



**Calgary Board
of Education**

Marion Carson School

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Marion Carson School's Digital Student and Family Handbook



Principal's Message:

Welcome to Marion Carson School. Through caring, trusting and supportive relationships, we will work together to foster a climate for students to become lifelong learners, responsible citizens, develop positive self-esteem, wellness and growth. Students are at the center of everything we do; the communication between student, teacher and parents is a key aspect to a successful year. Marion Carson School is part of a much larger learning community that is the Calgary Board of Education. Programs in the CBE are designed to enrich lives and promote quality learning by recognizing the many diverse ways of learning and the many interests and abilities that our students have today. Please read through this handbook and discuss pertinent information with your child. **Please return the signed Marion Carson School Family Commitment Form (last page of this document) to your child's teacher before September 15, 2025.**

We believe:

- students come first
- learning is our central purpose
- public education serves a common good

General Information:

[School website](https://marioncarson.cbe.ab.ca/) is the place where you will find the most up to date information about our school such as school and office hours, staff, events, and ways to get involved (<https://marioncarson.cbe.ab.ca/>).

[School hours](#) can be found on our school website by clicking on *Back to School Information*, under the *Registration* tab.

To connect with the school office about school organization and other administrative matters, please email MarionCarson@cbe.ab.ca and your email will be forwarded to the appropriate person. We ask that you first connect with your child's teacher about any specific learning or classroom needs.

[Get involved](#) with your child's learning through school events. Events are organized both by the school and the School Council / Parent Association. To volunteer in your child's classroom (such as for in and out of school field trip, or in-class learning activities, etc.) please contact your child's teacher. Should you wish to volunteer in other events organized by School Council / Parent Association (such as fun lunches, casino fundraisers, School dances, etc.) please email mcschoolcouncil@gmail.com.

*Please note the information and dates on the calendar below are subject to change by CBE Administration.



Calgary Board of Education

Marion Carson School 2025 – 2026 INSTRUCTIONAL CALENDAR

CBE schools are closed on the days shaded grey.

August 27, 28, 29	Non-instruction days
September 1	Labour Day
September 2	First day of school
September 29	Non-instruction day
September 30	National Day for Truth and Reconciliation
October 13	Thanksgiving Day
October 20	Non-instruction day, Calgary General Election
November 7	Last day of classes
November 8-12	Fall Break
November 13	Classes resume
November 28	Non-instruction day
December 19	Last day of classes
Dec 20 – Jan 4	Winter Break
January 5	Classes resume
January 30	System Professional Learning Non-instruction day
February 12, 13	Teachers' Convention
February 16	Family Day
February 27	Non-instruction day
March 19	Last day of classes
March 20	Non-instruction day
March 21-29	Spring Break
March 30	Classes resume
April 3	Good Friday
April 24	Maatoomsii Pookaiks, Professional Learning Non-instruction day
May 15	Non-instruction day
May 18	Victoria Day
June 26	Last day of school Early Dismissal
June 29, 30	Non-instruction days

August 2025	September 2025	October 2025
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November 2025	December 2025	January 2026
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February 2026	March 2026	April 2026
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May 2026	June 2026	July 2026
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Semester 1: September 2, 2025 – January 27, 2026 Semester 2: January 28, 2026 – June 26, 2026		
School Conferences: Sept 25 (evening) Sept. 26 (Day - K Only), Nov. 27 (evening), Nov. 28 (day), Mar. 19 (evening), Mar. 20 (day).		
*For Kindergarten Mandarin Bilingual (Tu/Th) class only – additional early dismissal days on Sept. 25 and Nov. 27 to support their school conferences (no midday transportation)		

learning | as unique | as every student

Kindergarten Friday / Early Dismissal Instructional Days

	Community English Kindergarten (AM Class)	Mandarin Bilingual Kindergarten (Monday / Wednesday Class)	Mandarin Bilingual Kindergarten (Tuesday / Thursday Class)
Dates	Sept. 5, 19 Oct. 3, 31 Nov. 7 Dec. 5, 19 Jan. 9, 23	Sept. 5, 19 Oct. 3, 17, 31 Nov. 7 Dec. 5, 19 Jan. 9, 23	Sept. 12, Oct. 10, 24 Nov. 21 Dec. 12 Jan. 16
Where Class Attends	Feb. 20 Mar. 13 Apr. 10 May 1, 22 Jun. 5, 26	Feb. 20 Mar. 13 Apr. 10 May 1, 22 Jun. 5, 12, 26	Feb. 6 Mar. 6 Apr. 17 May 8, 29 Jun. 19

*Please note that on Sept. 25 and Nov. 27, the Mandarin Bilingual Kindergarten Tuesday / Thursday class follows early dismissal hours to support school conferences with their class ending at 1:20pm. Students in this class will need to be picked up by their parents as no midday transportation is provided.

Absence / Late / Early Pick-Up Guidelines

If your child is going to be absent or late for any reason, please call the office at 403-777-6050 and press “1” to leave a message. Please tell us of any absence before the start of the school day to ensure your child's safety. If students are late, they require a welcome slip from the office to enter class.

If you are planning on picking up your child during school hours, please send your child to school with a note for the teacher or email them well in advance. Students will be called down upon your arrival. Please come to the main entrance (west door) of the school and use the outdoor intercom to speak to the office staff. We will help you to sign them out.

Extended Absence – please contact the office if there will be an extended absence of more than 5 days. You will need to fill out a form explaining the absence. Absences of a duration longer than 15 school days may require a meeting with administration and teaching staff to support continued learning while away.

Bicycles, Scooters, Skateboards, In-Line Skates, Roller Shoes, Technology and Other Belongings

Bicycles and scooters should be locked and kept in the racks provided on the playground. Students are not permitted to ride their bicycles, skateboards, scooters or in-line skates on the school grounds. Your child's teacher will support your child in where they may leave inline skates or skateboards if they are brought to school, although the school does not assume responsibility for damage, stolen, or lost property. Roller shoes and cleats may not be worn in school for safety reasons. Cleats should be left at home and should also not be worn to school as their outdoor shoes.

We understand that parents may wish to send cell phones or other electronics to school with their children. The CBE follows the government of Alberta's direction around Student Personal Mobile Devices (phones, smartwatches, earbuds, etc) in school. Please note that in K-9 schools' devices should remain at home (preferred) or should be put “away for the day” before entering the building. Please see the [Administrative Regulation 6008 – Students Personal Mobile Devices](#) for more information. Specific pre-planned exceptions apply in consultation with administration for educational purposes or medical needs. Electronics, games, toys, trading cards, sports equipment (such as soccer balls), jewelry, etc. **are not** to be brought to school. We encourage students to keep all valuable belongings at home, including valuable trading cards, etc. as we cannot guarantee their security. Students are not allowed to trade, buy, or sell any belongings at school. We also ask that students do not bring money to school except for special events such as treat days and fundraising activities as planned through school messaging.

Bussing



Marion Carson serves a number of students arriving by bus from Varsity Village, Varsity Acres and Varsity Estates for the Community English program. We also have buses coming from many neighborhoods in Calgary for the Chinese Mandarin Bilingual program. Some of these students live outside the walk zone and can access bus transportation. Please look at our school website to see if your child qualifies for bussing and to

gain access to bus information. There is no midday bus service provided for kindergarten students.

Bussing Attendance

Attendance is taken on the bus at the end of the day by the bus driver. If your child normally rides the bus but is not riding it home, please inform the school (a note to the teacher is preferred or a telephone message to the office for urgent nature only).

Remember you MUST sign out your student and inform the office should your child not be taking the bus.

Bus Code of Conduct / Safety Rules:

Students riding on the bus are expected to follow the [CBE Bus Safety Rules and Expectations \(click link for more information\)](#) at all times. It is an expectation that the students treat the bus driver, and each other with courtesy and respect at all times.

The basic rules that we enforce with the students are:

- ❖ *sit down*
- ❖ *face forward*
- ❖ *quiet voices*
- ❖ *respect others*
- ❖ *keep the bus clean*
- ❖ *no eating or gum chewing*

Inappropriate or unsafe behaviour on the bus will be handled initially by the bus driver who will be supported by the school staff in conjunction with the home. If problems persist or are serious, the child may lose the privilege of riding the bus, either temporarily or permanently. If that should happen, a parent will be required to transport the child to and from the school.

CBE Discipline Policy

The Calgary Board of Education 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 will apply to all CBE schools.

Our Goal is for Every Child to Self-Regulate Their Behaviour

The self-regulated child:

- will think about their behaviour and produce acceptable alternatives.
- accepts the consequences for their behaviour and attitude.
- knows what acceptable behaviour is.

For self-regulation to grow, we need to create a climate of warmth, support, mutual trust, well-being, and respect together. At Marion Carson School we use the MindUp Program and Brainwise program to support students with social-emotional regulation strategies focusing on making connections and a sense of belonging.

We Believe Students Should:

- Be honest with themselves and with others, and accept personal responsibility for their own conduct and mindset
- Show courtesy and respect in their dealings with each other and all with whom they come in contact.
- Respect the safety and well-being of all students and adults in the school.
- Show respect for public and private property.
- Show respect for the rights, opinions, and beliefs of others.

If Unacceptable Behaviour Occurs

- A child showing unacceptable behaviour will be managed initially by the staff member observing or located closest to the behavior with support and in communication from the classroom teacher. Consequences of such behaviour may include the loss of privileges within the classroom or school, a brief "cooling-off" time to an alternate supervised location, or a phone call home.
- Unacceptable behaviour at movement and nutrition breaks or lunchtime may lead to closer supervision for a specified period of time.
- Support from an educational assistant or the school behaviour support worker may be implemented to support the children involved.
- Continued unacceptable behaviour may be managed by the teacher, and/or a member of the administrative team. Similar, but more extended or enhanced consequences may be used. Parents may also be required to meet with a member of the administrative and/or teaching team to achieve a resolution to the problem.
- Communication with parents about these incidents will be through an email, phone call home, formal letter and/or an in-person meeting.
- Consequences for misbehaviour are to be: (1) reasonable and appropriate, (2) progressive, (3) enforceable, (4) timely, and (5) corrective. Suspension and expulsion may apply as required.

Commitment to Excellence*School Commitment*

- Set high expectations for student achievement.
- Provide structure and supported instruction to ensure success.
- Model respectful, positive, professional behaviour in working with students and parents.
- Ongoing communication with the home through the use of Google Classroom.
- Contact parents and be available for appointments as needed.
- Reinforce character education and well-being throughout the school.

Parent Commitment

- Provide a quiet workplace for homework.
- Review teacher-to-home communication tools (such as Google Classroom and School Messages).
- Reinforce learning at home as appropriate.
- Encourage high achievement in all subject areas.

- Commit to all program components, unless exceptions are made in collaboration with the teacher and/or administration.
- Support the administration and staff in their efforts to maintain an orderly, disciplined, safe and caring school environment.
- Attend parent/student/teacher conferences.

Student Commitment

- Demonstrate respect, responsibility and other virtues in daily conduct.
- Respect and welcome all staff members, students, and guests.
- Participate fully in all activities.
- Display a positive attitude with adults and other students.
- Aim for excellence when completing assignments and homework.
- Adhere to the school dress code.
- Come to school rested and ready to learn.
- Ask questions or for help to support your learning.

Dressing for the Weather



Proper dress for students in cold weather during the winter is very important, as students will be outside for recess as often as possible if weather permits. Students go outside in weather as cold as -20°C. As a minimum guideline, students should be sent to school with a winter jacket, mitts or gloves, a toque, and boots. Your support in this matter is greatly appreciated.

Dressed to Learn

Marion Carson School is committed to being a school of character. “Dressed to learn”, for us, means that we choose clothing that is appropriate and safe for learning in all aspects of the school setting. In light of the above, the following are examples of unacceptable dress at Marion Carson School:

- Clothing with violent images and/or disrespectful, rude or profane slogans/words
- Belly shirts or tube tops
- Visible underwear
- Short shorts, skirts and skorts that are shorter than mid-thigh
- Slip-ons, flip flops, heeled shoes, cleats or platform shoes
- Hats or head coverings worn in indoor classroom settings excluding those worn for religious purposes
- Strongly scented perfumes or body sprays
- Unsafe jewelry such as dangling or large hoop earrings, long necklaces or chains that may get caught on play equipment
- Unsafe clothing such as extremely baggy or ripped clothing or clothing with strings that may get caught on play equipment

Fire Drill/Emergency Evacuation/Lock Downs

Students are given instructions regarding emergency procedures for fire drills, evacuations and lockdowns. These procedures are practiced throughout the school year.

Homework



Calgary Board of Education regulations state: "every encouragement shall be given to pupils (and parents) to set aside some regular time each evening for home study." Amount of time varies from 5-19 minutes in Division I (Gr. 1-3) to 20 minutes in Division II (Gr. 4-6).

At Marion Carson School, all students are encouraged to be involved in daily reading at home. The amount of other homework varies from grade to grade and teacher to teacher. Typical assignments may include a weekly spelling list connected to subject matter, math drills/challenges, unfinished class work and project work. Homework will be connected to classroom learning and provide reinforcement of learned topics.

Homework assignments will be recorded in Google classroom for your review (Grade K – 6).

If you are looking for other learning resources, parents should first go to their child's Google Classroom where teachers may have some relevant learning extensions posted for current and past in-class learning. Your child's classroom teacher would also have some more specific recommendations based on their current abilities. Learn Alberta also has some fantastic resources. Our Learn Alberta Username is LA06: Password is 4105.

Injuries at School

Should your child be injured at school the following procedure will be followed:

A school administrator, teacher, or support staff will take action to support the student and administer minor first aid. Many of our school staff have First Aid training.

If the injury is of a more serious nature, the parent or guardian will be telephoned and informed of the situation and asked for direction regarding medical care. It may be necessary for the parent to come to the school and take their child for medical treatment.

If we are unable to contact the parent/guardian or emergency contact in critical situations, the administrator in charge will decide if emergency services need to be activated. If emergency treatment appears to be necessary, 9-1-1 will be called and the child may be transported by ambulance to hospital and the parents or guardian will be advised as soon as possible.

Library Learning Commons

The Library Learning Commons is an integral part of the school's instructional program. This space is used for students learning while within the building and as a book exchange. Students are allowed to borrow books for a loan period of one week. Students may return books and select new ones within the one-week period. **If books are lost or damaged, we will request payment to help cover the cost of replacing the item.**

Lunch



Students who stay at school during the lunch hour must pay a yearly fee as determined by the CBE (paid through your [MyCBE Account](#)). Emergency lunch supervision is available for a \$5 drop-in fee per day. You may contact the office at 403-777-6050 (0) regarding any lunchroom matters. Parents may order daily chocolate or white milk for their child(ren) typically beginning at the end of September.

Supervisors are hired to supervise students in the classroom during the lunch hour. All students in the lunchroom are expected to:

- Be respectful of staff and students in the lunchroom
- Remain seated while eating until they are dismissed (once done eating, alternative activities are made available to students until eating time is complete)
- Clean up after eating – garbage and recycling put in the appropriate bins

Please ensure that you pack a healthy lunch that supports your child's learning each day. We do not have emergency snack items at the school. Should your child forget their lunch at home, the school will contact you to arrange for dropping off a lunch. Our school participates in the Brown Bagging for [Calgary Kids program \(BB4CK\)](#) which supports families in need by sending healthy, nutritious lunches to school for specific students each day. If you believe that your family could use this daily support, please contact your child's teacher.

Medication



All medication is to be kept in the office. We require a Student Health Plan to be completed by the parent, when medication is to be administered to a student at school. For safety reasons, medications are not to be kept in backpacks or desks. If your child has a special medical requirement (e.g. allergic reactions, epilepsy, asthma, precautions due to medical conditions, etc.) please ensure that this information is provided to the school staff at the beginning of the school year and updated as necessary through the appropriate documentation sent home at the beginning of the school year. **If you have a child with a severe allergy or medical condition, it is imperative to notify the school as soon as possible upon registering your child.** Please also contact the school with any updates throughout the year. The student health form can be printed [here](#), completed and returned to the school.

Off-Site Activities

Students will participate in a variety of off-site activities, commonly referred to as 'field trips', away from the school. Procedures for off-site activities are clearly governed by administrative regulations and must be an integral part of the planned program of studies. Parents will be notified of each off-campus activity so that they are aware of the purpose, risks, safety precautions, costs and other requirements of the trip. Parents must complete an Acknowledgement of Risk Form for every off-site field trip their child participates in, other than low risk trips within walking distance. Volunteers will also be required to complete an Acknowledgement of Risk Form and have an up-to-date police security clearance as well as complete an Annual Volunteer form (found online on your MyCBE account).

Special activity fees will be collected from each student to cover the costs of the trips taken throughout the year. Parents are informed when fees are posted to their [MyCBE account](#). We appreciate your prompt payment. Most field trip expenses are calculated on the entire group attending a program and the school is unable to modify pricing if students do not participate. Please contact your child's teacher for more information about field trips, or the school office for questions about fees.

**No child will be denied access to off-site activities because of inability to pay; parents are asked to contact the principal if this is the case for more information.*

Parking

Please be aware of the signs on the street and in the parking lot. Please do not drive or walk into the parking lot to drop off or pick up students as this is a safety issue. We ask

that you walk your students on the school sidewalks. If you are parking across the street, please use the crosswalks to safely get across the street. Throughout the year, patrols will be monitoring the crosswalk by FE Osborne School before and after school (weather dependent). Please do not park or drop off children in the bus zone. We have a Hug and Go section on Varsity Drive just after the School Bus Zone where parents may quickly get their children out of the car and send them on their way to school with a hug. Please only stop in these spots for short moments, so that all families may safely drop off their children in these locations (parents should not leave their car unattended). Please only drop off students if a spot is available next to the curb to ensure the safety of all students and community members. Families may also choose to drop their children off using the roads and back lanes neighbouring our school.

Patrols



Grade 6 students serve as members on our School Safety Patrol Team. An assigned City of Calgary Police Officer works closely with these students and their teacher supervisors. Students walking to and from Marion Carson should use the patrol team when crossing Varsity Drive (if patrols are on duty). Safety patrols are not on duty when the temperature is colder than -20°C or due to other unsafe weather conditions.

Allergies



There are several children at Marion Carson with serious and possibly life-threatening food allergies to items such as peanuts, nuts, shellfish, etc. Safety practices have been set up to help reduce the risk of accidental exposure to these children with allergies.

- Although Marion Carson cannot guarantee a nut-free school, we are nut-sensitive and ask that parents try their best to minimize sending their child to school with foods that contain nuts or common food allergens.
- Students who come to school with food that contains a severe allergen for a child in the class will sit at a designated “allergen” table
- Students are not to share food at school.
- Parents sharing snacks at school is limited. Please speak to your child’s teacher for more information if you are hoping to send any food items to school to share with all the students in the class. Anything sent to school without communication and approval from the teacher will not be accepted.
- Food on field trips should not contain peanut butter, nuts, or sesame seeds, or shellfish as there may be children with these allergies on the field trip.
- The cooperation of all students and parents to make Marion Carson as safe as possible for students with allergies is valued and appreciated.

Phone Messages for Students and Family Support



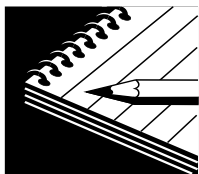
The office secretaries will be able to answer your questions in matters of general concern. Your child’s teacher is always your first point of contact if a concern or problem arises. Please contact the teacher directly by note, email or by leaving a message by calling the school office. Due to the teaching/learning activities occurring in the classrooms, office staff will not put calls through during class times and teachers may not be able to access their

voicemail until the end of the day. **If you have a time sensitive message for the teacher, please contact the school office and they will ensure that the teacher receives it.**

Due to the demands in the office, we ask that parents make arrangements regarding appointments, changes to pick up routines for children after school (such as busing), etc. before your child leaves for school in the morning through a note to the teacher. You may also choose to email your child teacher at least one day in advance to share of a known upcoming absence or early pick-up (same day emails may not be seen by the teacher as they are instructing the class throughout the day). We will call your child to the office once you're here, therefore we please ask that you allow extra time for the child(ren) to gather their things upon your arrival if picking them up early. *Please restrict messages through the office to those of an urgent nature only.

Important messages are regularly sent home through School Messenger. All parents are asked to register for School Messenger and check off that you are willing to receive commercial messages. Please note that if you do not register for all messages, including commercial messages, you may miss out on some messages sent about school initiatives and activities. Please [click here to sign-up for School Messenger](#). The principal messages are also posted to our school website.

Reporting Periods



Marion Carson School uses a report card that is developed by the Calgary Board of Education. Conference sessions are an important component of the reporting process. We schedule Parent-Teacher-Student conferences during the day and evening to gather and share information regarding your child's learning progress. Please see the [school website calendar](#) for details.

School Council / Parent Association

School Council / Parent Association meets regularly throughout the school year acting in a consultative role with school administration, and coordinates some volunteers, organizes and conducts fund-raising activities and organizes special events. All parents are invited and encouraged to attend. Please consult the [Get Involved](#) tab on our school website for meeting dates and times. The School Council posts its minutes on the school website. You may contact or follow the School Council \ Parent Association chairperson by contacting the office or through the following methods...

- Follow on Facebook: (Marion Carson Elementary Parent Association) [Facebook](#)
- Follow on Instagram: [mcs_parentassociation](#)
- Email them at mcschoolcouncil@gmail.com

**Please note that the school does not follow or administer these accounts as they are solely run and organized by council executive.*

Shoes



To ensure safety during daily activities (including physical education), students must have a pair of non-marking inside running shoes that are kept at school, as well as a separate outdoor pair of shoes. Having a pair of inside shoes helps to keep our school clean and keeps students safe during indoor movement activities. Please ensure your student can tie laces if these are the type shoes you are sending.

Volunteer Program

The duties of a parent volunteer may vary depending on the area of the school in which they are assisting, and the needs of individual teachers. The contributions of all volunteers are invaluable in enriching the educational environment of children.

Please contact your child's teacher if you're interested in volunteering with school activities such as reading with children, on-site guest activities, off-site field trips and more. Please also consider emailing the School Council at mcschoolcouncil@gmail.com to support their work with school initiatives.

The CBE requires a Police Clearance for each volunteer working directly with students. Please come to the school office with your government ID to get this free process started.

When you volunteer, please park in parking zones on the street and remember to sign in and out in our Volunteer/Visitor sign-in binder located just outside the office doors. When you sign-in, a volunteer tag will then be given to you until the end of your volunteering for the day. Please return these tags when you sign out, when you have completed volunteering for the day.

****PLEASE SCROLL TO THE NEXT PAGE FOR THE MARION**
CARSON SCHOOL FAMILY COMMITMENT FORM. ALL
FAMILIES ARE EXPECTED TO COMPLETE THIS FORM AND
HAND IT IN TO YOUR CHILD'S TEACHER BEFORE SEPTEMBER
15TH, 2025.**

Marion Carson School Family Commitment Form

Each student and parent\guardian **must print, sign and return this form to their teacher before September 15, 2025** to demonstrate their written commitment to the various aspects as read in this document as an active member of Marion Carson School for the 2025-26 school year.

Child's Name: _____ **Teacher's Name:** _____

Date: _____

1. I have read and understand the Commitment to Excellence.

(Parent\Guardian)

(Student)

2. I have read and understand the CBE Discipline Policy

(Parent\Guardian)

(Student)

3. I have read, understand, and commit to follow the contents written in this Marion Carson School Digital Student and Family Handbook

(Parent\Guardian)

(Student)