



# Caledonia Park School

Inspiring Success



## Home of the Vikings

School Handbook 2017-2018

# Caledonia Park School

**“Students of Today;  
Leaders of Tomorrow”**

## Core Purpose

**To Inspire Success**

## Core Values

**Student –Focused Learning**

**Relationships**

**Supportive Environment**

**Passion**

**Effort and Achievement**

**Promote Life Long Learning**

**Cooperation and Positive Attitude**

**Positive Parent and Community Support**

## 2017 – 2018 SCHOOL CALENDAR

## BELL SCHEDULE

<i>School Closures</i>	
September 4	Labour Day
September 15	Professional Development Day
October 9	Thanksgiving Day
October 20	Professional Development Day
November 1	Professional Development Day
November 13	Mid-term Break
December 1	Professional Development Day
Dec 25 – January 5	Christmas Vacation
January 31	Professional Development Day
February 8 - 9	Teacher's Convention
February 19	Family Day
March 23	Professional Development Day
March 26 - 30	Spring Break
April 2	Mid-term Break
April 20	Professional Development Day
May 18	Professional Development Day
May 21	Victoria Day

8:15	Entry Bell
8:23	Registration
<b>8:23 - 9:05</b>	<b>Period 1</b>
<b>9:05 - 9:45</b>	<b>Period 2</b>
<b>9:45 - 10:25</b>	<b>Period 3</b>
10:25 - 10:35	Break
<b>10:35 - 11:17</b>	<b>Period 4</b>
<b>11:17 - 12:00</b>	<b>Period 5</b>
12:00 - 12:20	Lunch
12:53	Entry
	Registration
<b>12:56 - 1:40</b>	<b>Period 6</b>
<b>1:40 - 2:20</b>	<b>Period 7</b>
<b>2:20 - 3:00</b>	<b>Period 8</b>

*The first Wednesday of every month is early dismissal.*

<i>Report Cards</i>		
Term 1: September 3 – November 24	Term 2: November 27 – March 16	Term 3: March 19 – June 27
Report Card: November 24	Report Card: March 16	Report Card: June 27
Assembly: November 30 (PM)	Assembly: March 22 (AM)	Assembly: June 21 (PM)
Interviews: November 28 & 29	Interviews: March 21	

<i>Events of Note</i>	
September 13	Meet the Teacher
September 13 7:00 p.m.	2016 – 2017 Awards Night Presentations

<i>School Assemblies</i>			
Term 1	September 5 (am)	October 27 (am)	November 30 (pm)
Term 2	January 26 (am)	February 23 (pm)	March 22 (am)
Term 3	April 27 (pm)	May 25 (am)	June 21 (pm)

## Black Gold Regional Division No. 18 2017-2018 SCHOOL YEAR CALENDAR

Monthly Calendar								Teacher Days	Student Days	Dates & Details
<b>AUGUST 2017</b>	SUN	MON	TUES	WED	THUR	FRI	SAT	1	0	August 31 - Teacher Workday (No Students)
			1	2	3	4	5			
	6	7	8	9	10	11	12			
	13	14	15	16	17	18	19			
	20	21	22	23	24	25	26			
27	28	29	30	31						
<b>SEPTEMBER 2017</b>	SUN	MON	TUES	WED	THUR	FRI	SAT	20	18	September 1 - Teacher Workday (No Students) September 4 - Labour Day (Schools Closed) September 5 - School Commences - FULL Day September 15 - School-Based PD Day (No Students): (Morning) Welcome Back & LSA Ceremony (To follow) School-Based PD Day
	3	4	5	6	7	8	9			
	10	11	12	13	14	15	16			
	17	18	19	20	21	22	23			
	24	25	26	27	28	29	30			
<b>OCTOBER 2017</b>	SUN	MON	TUES	WED	THUR	FRI	SAT	21	20	October 4 - Early Dismissal October 9 - Thanksgiving Day (Schools Closed) October 20 - Combined PD Day (No Students)
	1	2	3	4	5	6	7			
	8	9	10	11	12	13	14			
	15	16	17	18	19	20	21			
	22	23	24	25	26	27	28			
29	30	31								
<b>NOVEMBER 2017</b>	SUN	MON	TUES	WED	THUR	FRI	SAT	21	20	November 1 - Combined PD Day (No Students) November 8 - Early Dismissal November 13 - Mid-Term Break (Schools Closed)
	5	6	7	8	9	10	11			
	12	13	14	15	16	17	18			
	19	20	21	22	23	24	25			
	26	27	28	29	30					
<b>DECEMBER 2017</b>	SUN	MON	TUES	WED	THUR	FRI	SAT	16	15	December 1 - ATA PD Day (No Students) December 6 - Early Dismissal December 25 - 29 - Christmas Vacation (Schools Closed)
	3	4	5	6	7	8	9			
	10	11	12	13	14	15	16			
	17	18	19	20	21	22	23			
	24	25	26	27	28	29	30			
31										
<b>JANUARY 2018</b>	SUN	MON	TUES	WED	THUR	FRI	SAT	18	17	January 1 - 5 - Christmas Vacation (Schools Closed) January 8 - School Resumes January 10 - Early Dismissal Diploma Exam Diploma Exam & Provincial Achievement Test January 31 - School-Based PD Day (No Students)
	7	8	9	10	11	12	13			
	14	15	16	17	18	19	20			
	21	22	23	24	25	26	27			
	28	29	30	31						
<b>Semester 1: August 31, 2017 - January 31, 2018</b>								<b>97</b>	<b>90</b>	
<b>FEBRUARY 2018</b>	SUN	MON	TUES	WED	THUR	FRI	SAT	19	17	February 1 - Semester 2 Commences February 7 - Early Dismissal February 8 & 9 - ATA Teachers' Convention (No Students) February 19 - Family Day (Schools Closed)
	4	5	6	7	8	9	10			
	11	12	13	14	15	16	17			
	18	19	20	21	22	23	24			
	25	26	27	28						
<b>MARCH 2018</b>	SUN	MON	TUES	WED	THUR	FRI	SAT	17	16	March 7 - Early Dismissal March 23 - ATA PD Day (No Students) March 26 - 30 - Spring Break (Schools Closed) March 30 - Good Friday (Schools Closed)
	4	5	6	7	8	9	10			
	11	12	13	14	15	16	17			
	18	19	20	21	22	23	24			
	25	26	27	28	29	30	31			
<b>APRIL 2018</b>	SUN	MON	TUES	WED	THUR	FRI	SAT	20	19	April 2 - Mid-Term Break/Easter Monday (Schools Closed) April 4 - Early Dismissal April 20 - Combined PD Day (No Students)
	1	2	3	4	5	6	7			
	8	9	10	11	12	13	14			
	15	16	17	18	19	20	21			
	22	23	24	25	26	27	28			
29	30									
<b>MAY 2018</b>	SUN	MON	TUES	WED	THUR	FRI	SAT	22	21	May 2 - Early Dismissal Provincial Achievement Test May 18 - School-Based PD Day (No Students) May 21 - Victoria Day (Schools Closed)
	6	7	8	9	10	11	12			
	13	14	15	16	17	18	19			
	20	21	22	23	24	25	26			
	27	28	29	30	31					
<b>JUNE 2018</b>	SUN	MON	TUES	WED	THUR	FRI	SAT	21	19	June 6 - Early Dismissal June 27 - Last School Day with Diploma Exam & PAT June 28 - Teacher Workday with Diploma Exam June 28 & 29 - Teacher Workdays (No Students) Diploma Exam Diploma Exam & Provincial Achievement Test
	3	4	5	6	7	8	9			
	10	11	12	13	14	15	16			
	17	18	19	20	21	22	23			
	24	25	26	27	28	29	30			
<b>Semester 2: February 1 - June 29, 2018</b>								<b>99</b>	<b>92</b>	
<b>TOTAL - Operational Days-Teachers / Instructional Days-Students</b>								<b>196</b>	<b>182</b>	(Aug-Dec/17: 79-T & 73-S; Jan-June/18: 117-T & 109-S)

Approved - January 18, 2017

## School Profile

Caledonia Park School is a kindergarten to grade 9 school, with 562 students from the South Fork, Meadowview and Tribute areas of Leduc. We currently have 30 teachers, 3.25 office/library staff and 7 full time educational assistants working together to 'Inspire Success' in our school. Our core values are student focused learning, building relationships, creating and maintaining a supportive environment, establishing a passion for learning, promoting effort and achievement, creating lifelong learning, encouraging cooperation and positive attitudes, and having positive parent interactions and community support.

[Caledonia Park School Office Contacts](#)

[Staff Contact Information](#)

[Junior High Homework Blog](#)

## STUDENT INFORMATION

### Expectations:

All students at Caledonia Park School are expected to comply with the following, which is an excerpt from the *School Act*:

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

- a) *be diligent in pursuing his studies;*
- b) *attend school regularly and punctually;*
- c) *co-operate fully with everyone authorized by the board to provide educational programs and other services;*
- d) *comply with the rules of the school;*
- e) *account to his teachers for his conduct;*
- f) *respect the rights of others*

[School Act](#)

## PLAYGROUND GUIDELINES FOR STUDENTS

- School must be a safe place where kids can play without getting hurt - this includes being physically hurt or having hurt feelings.
- The playground belongs to everyone – please share it and take care of it.
- Games and play will need to follow the "no hands on" philosophy of our school. Anything brought to school to play with remains the student's' responsibility. If there is a worry about losing it or breaking it don't bring it to school.
- Some things, such as sticks or toy guns, are not appropriate toys for school and are not allowed at school.
- Some areas are out of bounds: behind the hill, the bush areas, behind the sheds or portables, and the parking lot itself.
- Remember that other students, many who might be younger, will be watching what you do. If they see you doing something, they might try it too.

## GAMES AND SPORTS

- The soccer goal posts and baseball backstop are available at recess for students to use appropriately
- Keep your eyes and ears open walking across a playing field; do not walk through another group's game.
- Keep your eyes open when playing – try not to run into innocent bystanders.
- Please be cautious when playing tag – keep your eyes open for obstacles and people.
- Bikes, skateboards and scooters are not to be ridden on the school grounds – park them in the bike racks when you get to school.
- Our school has a ZERO tolerance policy for tackle football.

## ATTENDANCE

If your child is absent from school...

- A parent or guardian needs to phone the school (986-7888) the morning or afternoon of the absence. A message can be left on the recording machine between 4:00 p.m. and 8:00 a.m. or with the school secretary. Absences are recorded as EXCUSED or UNEXCUSED.

What if I need to leave school during the day?

- Students are allowed to leave school only if they provide the office with a note from a parent or guardian or if someone in the office has spoken to the parent/guardian. Everyone leaving the school during school hours must check out through the office, otherwise we presume the student is away without permission.

## LATES

Grades K-9 Registration

- Students must come directly to the office to check in if they are late for school. The office will document that they have arrived and send them to class with a late slip
- Punctuality is an important expectation of student behavior, according to the School Act. Punctual students show respect for the learning of others by not disrupting a class in session, and they hear important instruction that is usually given at the start of a period. We attempt to provide a balance between clear consequences for numerous lates with a "second chance" so that punctuality becomes habit for students. The school also recognizes that sometimes being late is unavoidable. A medical (or other professional) appointment is considered an **excused late**.

## DRESS CODE

- Students are expected to conform to a reasonable dress code suitable for public places. Hats, tube tops, halter tops, spaghetti straps, midriff shirts, and clothing making verbal or visual reference to racism, profanity, alcohol, drugs, sex, Satan or violence are examples of what is not allowed. Underwear must not show. On hot days it is acceptable for students to wear walking shorts to school. Students are expected to change for Physical Education classes.

## **SHOE POLICY**

- During inclement weather, we enforce a modified “two-shoe” policy. All students are required to remove dirty or wet footwear in the boot rooms. Students should leave their soiled footwear on the shelving, but if they choose they can carry clean outside shoes to their locker to keep them secured. All students are required to wear footwear inside the school. This policy has resulted in a very well kept and clean-looking school.

## **ELECTRONIC EQUIPMENT AND CELL PHONES**

- Cell phones are not permitted in classrooms and should be locked in their lockers during the day. Students are allowed to access them outside during their lunch break from 12:20-12:56p.m.

## **SMOKING**

- A student may not be in possession of tobacco products. Students are not allowed to smoke on school property, in sight of the school, or on a school-sponsored activity. Students will be suspended from school and may be placed on school probation.

## **ALCOHOL / ILLEGAL SUBSTANCES**

- Students may not be in possession of or under the influence of alcohol or drugs on school property, on field trips or on any school sponsored activity. Students who fail to comply with these guidelines will receive an automatic suspension from school and will be placed on school or division probation. Parents are immediately contacted. The RCMP may be called as well.

## **FIGHTING**

- Students who are involved in a fight that occurs on or off the school grounds or going to or from school most often receive an out-of-school suspension and are placed on school probation. The RCMP could be contacted to conduct an investigation. This policy may also be applied to people who promote fights.

## **GENERAL INFORMATION**

### **SUBSTITUTE TEACHERS**

- When the class has a substitute, students are expected to treat him/her with respect, to cooperate, and to complete assigned work. We encourage students to help with classroom routines. Remember to make a good impression.

### **TELEPHONE**

- The phone in the office may only be used with a phone pass from a teacher. The school phone is not to be used for making after school plans.

### **VISITORS**

- All visitors are required to report to the general office upon entering the school.

## **LOST AND FOUND**

- A lost and found box has been placed by the elementary exit doors. It contains a collection of found items; coats, mitts, clothing from all seasons. Please check the box when you are in the school. During parent teacher interviews, the items will be on display down the hallway. Items that are unclaimed by the end of the year will be donated to charity.

## **SUPPLIES, EQUIPMENT AND TEXTBOOKS**

- Since each course at our school is different, subject teachers will provide a list of supplies and equipment as required. Assigned textbooks become the student's responsibility. If a textbook is lost or damaged, students will be assessed the cost of the book. All textbooks are barcoded for tracking purposes.

## **GUIDANCE AND COUNSELING SERVICES**

- All staff members are prepared to provide advice and assistance, and students are encouraged to seek help when it is required. Our school counselor is available to provide assistance with crisis situations, peer conflicts, and educational progress concerns. The counselor also has information regarding high school planning, special program placement, occupations and careers, referrals to outside agencies, and standardized testing.

## **ILLNESS**

- Students not feeling well may report to the office. If parents or guardians can be contacted, the student may be sent home; if not, the student may stay in the infirmary in the office until parents can be contacted.

## **MEDICATION**

- Prescribed medication may be administered at the school under the supervision of the principal. Parents must contact the school for details. Non-prescription drugs will not be purchased nor distributed by the school, i.e. aspirin.

## **LOCKERS**

- At the beginning of the school year each student is assigned a school locker by his/her teacher. A combination lock may be placed on the locker and the homeroom teacher and the office will record the combination. A combination lock may be supplied by the student. Use of key locks is prohibited. The homeroom teacher or school administration may inspect a locker. In most cases the student is present. Locker decoration must be in good taste. No stickers or writing on lockers is allowed. Valuable items should always be locked in lockers.

## **BICYCLES, ROLLERBLADES, SCOOTERS AND SKATEBOARDS**

- Students may ride bicycles, scooters or skateboards to school. The bicycles and scooters need to be put into the bicycle rack and should have a chain lock. Scooters will not be permitted in the school for storage purposes. Helmets must also be worn.
- Use of bicycles, roller blades, skateboards and scooters during the school day is prohibited.



## JUNIOR HIGH YEAR END ACTIVITIES

- A ceremony is held in late May/early June to wish our grade 9's good luck in high school. The 7/8's will have a special activity day to celebrate a good years' effort. Students who fail to meet the expectations for behavior and attendance may not be allowed to participate.

## STUDENT ACTIVITIES

- Players are a representative/ambassador of Caledonia Park School, and both positive and negative behavior reflects on all of us. All school rules apply at both home and away games.

## LIBRARY

- The Library is open on select days during lunch hour. Students must have a library pass from their teacher in order to work in the library. Homework room should be the first option for Jr. High students.

## HOMEWORK ROOM

- Each lunch hour there is a designated homework room for junior high students to access. They may work on homework, finish writing tests or work on missed assignments. This is a quiet area with a teacher present to monitor behavior and help with studies.

## NEWSLETTER

- A monthly school newsletter will be posted on our website.

[Newsletters](#)

## REPORT CARDS (Jr. High)

- Students in grade 7 and 8 may be exempted from one final exam under the following conditions:
  - They must have an overall average of 80% in that subject;
  - They cannot be exempted from the same subject two years in a row
  - They require written permission from their parents.**\*There are no exemptions in grade 9.**

Student averages are calculated in the following manner, using the term marks.

Term Average	Year's Average
<i>Calculated by a complex points formula that equates to the following:</i>	Term 1 Average x 25%,
70% : LA, SS, SC, Math	Term 2 Average x 25%,
30% : PE, Health, complementary courses	Term 3 Average x 25%
	Final Exam x 25%

## **STUDENT AWARDS**

### **Elementary (Grades 4 – 6)**

- Award of Merit certificates are awarded in each reporting period and medallions for year end. The Award of Merit goes to students with a simple average of 80% or better in final marks in core subjects excluding spelling and basic facts where no core subject average is lower than 75%.

### **Junior High**

- During the year, Honourable Mention, Honour, and Honour with Distinction certificates are awarded in terms one and two.

### **Year End**

- Honour awards go to those with an overall average of 80.0% or better and with no course mark lower than 60%. The Board of Education presents awards to the junior high student in each grade with the highest average. This presentation is given at the school's Awards Ceremony.

## **OTHER AWARDS**

- Sportsmanship, Citizenship, Greatest Progress (one per class)
- Perfect Attendance,
- Complementary Course Awards (Jr. High)
  
- Elementary Male and Female Athlete of the Year
- Junior High Male and Female Athlete of the Year
  
- Pam Reiger Memorial Student of the Year (Elementary)
- Herb Dyck Memorial Student of the Year (Junior High)
  
- Viking Athletic Awards: points accumulated for participation in athletics in grades 1-9.
  - BRONZE: 100 points, SILVER: 175 points, GOLD: 225 points, PLATINUM: 350 points