



**CALGARY
INTERNATIONAL
ACADEMY**
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Parent Policy Orientation

A practical walkthrough of the routines, responsibilities, and safety expectations families need to know before students arrive.

35–45 min briefing + Q&A



What families should leave knowing

The goal is confidence, clarity, and a smooth first morning.



1 Where updates come from

Brightwheel notifications, messages, and forms are central to school communication.

3 How safety is managed

Health, illness, medication, supervision, emergency drills, and weather adjustments.

2 What the daily routines look like

Drop-off, check-in, pick-up, snacks, lunches, uniforms, and what to send.

4 How parents partner with the school

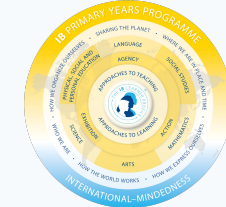
Respectful communication, volunteer opportunities, consent forms, and Q&A.

Use this presentation as a guided map of the handbook, not a replacement for reading it.

Handbook reviewed before first day

Policy starts with school culture

Rules work best when they are tied to shared values.



The handbook frames expectations through the IB learner profile: students are encouraged to be principled, caring, balanced, reflective, and open-minded.

TRANSLATE VALUES INTO PRACTICE

- Speak respectfully to staff, students, and families.
- Support routines that keep students safe and ready to learn.
- Model problem-solving, patience, and accountability.
- Treat policies as shared commitments, not isolated rules.
- Ensure that the school is a safe and caring environment that fosters and maintains respectful and responsible behaviours.
- Ensure neutrality, objectivity, and freedom from political and ideological influence in the school.

IB Manual Bill 25 Policy Manual Handbook

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

COMMUNICATORS

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

BALANCED

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

Communication: Brightwheel is the hub

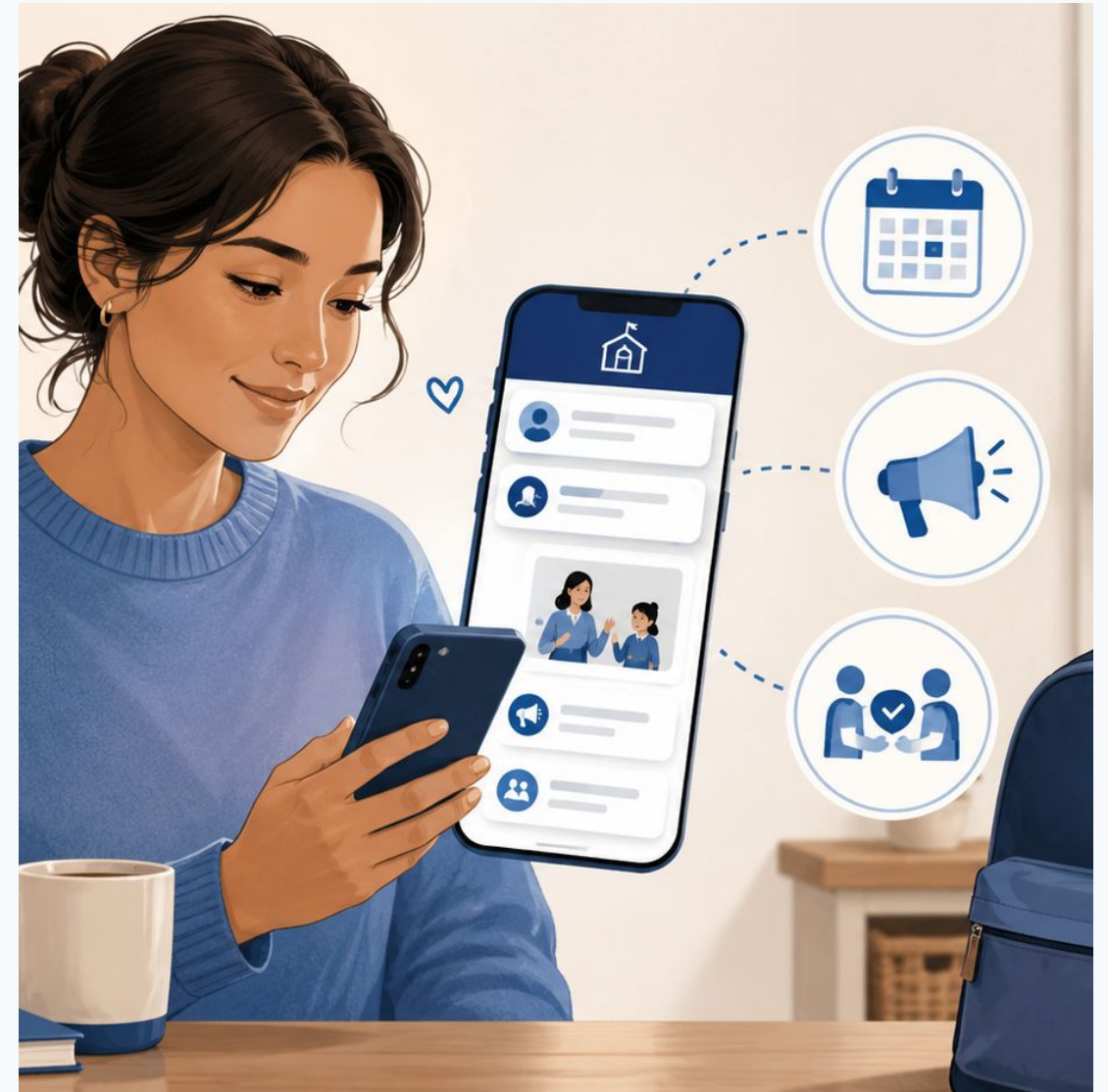
Parents should enable notifications before the first day.

WHAT TO EXPECT

- Urgent updates such as closures and outages.
- School announcements and upcoming events.
- Two-way messaging with admin or teachers.
- Electronic forms such as field-trip consent.

Before day one

Download the app using the emailed link, verify login access, turn notifications on, and use Brightwheel for routine school communication.



Drop-off, pick-up, and settling in

Clear routines reduce stress during the busiest parts of the day.



MORNING ARRIVAL

1 Check in by QR code

Scan the QR code in the vestibule using Brightwheel.

2 Arrive before classes start

Late arrivals interrupt learning and should be minimized.

3 Allow a settling window

For the first while, parents may wait nearby if a child needs extra time.

AFTERNOON DISMISSAL

4 Use Brightwheel for teacher messages

Avoid lengthy conversations during arrival and dismissal.

5 Pick up on time

A 15-minute grace period applies; late fees may be invoiced after that.

6 Keep contact information current

Admin may need to reach parents quickly if a child cannot settle or becomes ill.

Conduct: positive guidance and mutual respect

The school's approach combines encouragement, clear expectations, and safety.



CHILD GUIDANCE

Positive reinforcement means staff focus on modelling, redirection, problem-solving, encouragement, and clear expectations.

WHEN SAFETY IS AT RISK

If behaviour creates a safety concern for other children or staff, parents may be asked to pick up their child quickly.

RESPECTFUL ENVIRONMENT

- Harassment, bullying, discrimination, or disrespectful conduct is not tolerated.
- Students are prohibited from engaging in violence and disrespectful behaviour.
- Complaints should be directed through the stated school contact path (Brightwheel).
- The expectation applies to school, digital, volunteer, visitor, and off-site contexts.

Respectful communication protects students, staff, and families.

Technology and student phone use

The school day is for learning, safety, and direct supervision.



Social media and cell phones are not used during school hours.

OFF

SILENCED

IN BACKPACK

1 Phones away

Students keep phones silenced or switched off and left in backpacks.

2 Medical exceptions

Parents must notify the school of extenuating medical circumstances.

3 Documentation

A doctor's note is required for medical exceptions such as Type 1 diabetes.

Health, illness, and medication

Parents play a central role in keeping the school community healthy.

ILLNESS AND RETURN TO SCHOOL

- Children showing illness symptoms may be separated with supervision until pickup.
- Parents/guardians will be contacted for immediate removal when needed.
- Return when symptoms are absent for at least 24 hours or a physician confirms a safe return.

MEDICATION

- Parents explain and show proper administration procedures.
- Medication must be physician-ordered and appropriately labelled.
- The school may decline a medication or treatment request when necessary.

Before day one: disclose health conditions, prescriptions, and emergency medication needs.

Nutrition and daily food routines

Healthy, safe food routines support learning throughout the day.

DAILY SCHEDULE

8:00 am	Before-school snack
10:00 am	Morning snack
Noon	Lunch
2:00 pm	Afternoon snack
4:00 pm	After-school snack

FAMILY RESPONSIBILITIES

- Send healthy snacks and lunches daily.
- Pack a labelled monthly emergency snack pack.
- Use an ice pack for yogurt or dairy products.
- Follow the nut-free zone rule: no nuts or nut products.

No peanuts, Nutella, granola bars with nuts, or nut products.

Consent and sensitive instruction

Some activities and topics require advance parent awareness or consent.

FIELD TRIPS AND OFF-SITE ACTIVITY

- Field trips are expected during the year as part of the program.
- Electronically signed consent forms must be completed in Brightwheel two weeks prior.

GENDER IDENTITY-RELATED NAMES/PRONOUNS

- Under 16: parent/guardian notification and written consent before staff use requested name or pronouns.
- Over 16: parent/guardian notification; the requested name or pronouns may be used without consent.

HUMAN SEXUALITY EDUCATION

Grades 4–6

Parents/guardians have an opt-in process for instruction explicitly referring to gender identity, sexual orientation, and human sexuality.

[CALM/Pronouns Policy](#)

Other grades

The handbook states that grades outside 4–6 will not have explicit instruction in those areas.

Bill 25: Removing Politics and Ideology from Schools

A safe and caring environment that fosters and maintains respectful and responsible behaviours

Outline:

- 1. Purpose
- 2. Policies
- 3. Brief Overview of the Policies

The Purpose

- To encourage diverse student perspectives.
- To ensure that educational programming and the school environment is fair, impartial, neutral, and free of personal bias.

Policies to encompass Bill 25

- 1. Instructional Neutrality and Academic Objectivity Policy
- 2. Political Activity and Organizational Neutrality
- 3. Classroom Discussion of Controversial Issues Policy
- 4. External Resources Approval Policy
- 5. Parent Engagement Framework Policy
- 6. Freedom of Expression and Respectful Learning Policy
- 7. Flags, Symbols, and Ceremonies Policy
- 8. Board Communications and Public Advocacy Policy

2026 Bill 25
Second Session, 31st Legislature, 4 Charles III
THE LEGISLATIVE ASSEMBLY OF ALBERTA
BILL 25
AN ACT TO REMOVE POLITICS AND IDEOLOGY FROM CLASSROOMS AND AMEND THE EDUCATION ACT, 2026
THE MINISTER OF EDUCATION AND CHILDCARE
First Reading
Second Reading
Committee of the Whole
Third Reading
Royal Assent

Source: *An Act to Remove Politics and Ideology from Classrooms and Amend the Education Act, 2026*, received royal assent on May 14, 2026.

Bill 25: Removing Politics and Ideology from Schools

A safe and caring environment that fosters and maintains respectful and responsible behaviours

1. Instructional Neutrality and Academic Objectivity Policy

- All Instructional Material, Classroom Activity, Educational Programming.
- Encourage a wide variety of perspectives, viewpoints, critical thinking, promoting understanding and respect for others.

2. Political Activity and Organizational Neutrality Policy

- Board and School Official Statements, Communication.
- Maintaining Organizational Neutrality.

3. Classroom Discussion of Controversial Issues Policy

- Addressing Controversial Issues during Instruction.
- Address issues in an impartial, fair, and objective manner.

4. External Resources Approval Policy

- External Resources for teaching and learning.
- External Resources need to be approved by the Minister.

5. Parent Engagement Framework Policy

- Meaningful parental involvement in their child's learning and non-instructional school activities.
- Encourages and advances collaborative relationships with parents.

6. Freedom of Expression and Respectful Learning Policy

- Regarding Freedom of Expression and Responsible behaviour.
- Students are free to express any perspective or idea at school in a manner that complies with respectful behaviour.

7. Flags, Symbols, and Ceremonies Policy

- Minister approval for flags other than Alberta and Canadian flags.
- The Canadian national anthem must be played at least once a week.
- A student or staff member may be excused from participating in the national anthem with a written request to the principal.

8. Board Communications and Public Advocacy Policy

- Guidelines for the leave of absence of a school board trustee who seeks nomination or election to federal office.

Safety, supervision, and emergencies

Students are supervised, drills are practiced, and plans are communicated.

SAFETY ROUTINES

- Emergency evacuation drills are conducted monthly where developmentally appropriate.
- Students and staff follow instructions and learn designated muster points.
- Classroom supervision includes additional support when class size exceeds ten children.
- Outdoor activity may be modified for cold, heat, UV, or air-quality concerns.

Fire • Flood • Lockdown • Tornado



What to send on the first day

A prepared backpack prevents avoidable disruptions.

BACKPACK CHECKLIST

- Healthy snacks and lunches.
- Reusable water bottle.
- Monthly emergency snack pack, labelled.
- Spare clothes in a labelled zip-lock bag.
- Black indoor comfortable shoes.
- Ice pack for yogurt or dairy products.

UNIFORMS

School polo Monday–Thursday. Casual Fridays allow appropriate non-uniform attire or continued uniform wear.



Parent partnership and final reminders

A strong first week starts with shared preparation.

WAYS TO PARTICIPATE

- In-class volunteering and field trip assistance.
- Parents Association Council once per trimester.
- Criminal record check with vulnerable sector search for volunteers.

BEFORE THE FIRST DAY

- Brightwheel installed and notifications on.
- Forms and consent items completed.
- Medical information and emergency contacts current.
- Nut-free lunch packed and belongings labelled.
- Uniform and indoor shoes ready.

Questions?

Thank you for helping create a safe, organized, and caring start to the school year.