



Campus Calgary City Hall School

Information for Teachers

Congratulations and welcome to City Hall School!
This information will help you prepare for your week downtown.

Classroom

The City Hall School classroom is located on the main floor of the Municipal Building, directly across from the Council Chamber. The carpeted classroom contains tables, chairs and lockers (students do NOT need to bring locks). It is equipped with a SMARTboard, a document camera and a whiteboard.

A set of clipboards are available, as well as crayons, markers, pencil crayons and a set of campstools. Some recess/ physical education equipment includes a few soccer balls, a basketball, a few bean bags, hula hoops and a parachute.

Students bring their own visual journals, pencils, erasers and sharpeners. City Hall School has spares to lend.

Teacher Planning

About 6-8 weeks ahead of your one-week field study, the City Hall School Coordinator and a Campus Calgary Operations Coordinator will plan with you and your teaching team at your school, after school. Together, you will discuss your big question and develop a focus that follows and leads the rest of your school year. The City Hall School Coordinator will contact experts and develop each week's itinerary.

Journals

Please help your students to use their journals often, starting with the first day of school. Campus Calgary/ Open Minds will support you with resources and workshops so that you are familiar with a variety of journal approaches and techniques. When you and parent volunteers journal alongside your students, in the classroom and at City Hall School, you are powerful role models. Parent journals can be shared between classes at the same school.

Supervision

The classroom teacher is always responsible for student supervision, with the help of parent volunteers. They will ensure safety and etiquette inside all buildings and outside as you explore downtown. And recess time is supervised by the classroom teacher.

A ratio of 1 adult to 5 students is recommended.

Parents who work downtown may drop in for lunch – or host a visit to their worksite!

Washrooms

Two or three whole-class washroom breaks are scheduled into the day. The City Hall School Coordinator, teachers, parent volunteers and students will access washrooms on the third floor of City Hall at that time.

During unscheduled breaks, students and adults use the public washrooms behind the Council Chamber. Near the women's washroom is one private, individual washroom. An adult always checks the washroom area, to ensure that it is safe and appropriate, before students enter the room. Security guards are available for additional help in checking washrooms prior to student use.

Food

Students bring a snack, lunch, and water bottle – preferably litterless. The classroom has no refrigerator or drinking fountain.

Tea is available in the adult “mini-kitchen” for teachers and volunteers. Coffee may be purchased in the Municipal Building and elsewhere downtown.

Clothing and Footwear

Please dress for comfort and to be prepared for learning, both inside and outside the building. We will be walking outside in all weather. This advice is intended for adults too.

Bus/ Transportation to City Hall School

Classes will travel by a city transit bus, which is paid for by City Hall School. The earliest school pick up is 8:45am. The latest downtown pickup is 2:45pm. School specific timing will be communicated by the Coordinator when school schedules are shared.

Cost

City Hall School costs \$1250. This includes a \$1000 cheque payable to the City of Calgary, delivered on the first day of your field study, and a \$250 e-transfer payment to Campus Calgary (\$500 for independent schools).

Media Permission

Each student and adult, including the teacher, must complete a permission form for City Hall School. This allows for images and journals to be used in the City Hall School annual report and other City purposes, such as Council minutes and archives. The classroom teacher will monitor students who cannot be filmed or photographed.

Emergencies

The City Hall School Coordinator has current first aid training. The classroom kitchen includes a first aid kit. Emergency procedures (fire, lockdown) will be explained on the first day of the field study. The muster point is the Famous Five monument in Olympic Plaza. The lockdown "safe spot" is in the office next door.