacement costs if locks are lost or damaged. Students are required to complete a Locker Rental Agreement Form before taking possession of their locker.

Lockers are the property of Palliser Regional Schools. As such, lockers should be kept clean throughout the year. Students shall not keep inappropriate or illegal items in their lockers and may be subject to searches. Locker searches will only be conducted under the supervision of an administrator. Students will be asked to be in attendance where appropriate and at least two staff members will always be present.

Lost and Found

Articles that have been found should be turned into the lost and found box. Items of higher value such as cell phones or laptops will be kept at the office until claimed. Items unclaimed after three months may be delivered to an appropriate charity or disposed of appropriately.

Parking

Families, students, and staff are reminded that their vehicles may be parked on school property at their own risk and the school will not be held liable for damages that may occur. Drivers parked in the bus lane, fire lane, or accessible parking are at risk of being towed.

Student Services

To ensure student success, we have the following supports in place:

Learning Support Teacher (LST) - Focus on instructional leadership and building teacher capacity to ensure an inclusive learning environment. Specifically, LSTs support individual teachers and school teams to develop differentiated strategies and coordinate, and monitor, the development of programs and tools for students with diverse learning needs.

Family School Liaison Counsellors (FSLC) - Counsellors are part of the collaborative school team and offer emotional, social and mental wellness support to our students and their families.

Making Connections Worker (MCW) - A vital part of our school support team, our making connections worker is a liaison between students, their families and community support that may be suitable for individual needs.

Career and Academic Counsellor (CAC)- Available to students who are interested in planning their path out of high school and into post-secondary or the workforce.

Off-Campus Educator - Providing information to students interested in work experience, RAP programming, Green Certificate, Fire Academy and other dual credit programming.

Learning Commons Facilitator - In charge of library management, including cataloguing and circulation of books, textbooks, and chromebooks. Promotes library services, such as highlighting new books, as well as events including post-secondary and community. Student support such as academic guidance, reading promotion, assisting with resources and technology, as well as creating a welcoming space for all students, including those with diverse needs.

Please refer to the staff directory for contact information.

Student Expectations

Dress Code

CPWS provides a safe and caring environment for staff and students. We respect the rights and freedoms of everyone in an inclusive environment. The following guidelines are here to assist students, teachers and parents in interpreting expectations:

- 1) The clothing is free from all references to drugs, violence, sexism, racism, and anything deemed inappropriate and/or derogatory. Clothing or accessories that could be classified as a potential weapon are not permitted (i.e., chains, spiked necklaces/bracelets, etc.).
- 2) Regardless of one's gender or gender identity, clothing should cover all undergarments. Consider the school and classroom context when choosing what is worn. There are dress requirements for specific learning environments (ex. Construction and fabrication, foods, drama, PE classes etc.) The suggestion is to consider school as a place of work and ask if the outfit is appropriate.

Deciding on appropriate dress is a subjective and personal decision. CPWS's goal is to support the emotional well-being of all of its students and so we ask for parents and students to make informed decisions when deciding on appropriate dress for school.

In some circumstances, the school may make contact with parents regarding the attire of their child to aid in making decisions about its appropriateness.

Hats are permitted in the school, however, hoods are not permitted as they are considered a safety concern and make it difficult to ensure the device policy is being met. There may be circumstances when students are asked to remove their hats and students are expected to comply. Safety considerations may arise where hats will also be prohibited.

Cell Phone Policy

Purpose: The purpose of this policy is to establish guidelines for cell phone usage within the school to minimize distractions, support the learning environment, and ensure the safety and well-being of all students.

Scope: This policy applies to all students and staff.

General Guidelines:

1. Cell Phone Storage: All cell phones must be stored in lockers during school hours.
2. Allowed Use:
Before the first bell, students may use their phones.
During lunch, cell phones may be used.
After dismissal, cell phones may be used.
During a spare, cell phones may be used.
3. Prohibited Use:
During class time, whether in the classroom or not.
In private areas such as restrooms and locker rooms, or other private areas
During guest speaker sessions and assemblies.

Restrictions:

1. Cell phones are allowed with higher restrictions and specific permissions from teachers during class time. Teacher permission is required to use cell phones at any point during instructional time. Clear parameters around academic expectations will be adhered to.
2. Smart watches are currently allowed at school, as long as they are not used as a communication device. Abuse of this privilege will result in restrictions.
3. Headphones/Earbuds: Use of headphones or earbuds is permitted only with Chromebooks as an accommodation.

Enforcement and Consequences:

1. First Offense: The cell phone is taken by the teacher and sent to the office. The student may pick it up at the end of the day, and parents will be notified.
2. Second Offense: The cell phone is sent to the office, and parents may be required to pick it up.
3. Third Offense: The cell phone is sent to the office, and a meeting is scheduled with parents, administration, and the student. The phone may be docked in the office for a set amount of time.
4. Habitual Rule Breakers: Additional consequences will be determined, including possible longer-term loss of cell phone privileges.

Special Permissions:

Students may check in at the office for a space to reach out to their parents if necessary. Individualized medical technology plans will be developed with the school and parents.

**Note: This policy is designed to balance the need for technology in emergencies with the need to minimize distractions and ensure a focused learning environment, as directed by the Alberta Government. Details of this policy were informed and developed by a Cell Phone Advisory Committee made up of teachers, parents, and students.

Exam Policies

Accommodations: There is limited space for quiet space for exams.

Accommodations are by IPP only, with exceptions made by administration.

PAT and Diploma Exams have rules and regulations set by the Alberta Government. Please refer to the Alberta Education website for these.

Attendance and Late Policies

Purpose: Student attendance is critical to academic success. In accordance with section 7 of the Education Act, regular school attendance is required and expected of all students from the age of 6 to 16. Supporting student attendance is a shared responsibility among the school, teacher, student, and parent/guardian.

Attendance Expectations and Procedures

- **Excused and Unexcused Absences:** All absences, whether excused or unexcused, count toward attendance limits.
- **Attendance Limits:**
 - Maximum of 10 absences per term for option classes.
 - Maximum of 20 absences per term for core classes.
- **Impact on Coursework:** Students who exceed 25% of missed coursework may be unable to meet the outcomes of the course as per Alberta Education guidelines and could be withdrawn from the course and either re-enrolled at a later date or referred to alternative programming such as Palliser Beyond Borders or an outreach program.

- **Extended Vacations or Absences:** In circumstances when a student will be away for an extended period of time (one week or longer), they must communicate with the teacher in advance and make arrangements for schoolwork to be caught up on. We can not educate students primarily through Google Classroom. If there are long-term needs for a student to be away from school, alternate forms of schooling may be suggested.

Reporting Absences: Parents or guardians must report absences using the EDSBY app. If you are having difficulties with the app, please contact the office.

Parents/guardians should understand that they cannot excuse their child from a class unless the student is being picked up or leaving independently (e.g., driving themselves). Once students arrive at school, they remain under our supervision and responsibility until they are officially back in your care.

Consequences:

1. **At 3/5 absences (numbers are based on whether the class is every second day or daily):** The teacher will contact home.
2. **At 5/10 absences:** Administrators are notified and an administrator contacts home. Possible corrective measures.
3. **At 8/15 absences:** Attendance contract is made with student, parent/guardian, and administration.
4. **At 10/20 absences:** Withdrawn from the course and either re-enrolled at a later date or referred to alternative programming such as Palliser Beyond Borders or an outreach program.

Corrective Measures: When a student's attendance is having a negative effect on achievement, school administration may limit participation in field trips, athletics, or participation with school clubs. Continued absences could result in the student being withdrawn from the course and either re-enrolled at a later date or referred to alternative programming such as Palliser Beyond Borders or an outreach program. If these measures do not improve attendance, administration will refer the matter to the Division Attendance Officer for further action. More information can be found on the Palliser website regarding the Student Attendance Administrative Procedure.

Unexcused Absences: Any unexcused absence could result in a one-day detention.

Student Responsibility: Students are responsible for catching up on missed work due to absences. Teachers will provide the necessary resources, but students must take the initiative to complete assignments and meet deadlines.

Students who miss tests are expected to complete the exam upon their return to school at a time agreed upon with the supervising teacher. It is expected that missed tests/exams be completed during a spare, lunch, or flex time as it minimizes missed instruction. Tests may be different from those written by their classmates.

Tardiness Expectations and Procedures: Students are expected to be in class by the time the bell rings as students who are late can miss instruction and be a disruption to the learning environment.

Junior High

- **First and Second Offense:** Students will receive a warning and will be marked late in Edsby.
- **Third Offense:** Parents/guardians will be notified of the frequent lates.
- **Fourth Offense:** The student will be required to make up missed work during lunch time the following day.
- **Fifth Offense:** The student will meet with an Administrator and further action will be decided by the Admin team.

High School

- If a student arrives after the bell, they are considered tardy and must go to the office to receive a late slip to be permitted to enter class.
- More than 5 unexcused lates could result in an in-school detention.
- Students who are more than 20 minutes late are considered absent, at this time, admission to the class will be at the discretion of the teacher.

Lunch Expectations

General Population

Students are expected to remain in designated areas during lunch time. This includes the atrium, PW gym, and other indoor and outdoor spaces as per teacher supervision. Microwaves are available in the atrium for student use. Food and drink is also available for purchase from the servery during both lunch periods.

Junior High

Students in grades 7-9 are expected to remain on campus and in designated areas. Parents must contact the office if their child is going to leave campus during the lunch period. Upon their return, the student must check back in at the office. Going

to the Shift Rec Center during lunch is considered leaving campus. Students have access to the Rec Center two lunches a week through a joint use agreement.

High School

Grades 10-12 students are permitted to leave campus without checking in and out.

Spares

Students in grades 10-12 who do not have a scheduled class are permitted to be in the atrium, learning commons, or designated hallway workspaces during spares. The hallways are to remain quiet with circulation restricted to the student's grade level hallway to prevent disruption to classes in session during these times. Students leaving the building during spares assume complete responsibility for their safety while away from the school.

School Fees and Textbooks

School fees are a necessary part of funding to ensure students have access to the supplies needed for their courses.

Alberta schools are permitted to charge school fees to cover the costs of instructional supplies and materials provided to students by the schools. Schools are required to provide evidence that school fees are used for the proper purposes. Course fees are due September 30. Details are on the school fee form.

Each student must have their school fees paid before a locker is assigned and textbooks are distributed. Parents who, due to financial burdens, are unable to pay the school fees before the commencement of the school year can make alternative arrangements with the school administration. In these situations, a fair and discrete process will be used to arrive at alternative means of reimbursing the school.

Textbooks will be signed out to students as requested by teachers based on class needs and will be issued at the beginning of each semester through the Learning Commons. Students are responsible for the care of these books and are subject to a fee if the book is lost or damaged while signed out to them. At the end of each semester, any textbooks that are not returned will have to be paid for before receiving new textbooks. Textbooks are to be returned to the Learning Commons at the end of each semester on the day that the course exam is being written. Failure to do so will result in not receiving texts for the next semester unless the replacement cost is paid by the student.



SCHOOL FEES: 2024-2025 SCHOOL YEAR

The following fees are due before students receive text books:

Grade 7 - 9 : \$104.75

Grade 10-12: \$42.25

The Per Course fees for the first semester will be invoiced on September 19th, 2024 and then on February 20th, 2025 for the second semester.

Students who drop courses after September 30th, 2024 and February 27th, 2025, respectively, will forfeit their fee.

Any families who are experiencing financial difficulties and as such are not able to pay basic school fees before classes begin, are encouraged to speak with Mr. Uyesugi to discuss payment plans or other options. (Curtis.uyesugi @pallisersd.ab.ca)

Fees for the 2024/25 School Year will be posted to SchoolCash Online on August 20th.

Palliser Regional Schools uses SchoolCash Online for School Fees, Athletic Fees, and other program fees throughout the school year. Cash or cheque are accepted in the office if you are not able to use SchoolCash Online, however we strongly encourage online payments. *The link for SchoolCash Online can be found at Coaldale Prairie Winds Secondary website.*

| BASIC SCHOOL FEES | | |
|---|---------------------------|---|
| Grade 7 - 9 | \$99.25 | Includes Palliser Technology Fee plus fees for all Option classes & Phys. Ed. |
| Grade 10-12 | \$36.75 | Palliser Technology Fee |
| All Students | \$5.50 | Student Activity Fee |
| PER COURSE FEES (Applies to Grade 10-12): (these fees pay for specific costs incurred for the class for supplies, field trips, etc.) | | |
| Grades 10 - 12 | \$32.00 | Art |
| Grades 10 - 12 | \$21.00 | C.A.L.M. 20 |
| Grades 10 - 12 | \$20.00 | Choir |
| Grades 10 - 12 | \$47.00 | Construction/Fabrication |
| Grades 10 - 12 | \$21.00 | Cosmetology |
| Grades 10 - 12 | \$32.00 | Fashion Studies |
| Grades 10 - 12 | \$46.00 | Food Studies |
| Grades 10 - 12 | Trip Fee to be determined | Marine Biology |
| Grades 10 - 12 | \$32.00 | Mechanics |
| Grades 10 - 12 | \$32.00 | MUSIC - BAND |
| Grades 10 - 12 | \$21.00 | Paleontology |
| Grades 10 - 12 | \$52.25 | Physical Education |
| Grades 10 - 12 | \$52.25 | E-Sports |
| Grades 7 - 12 | \$104.50 | Instrumental Rental |
| Grades 7 - 12 | \$10.00 | Lost/Broken Lock Fee |
| OPTIONAL FEES | | |
| Grade 7 - 12 | \$42.00 | Yearbook |

The Per Course Fees pay for costs associated with specific supplies or services used in that particular class. (i.e. - groceries for Foods, wood or metal for Construction/Fabrication, Music for Band, Choir, Guitar, thread/machine maintenance and limited supplies for Fashion Studies or Field Trip & Equipment costs for Phys. Ed.)

Unpaid school fees will be carried over to the next school year. Grade 12 students with outstanding school fees are not permitted to participate in Grad.

Please see the athletics handbook for detailed information.

<https://www.coaldaleprairiewinds.ca/athletics/athletic-handbook>

Policies and Procedures

Program Changes

If a student requires a change of courses they are responsible for booking a time to meet with an administrator within the period permitted for add/drop. Outside of this window, students will only be permitted to change schedules with special considerations from administration.

Learning Commons Policies

The learning commons is open from the first morning bell to the end of day dismissal bell daily. Students can check out a book from our wide selection of library books, access learning resources or stay and quietly socialize in this welcoming and accessible environment.

Safety Procedures

Fire drills and lockdowns are opportunities for staff and students at Prairie Winds to practice their routines and procedures in the case of an emergency. We are required to practice two (2) lockdowns and six (6) fire drills each school year.

Please note, that in the event of a lockdown, a loud speaker outside the building and flashing lights will let all visitors and people outside the school know that a lockdown is taking place and that it is not safe to enter the building. Please go to the nearest safe site as designated by school administration at the beginning of each year.

Fire Drills

CPWS will endeavour to complete multiple fire drills during the school year. All people in the building (staff, students, parents, maintenance workers, guests) are expected to participate in the event of a drill while on CPWS property.

The fire drill/fire evacuation procedures are as below:

- Students will leave the room in an orderly fashion and exit the building through the nearest door as indicated by the map provided in each classroom.

- A teacher should be the last out of the classroom - bringing the emergency kit including an attendance list.
- Lights should be turned out and the door should be closed.
- Teachers and students should meet together at the designated muster point.
- Take attendance and have one student report to _____ by _____ - report whether or not all students in class are accounted for.
- Students and teachers will remain in the field until the alarm sounds to return to the school.

Lockdown Procedures

The type of lockdown issued is dependent on the situation and is at the discretion of administration. Technology to facilitate the lockdown procedures is located throughout the school to enable staff and students to respond quickly and effectively.

In the event of a medical emergency or non-threatening lockdown:

- An announcement will be made: “Hold and Secure Lockdown”
- Upon hearing this announcement all students/staff will go into whatever classroom they are supposed to be in. Students on a spare should go to the Learning Commons or follow the direction of the supervising teacher.
- Classes that are outside may have to come in (if being called for the purpose of clearing the hallways, students may be asked to stay out, or to change location.)
- Teachers are recommended to lock classroom doors and close blinds, however, classwork will continue as usual. Students may not leave the room for any reason.
- If a student needs to go to the washroom (emergency only), the teacher will check with the office first to make sure it is fine to permit them to leave.
- Hold and Secure will continue until an announcement is made that it has ended, or that it is changing to a full Lockdown.

Procedures developed as a response to serious events are sensitive in nature and may be communicated as appropriate upon request.

Academic Dishonesty

As an academic institution, Coaldale Prairie Winds Secondary expects students to make choices which display integrity and honesty in all of their work. Any instances of cheating, plagiarism, or other academic fraud will be dealt with on a case-by-case

basis according to the scope and severity of the issue. Consequences for academic misconduct remain at the discretion of the teachers and administration and may vary.

According to the Oxford English Dictionary, plagiarism is the act of taking another person's ideas, words or work and pretending that they are your own.

Plagiarism includes but is not limited to:

- Submitting someone else's work as your own
- Copying words, images, or ideas from someone else without giving credit
- Neglecting to place quotations in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words in a copied and pasted sentence without giving credit
- Copying enough of a source that it makes up the majority of your work whether or not credit was given

Use of AI Programs

Acceptable Uses:

- Brainstorming ideas for assignments.
- Conducting research or summarizing information.
- Practicing skills or enhancing creativity in projects.

Prohibited Uses

- Submitting AI-generated work as one's own.
- Using AI to complete tests, quizzes, or plagiarize content.

Expectations:

- Students must disclose AI use when applicable (e.g., "This includes text generated using [AI Tool Name]").
- Teachers may require students to demonstrate an understanding of submitted work.

Consequences: Misuse of AI will be treated as a breach of academic integrity and may result in disciplinary action, such as:

- Redoing the work.
- Receiving a reduced grade.
- Further action per the school's code of conduct.

Note: This policy will be reviewed annually to stay updated with AI advancements.

Prairie Winds Secondary Code of Conduct

Section 31 of the Alberta Education Act outlines student responsibilities necessary to foster a productive learning environment. It reads:

A student shall conduct themselves so as to reasonably comply with the following code of conduct:

- a. attend school regularly and punctually,
- b. be ready to learn and actively engage in and diligently pursue the student's education,
- c. ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
- d. respect the rights of others in the school,
- e. refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,
- f. comply with the rules of the school and the policies of the board,
- g. cooperate with everyone authorized by the board to provide education programs and other services,
- h. be accountable to the student's teachers and other school staff for the student's conduct, and
- i. positively contribute to the student's school and community

Discipline Policy for Grades 7-12

Purpose: To provide a safe, respectful, and productive learning environment, this discipline policy establishes clear expectations for student behavior and outlines appropriate consequences for minor, middle, and major infractions. The goal is to support positive student growth and accountability while maintaining a consistent and fair approach to discipline.

Minor Incidents

Minor incidents are behaviors that disrupt the learning environment or school operations but do not pose a safety threat.

Some examples are:

- Disrupting class (e.g., talking out of turn, breaking classroom rules)
- Repeatedly leaving the room during class
- Unprepared for class
- Dress code violations
- Disrespectful behavior to staff or students (e.g., eye-rolling, talking back)
- Failure to complete homework or classwork
- Non-compliance
- Assembly behaviour
- Bus behaviour

Consequences:

1. **First Offense:** Verbal warning and redirection by the teacher or staff member.
2. **Second Offense:** Teacher-assigned consequence (e.g., detention, written reflection) and parent notification.
3. **Third Offense:** Referral to the office; meeting with the student and administration; parent notification.
4. **Repeated Offenses:** Escalation to moderate-level consequences.

Moderate Incidents

Moderate incidents involve more serious or repeated behaviors that disrupt school operations or the learning environment and may affect the well-being of others.

Some examples are:

- Repeated minor infractions
- Bullying or harassment (sexual, racial, teasing, or name-calling)
- Academic dishonesty (e.g., plagiarism, cheating)
- Disrespect toward staff or peers (e.g., yelling, profanity)
- Vandalism or damage to school property (minor)
- Disrespecting of teachers' personal space/desk
- Leaving the classroom without permission

Consequences:

1. **First Offense:** Office referral, meeting with administration, and circumstances are documented. Parent or guardian is contacted.
2. **Second Offense:** Lunch or in-school detention, possible referral to counselling and behavior contract.
3. **Third Offense:** In-school suspension (1-3 days) and parent-student-administration conference.

4. **Repeated Offenses:** Escalation to major incident consequences.

Major Incidents

Major incidents involve behaviors that threaten the safety, well-being, or rights of others, or cause significant disruption to the school environment.

Some examples are:

- Physical violence or assault
- Possession, use, or distribution of drugs, alcohol, or tobacco
- Possession of weapons or dangerous items
- Threats of violence, harm, or intimidation of others
- Theft or significant vandalism
- Severe bullying, harassment, or discrimination
- Inappropriate Internet sites and/or print material
- Inappropriate representation of school (field trips, athletics, performances, etc.)
- Persistent or extreme defiance of school authority

Consequences:

1. **First Offense:** Immediate removal from the situation, office referral, and short-term suspension (1-5 days). Parent or guardian meeting is required.
2. **Second Offense:** Long-term suspension (6-10 days), behavior intervention plan, and possible referral to external agencies (e.g., counselling, law enforcement).
3. **Third Offense:** Recommendation for expulsion and involvement of the school board.
4. **Criminal Behavior:** Immediate notification of law enforcement and compliance with legal processes.

Repeated Classroom Exits and Hallway Wandering

Repeatedly leaving the classroom and wandering the hallways disrupts the learning environment and school operations. Repeated instances of this behaviour will result in escalating consequences.

Consequences:

1. **First Offense:** Verbal warning and a reminder of expectations by the teacher or staff member.
2. **Second Offense:** Parent or guardian notification and a teacher-assigned consequence (e.g., detention or written reflection).
3. **Third Offense:** Office referral; meeting with administration; and a documented written warning.
4. **Repeated Offenses:** Loss of hallway privileges (e.g., requiring an escort to leave class), in-school suspension (1-3 days), and a parent-student-administration conference to discuss behaviour expectations and interventions.

Accident, Injury or Illness Policy

In the event of an injury or illness, a first-aid certified staff member will assess the student. Parents/guardians will be contacted as necessary or by request of the student. If urgent medical attention is required, emergency services may be called, and the student may be transported to a medical facility.

For minor injuries or illnesses, students may be monitored at school or sent home if needed. Parents/guardians are encouraged to ensure the school has up-to-date emergency contact information.

Medication Administration Policy

There are some conditions, temporary or ongoing, when students may need to take medication at school. Medication should be kept and administered in the office. If your child requires medication to be taken at school please contact the office as you will be required to fill out documentation regarding the medication and how it is administered.

Extracurricular Programs and Clubs

While some programs will be consistently offered, the clubs and extracurricular activities will change year-to-year as they are often driven by student choice and voice. Some *possible* clubs and extracurriculars are:

- Athletics (as listed in the athletics handbook)
- Science Club
- Student Council
- Stage Band
- Choir
- Drama Productions
- Dances
- G/S Alliance
- Yearbook
- Craft Club
- K-Pop Club
- Beading Club
- Book Club

For current club options, please see the [website](#).

Junior High Students

Classes

- Grades 7-9 are offered their core subjects within a dyad.
- Options are offered per semester and may only be changed at the beginning of each semester.

High School Students

Fridays

- Friday periods 1 and 2 operate on a rotating schedule.
- Every Friday, sr. high students are assigned TAP and Flex in their timetable during the last period of the day (Period 3).
- TAP is our Teacher Advisory Period, this is a chance for students to meet with the same teacher every week and cover a variety of things such as life skills, high school or post-secondary prerequisites, celebrate or honour specific events or people, etc. TAP classes are mandatory and attendance is taken.
- Flex period occurs after TAP, halfway through period three and gives students the opportunity to catch up on work or visit any of their teachers for support. Teachers may request that a student attend their flex period due to missing assignments or tests.

Earning a Diploma / Graduation

- All fees must be paid and textbooks must be returned in order to walk the stage at convocation.
- For specific information regarding graduation, please refer to the [graduation handbook](#), which can be found under the graduation tab on the school website.

Alberta Education diplomas and certificates certify that the holder has successfully completed a prescribed program of instruction. Requirements can be found in the links below.

- Alberta High School Diploma ([English](#) and [Francophone](#))
- Certificate of High School Achievement ([English](#) and [Francophone](#))
- [Certificate of School Completion](#)

Outreach Programs

Palliser School Division is in the process of developing an outreach program for our area. Registration is currently limited, if your student attends CPWS and you have any questions please contact our office.