



Caledonia Park School

Inspiring Success



Home of the Vikings

School Handbook 2021-2022

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

BLACK GOLD SCHOOL DIVISION 2021-2022 SCHOOL YEAR CALENDAR

Monthly Calendar							Teacher Days	Student Days	Dates & Details	
AUGUST 2021	SUN	MON	TUES	WED	THUR	FRI	SAT	4	1	<ul style="list-style-type: none"> August 26 & 27 - Teacher Workdays (No Students) August 30 or 31 - Staggered Entry for Grades 1 - 12 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			
SEPTEMBER 2021	SUN	MON	TUES	WED	THUR	FRI	SAT	21	20	<ul style="list-style-type: none"> September 1 - School Commences for ALL Grades 1 - 12 Students September 6 - Labour Day (Schools Closed) September 17 - PD Day: School-Based (No Students): (Morning) Welcome Back & LSA Ceremony (To follow) PD Day: School-Based
	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					
OCTOBER 2021	SUN	MON	TUES	WED	THUR	FRI	SAT	20	19	<ul style="list-style-type: none"> October 6 - Early Dismissal October 11 - Thanksgiving Day (Schools Closed) October 12 - PD Day: School-Based & Support Staff (No Students) Diploma Exam
	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			
NOVEMBER 2021	SUN	MON	TUES	WED	THUR	FRI	SAT	17	17	<ul style="list-style-type: none"> November 3 - Early Dismissal November 8 - 12 - Midterm Break (Schools Closed) November 11 - Remembrance Day (Schools Closed) Diploma Exam
	7	8	9	10	11	12	13			
	14	15	16	17	18	19	20			
	21	22	23	24	25	26	27			
	28	29	30							
DECEMBER 2021	SUN	MON	TUES	WED	THUR	FRI	SAT	13	12	<ul style="list-style-type: none"> December 1 - Early Dismissal December 3 - PD Day: Combined (No Students) December 20 - 31 - Christmas Vacation (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					
JANUARY 2022	SUN	MON	TUES	WED	THUR	FRI	SAT	21	20	<ul style="list-style-type: none"> January 3 - School Resumes January 5 - Early Dismissal January 31 - PD Day: ATA (No Students) Diploma Exam & PAT Administrative Window Diploma Exam Provincial Achievement Tests (PAT)
	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			
Semester 1: August 26, 2021 - January 31, 2022							96	89	Semester 2 - Commences February 1, 2022	
FEBRUARY 2022	SUN	MON	TUES	WED	THUR	FRI	SAT	19	17	<ul style="list-style-type: none"> February 1 - Semester 2 Commences February 2 - Early Dismissal February 10 & 11 - ATA Teachers' Convention (No Students) February 21 - Family 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								
MARCH 2022	SUN	MON	TUES	WED	THUR	FRI	SAT	19	18	<ul style="list-style-type: none"> March 2 - Early Dismissal March 11 - PD Day: Combined (No Students) March 28 - 31 - Spring Break (Schools Closed) Diploma Exam
	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						
APRIL 2022	SUN	MON	TUES	WED	THUR	FRI	SAT	18	17	<ul style="list-style-type: none"> April 1 - Spring Break (Schools Closed) & Diploma Exam April 4 - School Resumes & Diploma Exam April 6 - Early Dismissal April 15 - Good Friday (Schools Closed) April 18 - Easter Monday/Midterm Break (Schools Closed) April 29 - PD Day: Combined (No Students) Diploma Exam
	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			
MAY 2022	SUN	MON	TUES	WED	THUR	FRI	SAT	21	19	<ul style="list-style-type: none"> May 4 - Early Dismissal May 19 - PD Day: School-Based (No Students) May 20 - PD Day: ATA (No Students) May 23 - Victoria Day (Schools Closed) Provincial Achievement Tests (PAT)
	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			
JUNE 2022	SUN	MON	TUES	WED	THUR	FRI	SAT	22	20	<ul style="list-style-type: none"> June 1 - Early Dismissal June 21 - National Indigenous Peoples Day (Regular Classes Scheduled) June 28 - Last School Day with Diploma Exam June 29 & 30 - Teacher Workdays (No Students) Diploma Exam & PAT Administrative Window Diploma Exam
	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					
Semester 2: February 1 - June 30, 2022							99	91		
TOTAL = Operational Days-Teachers / Instructional Days-Students							195	180	Aug-Dec/21: 75-T & 69-S; Jan-June/22: 120-T & 111-S	

APPROVED - January 20, 2021

School Profile

Caledonia Park School is a kindergarten to grade 9 school, with 750 students from the South Fork, Meadowview and Tribute areas of Leduc. We currently have 36 teachers, 3.25 office/library staff and 19 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](#)

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?

- Parents need to go to the following link and fill out the form. Upon completion, please phone the office when you are here to pick them up and we will bring them to the front doors.
 - [Student Sign out Form](#)
 - Under Common Resources click on Student sign out form.

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 shut off and in their bags. Students are allowed to access them outside during their lunch break from 12:10-12:43 p.m.

SMOKING/VAPING

- A student may not be in possession of tobacco or vaping products. Students are not allowed to smoke or vape on school property, in sight of the school, or on a school-sponsored activity. Caledonia Park School will follow the Black Gold protocols with respect to these substances.
- Possession of illegal products and substances: 1-3 days in or out of school suspension, increasing in length with repeated offences.
- Use of illegal products and substances:
 - Automatic 3 day out of school suspension, increasing in length with repeated offences.
 - Automatic referral to the RCMP School Resource Officer (SRO).

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

- There are no visitors in the school at this time. Please call the office (780)986-7888 and speak to the front office staff for direction.

LOST AND FOUND

- Due to COVID restrictions, lost and found items are placed in a location that is not freely accessible to all students. Please have students ask their teachers if they are missing an article of clothing.

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.
- Please see the Symptoms Guideline flowchart on our website

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

- There are no lockers available to students due to COVID restrictions at this time. This will be looked at again as guidelines change.

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 to students this year with proper hand hygiene practiced consistently. Each class has a designated library day and time and will have access to sign out books at that time. We also hold a book fair twice a year in order for families to purchase new titles. Information for the book fair will come at a later date.

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.
- Due to the limitations on cohorts, Homework room is **suspended until further notice**.

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.

STUDENT AWARDS

Elementary (Grades 4 – 6)

- Honourable Mention is awarded in terms one and two, to students that achieve a 75.0% to 79.9% weighted average in core subjects
- Award of Merit certificates are awarded in each reporting period and medallions for year end. The Award of Merit goes to students with a weighted average in core subjects of 80% or better.

Junior High

- Honourable Mention is awarded in terms one and two, to students that achieve a 75.0% to 79.9% weighted average in core subjects with no scaled grade below Proficient.
- Honours are awarded in terms one, two and three, to students that achieve a 80.0%-89.9% weighted average in core subjects with no scaled grade below Proficient.
- Honours with Distinction are awarded in terms one, two and three, to students that achieve a 90.0%-100% weighted average in core subjects with no scaled grade below Proficient.

*A decision will be made on awards before the end of term 1.

YEAR END 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