



Caledonia Park School

Inspiring Success



Home of the Vikings

School Handbook 2023-2024

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 2023-2024 SCHOOL YEAR CALENDAR

Monthly Calendar							Teacher Days	Student Days	Dates & Details	
AUGUST 2023	SUN	MON	TUES	WED	THUR	FRI	SAT	4	2	
			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						
SEPTEMBER 2023	SUN	MON	TUES	WED	THUR	FRI	SAT	19	18	☒ September 4 - Labour Day (Schools Closed) ☒ September 15 - PD Day: (No Students): (AM) Welcome Back & LSA Ceremony (To follow) PD Day ☒ September 29 - Day in Lieu - National Day for Truth and Reconciliation (Schools Closed) ☒ September 30 - National Day for Truth & Reconciliation
						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				
OCTOBER 2023	SUN	MON	TUES	WED	THUR	FRI	SAT	21	20	☒ October 9 - Thanksgiving Day (Schools Closed) ☒ October 10 - PD Day (No Students) 📅 Diploma Exam
	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								
NOVEMBER 2023	SUN	MON	TUES	WED	THUR	FRI	SAT	17	16	📅 November 1 - PD Day (No Students) 📅 November 5 - Daylight Savings Time (clocks backward) ☒ November 11 - Remembrance Day ☒ November 13 - 17 - Midterm Break (Schools Closed) 📅 Diploma Exam
				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						
DECEMBER 2023	SUN	MON	TUES	WED	THUR	FRI	SAT	16	15	☒ December 4 - PD Day (No Students) ☒ December 25 - 29 - Christmas Vacation (Schools Closed)
						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										
JANUARY 2024	SUN	MON	TUES	WED	THUR	FRI	SAT	18	17	☒ January 1 - 5 - Christmas Vacation (Schools Closed) 📅 January 8 - School Resumes ☒ January 31 - PD Day (No Students) 📅 Provincial Achievement Tests (PAT) 📅 Diploma Exam & Provincial Achievement Tests (PAT) 📅 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	31							
Semester 1: Aug 31, 2023 - Jan 31, 2024							95	88	Semester 2 - Commences Feb 1, 2024	
FEBRUARY 2024	SUN	MON	TUES	WED	THUR	FRI	SAT	20	18	📅 February 1 - Semester 2 Commences ☒ February 8 & 9 - ATA Teachers' Convention (No Students) ☒ February 19 - Family Day (Schools Closed)
						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				
MARCH 2024	SUN	MON	TUES	WED	THUR	FRI	SAT	16	15	📅 March 10 - Daylight Savings Time (clocks forward) ☒ March 11 - PD Day (No Students) ☒ March 25 - 29 - Spring Break (Schools Closed)
						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										
APRIL 2024	SUN	MON	TUES	WED	THUR	FRI	SAT	21	20	☒ April 1 - Easter Monday (Schools Closed) 📅 April 2 - School Resumes ☒ April 19 - PD Day (No Students) 📅 Diploma Exam
				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							
MAY 2024	SUN	MON	TUES	WED	THUR	FRI	SAT	22	21	☒ May 17 - PD Day (No Students) ☒ May 20 - 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	29	30	31				
JUNE 2024	SUN	MON	TUES	WED	THUR	FRI	SAT	20	18	📅 June 26 - Last School Day with Diploma Exam & PAT ☒ June 27 & 28 - Teacher Workday (No Students) 📅 Diploma Exam & PAT 📅 Diploma Exam
							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										
Semester 2: February 1 - June 28, 2024							99	92		
TOTAL - Operational Days-Teachers / Instructional Days Students							194	180	Aug-Dec/23: 77 -T & 71 -S; Jan-June/24: 117 -T & 109 -S	

Approved - February 22, 2023

School Profile

Caledonia Park School is a kindergarten to grade 9 school, with 788 students from the South Fork, Meadowview and Tribute areas of Leduc. We currently have 42 teachers including Principal, Assistant Principals and Learning Support/Counselling, 4 office/library staff and 24 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 students' 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 in designated areas
- 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.
- Parents may also access the form in the office prior to the release of the student when they are picking them up.

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 a 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, revealing clothing, 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.

SHOE POLICY

- Caledonia Park is a modified “two-shoe” policy school. 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.

STUDENT CONDUCT POLICY

Our discipline policy reflects the significant support role that school staff plays in the character development of its students. Discipline procedures are also designed to eliminate actions which:

- interfere with each student’s right to learn
- prevent individual staff members from carrying out their responsibilities

STUDENTS ARE EXPECTED TO:

- Attend school regularly and punctually;
- Be diligent in pursuing their studies at school and at home;
- Cooperate with everyone (teachers, teacher assistants, secretaries, custodians, parent supervisors) authorized to provide educational programs and services;
- Respect public (i.e. school) property and personal property;
- Show consideration, courtesy, and respect for others;
- Conduct themselves in a safe manner;
- Use appropriate language at all times
- Play in designated areas of the playgrounds
- Comply with the rules of the school

MISCONDUCT AND INCIDENTS DURING THE SCHOOL DAY

The severity of any situation regarding incidents and misconduct, and the method in which it is addressed are subject to the professional discretion of the administrator.

CLASSROOM INCIDENTS

- Failure to meet classroom expectations
 - Disruptions to learning
 - Lack of respect for teacher or classmates
 - Lack of effort
 - Defiance

OUT OF CLASSROOM INCIDENTS

- Dangerous, uncooperative or obnoxious behaviour occurring during breaks from instruction. This includes hallways, washrooms, outside of the school and on field trips.

CRITICAL MISCONDUCT

- Deliberate injury. This refers to behaviour (actions or statements) intended to hurt, intimidate or humiliate.
- Direct defiance. This refers to behaviour (actions or statements) intended to challenge authority.
- Willful Damage/Theft. This refers to behaviour intended to deny the expected use of one's belongings.
- Promotion of the previously listed critical misconducts can have the same consequences as committing the misconduct.

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. Parents are immediately contacted. The RCMP may be called as well.

GENERAL INFORMATION

SUBSTITUTE TEACHERS

- When the class has a substitute, students are expected to treat him/her with respect, to co-operate, 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

- Visitors to the school must sign in at the office.
- Visitors to classrooms should be arranged with the teacher prior to coming into the school.

LOST AND FOUND

- Lost and found items are placed in the Lost and Found Bin near the grade 3 classes. Please have students ask their teachers or at the office if they are unsure where that bin is located.

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.
- Students are encouraged to stay home if feeling unwell.

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

- Lockers are available to students to hold their coats, outdoor shoes (if clean) and backpacks.
- Students will not be accessing lockers between classes.

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.

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. 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.

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 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