

# 2020-2021 Callingwood School KEY INFORMATION BOOKLET

17335 – 76 Ave NW  
Edmonton AB T5T 2B1  
Phone: 780-487-0727  
Fax: 780-481-4917  
Email: [callingwood@epsb.ca](mailto:callingwood@epsb.ca)

Principal: Mrs. Sanaa El-Hassany  
Assistant Principal: Ms. Kristie Cheng

*For Edmonton Public Schools Information:*  
[www.epsb.ca](http://www.epsb.ca)

*For Full Year School Calendars:*  
<https://epsb.ca/media/epsb/calendars/SchoolYearCalendar2020-21.pdf>

*Please refer to Callingwood School Re-Entry Strategy for all protocols and procedures related to COVID-19*

[Callingwood School Re-entry Strategy- 2020-2021](#)

# 1. CALLINGWOOD SCHOOL'S

## DAILY REMINDERS

### Attendance and Punctuality

Parents and students, please note:

- **Gr 1 to 6 instruction begins at 8:37 a.m.**  
The entry bell rings at 8:32 a.m.
- **The Kindergarten morning class begins at 8:37 a.m.** (entry bell is at 8:32 a.m.)  
**and the Kindergarten afternoon class begins at 12:25 p.m.** (entry bell is at 12:21 p.m.) \*\*Note: There is no afternoon kindergarten class for the 2020-21 school year.
- *(The Daily Bell Schedule is available on SchoolZone and on our website at [callingwood.epsb.ca](http://callingwood.epsb.ca))*
- Students arriving late **must** report to the school office for a late slip before proceeding to their classroom.
- Students **must** be **signed out** by a parent at the office if leaving school early.
- Parents need to **report all lates and absences** by emailing or calling the school (780-487-0727). Our automated system will call if your child is marked absent and the school has not been notified.
- Parents are asked to communicate any exceptional circumstances affecting students' attendance.
- Absence from the class does not excuse the student from being responsible for the material covered during his/her absence.
- Teachers are not required to make up missed instruction or assessments for extended absences or vacations.

**Under the School Act, regular attendance is compulsory for elementary school students; being in class every day and on time is crucial to students being academically successful.** Our school administration employs a variety of

interventions to support students when attendance is an issue, including attendance letters, phone calls home, meetings with parents, referrals to our school social worker, and referrals to the Attendance Board.

When arriving at school during the daily singing of O Canada and/or during morning announcements, please stand still and quietly until they are completed.

### Student Drop Off & Pick Up

Parents and students, please note:

- Every class is given an **assigned door** for morning entrance and afternoon exit. Students and parents need to always use these designated doors at the beginning and end of each day.
- The **front doors and foyer are reserved** for organizing students for busing.
- We ask that **parents wait outside** for drop off and pick up for order and safety.
- All doors are locked during the school day. For student drop off and pick up during the day, the front door has a buzzer.
- **Supervision** is provided 15 minutes prior to the 8:37 morning bell. Students are expected to go directly home following dismissal. **Students should not arrive at the school grounds before 8:22 a.m.**
- **Please do not bring dogs when coming to the school grounds.** (In accordance with City of Edmonton bylaws, no dogs are allowed on school grounds, sports fields or playgrounds.)

### Weather Accommodation

- On days when the temperature is below -23 degrees Celsius including wind chill or on very rainy days, we will have indoor recesses and we will open the school in the mornings.

When **Green Dots** are on the school doors in the morning, it means students are invited inside the school due to extreme weather.

- Please ensure students are dressed appropriately for weather conditions.

### Yellow Bus Transportation

- Students who arrive on a yellow bus are met by a supervisor and then students walk to the back of the school.
- After the dismissal bell, bused students line up in their **designated lines** for attendance and to be escorted to the bus.
- If a bused student is being picked up after school, **please notify the school office of this change** and please notify the bus driver.

### PARKING LOT & STREET SAFETY

Please choose **Safety Over Convenience** on the roads around our school.

- Please be mindful of our **AMA School Patrols** and students crossing at **crosswalks**.
- Please do not drop off your students in the **bus zones**.
- Do not drop off or pick up students in the parking lot driveway
- Use extreme caution when dropping off or picking up students in the community part of the parking lot
- Do not make U-turns in front of the school
- Do not jaywalk in front of the school; cross at the crosswalk

Please do not use the staff reserved staff parking stalls (row next to the school) for student drop off or pick up.

AMA School Patrols are at the crosswalks in the morning and after school. They:

- **Point:** their arm to indicate that pedestrians wish to cross the street
- **Pause:** until they have made eye contact with drivers and all vehicles have come to a complete stop or there is a long gap in traffic
- **Proceed:** when it is safe to do so, they will extend their stop sign and allow pedestrians to cross

### Visiting the School & Volunteering

- All parents, visitors, and volunteers are required to **sign in at the office**.
- All Volunteers are required to complete a Volunteer Registration Form *each year* at the main office.

## 2. CALLINGWOOD SCHOOL'S TECHNOLOGY TIPS

### Personal Devices

- We discourage students from bringing valuables to school. If students bring electronic devices (eg. phones) to school, they should keep them on their person at all times (but off and out of sight).
- **Personal devices are not to be used during the day including recess and lunch hour to play games or to receive texts, emails and/or phone calls.**
- Teachers will share with students their classroom rules for student devices if they are incorporated into instruction. If a student is breaking a technology rule, the personal device will be taken away and brought to the office and the student will need to speak with an administrator.
- Parents are asked not to call or text their child(ren) during the school day.

### Cyber Citizenship

Students are expected to be respectful and responsible cyber citizens. Here are some important cautions for cyber citizenship:

- Do not send emails/texts/messages/posts that offend, harass, embarrass or threaten others
- Do not sign up or use applications that allow people to anonymously communicate with you
- Do not allow people who you do not know to join your social media account
- Do not take pictures or videos of others and post them without others' permission
- Do not hack into or go into anyone else's personal accounts
- **Do not do or say anything using technology that you wouldn't want your parents or school staff to see**

### **School Technology**

Callingwood School continues to purchase and maintain an excellent level of technology to support the teaching and learning in classrooms. Students are expected to:

- Gently handle iPads and Chromebooks
- Never give others your account login or password
- Refrain from accessing and altering others' files without permission/access
- Refrain from viewing inappropriate content using school internet access

## **3. CALLINGWOOD SCHOOL'S LEARNING TOGETHER TIPS**

At Callingwood School, in all of our classes, we have students working at different levels. Every student has learning strengths and areas for growth.

**share the following principles for learning with our students:**

- Everyone can learn.
- Learning is a process.
- Each learner's personal best looks different.
- We learn from taking risks and making mistakes.
- We learn at different rates, times, and in different ways.
- Positive relationships are necessary for learning in the classroom.
- Part of learning is working through challenge.
- Practice and feedback are necessary for growth.

**Successful Learners:**

- See learning goals then work to accomplish them.
- Use results of assessment to improve their learning.
- Seek descriptive feedback from others to help improve their work.
- Use criteria to reflect on the quality of their work.
- Collect evidence of what they are learning.
- Look at work samples to deepen their understanding of what to do.
- Ask questions to help them understand.
- Know the next steps to take when they are stuck.
- Are motivated to learn new ideas.
- Actively participate in their learning.

(taken from Alberta Assessment Consortium)

### **Communicating Student Progress Key Dates for 2020-2021**

- November 27– Term 1 Progress Reports
- December 3 – Parent-Student-Teacher Conferences
- March 25 – Celebration of Learning
- March 26 – Term 2 Progress Reports
- June 28 – Final Progress Reports

### **Assessment and Evaluation**

Parents are encouraged to contact teachers to discuss student progress. Our School-Wide Assessment Plan is available on SchoolZone and on our school website at callingwood.epsb.ca

### **Literacy and Numeracy**

Literacy and Numeracy best practices continue to be a focus for our staff professional development. Our goal is that teachers learn from research, experts, and each other so we are all using the most effective teaching strategies and learning activities.

### **Reading & Math Daily**

All students are encouraged to read for at least 15 minutes daily and to work on number sense and math basic facts.

### **Academic Intervention**

At Callingwood School, we continue to develop our own classroom-based and school-wide intervention strategies to provide extra support for students. We frequently discuss student progress, identify students who require intervention, and collaborate on how to support students to move them forward.

### **Library**

Callingwood School has a wonderful selection of books for students to read. Our Library continues to evolve as a Learning Commons in our school.

#### **Library Borrowing Key Points:**

- Books are borrowed for one week; however books can be kept for two weeks before they are considered to be overdue.
- Students will receive notices for books that are overdue for an extended period of time. We do not charge overdue fines.

- If an overdue book is not returned, contact will be made with parents and a replacement fee will be collected.
- Students with outstanding overdue books may not be able to borrow additional items until the book is returned or the replacement fee has been received.

### **AGENDA**

Your child should be bringing home his/her agenda daily. Please go over it with your child and use it as an opportunity to communicate with the teacher.

### **Field Trips**

Both in-school and out-of-school field trips provide children with unique, curriculum-relevant experiences.

Parents/Guardians will be advised in advance of field trips and permission forms will be sent home. Students will not be allowed to participate in a field trip without the return of the parent signed permission form.

No child will be refused the right to participate in field trip experiences due to a lack of funds if the situation is brought to the attention of the teacher or principal.

Parents/Guardians are encouraged to participate in field trips; often, field trips are not possible without parent volunteers. If there have been concerns with student conduct, parents may be asked to accompany their child to provide 1 on 1 supervision during field trips.

### **Medication Management**

If your child has medical considerations, please inform the classroom teacher. If you require your child to take any prescription medication while at school, please contact the office for

the forms and guidelines that need to be completed and followed.

### **Illness and First Aid**

First Aid is administered to any child experiencing an injury at school. If the injury is a minor scratch or bump, first aid is administered, and no school contact is made with the home. If the injury or illness is such that we think the parents should be made aware, the students' parents are notified by phone.

Children who are too ill to go outside for recess are too ill to be in school and are encouraged to remain at home. **Please ensure that the school office is notified of any phone/address changes to ensure parents can be reached.**

### **Allergies**

- **Nut-Sensitive Zone**

We have a few students with very severe reactions to peanuts. Since the safety of our students is something we all have to be a part of, we are asking for your help.

Callingwood is a "peanut sensitive" school and we ask that when possible, refrain from sending peanut butter or other nut products in school lunches. Should a nut product be sent in a student's lunch, our supervisors will allow them to eat in a location that is safe for all students.

Students are encouraged NOT to share food, and to wash their hands before and after eating.

- **Scent Sensitivity**

Some students also have sensitivities and allergies to strong smells including, but not limited to, perfumes, hair creams/sprays and some deodorants. As a result we are

asking everyone to make every effort to avoid the wearing of scented colognes or creams.

### **Emergency Preparedness**

Sometimes emergencies happen at schools. To help everyone remain calm and act quickly in an urgent situation, each school has detailed plans that students and staff practice regularly throughout the year.

#### **Types of Emergencies**

**On Alert:** When a threat is outside the school. All exterior doors are locked. There are no outside activities. Classes continue as normal.

**Lockdown:** There is an immediate threat inside the school. All interior doors are locked. Staff and students keep quiet and hide. If staff and students are on a field trip, they will go to an alternate safe site instead of returning to the school. Students will not be released from the school until emergency responders say it is safe.

**Evacuation:** Schools may be evacuated during a fire, flood or bomb threat. All staff, students and visitors immediately leave the building and proceed to the school's meeting place. Everyone either stays at the meeting place or moves to an alternate safe site. Staff, students and visitors return to the building only after emergency responders say it is safe.

### **Leadership Student Recognition**

We recognize student citizenship and leadership through ongoing positive referrals. Students receive a certificate, are announced during daily announcements, and visit the office for a pencil and a treasure.

## **Extracurricular and Team Opportunities**

Callingwood staff members offer a number of extra-curricular and leadership programs to students during non-instructional times. Each year the offerings may vary, but here are some examples:

- AMA School Patrols
- Library Leaders
- Choir
- Intramurals
- Hallway Monitors
- Student Council
- C-Team
- Student Announcers
- Running Club

## **Callingwood School Council & Parent Society**

Our Callingwood School Council and Parent Society meets every month to dialogue about school events, programs, and plans for learning. Parents can ask questions, provide feedback; as well, parents provide their support through community and fundraising.

## **LOST & FOUND ITEMS**

Please:

- Label all your child's belongings with his/her name.
- If your child should happen to lose an article, he/she should check in the Lost and Found box immediately.
- You are welcome to check their contents of our "Lost and Found" box for your child's belongings at any time. Unclaimed items will be donated to a local charity at Christmas Break, Spring Break, and Summer Break.

## **Assemblies**

Monthly assemblies will be held during the last week of each month. At these assemblies students have opportunities to share their talents. Our staff will also recognize individual academic achievements, special efforts and progress. Parents are encouraged to attend assemblies. Reminders are in the monthly school newsletter which is posted on SchoolZone at the start of each month and are also featured on our school calendar displayed on the website.

## **Student Use of the Telephone**

Students will be given permission to use the telephone only under the following circumstances:

- To notify parents that a student is remaining after school at the request of the teacher.
- To inform parents of illness or other emergency situations.
- For any necessary reason as determined by a staff member.

If you must get a message to your child, or his/her teacher, you can call the office and leave a message with our administrative assistants. Only in emergencies will we interrupt classes for telephone calls.

## **4. CALLINGWOOD SCHOOL'S COMMUNICATION PLAN**

Here are the ways we communicate:

- **SCHOOLZONE** – Our school office and principal will post key messages to SchoolZone, so it becomes the one-stop resource for all school information – school announcements, upcoming events, fee sheets, transportation information, progress reports, student information correction forms, etc.

Parents can set up to receive notices whenever new information is posted.

- **School Messenger** - Parents/Guardians will receive a school generated phone call and/or email with an important school message or reminder notification.
- **Principal's Report** - After every School Council meeting, the principal will post the principal report shared at the meeting to SchoolZone.
- **School Calendar** - In SchoolZone, you can view important dates in the roll-down calendar.
- **SchoolZone - General Information** - In SchoolZone, you can see news, including Lunch Fees/Bus Information, Community League News, Health News, the School Calendar, and District and Trustee News.
- **SchoolZone - Student-Specific Information** - In SchoolZone, you can see your child's Class News (if used by the teacher), Progress Reports, Individualized Program Plans, Attendance Reports, Provincial Achievement Reports, HLAT Writing Scores, Student Fees Reports and Transportation information.
- **Student Rights & Responsibilities Document and Key Information Booklet**  
The Student Rights & Responsibilities Document and the Callingwood Key Information Booklet will be uploaded to our school website, SchoolZone, and sent home in September. These documents contain key information about school organization and student roles and responsibilities. They will be updated each year.
- **Callingwood.epsb.ca Website** - Our website has general information about our school and uses the same template as schools across our district. Our website is not intended to have daily, weekly, monthly news and information on it. It is usually updated in spring for pre-enrolment and in August/September for school start up.
- **Classroom News** - Every teacher communicates in different ways. Teachers use agendas, class newsletters, SchoolZone posts, Google Classroom and other handouts to communicate to students and parents.
- **School Handouts** - We send home important notices, fundraising flyers, field trip forms, etc. As much as possible, we aim to post these school-wide notices on SchoolZone (other than field trip forms which need to go home on paper and be signed and returned).
- **Daily Announcements & School Sign** - Every morning, we announce birthdays, daily events, club/extracurricular notices, playground info, patrol duties, etc. Our outside sign is updated regularly with key upcoming dates.
- **Epsb.ca - District Website** - The Edmonton Public Schools website has great information on it. This year's and next next year's school calendar can be printed.



## Callingwood School Daily Bell Schedule 2020-2021

Grades 1 to 6	
<b>8:22 to 8:32</b>	<b>Outside Supervision</b>
<b>8:32</b>	<b>Entry Bell and Transition Time</b>
<b>8:37</b>	<b>Morning Instruction Begins</b>
<b>10:15-10:30</b>	<b>Morning Recess</b>
<b>11:32-12:16</b>	<b>Lunch</b>
<b>12:21</b>	<b>Entry Bell and Transition Time</b>
<b>12:25</b>	<b>Afternoon Instruction Begins</b>
<b>2:07-2:22</b>	<b>Afternoon Recess</b>
<b>3:30</b> *Thursday Early Dismissal is at 2:09 p.m.	<b>Dismissal Bell</b>
<b>Morning Kindergarten (M to F)*</b>	<b>Afternoon Kindergarten (M to F)*</b> Note: There is no afternoon kindergarten class for the 2020-21 school year.
<b>8:32</b> <b>Entry Bell</b>	<b>12:16</b> <b>Entry Bell</b>
<b>10:15-10:30</b> <b>Morning Recess</b>	<b>2 :07-2:22</b> <b>Afternoon Recess</b>
<b>11:32</b> <b>Dismissal Bell</b>	<b>3:30</b> <b>Dismissal Bell</b> *Thursday Early Dismissal is at 2:09 p.m.