



# CALEDONIA REGIONAL

35 School Lane, Hillsborough, N.B. E4H 3B8

Phone: 734-3710 Fax: 734-3707

Website: <http://caledonia.nbed.nb.ca>

Principal: Mrs. D. Godfrey

Vice Principal: Mrs. E. Ostler Colpitts

Guidance: Mrs. H. Lean

## STUDENT HANDBOOK

2019 - 2020

**Mission:** To be a center of educational excellence preparing for tomorrow's opportunities today.

**Vision:** Committed to learning together.

**Excelsior – Strive for the highest**

### Important Information for Parents and Students

1. Video Surveillance System is installed in the school at various public locations to ensure a safer school environment and reduce acts of vandalism.
2. If a student becomes ill at school, the parent or guardian will be contacted and arrangements made for the student to be taken home or to the hospital.
3. Any student entering the school after 8:45 a.m. or leaving early must report to the main office.
4. Medication such as Tylenol or Aspirin cannot be given to students by school personnel. All medication must be given under a Doctor's care and with supervision of appropriate staff.
5. The school will not accept any liability for any electronic devices. Bring at your own risk.
6. Students cannot change busses to go to other locations. One alternate location (which happens on a regular basis) is permitted, but must be pre-approved by the District. Occasional changing of busses is not permitted. This does not apply to early school closure.
8. **The student fee for students at Caledonia Regional is \$35.** The student fee subsidizes the following: Assemblies and activities throughout the year, locks, locker fees, dances, activity nights, awards, student cards, sport and club activities and transportation. Additional fees may be required for extra-curricular activities or school teams. We encourage parents/guardians to pay all school fees online. Fees can be paid by visiting the Anglophone East School District home page, under the parent tab.
9. Allergy Information. We have several students and staff allergic to peanuts, peanut products, tree nuts as well as perfumes and strong scents.

Aerosol products are not permitted on school property. Refrain from bringing nuts, nut products and tree nuts to school.

10. Students will not be removed from class unless it is an emergency. Disruptions to instructional time are minimized.
11. School rules apply to school related off campus activities.
12. Students are responsible for textbooks and school materials/equipment. If there is loss or damage, remuneration will be expected.
13. Middle School (grades 6-8 ) is a CLOSED CAMPUS. These students are not permitted to leave the school grounds anytime between morning arrival and afternoon dismissal. High School students (grades 9 - 12) may leave the school property during noon hour. Students leaving the property are NOT to assemble on private property. Students in grades 6 - 12 are not permitted outside during recess or between classes.
14. Students are expected to be in a supervised area during non-instructional (i.e. recess, noon) time at school.

### Code of Conduct

The staff of Caledonia Regional will provide a respectful and appropriate learning experience for all students. Everyone involved with our school will support our Positive Learning Environment Policy. All students at Caledonia will:

1. Conduct themselves appropriately, obey school and class rules and be respectful toward all staff including guest teachers, custodians, cafeteria staff, bus staff, EAs, and students - in both language and behavior.
2. Never bring weapons or imitations of weapons including jack-knives, squirt guns, switchblades, cap guns, chains, nailed wristbands, etc. on school property or on school busses.
3. Complete work assigned as required, come

to class with all necessary items, be punctual, attend all classes, make every effort to work to their personal best, and contribute in a positive manner to school life.

4. Recognize that a clean and organized environment is conducive to learning. Exercise proper care of school property and the property of others. Remuneration will be required for damaged property.

5. Recognize that public displays of affection, inappropriate in a work setting, are also inappropriate in a school setting and on school property.

6. Follow the school dress code.

7. Refrain from any form of physical violence. This may lead to immediate suspension of all parties involved. The RCMP may be advised and may take whatever action they deem necessary.

8. Refrain from using inappropriate language or making inappropriate comments or gestures.

9. Refrain from hurtful behavior. This includes hurtful behavior resulting from the use of social media both inside and outside of the school day. Hurtful behavior has a negative impact on student learning and should be brought to the attention of the staff of our school.

10. Refrain from use of tobacco on school property and in the tobacco-free zone. Maps of this zone are provided in classrooms. This includes the use of e-cigarettes and vapes.

### Bring Your Own Device

Caledonia is a Bring Your Own Device (BYOD) school. Students have access to the Wifi within our building on personal devices. Students and guardians accept the risk of bringing their own electronic devices to school including cell phones, iPods, iPads, MP3 players, laptops etc. Digital citizenship is promoted at our school. Students are expected to follow the digital device classroom measurement routines outlined by the teacher.

## Positive Behavior Interventions and Supports

At Caledonia, Response to Intervention (RTI) is a tiered approach to identification and support of the learning and behavioural needs of students. Our RTI process begins with quality classroom instruction for all students. Students who are experiencing difficulty are provided with interventions at increasing levels of intensity to support personalized learning needs. Transfers from the French Immersion Program to the English program follow the same tiered approach of identification and support.

Members of our Educational Support Services Team provide guidance and assistance to teachers and parents for ongoing academic and / or behavioural concerns.

Behavioral infractions which are contrary to the school code of conduct, and have become disruptive due to frequency, will be referred to the Administration of the school. Interventions and supports at this level will be discussed with parents / guardians and may include: partial schedules, alternate educational settings inside and outside the school and / or suspensions.

## Academic Honesty and Integrity at Caledonia

At Caledonia, academic dishonesty is not tolerated. **Plagiarism is defined as "submitting words, ideas, images or data of another person's as one's own in any academic writing or other project."**

Cheating is:

- Possession of unauthorized material
- Substantial editorial or compositional assistance from another (including parents)
- Submission of another student's material as your own
- False claims or fabricated references
- Copying off of someone else's exam, test/quiz, lab or assignment or passing information from an assessment to another student

Students will be required to redo any work involving academic dishonesty on their own time (conditions may apply). This may also involve doing another assignment.

## Assessment Information

### High School Course Changes

Parents and students are advised that course changes should be made within the first week of each semester.

### Flexible Scheduling Options (HS)

Student Council President and Yearbook Editor are permitted 1 spare period per year. This must be approved by the Principal in advance.

### Assessment Guidelines

- Students in middle school (grades 6, 7, and 8) will receive three summative reports per year. Students in high school (grades 9, 10, 11, and 12) will receive two summative reports per semester.
- Grading and reporting is the result of a teacher's ongoing formative assessment of student learning. Student evidence of learning is collected

on a consistent basis by teachers. Submission of student portfolios is a key component of a teacher's assessment and evaluation.

3. If a student's absence is excused by a parent / guardian on a day that has been set aside as an evaluation day (i.e. unit test, exam), arrangements will be made by the teacher for the student to complete the evaluation. Parents / Guardians are reminded to call our school office (734-3710) to report their son / daughter's absence.

6. Students are required to make up missed work.

7. There are differences in grading and reporting at the middle and high school level - relating to report cards in particular. In the middle school, students are evaluated on a 1 - 4 scale. On this scale, a 3 indicates that student evidence of learning is consistent with grade level outcomes and expectations. In the high school, students are evaluated on a numerical scale where 60% indicates a passing grade. Although a final numerical grade will appear on a high school student's report card, teachers working with students at these levels increasingly monitor and assess student learning using nontraditional numerical grading.

## Student Support Services

1. Extra Help is available to all students upon request. Many teachers also have set extra help times available at noon and / or after school.

2. Supporting our RTI process, our Educational Support Services Team meets weekly to discuss individual student and/or class interventions and supports.

3. Caledonia is a partner in the Integrated Service Delivery (ISD) framework. This strength-based model focusses on supporting children, youth, and families. It is a collaboration of four departments: Education and Early Childhood Development (Mental Health and Addiction Services), Social Development, and Justice and Public Safety. With the support of these departments, we will identify services and programs available to children and youth with multiple needs.

## Excelsior

**Excelsior Night:** The Excelsior Awards Night recognizes the athletic and academic achievements of our students in Grades 6 through 12. This night is held at the end of the school year. Students receiving an award are notified the week of the Awards Night.

**Grades 9/10 — Honours:** No final mark below 80%.

**Honours with Distinction:** No final mark below 85%.

**Grade 11 Honours:** No final mark below 80% and must include English, Math, History and Science. (All must be grade 11 or 12 subjects)

**Honours with Distinction:** No final mark below 85% and must include English, Math, History and Science.

**Grade 12 Honours:** No final mark below 80% and must include 5 grade 12 level courses. All courses must be taken in Grade 12 to qualify unless the student has been accelerated.

**Honours with Distinction:** No final mark below 85% and must include 7 grade 12 level courses. Courses must be taken in grade 12 to qualify unless the student has been accelerated.

*\*Course availability and guidelines are reviewed yearly by the School Admin Team.*

**Excelsior Award:** At the end of Grade 12, a student who has earned 250 points for participation in clubs, teams or activities - and various other citizenship efforts - may apply to receive their Letter C. This signifies a student who has been engaged in school life throughout his / her time at Caledonia.

Participation points are awarded as follows: School sports, clubs, committees, yearbook and drama - maximum of 15 points. Citizenship / Service Learning experiences - 15 points. Student Council - 20 points. Attendance (less than 10 days missed / year) - 20 points. Yearly Perfect Attendance - 50 points. Academic Year Average 70 - 74% - 10 points. 75 - 79% - 15 points. 80 - 84% - 20 points. 85 - 100 % 25 points

\* Additional points may be awarded for activities and celebrations not included on this list. Students are responsible for monitoring and submitting their personal participation points.

## Attendance

\*Days refers to Middle School / \*Classes refers to High School

After 5 days / classes ---Teacher will make contact with the home. Student will meet with teacher to review time missed.

At 8 - 10 days / classes missed, contact with the home is continued. Student attendance is continually reviewed by the Educational Support Service Team. Attendance meetings will take place with the Administration, student and / or parent / guardian.

High School students who miss fewer than 5 classes in a subject per semester (4, 3, 2, 1 or 0) may apply to the Principal for an Attendance Exemption for that one subject. If granted, the exemption may be applied to a course during the designated evaluation period at the end of a term. In order for an exemption to be granted, a student must have an average of 75% and fewer than 5 excused classes in the course for which he / she is applying for an exemption. School Related Absences do not calculate as absences from a class (i.e. school athletics, school trips, learning center assignment). Reminder: Three late arrivals to any class merits an absence code (excused or unexcused). Only 1 exemption per term per student will be awarded as per school policy.

## Graduation Requirements

17 credits are needed from Grade 11 and 12. Seven of these are compulsory and 10 are elective. Please note that graduate requirements may not be adequate for a student's chosen career path. It is recommended that course choices be reviewed with the Guidance Counselor in Grade 11 and 12. Parents and students may make an appointment for this purpose.

7 Compulsory credits - of the 17 required -- must include:

- English 111, 112 or 113 (for 2 credits)
- English 121, 122 or 123
- Financial and Workplace Math 11 OR Foundations 11
- Modern History 112 or 113 OR FI Modern History 110
- Science: ONE of Biology 111, 112 or 113 / Chemistry 111 or 112 / Environmental Science 120 / Physics 111 or 112 / Physical Geography 110/

Introductory Electronics 110 / Micro Electronics 120 / Auto Electrical Systems 120 / Robotics and Automated Technology 120

- Fine Arts OR Life Role Development
- Visual Arts 110 - Family Living 120
- Music 112 - Co-Op Education 120
- Theatre Arts 120 - Outdoor Pursuits 110
- Reading Tutor 120 - Wellness through Physical Education 110
- Fine Arts 110 - Graphic Art and Design 120

• English - and at least 4 other subjects - must be taken at the Grade 12 level.

• Successful English Language Proficiency is required. All students in New Brunswick write the English Language Provincial Assessment (ELPA) in Grade 9. Students must achieve a score of acceptable or better on both the Reading and Writing components of the assessment to receive a New Brunswick High School diploma. Students who are unsuccessful in Grade 9 will have the opportunity to re-write the assessment in their Grade 11 year and, if necessary, their Grade 12 year.

## Certificate Of Second Language Proficiency

High School students studying a Second Language in their graduation year are eligible for a Certificate of Second Language Proficiency. These students will receive an oral proficiency interview in Grade 12. Only students taking a Grade 12 French or French Immersion course will be tested free of charge. Otherwise the cost is \$40. The certificate will state that the student has achieved a certain level of proficiency as defined by the Department of Education. This interview allows students to demonstrate mastery of spoken French in a face-to-face conversation with a trained language interviewer.

## Dress Code

All students and staff will present themselves in appropriate school clothing for a learning environment.

The following regulations will apply:

- Hats are not to be worn in the building. Hoods are kept down.
- Inappropriate graphics or text on T-shirts / hats are unacceptable. This includes alcohol / tobacco slogans or any profanity.

Physical Education classes or school clubs may set a dress standard that is appropriate with their function.

**P.E. students are expected to change up for gym class daily.**

## Student Health

We are concerned about the health of students at Caledonia Regional. With the support of our staff, Parent School Support Committee (PSSC), and District Education Council (DEC), we have a strict tobacco and vape free policy on school property and surrounding zones. This includes the use of e-cigarettes, water pipes, vapes, and tobacco products. Students smoking - or in the presence of students who are smoking - on school grounds or in surrounding zones - will be consequence according to the school policy below. Out of school suspensions are automatic for violations of this policy.

**Consequences for not abiding by this policy are:**

**1st offence:** warning and a letter sent home

**2nd offence:** one day out of school suspension and a letter sent home

**3rd offence:** 3 days out of school suspension and a letter sent home

**4th and all subsequent offences:** 5 days out of school suspension and a letter sent home.

At Caledonia, we consider a vape to be a dangerous substance and / or object. A vape that is submitted to the administration will result in student consequences as per the above policy.

Students found to be under the influence of drugs/alcohol or having possession of drugs/alcohol on school property will be suspended for 5 days (min).

Nurse Practitioners (NP) are mandated to provide Sexual Health Services to students within schools. Sexual health includes gender identity, healthy relationships, STD testing etc. There will be a NP on site at Caledonia Regional each Tuesday morning. Appointments may be made by leaving your name at Caledonia's main office or by calling Horizon Health directly. This is a confidential service.

## Student Parking

Students bringing their own vehicle to school are advised to NOT provide transportation to other students at noon hour or after school. Smoking in vehicles on school grounds is prohibited. Caution must be exercised when operating a vehicle that is entering and exiting the parking lot. Failure to follow safety rules and excess speed may result in a trespass violation. An understanding of Department and Insurance provider policies is the responsibility of student drivers and parents.

## Parent School Support Committee (PSSC)

Caledonia Regional has an active Parent School Support Committee (PSSC) which meets a maximum of five (5) times during the school year.



Our PSSC works with the District Education Council (DEC) and Mrs. Godfrey to set educational goals, focus on school improvement planning, and foster a positive student learning environment. Meetings are open to the public. Anyone interested in volunteering on this committee, please contact Mrs. Godfrey.

## School Cancellations

Parents and students are advised to listen to the radio for school cancellation updates. Parents of younger children are advised to have an alternate place for their children to go if school should be cancelled during the day. Please ensure that all information provided on Student Profile sheets is up-to-date and accurate. Notify the office immediately of any changes to this information throughout the school year.

## Visitors to the Building

For the safety and security of all our students, all visitors MUST report to the office and receive a Visitor's ID. Students wishing to have a guest or friend visit the school must first have the permission of Mrs. Godfrey. Students attending other schools (in or outside our District) will not be granted permission for visitation if their school is in session. Visitors are expected to observe all school regulations.

There are many ways parents and community members can get involved in Caledonia school life. If you are interested in acting as a volunteer at Caledonia, please contact Mrs. Godfrey. We can find an activity that is just right for you!

## Emergency Procedures

**Hold and Secure** is used when it is desirable to secure the school due to a less immediate threat situation occurring outside and not related to the school. All exterior doors are locked and monitored to allow students who are outside to enter; the doors remain locked to other individuals. This could be elevated to a lockdown when information and conditions change.

**School Lockdown** means the restriction of movement of students, staff, and visitors due to an active threat of violence within or in relation to the school. Critical judgement is exercised to maximize safety.

**Evacuation** - If the need arises to evacuate the premises, our safe site is the Hillsborough Baptist Church on the Salem Road. Parents / Guardians will be notified and will arrange to pick up their son/daughter at the church.

