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<https://school.cbe.ab.ca/school/colonelirvine/Pages/default.aspx>



Colonel Irvine School Parent / Student Handbook 2022-2023



The Parent-Student Handbook is designed to provide information to you and your student(s) about routines and procedures in our school. If you have questions or concerns about any of the information contained in the handbook, please see contact info below.

REGULAR, MANDARIN & BRIDGES PROGRAMS



WELCOME TO COLONEL IRVINE SCHOOL

Welcome to Colonel Irvine School, home of the Roadrunners! The school opened in 1957. It is an honour and privilege for the staff to serve the diverse learning community of Colonel Irvine School. Our vibrant school setting is made of students from grade five to nine and teaching staff in the Bridges, Regular Community and the Chinese Mandarin Bilingual Program and a variety of support staff. Our programming allows students different opportunities to interact with each other through regular core classes, options classes and Wellness, Indigenous and Math time blocks.

Education is a shared mission involving students, parents/guardians, staff and community. We all have a shared responsibility in creating a welcoming, caring, respectful and safe learning environment for all. All members of the CBE school community have the right to learn and work in an environment free from discrimination, harassment, bullying and harm. We are committed to work with all stakeholders in providing what is best for each and every student.

The staff at Colonel Irvine is dedicated to personalizing student learning through designing meaningful learning tasks that engage students. Student responsibility for their learning is important for their success. Keys for student success include:

- Strong attendance and active engagement participating in hands-on, purposeful and relevant learning
- creating positive relationships with peers, teachers and other adults
- advocating for themselves and seeking additional help when needed
- being actively involved in the community and feeling supported by family, businesses and other organizations that surround them.

We welcome all of our students back to school and we look forward to another wonderful year of learning and growing together.

BELIEF STATEMENTS

Quality learning occurs:

- when students find the work meaningful and engaging in a rich learning environment built on knowledge, virtues and critical thinking
- through positive interpersonal relationships that include students, teachers, parents and the community working together and responding to change
- when teachers set high expectations for academic excellence and character development and model these outcomes in their planning, communication, evaluation and feedback
- when staff is committed to continuous learning within a community of learners through study groups, shared leadership and collaboration
- when diversity is celebrated and common values are articulated in a virtues-oriented environment that encourages responsible citizenship and character

THREE PILLARS – GUIDING PRINCIPLES

The three pillars that frame Colonel Irvine School are: ***Respect for Self, Respect for Others*** and ***Respect for the Environment***.

Respect for Self:

- Each student will strive for academic excellence.
- Students and parents recognize that diligence, effort and scholastic achievement generate self-esteem.
- Students understand that they are to abide by a code of conduct and that they are a main contributor to the school climate and culture.

Respect for Others

This comprises respect for human and property rights of others, home, community and country and respect for the contributions of those more or less capable than others in given areas.

- Students will contribute to an orderly, disciplined and secure school environment based on clear ethical principles. The ability for each student to exercise their right to an education in optimal conditions is paramount and the school will strive to uphold this right.

Respect for the Environment

Students are expected to care and nurture the school environment and the resources made available to them. Colonel Irvine celebrates virtues to focus on citizenship and character.

STUDENT CODE OF CONDUCT

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Along with the Calgary Board of Education, Colonel Irvine School is committed to providing students and staff with a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging. With this in mind, the CBE has created a system-wide [Student Code of Conduct](#) (Administrative Regulation 6005) with input from students, parents, and CBE employees. This code of conduct applies to all CBE schools. If a student is sent to the office for inappropriate behaviour in class, they will be asked to complete a reflection form prior to speaking to a school administrator. This form should be completed thoughtfully and is intended to help work through an incident in a way that is respectful and thorough.

All members of the CBE school community have the right to learn and work in an environment free from discrimination, harassment, bullying and harm. At Colonel Irvine, a whole-school approach that supports student personal development, character and citizenship by managing discipline through progressive proactive, preventative and restorative strategies is used to identify bullying and to help all students involve learn better behaviours. It is important to understand that there is a continuum of behaviours and that not all negative interactions between students are considered bullying. Please review the table below for more detail. This is the common language we will be using as a school.

Continuum of Behaviours

	Conflict	Rude	Mean/ Aggressive	Bullying
Intention	No intention to cause harm, both sides want to have their needs met and work things out To solve the problem	Varies, may indicate attempt to communicate needs, achieve goals	Cause harm, fear or distress May also be used to communicate feelings/needs	Cause harm, fear or distress Gain power/control over the target Gain prestige or popularity
Frequency	Occasional to ongoing, depending upon the relationship	Occasional to ongoing Does not follow a pattern	Occasional to ongoing Does not follow a pattern	Repeated and ongoing
Description	A disagreement that both parties can work together to solve Interactions can be positive or negative	Impulsive behaviour, apparent selfishness, thoughtlessness or poor manners	Impulsive behaviour, angry or aggressive outbursts Directed at certain individual(s)	Planned, deliberate, actions Targeting of specific individual(s) May be verbal, physical, social/ relational, cyber/digital

We will work to help students to understand and build healthy relationships. Together, we can build a culture of support for each other.

PROGRESSIVE DISCIPLINE

CBE is committed to providing students and staff with welcoming, caring, respectful and safe learning environments that foster a sense of belonging and respect diversity. Schools are expected to support personal development, character and citizenship by managing discipline through a progression of proactive, preventative, and restorative

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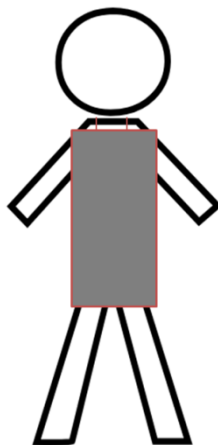
strategies. Responses to student behaviour include a consistent, universal school-wide approach, based on fair and predictable responses to negative behaviours. Progressive student discipline strategies focus on support and corrective actions that provide opportunities to learn, make amends and improve behaviour. Progressive discipline also takes into account the age and ability of student.

RESPECTFUL, SCHOOL- APPROPRIATE, ATTIRE

The CBE [Administrative Regulation 6010](#) describes standards for dress and grooming. At Colonel Irvine School, the dress code complies with the CBE Regulations and is aimed at establishing and maintaining reasonable standards of dress for all school activities:

- Good taste and judgment in the selection of clothing worn to school is expected.
- Students must come to school appropriately dressed to promote a positive learning environment
- Styles in dress and grooming become unacceptable when they are unhealthy, unsafe, offensive or distracting to others.
- Clothing should be clean, tidy and appropriate for an educational setting.
- Safety precautions in various areas (Phys. Ed, Foods Lab, Construction Lab and Science Labs) will be reviewed by classroom teachers.
- All students are to remove hats and jackets / coats upon entering the building.
 - Hoods on hoodies must be down inside the school.
- Shoes must be worn at all times in case of an evacuation drill.
- All students are required to wear non-marking running shoes for Phys. Ed. activities. Gym strip (shorts and a T-shirt) is also required to be worn during Phys. Ed. / team sports for all students Grades 7 – 9. Phys. Ed. classes are scheduled outdoors throughout the year.

Clothing that reveals skin or undergarments in the “covered zone” depicted below, and clothing with inappropriate messages (e.g. depicting violence, obscenity, drug paraphernalia, etc.), are not to be worn to school. **Students will be expected to change or may be sent home to change if they do not meet these standards.**



SCHEDULE/HOURS

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Monday to Thursday classes will run from 8:20am-3:06pm. Lunch for the grade 5's and 6's occurs at 10:59-11:43am. Lunch for Grades 7-9 is from 11:49am-12:34pm. Fridays we have early dismissal and classes run from 8:20am-11:55am. There is no lunch break on Fridays. A warning bell will sound at 8:15am each day. The school doors will open 15 minutes before classes start at 8:05am. On Friday early dismissals staff are involved in planning, curriculum meetings, school development planning, staff meetings, and professional development.

Parents, if you are picking up your student after school, please ensure you do this no later than 3:15 pm Monday through Thursday or 12:05 pm on Friday.

ARRIVING AND LEAVING SCHOOL

Arrival and departure times at school are the busiest times for our school. To assist in the movement of students and to support physical distancing we are implementing the following: Students in grades 5 and 7 will be entering and leaving through the main school doors (doors face onto Northmount Dr).

Students in grades 6 will be entering and leaving through the North side doors by the cafeteria (doors face onto Holmwood Ave).

Students in grades 8 and 9 will be entering and leaving through the doors by the learning commons at the Southwest corner of the school (doors face onto Northmount Dr).

STUDENT ATTENDANCE

Regular attendance and punctuality are required of all students by CBE Policy. Parents/Guardians are requested to inform the school by calling the attendance line phone number prior to the start of the school day. The office staff will attempt to contact parents at home or work if a student is absent and we have not been informed.

If a student is away for any reason, they can check D2L for updates if they are feeling well enough, or touch base with the teacher when they return to discuss missed learning and assignments.

Teachers will follow up on noticeable absenteeism, while chronic absenteeism or lates will be followed up by the teacher and/or school administration. Attendance Improvement Plans will be created if needed in consultation with the student and family and if necessary referrals will be made to the CBE's Attendance Officer.

Lates: students who arrive late must enter through the main school doors and report to the office

Appointments: Students who have an appointment or have to leave school before regular dismissal time must sign out at the office. Permission to be excused from school can only be granted by the office upon request by a parent or guardian. Under no circumstances shall a student leave the school grounds during instructional hours without first obtaining permission from the office. Students in Grades 5 - 6 are not

permitted to leave the school grounds at any time except with parent permission. Students in Grades 7 - 9 may only leave the campus during the lunch hour.

Extended Absences may occur due to family holidays or other events. In the case of an extended absence, please try to provide at least two weeks notice. If possible students can follow along in D2L while they are away and have a discussion with the teacher about the work they will be responsible for during the absence.. Extended absences, if not for medical reasons, are considered ***unexcused absences*** in a student's record.

STUDENT DROP OFF

Please do not use the staff parking lot for drop off or pick up of students. Holmwood Road is extremely busy during this time and students are crossing the parking lot as busses load and unload in front of Colonel Irvine and Highwood School. Please do not park in bussing lanes. We usually have ten or more busses each year.

BUSING

Students outside the walk limit may choose to come to school by school bus. Parents should visit the transportation link on our school website for information about routes and conditional riders. Students riding the bus are responsible to the driver and the school for their behaviour. As in school, they are expected to follow the CBE Code of Conduct on the bus ride. Safety is paramount on our buses. Bus drivers will report student misconduct to the school staff. Appropriate discipline measures will be taken and may include suspension from the school bus.

Please be aware that there were several instances last year when we did not have drivers for the morning or afternoon routes. Please use the bus app so that you are aware if this happens. We will also send out a notice if the afternoon bus is going to be really late or not show up.

Accessing Service – Transportation service is contracted by CBE with Southland and other carriers. Parents/Guardians are required to complete a CBE transportation contract form. Routes and stops are established by CBE Transportation. Parents are issued a bus pass and students are expected to have it available at all times. Students without a contract may not ride the bus. More information on bussing is available on this website: <https://cbe.ab.ca/schools/busing-and-transportation/Pages/default.aspx>.

Fees – A transportation fee is required for all students accessing transportation; a fee waiver process is available.

Stop changes – Bus stop additions/changes must be requested from CBE Transportation, in writing using a Transportation Change Request form. Changes are not handled by the school office or by phone. Forms are forwarded to CBE Transportation, with action expected within 3 - 4 weeks or as otherwise indicated.

LUNCH BREAK

We have a staggered lunch break. Grade 5s and 6s will eat lunch in the cafeteria early (during period 4). Supervision will be provided. They will have 20 minutes to eat and will have the rest of lunch outside.

Grade 7s, 8s, and 9s will eat lunch in the cafeteria gym, or hallways. The locations will rotate monthly. Grade 7s, 8s, and 9s also have the option to eat outside or buy food off school grounds.

INCLEMENT WEATHER

As part of our crisis plan, we have the following guidelines for providing safety and security for students on excessively cold or inclement days:

A temperature of - 20 C, or low temperature with a high wind chill factor, or excessive wet and rainy conditions are the guidelines for bringing students inside for cancellation of outdoor health breaks. Conditions are checked at https://weather.gc.ca/city/pages/ab-52_metric_e.html (Government of Canada weather information webpage) throughout the day.

NOON SUPERVISION PROGRAM

Noon supervision is offered for bus-eligible riding students, bus-eligible non-riding students and for bus ineligible students who wish to stay at school during the lunch break in Grades 5 - 6. All must register and pay a fee for noon supervision. Information about all fees and waivers can be found online at <http://www.cbe.ab.ca/parents/fees.asp#waivers>. Students participating in noon activities are to be supervised by the sponsoring staff unless the student is already entitled to eat in the lunchroom.

FOOD AND DRINKS

For the cleanliness of the school and to help minimize allergic reactions, only water bottles are allowed in classes. Snacks can be eaten quickly outside of class.

CAFETERIA

Prepared food will be available for purchase from the lunchroom cafeteria. The monthly menu will be posted on our school's website and will be sent home in our weekly email. Students will not be allowed to serve themselves; this will be done safely by cafeteria staff. Please send students with small bills and coins.

ALLERGY AWARE SCHOOL ENVIRONMENT

As we have students in our school who have severe food allergies, it is our request that students do not bring lunches or snacks that contain peanuts, nuts or nut by-products. Students with severe allergies should carry their medication on their person at all times.

SUPERVISION, SAFETY AND SECURITY

Security - All doors, except the front doors at times, will be locked during school hours. All visitors are required to sign in at the office upon arrival.

Supervision - School will open at 8:05AM. When entering the school, students will go directly to their homerooms to get ready for the school day.

STUDENT HEALTH AND SAFETY

Illness:

-If a student is unwell, we would appreciate if they stayed at home, please call the office and let us know

Illness at School:

- Students exhibiting signs of illness will be moved to the designated isolation infirmary until they are able to be picked up.
- Parents / guardians will be notified to come and pick up the student. Parents / guardians must designate an emergency contact for student pick up if they are unable to pick up their child.

Handwashing:

- Students and staff are expected to wash their hands frequently throughout the day.
- Anyone entering the building, will be required to sanitize their hands.
- Hand sanitizer will be provided and available at school entrances and classroom entrances.

CRISIS AND EMERGENCY PROCEDURES

All schools within the Calgary Board of Education are required to have protocols in place in the event of an emergency. It is expected that school regularly hold fire drills and practice lockdowns and evacuations so that staff and students will be prepared to respond appropriately during a crisis. When an evacuation is necessary due to severe weather conditions, utility disruption, fire or civil disturbance, a telephone fan-out system for contacting each parent will be implemented. Students whose parents cannot be reached will be supervised by the school personnel until an emergency contact person can be located and come to the school or evacuation site to take the child home.

EMERGENCY CONTACTS, PERSONAL INFORMATION & MEDICAL INFORMATION

We need updated phone numbers for parents and other caregivers to ensure the proper care and safety of your child during an illness or emergency. When giving the name and phone number of an alternate contact, we would ask that the person is someone who is available to pick up the child at school if necessary. Please notify us immediately of any changes to any contact information (address, phone numbers, email address, custody

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agreements) so we are able to keep accurate records. If there is a serious health problem or family crisis that may affect your child at school, please make sure the office is aware of the situation so that we may handle these matters sensitively and with understanding.

Medical Conditions - It is imperative that the school be made aware of any medical conditions, e.g., allergies, diabetes, epilepsy, etc. which may impact your child's safety or functioning within the school. This way we will be able to assist your child appropriately in the event of an emergency. Please see CBE Administrative Regulation 6002: Student Health Services (<http://www.cbe.ab.ca/GovernancePolicies/AR6002.pdf>) for more information.

Parents should also be aware that school personnel are not authorized to dispense medicine to a child without written consent and authorization. For this to occur, a Student Health Plan form and Student Health Emergency Response Protocol form needs to be completed by the parent(s) and kept on file with the appropriate medication in the school office.

CARE AND RESPONSIBILITY OF PERSONAL PROPERTY

Lockers

For the 2022- 2023 school year, lockers will be available for grade 7-9 students. The school is unable to assume the responsibility for the personal property of students. Students wishing to bring electronics (such as cell phones) and personal items do so at their own risk. Students should not share their locker combinations with anyone. Locks will be provided by the school.

Electronic devices (cell phones included)

Cell phones must be kept in student lockers. Students are not allowed to use them in class. Students may use their cell phones at lunch. The school will not be held responsible for lost or stolen property.

This will be a learning curve for students and so for the first week and a half we will provide reminders of these expectations and they will need to take their phone to their locker. After September, 9th, if students have phones in class students will be asked to bring phones to the office and they will be placed in the safe for the rest of the day. Parents will be notified by the teacher. If this occurs frequently a parent/guardian may be called to pick up the phone.

Fidget spinners

Please note that fidget spinners are not permitted in classes unless express permission has been sought by a parent to their child's teacher(s).

Slurpees & slushies

Slurpees and slushies are not permitted inside the school.

Lost & Found

The Lost and Found box is located across from our resource room. Small items are in a cabinet outside of the office. Items that are not claimed by their owner are sent to charitable organizations several times throughout the year.

HEALTH SERVICES

A Public Health Nurse (PHN) provides health Services to each school in the CBE. The PHN will work with teachers to provide health services and education to the school, as well as ensure children are protected against certain communicable diseases, but are not on call to attend to medical emergencies or provide first aid. If a child becomes ill or is injured during the school day, school staff with first aid certification will be asked to provide first aid and assess the extent of the injury. Sometimes a band-aid, ice pack and/or a rest are sufficient supports to allow the student to return to class. If students are presenting with more serious illnesses or an ongoing expressed state of discomfort, parents will be called to make arrangements for picking up the child. In situations where there is any doubt at all about the extent of the illness or injury, or if parents cannot be notified, an ambulance will be called to transport the student to a medical facility immediately.

HOMEWORK/MISSED WORK

To promote the development of effective study habits, we suggest students, in consultation with their parents, set up a routine and environment that facilitates both home study and daily reading. Homework will also be dependent on how each student uses and manages their classroom time.

In Division II (Grades 5 and 6), formal assignments may be given for homework. Students are also expected to complete missed or unfinished classroom work. Suggested study time for homework is 20 – 30 minutes daily. In addition, students are encouraged to make recreational reading part of their daily home study routine. In Division III (Grades 7, 8, and 9), expectations increase. Students may be assigned daily homework for up to one hour. Recreational reading is also encouraged at these grade levels in addition to home study. Students requiring additional instruction or support may contact their teacher to schedule a meeting for assistance with their studies.

If a student is away for an illness or other reason, we would encourage them to check in to D2L, when they are feeling better, and have a conversation with their teachers when they return.

LEARNING COMMONS

Today's learners cannot imagine life without the internet and supporting technology. The concept of the traditional library is changing to include technology, online tools and spaces for collaboration and exploration. The computer labs will be available for students to use. Sanitization protocols will be practised before and after each student use.

The Learning Commons is one of the hubs for learning in school. It is intended to be a flexible and collaborative space for you to acquire and create knowledge. You will have access to a variety of technologies in the Learning Commons along with both fiction and non-fiction literature.

TEXTBOOKS / LIBRARY RESOURCES

Students will be issued an ID card early in the year which will allow them to borrow books throughout the year. Families are expected to cover the costs of resources that are lost, stolen, or destroyed while in their child's care.

DIGITAL CITIZENSHIP AT COLONEL IRVINE SCHOOL

A wireless network for internet access using student owned personal electronic devices is provided at Colonel Irvine School. At our school, we have CBE owned devices (laptops, desktops, etc.) that access our CBE network (both fixed and Wi-Fi).

Students have access to a variety of media and technology tools throughout their classrooms in the school. It is expected that all students adhere to expectations for responsible and ethical use of technology and the Internet while in our school. Misuse of digital tools, including computers, the network, digital cameras, and cell phones, will result in loss of privileges for a period of time and if there is damage having to pay to have it repaired.

Students also have the opportunity to access a student wireless network (wifi) using their own digital devices in the school. Students are required to read the Network User Agreement before accessing this service in the school. Students may use their own devices at their teacher's discretion to personalize their learning in the classroom. Privileges to use cell phones and other digital devices during the lunch hour are also at the discretion of school staff.

Students are reminded that they are responsible for the safety and security of any digital device they bring to school. Phones are to be in lockers during class time and away when you enter the building in the morning and at lunch.

Students are also reminded that all digital recordings, audio or visual, may not be shared or distributed via the Internet or through social networking sites, without the written permission of those people recorded. These restrictions are in place for all students, staff and visitors to the school.

To learn more about Colonel Irvine School Student Acceptable Use Policy, visit the Colonel Irvine School website at <https://school.cbe.ab.ca/school/colonelirvine/culture-environment/tech-tools/digital-citizenship/pages/default.aspx>

PHYSICAL EDUCATION AND CHANGE ROOMS

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Students are expected to change for Physical Education and wear appropriate shoes. Changerooms are provided.

EXTRACURRICULAR ACTIVITIES

We are hoping to offer all the middle school sports teams and some clubs. Up to date information on these offerings will be shared with students through their teachers and with parents in the Week Ahead emails from administration. Participation in extra-curricular activities is a privilege and we expect students participating on sports teams to be able to manage their academic and sport commitments. If they cannot, the academics take priority and students will be removed from the team.

STUDENT SERVICES

Students who present with special needs are supported in our school by our student support team, which includes administration (Ms. Ko & Ms. Dalwood), our Student Services Learning Leader (Ms. Hughson), Area Student Services Specialists and psychologists. The student learning team is responsible for supporting teachers in differentiating classroom instruction, as well as accessing additional resources, materials, and services for students, as deemed necessary through regular reviews at our school learning team meetings.

SCHOOL CALENDAR

Each school is responsible for scheduling days for professional development, organization, appeals, early dismissals, and parent / teacher conferences. A school calendar that details the days our school has selected for these events is posted on our website at <http://school.cbe.ab.ca/school/ColonellIrvine/Pages/default.aspx>. A monthly summary of events is also posted on our web site and is included in our newsletter.

COMMUNICATION AND NEWSLETTERS

Communication between school and home is both formal (through electronic newsletters and notices, report cards, and parent/teacher conferences) and informal (through student learning logs, D2L, emails, phone calls, etc.) Please feel free to call the school about any issues you wish to discuss with either teachers or administration. The more we communicate, the better we can understand and provide for your child/ren's needs. Your first point of contact for any issues regarding your child needs to be directed to the classroom teacher. Many concerns can be addressed through clarifying and direct communication with them.

Communication of student learning between the home and the school occurs in numerous ways. A formal written report card for students will be issued two times a year, in January and June. Parent-teacher interviews are scheduled to occur between the issue dates of these report cards. In addition, an opportunity for introduction and conversations between the parent/s and teacher are scheduled in September at the

Meet the Teacher evening, allowing parents an opportunity to share beneficial information about their child with the school early in the school year.

Ongoing communication of student learning is a CBE expectation. This ongoing communication about student learning includes emails, D2L, phone calls, report cards, parent teacher meetings, notes on student work, communication sheets sent home by teachers and in-person conversations. Communication should be initiated by both the teacher and the home. If concerns or questions should arise at any time about your child's learning, parents are encouraged to contact your child's teacher.

SCHOOL SUPPLIES

Basic school supplies are provided by the school for grade 5 and 6 students. Please bring anything you might need to keep yourself organized and prepared for learning. A suggested supply list is posted on the school website under "Back to School Information".