



Bishop Pinkham School

2026 – 2027 School Year Handbook

 3304 63rd Avenue S.W.
Calgary, Alberta T3E 5K1

 bishoppinkham@cbe.ab.ca

 403-777-7840



**Calgary Board
of Education**



Bishop Pinkham School

2026 – 2027 School Year Handbook

Welcome to Bishop Pinkham School

Middle school is an exciting time of growth, discovery, and increasing independence. At Bishop Pinkham, we are committed to creating a safe, inclusive, and engaging learning environment where every student is encouraged to explore their strengths, embrace challenges, and develop the skills they need to thrive both academically and personally.

Our dedicated staff work in partnership with families to support each student's success. We believe that open communication and strong relationships between home and school are essential in helping students reach their full potential. Whether your child is joining us in our English program or one of our French Immersion programs, we look forward to working together throughout their middle school journey.

This handbook has been developed to provide parents and guardians with important information about our school, daily routines, expectations, and available supports. While it does not replace Calgary Board of Education policies and administrative regulations, it serves as a practical guide to life at Bishop Pinkham and will help answer many of the questions families have throughout the school year.

If you are unable to find the information you need, please don't hesitate to contact our office. We are always happy to help.

We look forward to a successful school year and to partnering with you in supporting your child's learning and well-being.

Warm Regards,

Rishma Hajee
Principal

Susan Wright
Acting Assistant Principal



Bishop Pinkham School

2026 – 2027 School Year Handbook

About Us

Bishop Pinkham School is a Calgary Board of Education school serving students in Grades 7–9 through English, Early French Immersion, Late French Immersion and CSSI programs.

We believe every student deserves to feel welcomed, valued, challenged, and supported. Our goal is to create a safe, inclusive learning environment where students develop confidence, responsibility, resilience, and respect for themselves and others.

Our academically enriching programs encourage students to think critically, ask questions, solve problems, and develop new understandings through meaningful learning experiences. Students benefit from a global perspective across the curriculum, opportunities to develop leadership and citizenship skills, and a wide range of extracurricular activities that help them discover their interests and build lasting connections.

Our French Immersion programs support both language development and intercultural understanding, while all students are encouraged to become responsible, compassionate citizens through service, goal setting, and personal growth.

At Bishop Pinkham, we strive to prepare students not only for success in high school, but also as engaged learners and positive contributors to their communities.

Our Mission

We provide quality learning opportunities and options. Our students take ownership by discovering and developing their potential, passions and gifts. They take their place as lifelong learners and make a significant contribution within a complex, changing world.

Our Core Values

- We are a safe, caring, community-minded place.
- We work together to support each other.
- We are responsible for our own ongoing learning.



Bishop Pinkham School

2026 – 2027 School Year Handbook

School Information

Bishop Pinkham School | Grades 7-9

English | Early French Immersion | Late French Immersion | CSSI

Address: 3304 – 63 Avenue SW, Calgary, Alberta T3E 5J6

Phone: 403-777-7840

Email: bishoppinkham@cbe.ab.ca

Office Hours:

Monday-Thursday

7:30 a.m. – 3:30 p.m.

Friday

7:30 a.m. – 12:30 p.m.

School Website: <https://bishoppinkham.cbe.ab.ca/>

We encourage families to stay connected through our school website, SchoolMessenger and MyCBE, for important updates, newsletters, and upcoming events.



Land Acknowledgement

Our Elders have shared that it is important to acknowledge the land where we gather and the first peoples who traditionally lived here. It shows respect for people, their contributions and their ways of knowing, which are reflected through the stories and songs that have lived on this land for thousands of years. Bishop Pinkham School would like to acknowledge the traditional territories and oral practices of the Blackfoot Nations, which includes the Siksika, the Piikani, and the Kainai. We also acknowledge the Tsuut'ina and Stoney Nakoda First Nations, the Métis Nation, and all people who make their homes in the Treaty 7 region of Southern Alberta.



Bishop Pinkham School

2026 – 2027 School Year Handbook

Our School Day

Bishop Pinkham operates on a four-day rotating schedule (Monday–Thursday), divided into A Days (Monday and Wednesday) and B Days (Tuesday and Thursday) with separate Friday rotating schedules that include Homeroom and early dismissal.

- Monday & Wednesday: A Days
- Tuesday & Thursday: B Days
- Seven instructional blocks (48 minutes each)
- Students attend all seven classes each week through the rotating schedule.
- Locker breaks and lunch occur at scheduled times each day.

Each day contains seven class blocks, with each block lasting 48 minutes. Students are assigned classes (periods 1 – 7) in each block, but the order of those classes changes each day according to the rotation schedule.

	Monday	Tuesday	Wednesday	Thursday
Blocks	A-Day	B-Day	A-Day	B-Day
8:00 – 8:48	1	2	3	4
8:50 – 9:38	2	3	4	5
9:38 – 9:44	Locker Break			
9:44 – 10:32	3	4	5	6
10:34 – 11:22	4	5	6	7
11:22 – 12:02	Lunch			
12:02 – 12:50	5	6	7	1
12:52 – 1:40	6	7	1	2
1:42 – 2:30	7	1	2	3



Bishop Pinkham School

2026 – 2027 School Year Handbook

Our School Day

Friday Schedule

The schedule changes each Friday to ensure all classes get the necessary instructional time over the school year.

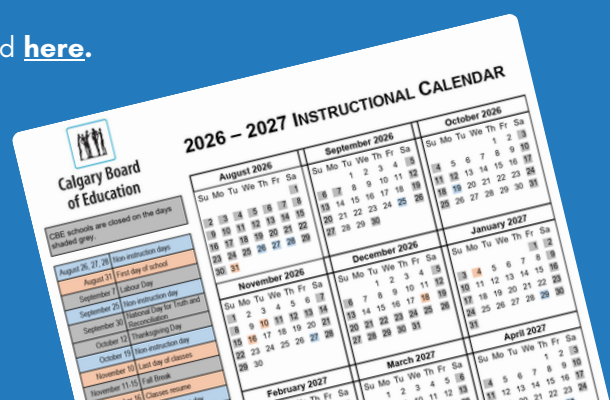
The weekly rotation schedule for each Friday can be found on the Bishop Pinkham website [here](#).

	Friday			
Day	1A	5A	1B	5B
8:00 – 8:39	HR	HR	HR	HR
8:41 – 9:28	1	5	1	5
9:30 – 10:17	2	6	2	6
10:17 – 10:22	Locker Break			
10:24 – 11:11	3	7	3	7
11:13 – 12:00	4	HR	4	HR

Calgary Board of Education 2026-2027 Instructional Calendar

The CBE Instructional Calendar takes into consideration fall break, the timing of January diploma exams set by Alberta Education, and the balance of instructional days between semesters.

The approved CBE Instructional Calendar can be found [here](#).





Bishop Pinkham School

2026 – 2027 School Year Handbook

Student Attendance

Regular and punctual attendance is foundational to student learning, academic achievement and long-term success. The CBE Administrative Regulation 6020 – Attendance of Students applies to all students, and outlines the responsibilities for students, parents and school staff.

Coming to school regularly helps students learn, build routines, and stay connected to friends and teachers. We appreciate families' support in helping students arrive each day ready to learn. Attendance is required under Alberta's School Act.

Supervision

Student supervision at Bishop Pinkham is between the hours of 7:45 am – 2:45 pm, unless the student is involved in a teacher/school sponsored activity (i.e. sports, drama, clubs). Students should make driving arrangements with parents/guardians BEFORE signing up for extra-curricular activities.

Absences & Late Arrivals

If your child will be absent, please let us know by emailing bishoppinkhamecbe.ab.ca or calling the attendance line 403-777-7840 (press 1).

- The office will review and record the absence.
- Absences that are not reported are marked as unexcused.
- There are no optional attendance days on our calendar.

Attendance Notifications

Bishop Pinkham School uses SchoolMessenger and PowerSchool to notify parents and guardians when a student is absent or late. To ensure you receive attendance notifications and other important school communications:

- Keep your contact information up to date in MyCBE/PowerSchool.
- Opt in to receive SchoolMessenger communications by text, phone, and email.
- **Ensure your phone and email notifications are enabled.**
- Report your child's absence as early as possible to avoid receiving an automated attendance notification.



If your contact information changes during the school year, please notify the school office promptly so your records can be updated.



Bishop Pinkham School

2026 – 2027 School Year Handbook

Student Attendance

Quick + Easy Pick-Ups

Picking your kid up early for an appointment or activity?

- Please give them a heads-up before the school day starts, so they know what's coming.
- Then, give the office a ring at 403-777-7840, about 5-10 minutes before you arrive.
- Please do not inform us of early pick-ups more than 10 minutes prior to arriving or by email – with so much to manage in the office, we don't want to forget and make you wait longer!
- We'll let your child know. They can sign themselves out and meet you outside—easy peasy!

Illness at School

If a student feels unwell during the day, they should let their teacher know and go to the office. Families will be contacted if the student needs to go home. For safety, students should always report to the office rather than staying in washrooms or hallways.

Extended Absences (Vacations)

If your child is going to miss three or more school days, an Extended Leave of Absence Form should be completed in advance.

- Forms are available from the office.
- Prior to departure, the student is asked to take the form to all teachers for signatures and then return them to the office.
- It is the responsibility of students and parents to ensure any missed schoolwork is completed and to be prepared for any tests upon return.

Important!

For safety reasons, we will not let your child sign themselves out without speaking to their parent/guardian. Texting or calling them does not replace calling us!



Bishop Pinkham School

2026 – 2027 School Year Handbook

School Transportation

Transportation is managed centrally by the Calgary Board of Education and cannot be arranged through the school office.

Families who wish to apply for yellow school bus service must register through MyCBE. Eligibility, fees, bus routes, and registration deadlines are determined by CBE Transportation.

Please note:

- Transportation registration typically opens each spring for the following school year.
- Register by the annual deadline to help ensure service is available for the first day of school.
- Bus stop locations and route information are available in MyCBE
- Requests for alternate addresses or conditional ridership must also be submitted through MyCBE and are reviewed by CBE Transportation.

For questions about eligibility, bus routes, transportation fees, or registration, please contact CBE Transportation directly or visit the CBE Busing & Transportation website [here](#).

CBE Transportation Call Centre for General Information | [1-403-817-7433](tel:1-403-817-7433)
Transportation Team | transportation@cbe.ab.ca

Alternate Bus Requests

CBE Transportation policy does not allow students to ride a bus they are not assigned to unless prior approval has been arranged. Both students must already be registered as yellow bus riders with CBE Transportation Services.

For one-time situations, the school may provide an occasional rider email/letter for logistical or family transportation reasons. These requests are not intended for after-school social plans or hangouts with friends. **Unfortunately, we cannot accommodate same-day requests made by students at school.**

To process an occasional rider request:

- Requests must be emailed by a parent/guardian to bishoppinkhamecbe.ab.ca
- Requests must be received at least 48 hours in advance.
- The email must include both students' names, date requested, bus route requested and reason for the request.

If alternate bussing is needed more than once, families must apply for an Alternate Address Request through their MyCBE account. Transportation fees apply for this service.





Bishop Pinkham School

2026 – 2027 School Year Handbook

Student Behaviour

Working together, we can ensure Bishop Pinkham remains a welcoming, respectful, and positive place for every student to learn and grow. We are committed to fostering a safe, respectful, and inclusive learning environment where every student can thrive.

All students are expected to follow the Calgary Board of Education's Student Code of Conduct (Administrative Regulation 6005) while at school, travelling to and from school, on school buses, participating in school activities, and representing Bishop Pinkham in the community.

Students are expected to:

- Attend school regularly and arrive on time.
- Come prepared and ready to learn.
- Treat others with respect, kindness, and integrity.
- Follow the directions of school staff.
- Respect school property and the surrounding community.
- Take responsibility for their actions.

School Bus

Students riding CBE transportation are expected to follow all bus safety and conduct expectations. Repeated misconduct may result in the loss of bus privileges. Students should proceed directly to their assigned bus after school, as buses depart approximately 10 minutes after dismissal.

Lunch Hour

Bishop Pinkham has an open campus at lunch. Students who leave school are expected to return on time, respect neighbouring homes and businesses, and follow the Student Code of Conduct while off campus. Students who repeatedly misuse this privilege may lose the opportunity to leave school during lunch.

Learning Spaces

Whether in classrooms, the common areas, or the Learning Commons, students are expected to respect people, property, and shared spaces by working responsibly and cleaning up after themselves.

Athletics & Extracurricular Activities

Students participating in clubs, teams, and extracurricular activities are expected to demonstrate positive sportsmanship, attend commitments, represent the school respectfully, and care for school equipment. Families are responsible for arranging transportation following after-school activities.



Bishop Pinkham School

2026 – 2027 School Year Handbook

Student Standard of Dress

At Bishop Pinkham School, we recognize that clothing is a form of personal expression. We ask students to choose attire that supports a safe, respectful, and inclusive learning environment. Students are expected to:

- Wear clothing that is appropriate for a school setting.
- Avoid clothing or accessories displaying offensive, discriminatory, or inappropriate language or images, including those promoting drugs, alcohol, or hate.
- Wear clothing that provides appropriate coverage and allows students to participate safely in learning activities.
- Dress appropriately for classes such as Physical Education, Construction, Foods, and Outdoor Education. Students may be asked to bring a change of clothing or footwear for safety reasons.
- If a student's clothing does not meet these expectations, staff will address the situation respectfully and discreetly. When appropriate, families may be contacted to support a resolution.

Physical Education

Changing for Physical Education is optional. However, appropriate footwear is not!

Students are encouraged to wear comfortable clothing and **non-marking, closed-toe athletic shoes** to participate safely. Students may wear Bishop Pinkham athletic wear or their own clothing.

School Events

Students are expected to wear appropriate attire for all school activities, including dances, field trips, extracurricular activities, and special events. If an event has specific dress requirements, families will be informed in advance.

Safety Procedures

The safety of our students and staff is our highest priority. Throughout the school year, students participate in regular emergency drills, including fire drills, lockdowns, and other safety procedures, to ensure they know how to respond in an emergency.

If an emergency occurs, the Calgary Board of Education and Bishop Pinkham School will communicate with families as quickly as possible using approved communication channels. Should the school ever need to be evacuated, families will be provided with instructions for student reunification.

We encourage families to review the importance of following staff directions during emergency situations and to ensure the school always has up-to-date emergency contact information.





Bishop Pinkham School

2026 – 2027 School Year Handbook

Reporting Student Learning

At Bishop Pinkham, student achievement is assessed using Calgary Board of Education assessment and reporting practices. Teachers assess student learning based on the Alberta curriculum and provide regular feedback throughout the year.

Students are expected to complete assignments and assessments so teachers have enough evidence to accurately report their learning. If additional support is needed, teachers may invite students to attend tutorials during lunch or after school. A No Evaluation Recorded (NER) may appear on a report card if there is not enough evidence to assess a student's learning.

Staying Informed

Parents and guardians can monitor their child's progress throughout the year by accessing [MyCBE/PowerSchool](#), where teachers regularly post assignment, quiz, project, and test results, along with attendance information.

We encourage families to contact their child's teacher whenever they have questions or concerns. You don't need to wait for parent-teacher conferences.

Parent-Teacher Conference Dates

September 24	Meet the Teacher 5:30 p.m. – 7:00 p.m.
November 26	Parent-Teacher Conferences 4:00 p.m. – 8:00 p.m.
November 27	Parent-Teacher Conferences 8:30 a.m. – 12:00 p.m.
March 18	Parent-Teacher Conferences 4:00 p.m. – 8:00 p.m.
March 19	Parent-Teacher Conferences 8:30 a.m. – 12:00 p.m.

Academic Integrity

We encourage students to take pride in producing their own work. Academic honesty means completing assignments independently, giving credit to the ideas of others, and following teacher expectations during tests and assessments.

Cheating, plagiarism, or using unauthorized resources may result in consequences, including parent contact and appropriate school-based disciplinary action.

Participation in extracurricular activities is a privilege. Students are expected to demonstrate positive citizenship and remain in good standing by following the [CBE Student Code of Conduct](#).





Bishop Pinkham School

2026 – 2027 School Year Handbook

Student Accountability

Respectful Behaviour

All students are expected to follow the CBE Student Code of Conduct by treating others with kindness, respect, and dignity. Harassment, bullying, discrimination, and disrespectful language are not acceptable. This includes online behaviour.

If a student experiences or witnesses bullying or harassment, they should speak with a teacher, or administrator. Families are encouraged to contact the school if they have concerns about their child.

When concerns arise, staff work with students and families to resolve them using progressive discipline and restorative approaches. Consequences may include the loss of privileges, detention, restitution, or suspension, depending on the situation.

Respect for School Property

Students are expected to care for school property and equipment. Families may be responsible for repair or replacement costs if school property is intentionally or negligently damaged.

Personal Belongings

Students are responsible for their personal belongings. Lockers are provided for secure storage, and students should keep their locker combination private. The school is not responsible for lost, stolen, or damaged items.

Students may bring bicycles to school but should use the designated bike racks and secure them with a lock. Skateboards and scooters are not to be used on school property.

Smoke-Free School

All CBE schools are smoke and vape-free environments. The possession or use of tobacco, vaping products, alcohol, cannabis, illegal drugs, drug paraphernalia, or gambling materials is prohibited at school, during school activities, and while representing the school.

Parents or guardians will be contacted if these expectations are not met. Depending on the circumstances, disciplinary action may include suspension and, when appropriate, involvement of the Calgary Police Service or School Resource Officer.



Bishop Pinkham School

2026 – 2027 School Year Handbook

Student Accountability

Locks & Lockers

All students in grades 7 – 9 have a hall locker and a school lock. Each student usually shares a locker and lock with another student in their grade.

Only school locks may be used on lockers. A lost lock will require the \$10 purchase of a new lock. When warranted, the administration may search tote boxes or lockers.

School Telephone for Students

A telephone, located directly across from the main office, is available for student use without charge. Students are asked to be brief with calls as a courtesy to others waiting to use the phone.

Personal Devices

To support student engagement and well-being, Bishop Pinkham follows the Provincial Ministerial Order of no personal mobile devices in schools during instructional time; this includes Meta glasses. Smart watches can be worn but must be in School mode or Do Not Disturb while at school.



Phones remain powered down and in lockers during instructional time unless authorized by the teacher.

Students are expected to:

- Use technology for educational purposes.
- Treat others respectfully in all online interactions.
- Protect their passwords and personal information.
- Follow copyright and academic integrity expectations.
- Care for school technology and equipment.

Students may not:

- Access, create, or share inappropriate or offensive content.
- Take photos, videos, or audio recordings of others without permission.
- Use another person's account or password.
- Attempt to bypass school security or access unauthorized websites or files.
- Engage in cyberbullying, harassment, or any illegal online activity.

The use of personal electronic devices is not permitted in washrooms or change rooms.

Misuse of technology may result in the loss of technology privileges and other school consequences in accordance with the CBE Student Code of Conduct.



Bishop Pinkham School

2026 – 2027 School Year Handbook

Partnering with Families

Successful, effective schools have a strong connection between the home, the student and the school. We believe students are most successful when families and schools work together.

Volunteers

We welcome and encourage parents' involvement and help in the office, library, sports teams, computer lab, classrooms, field trips and more!

To volunteer at any CBE school, there are two required steps:

Complete the annual CBE Volunteer Registration Form:

- Login to your MyCBE account www.cbe.ab.ca/mycbe
- Select SchoolEngage (Online Forms & Registrations)
- Complete the annual Volunteer Registration Form

Complete a CBE Police Information Check:

- CBE Police Clearance are valid for 5 years and can be transferred to Bishop Pinkham from another CBE school during that time
- If you have a valid CBE Police Clearance, be sure to use the same email address you used to apply on your annual volunteer registration form
- If you **DO NOT** have a valid CBE Police Clearance, submit your annual volunteer form and reach out to the office at bishoppinkham@cbe.ab.ca for assistance in obtaining your police check.

Visitors

All visitors must check in at the office and wear a visitor badge.

Messages for Students

To minimize classroom interruptions, messages for students (non-emergency) can only be delivered during breaks whenever possible.





Frequently Asked Questions

How do I report an absence?

Report absences through the school's attendance line or online reporting system.

When are report cards?

February and June.

When are parent-teacher conferences?

November and March.

My child is struggling academically. Who should I contact?

Your child's classroom teacher is the best first point of contact. You don't need to wait for interviews.

My child is being bullied. What should I do?

Please contact your child's teacher or an administrator as soon as possible so we can work together to support your child.

School / Course Fees

How can I pay school, course or field trip fees?

Fees are available to be paid through your [MyCBE account](#). Payment can also be made by cash, credit or debit card in the school office.

Will my child miss out if I am unable to pay school or course fees?

We understand that financial circumstances can change, and support is available. Families experiencing hardship may apply for a Central Fee Waiver through [MyCBE](#). Please note that central waivers apply only to central fees (e.g., lunch supervision), while school-based fees are reviewed separately by the school.