
Home Education Handbook

Flying With Phoenix

Grade 1 to Grade 12

Phoenix Education Foundation



August 2020



Introduction	4
WHY IS CHOICE IMPORTANT?	4
About the Foundation	5
OUR MANDATE	5
OUR BELIEFS	5
WHO OWNS PHOENIX?	5
OUR MISSION	6
PHOENIX IS A PRIVATE SCHOOL	6
Making a Choice	7
WHY CHOOSE AN ALTERNATIVE?	7
Overview of Your Options @Phoenix	8
Kindergarten	8
BlendEd Grades 1-9	8
Online Grades 1-6	8
Home Education Grades 1-12	8
IS HOME EDUCATION RIGHT FOR YOU?	9
How to Access Your Learning Coach	9
Special Needs	9
About Your	10
Home Education Program @ Phoenix	10
STEP #1: CREATE AN EDUCATION PLAN	11
STEP#2: KEEP A PORTFOLIO	11
STEP#3: VISITS WITH YOUR LEARNING COACH	12
STEP #4: REIMBURSEMENT	12
OTHER SERVICES	14
ADLC (Alberta Distance Learning Centre)	14
HIGH SCHOOL	15
WHILE ON AT ONSITE @Phoenix	16
Allergies	17
Arrival and Departure	17
Bins and Shoes	17
Breakfast Program	17
Class & Event Registration & Costs	18
Class & Event Changes & Refunds	19
Clubs and Service Opportunities	19
Cohorts	19



Computer Rental Program	19
Content of Onsite Classes	19
Electronic Networkable Devices and Network User Agreement	19
Fire Drill & Emergency Procedures	20
General Media Coverage Notice	20
Guests/Visitors at the School	20
Illness While at School	20
In-the-Scene-Education	20
Lunch Supervision	21
Parents on-site	21
Parking	21
Problems in Class or Other Disruptions	22
Reduce, Reuse, Recycle	22
Registration Fees	22
School Photos	22
School Nurse	22
Snow Days	22
Student Attendance - Onsite Classes and Activities	22
Supervision of Students	23
Transportation	23
Health Protocols	23
Masks and PPE	23
Staying Clean and Healthy	24
Self Screening	24
Cleaning and more	24
Other Important Information	25
DONATIONS	25
Compassion Fund	25
Soaring to Brilliance Fund	25
Awards	25
All Our Policies and Really Important Docs	26
Student Code of Conduct - Summary	27
Safe and Caring Policy - Summary	27
Communicating With You	27
What if I have a Complaint?	29
Conclusion	29



Introduction

Reading Tip: Dear Parents, please make sure you read through this handbook each year as things sometimes change and we would not want you to miss anything. If you are signed up for a Home Education program, please also refer to the Alberta Education Guide to Home Education.

You and your child can choose from a wide range of options for schooling: public schools, separate schools, Francophone schools, private schools and charter schools. There are also a number of unique and innovative programs, including home education, online/virtual schools, outreach programs and alternative programs.

When searching for a school or program that will best meet your child's needs and future aspirations, be sure to:

- Research what types of learning experiences a school or program offers
- Talk with the school administration and teaching staff
- Attend school open house or information events

The more information you gather, the more informed you will be about your options, and the better you'll feel about your child's learning experience.

WHY IS CHOICE IMPORTANT?

"Alberta does a better job of providing choice in education than any other jurisdiction in Canada, and arguably in North America. Unlike other provinces or states, Alberta allows some portion of provincial education dollars to follow students to a wide range of different educational options, regardless of parent's income level." PCE website - Jan. 11, 2017

1. **Parents Want Choice** - the majority of parents want options for their child's education. One size does not fit all!
2. **Choice Leads to Student Success** - because every student is different and learns in a different way, we need schools that organize differently and teach differently. When it is a good match, students soar to brilliance!
3. **Choice Empowers Advocacy** - Many alternative forms of education were started by parents and innovative educators who believe in education and choice!
4. **Choice Inspires Innovation** - Alberta's educational landscape is sprinkled with visionary educators and founders who have created innovative schools.
5. **Choice Strengthens Communities.** Many schools function as local hubs to connect students and families with a host of services beyond education, including social and health services. Any educational option that contributes to the holistic well-being of its students and their families is worthy of support.



About the Foundation

OUR MANDATE

1. Phoenix will deliver school directed, customized education for K-9 students and home education supervision for students ranging from 1-12.
2. Phoenix accepts students and families that are equal partners in their education and demonstrate a desire to grow, learn and contribute.
3. Phoenix will teach students that the acquisition of knowledge is a lifelong journey.
4. Phoenix will foster personal responsibility, social responsibility and cultural awareness to ensure that students develop into responsible global citizens.
5. Phoenix will provide students with a quality education that will be measured through recognized achievement reporting methods.
6. Phoenix will provide a learning environment that is safe, inclusive and productive for students, staff and families.

OUR BELIEFS

- We believe that each child has unique talents, skills, interests and learning styles and that their education should respect these key elements.
- We believe that parents are the primary and ongoing educators of their children: therefore, a meaningful partnership with them is critical.
- We believe that the support and guidance of our caring, dedicated, qualified professionals will enhance the academic, physical, social, spiritual and emotional qualities of our students.
- We are open to all learners grades K-9.

WHO OWNS PHOENIX?

We all do! Phoenix School is run by the Phoenix Education Foundation, a not-for-profit society founded in 2004 and is guided by a small, responsive Board of Directors. If you have questions or concerns, please put them in writing and send them to the:

Phoenix Education Foundation - 403-265-7701
320 19 Street SE
Calgary, Alberta
T2E 6J6.

We will do our best to address your concerns!



OUR MISSION

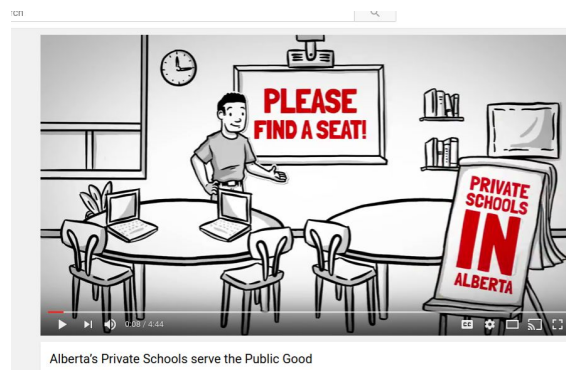
To provide unique learning opportunities for families so that each young person may develop into a life-long learner and active, responsible global citizen.

PHOENIX IS A PRIVATE SCHOOL

What does that mean? It means that we:

- Save the public purse millions of dollars each year,
- Only receive partial funding from Alberta Education ($\frac{1}{3}$ of a public school), and thus rely on donations and support from our community, (and operate very efficiently)
- Offer a unique and creative program,
- Teach the Alberta Programs of Study (APS),
- Hire Alberta government certificated teachers,
- Comply with the School Act and other legislation,
- Submit annual financial audits, 3 year plans and Annual Education Results Reports and health and fire inspections,
- Are monitored by the Education Ministry regularly and our families regularly fill out surveys sent out by the province to make sure we are meeting the needs of our students,
- Are Safe and Caring, successfully prepare students for the world of work, prepare them to be good citizens and strongly support parental involvement,
- Are part of the learning landscape of educational **CHOICE** in Alberta.

Alberta Private Schools Serve the Public Good



<https://www.youtube.com/watch?v=VRusRMLmnZk&feature=youtu.be>



Making a Choice

Alberta parents enjoy a wide range of choices for their children’s education, including home-based programs. While choosing, parents should consider several factors:

- the child’s interests, strengths and needs,
- the family’s collective belief and value system,
- the amount of time available to a parent to support the child’s education, and
- what type of program may work best for everyone.

SCHOOL PROGRAMS (BlendEd and Online)	HOME EDUCATION (Parent-directed)
<ul style="list-style-type: none"> ● In-school programs ● Distance learning programs ● Private school programs ● Kindergarten programs ● Online school programs ● Alternative programs ● Outreach programs ● BlendEd (offered at Phoenix) 	<ul style="list-style-type: none"> ● Packaged programs delivered but not developed by parents ● Programs developed and delivered by parents or by a person named by parents ● Offered at Phoenix

WHY CHOOSE AN ALTERNATIVE?

There are many reasons why families may choose a different form of education, but the most common reasons are:

- to instill family values and morals
- to spend time together as a family
- to make better use of time and resources
- to help their child succeed
- to accommodate special needs and interests
- to achieve higher standards for their children



Overview of Your Options @Phoenix

Kindergarten

Open to children who are 4 years and 8 months old on September 1 of each year. Consists of a minimum of 475 hours of FREE programming including music, art, literacy and field trips. Field Trips, food or cultural fees may be charged if applicable. Families receive ~\$549.00* towards transportation. This is an on-site program and regular attendance is **required**.

BlendEd Grades 1-9

Our unique “BlendEd” program uses our learning management system (Schoology), in combination with great print resources, onsite small group classes, field-trips and school-based activities for 950 hours of access to instruction. This program follows the Alberta Program of Studies (APS) in all subject areas. An Alberta certificated teacher (Learning Coach):

- develops the instructional path,
- deliver the learning opportunities,
- coaches and assesses the student,
- reports on progress.

Parents are highly engaged partners in this program. There is a collaborative effort between the home and the school, combining the strengths of parent-student, student-teacher (Learning Coach), and parent-teacher (Learning Coach) interaction. The degree to which parents are engaged in learning partnerships varies with the age of the student, the learning needs and the grade level.

This program includes all core resources, enrollment in schoology courses, a selection of onsite classes, field-trips, a variety of activities, as well as the parent/student support needed for completion of the Instructional Pathway.

Online Grades 1-6

This program has all the same requirements and elements of our BlendEd program, however, there are no required on-site classes. All instruction is accessed via Schoology. Report card meetings and diagnostic testing are the only on-site activities. Students may opt to attend classes. Fees will apply.

Home Education Grades 1-12

Our Home Education program is open to all students who are 5 year and 8 months old and older as of Sept. 1. The parent designs, implements and evaluates this program. Phoenix reports on the progress of the program. Minimum 2 parent/student/teacher meetings each year. Portfolio required. Resource funding allotment is ~\$850.00* Please see the Alberta Home Education Handbook and our Home Education Package for program details.

** Resource allotment depends on Alberta Education and is subject to change*

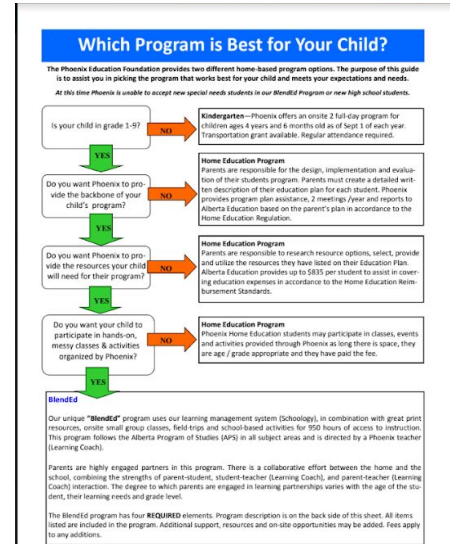


IS HOME EDUCATION RIGHT FOR YOU?

Home Education requires a very serious commitment from parents. You are responsible to design your student's program, source resources, plan a schedule, create assignments, mark work, supervise your student, keep a portfolio, track progress, work with your Coach and so on.

- Do you want Phoenix to provide the backbone for LA, MATH, SCIENCE AND SOCIAL?
- Do you want Phoenix to provide the resources?
- Do you want Phoenix to provide assignments, marking and feedback on student work?

If you answered YES to any of these questions, check out our BlendEd or OnLine programs. They may be a better fit for you and your family.



How to Access Your Learning Coach

Your coaches are available:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Coaches are available virtually through schoology M-F.	9:00 AM -12 NOON Coaches on site	9:00 AM -12 NOON Coaches on site	9:00 AM -12 NOON Coaches on site	9:00 AM -12 NOON Coaches on site
	NOON - 12:30 Lunch (Parents must supervise)			
	12:30 - 4:00 PM Coaches on site	12:30 - 4:00 PM Coaches on site	12:30 - 4:00 PM Coaches on site	12:30 - 4:00 PM Coaches on site

Special Needs

In accordance with the School Act, home education students do not qualify for additional educational support, but may still benefit from our experience and assistance in modifying their education plan. RCSD services are no longer available.

Please note: Phoenix is not a designated special needs school and may not be the appropriate learning environment for all students. As such we may be unable to accommodate your student's complex learning needs and supports.



About Your Home Education Program @ Phoenix



STEP #1: CREATE AN EDUCATION PLAN

Your home education plan is required by Alberta Education and is one of the most important steps in your Home Education journey. Your Education Plan **MUST** be reviewed and approved by your Learning Coach.

Your application to our Home Education program is provisionally accepted until your Ed Plan has been received by the school. You **MUST** hand your plan into your Learning Coach by **September 21**. Failure to meet this deadline may mean that your application is declined.

Your home education plan needs to address:

1. **What will you teach?** Describe the learning outcomes.
2. **How will you teach this?** Identify the resource materials, instructional method, and activities to be used for instruction. Describe how these will work together to enable the student to achieve the learning outcomes.
3. **How will you know what they have learned?** Describe the methods and nature of the evaluation to be used to assess the student's progress.

HINT: *Curriculum* is a set of outcomes. *Resources* are books, classes, videos, etc.

Your home education program outcomes do not have to follow Alberta Education's Programs of Study (APS). You can choose to design or follow another curriculum! If you choose your own outcomes, they must meet the outcomes described in the Schedule of Learning Outcomes that do not follow the APS. These outcomes are listed in the appendix of the Home Education Regulations.

We also have two Ed Plan templates for you to use; one that follows the APS, and one that follows the Schedule of Learning Outcomes that do not follow the APS.

Creating a detailed plan that includes what resources you will use, how you will use them, what outcomes the activities address, how much time will you allot to each of your child's planned learning activities and how you will know that they are learning are essential parts of a good plan. Ongoing evaluation will help you modify activities and learning resources based on your student's progress.

Fellow parents and your Learning Coach can offer advice, suggest activity options and provide information about important educational issues that may affect your home education program.

Just like your student, education plans change. They are living documents and can be changed!

STEP#2: KEEP A PORTFOLIO

All home education students are required to keep a portfolio filled with dated samples of work and a general record of the student's activities. Your Learning Coach will review this with you during your meetings.



STEP#3: VISITS WITH YOUR LEARNING COACH

Your Learning Coach is available anytime for support, and we like to meet you three times a year; once in September to meet you and your wonderful family and then two progress meetings; one at mid year (December / January) and again at year-end (May / June).

However, only the 2 progress meetings are mandatory and during these meetings your Learning Coach will review your student's portfolio and, with your help, complete a progress report that notes progress on the education plan you created and any suggestions for success.

We prefer that you come to the school whenever possible as it helps keep our costs down and allows our Coach to maximize their time with you. Besides - we like to see you and your amazing family!

During your first meeting we will give you a Home Education Package that includes:

- A copy of the Regulation
- A copy of the Reimbursement Standards
- A reimbursement form
- Phoenix Admission Policy
- Alberta Education Home Education Handbook
- Education Plan Template
- Phoenix Education Home Handbook
- Program Guide for current year
- A copy of your completed and approved education plan
- A copy of your home education notification form and acceptance letter

STEP #4: REIMBURSEMENT

Home Education students receive \$850.00* in funding from Alberta Education. This funding is intended to off-set costs incurred by parents for out of pocket purchases of educational materials and supplies. This grant is provided to schools and then distributed to parents by way of reimbursement.

All items that you submit for reimbursement **MUST** be part of your student's education plan. You must submit your claim, along with receipts on the appropriate Reimbursement Form which is available on our website or at the Front Desk.

Funding is disbursed three times each year; Oct 31 (40% or \$340.00), Jan 31 (20% or \$170) and June 30 (40% or \$340). If you submit \$637.50 worth of receipts (75% of your grant), your entire \$850.00 will be disbursed.

Unclaimed funding can be donated to Phoenix (yes please!) by filling out the appropriate paperwork. If you do not indicate this, your unclaimed portion will be returned to Alberta Education.

Reimbursement Guidelines were set by Alberta Education in June 2020 and are subject to change.



REIMBURSEMENT GUIDELINES

NEW FOR 2020

- ❖ If you submit \$637.50 worth of receipts (75% of your funding), your entire \$850.00 will be dispersed.
- ❖ You have 2 years to access your funding.
- ❖ You may transfer any portion of your Home Education funding to Phoenix by signing the Parent Declaration to Transfer Home Education Funding.
- ❖ If you do not claim or transfer your entire grant, any unclaimed portion will be returned to Alberta Education.
- ❖ There is no longer a claim limit on lessons and tangible assets.

RECOMMENDED FOR HOME EDUCATION REIMBURSEMENT:

- Consumables - paper, pencils, art supplies, general workbooks, ink
- Curriculum based – workbooks, textbooks, reading books
- Online curriculum programs – learning programs on CD
- Learning aids - manipulatives (supported in the program plan)
- Computers, technology equipment (i.e., printers), including repairs and upgrades
- Internet services – 50% of monthly fee from September to end of August
- Tutoring - Group or individual lessons necessary for the student's program, delivered by a subject matter expert who is not an immediate family member
- Lessons - including, but not limited to, music, swimming, and language lessons taught by a certified instructor
- Tangible assets - e.g., cameras, telescopes, musical instruments, physical education equipment, sewing machines
- Home economic edibles
- Admissions/field trips (up to a maximum of 50% of the funding provided to parents)
 - Includes zoo admission, theatre tickets, museum admissions, science centre entrance fees, and multi-use recreation centres.
 - Reimbursable amounts should be for the fees paid for the **student only**.
 - Family admission is permissible if it is more cost-effective than purchasing multiple individual student admissions.
 - Multiple admissions or annual passes are acceptable for activities when directly related to the student's home education plan.
 - Reimbursement for parent admissions and travel costs are not acceptable.
- Postage/shipping and handling from vendors to the home education family

NOT RECOMMENDED FOR HOME EDUCATION REIMBURSEMENT:

- Furniture
- Warranties/insurance
- Competitions - including, but not limited to, swim meets and tournament costs
- Registration fees - including, but not limited to, sports teams, and summer camps
- Postage, fax costs and long-distance charges to an associate school board or private school and its teachers
- Travel costs



RECEIPT GUIDELINES

- MUST be ORIGINAL and ITEMIZED. No photocopies. No credit card statements or debit card receipts. Electronic receipts are acceptable. If you require a receipt for warranty, please ask for a duplicate when you make the purchase or keep a photocopy for yourself.
- Pay for your educational items separately from items not related to your claim, such as groceries.
- Purchases made in the U.S. must show the paid value in Canadian dollars.
- Handwritten receipts must include: seller's name, date, amount, payment method, and a brief description of the items.
- All receipts MUST be received at the Front Desk by JUNE 15.

OTHER SERVICES

Home education students may access:

- Private student instruction provided by Phoenix
- Diagnostic testing
- Enrichment classes, activities and field trips offered at Phoenix.

Fees apply for these services. Please see a current program guide for details.

Home Education students in grade 6 and 9 are not required to take the Provincial Standardized Tests (PATS), but have the option of doing so. Be sure to discuss these with your Learning Coach.

ADLC (Alberta Distance Learning Centre)

On behalf of the provincial government, ADLC provides Grade 1-12 course instruction and teaching resources. ADLC teachers provide instruction, guidance and assessment services to your students.

There is no tuition fee for ADLC courses. Resources and materials may have purchase and/or rental fees. See ADLC website for offerings and fees.

Textbooks and other materials that need to be returned to ADLC must be shipped at the student's expense. Phoenix charges a flat fee \$25.00 per course to return resources. Alternatively, you may ship materials yourself and submit the receipts for reimbursement using your Home Education funding.



HIGH SCHOOL

High School students and their parents are encouraged to discuss High School options with their Learning Coach. In particular, students wishing to complete an Alberta High School Diploma need to be aware of the requirements to achieve this accreditation. Phoenix offers High School courses for credit through ADLC. Post secondary education institutions also have specific entrance requirements that will affect student's program and course choices.

Additional information about High School graduation is available on the Alberta Education website.

<https://education.alberta.ca/graduation-requirements-credentials-credits/finishing-high-school/>

Please note: Phoenix is only accepting returning Phoenix students into the High School program. These students must be registered in the Home Education program.



WHILE ON AT
ONSITE
@Phoenix



Allergies

Phoenix CANNOT in any way guarantee that the Centre is allergen free. Anyone with an anaphylaxis allergy must keep their epi-pen with them. Parents are also responsible for informing the school of their student's allergies and medical conditions.

Arrival and Departure

There are now 4 entrances to the school: Front Entrance, Founders Room, Garden Room and Kindergarten Door. Each class cohort will have a designated entrance door, drop-off, and pick-up time.

Students will have a designated bin at their door to store **indoor shoes and outdoor attire**. Backpacks and snacks must stay with the student. There is no cost for the bin rental.

It is very important that your student arrives and departs on time. There will be 2 cohorts arriving and exiting at staggered times at each entrance. Each cohort will move from the entrance to their class as a group. Late students may not join the wrong cohort or have access to their bins if there is class in session in their entrance room.

Students that are late must come to the Front Door.

Drop-Off / Pick Up Schedule:

Class	Entrance / Exit Door	Drop-Off Time	Pick-up Time
Kindergarten	Kindergarten (West side)	8:45 - 9:00 am	3:00 - 3:15 pm
Grade 1	Garden Room (South side)	9:00 - 9:15 am	2:45 - 3:00 pm
Grade 2-3	Founders Room (North side)	9:15 - 9:30 am	3:00 - 3:15 pm
Grade 3-4	Garden Room (South side)	9:15 - 9:30 am	3:00 - 3:15 pm
Grade 5-6	Founders Room (North side)	9:00 - 9:15 am	2:45 - 3:00 pm
Grade 7 - 9	Front Door	9:00 - 9:30 am	3:15 - 3:30pm

Bins and Shoes

Phoenix provides bins for students to put their coats and shoes in. Bins are located at each entrance. All staff, students and parents require indoor shoes while at Phoenix.

Breakfast Program

Phoenix offers a breakfast program all day long for anyone who gets hungry at school. This program is funded by donations from the Food Bank, Servus Credit Union, Kiwanis Service Club and families like YOU!



Class & Event Registration & Costs

Our classes and events are priced on a cost recovery basis. The fee covers the instructor, most class materials, insurance, rent and a small contingency. Your program may include some classes and events. Additional classes and events must be prepaid. You may pay by Visa, MasterCard, etransfer, cash, cheque or debit. Any outstanding account balances will be charged to your credit card.

Registration for classes is done through bookwhen.

Registration closes Friday at 2:00 PM for the next week's classes and activities.

**** New for 2020 School Year****

In order to ensure that class numbers are not unevenly distributed over the school year, the school year has been divided into **2 terms**.

In order to meet the cohort and class schedule requirements, Phoenix has implemented the following changes to class registration and requirements:

- Students must register for the **entire** day of classes (both blocks).
- Students must register for the **entire** block.
- Single class registration is **no longer** permitted.
- Registration for afternoon only classes is **not** permitted (except for Amazing Race Canada).
- Students may register for classes on a Tuesday **or** a Thursday, but not both.
- Class size is frozen at 14 students.
- There is no waitlist.
- Registration must be completed using bookwhen. Payment (if required) is due at registration.

BlendEd Students

BlendEd students must register for their required classes (5 blocks in the Creation Studio and 2 camps) as follows:

- **Must** register for their required classes **during** their Meet and Greet meeting with their Learning Coach between **August 18 - September 3**. If you are not able to book your meeting during this time, your Learning Coach will select classes for you on September 3. Email class requests will not be accepted.
- **Must** select 2 of their required blocks in Term 1 and 2 blocks in Term 2.
- **Must** select the additional required block during the "Amazing Race Canada" Theme and can be taken at any time (morning or afternoon).
- **Must** register for 1 full day of camps (2 camps) in any term.

Home Education Students

Home Education students will self-register using Bookwhen. They will have exclusive access to class registration from **September 8 - 14**. Seats in every class have been reserved for Home Education students and will be available on a first-come, first-serve basis.



Special Circumstances

Students on an IPP with a modified attendance requirement will be permitted to register for the MORNING ONLY and leave after the morning class.

Additional Classes and Activities

After September 14, registration will be open for all families wishing to register students for additional classes and activities. Registration may occur in any term and theme, so long as students attend for the whole day and do not attend both Tuesday and Thursday in a given theme.

Class & Event Changes & Refunds

All class & event fees are **non-refundable** and **non-transferrable**. You have **48 hours from time we receive your registration** to make any changes or to cancel your booking. After 48 hours, you may switch classes, but a \$25.00 fee will apply. If Phoenix cancels the class or activity, we will issue a refund or credit.

If your student is ill and missed classes, these classes cannot be made-up or refunded.

Clubs and Service Opportunities

Students may start clubs that meet at various times throughout the year. Please see our Safe and Caring Policy for more information. If you have an idea, please share it with us!

Cohorts

Students registered in a block of classes will be considered a cohort (ie, Grade 1 for Fantastic Beasts - Tuesday). This cohort must stay together for the **entire** school day and **no new students may arrive in the afternoon to join the cohort**.

Computer Rental Program

Phoenix offers a Chromebook rental program. The rental fee is \$99.00 per year, payable when you rent the chromebook. All chromebooks must be returned by June 15 of each year. You are responsible for the cost of damages or replacement due to mis-use and abuse.

Content of Onsite Classes

We try to incorporate as many different styles of learning as possible into our classes! That means they can sometimes be very messy, so please come on time and dress appropriately. Class material is taught at the stated grade level.

Electronic Networkable Devices and Network User Agreement

Computers, ipads and the internet are used at Phoenix. Computers are on teacher carts for use in all classrooms throughout the school as a learning tool. All BlendEd and OnLine students are eligible to



receive a Phoenix gmail and schoology account but must sign a user agreement. Students are welcome to bring their own devices, but Internet access requires permission.

Fire Drill & Emergency Procedures

To ensure the safety and security of our students we have fire drills periodically throughout the year. We remind students that “practice makes perfect,” and we need to be ready if such an unfortunate event were to occur. Because of our unique nature, instructors are required to remind students of safety procedures at the beginning of each class.

Early in the school year, all staff will review the procedures, instructions, and expectations for these drills from each classroom and location in the school. Please take responsibility for asking questions if you’re unsure, and taking the appropriate action when participating in a drill.

General Media Coverage Notice

The Phoenix Education Foundation cannot prevent media outlets from photographing or interviewing students from vantage points beyond our control, such as outside the school or across the street from the school. Similarly, parents may take recordings of children at events in the school or off-site. In such instances, your child’s image or voice or a digital manipulation of the image or audio may be recorded, broadcast or published. Once the photograph or recording has been taken, Phoenix cannot restrict or limit subsequent publication or re-broadcast.

Guests/Visitors at the School

Anyone who is not part of the staff, student or parent body is asked to report to the Front Desk immediately upon arriving at the school. The front door will be locked during the school day and visitors must ring the doorbell for entrance into the school.

Illness While at School

Students who feel ill at school need to let their instructor know as soon as they begin to feel ill. School personnel are not permitted to give medication to students. Students will be immediately moved to our infirmary and must wear a mask. Parents must be available to pick up their student as quickly as possible.

In-the-Scene-Education

In-the-Scene-Education is like UNIT STUDIES ON STEROIDS! This unique style of learning was developed by the Phoenix Education Foundation whereby students explore various learning opportunities “in the scene”— whether that is built onsite in our Studio or out in the community. Learning is engaging because students are able to make connections to the real world. It is hands-on and practical. It is messy because real life often is!



Lunch Supervision

Students in grades 1 - 6 require lunch supervision. Phoenix provides lunch supervision. The fee is \$30.00 per block and \$10 for camp (fee is \$5 per day).

Students must bring all of their own food, including snacks. There is no microwave or fridge for student use.

Kindergarten will require 2 or 3 parent volunteers to assist with lunch supervision. Details will be confirmed during the first weeks of Kindergarten classes.

Non - Funded Student Fees

A non-funded student is a student that registers after September 30. Monthly fees apply for non-funded students. Program fees vary by program: Home Education program - \$80.00 per month, BlendEd - \$540.00 per month, Online - \$470.00 per month. Please contact the school for details.

Parents on-site

Parents are not permitted to stay on-site while their child(ren) is in class. Instead, they will need to drop their child(ren) and pick them up at the designated time. The parking lot has been reconfigured to accommodate a drop-zone and fewer parking stalls. Staff will monitor the parking lot drop-off and pick-up times.

Parents of students on an IPP with a requirement for an aide, or a requirement for a parent to be on-site will be permitted to stay. There will be a designated space in the Learning Commons for these parents. Please do your best to keep younger siblings at home.

Parking

Prior to September 14, families on-site for meetings may use the parking lot or street parking.

Beginning September 14, parking stalls are reserved for handicap parking and parents that are assisting their students in class. Parking passes will be issued for these families. The rest of the parking lot has been rearranged as a drop-off zone. Vehicles will enter from the west entrance and exit behind the building. Staff will supervise the lot during drop-off and pick-up times.

Please use the parking lot drop-off for students that use the Kindergarten and Garden Room Entrances.

Street parking to the west and north of the school is available for students using the Front Door and Founders Room entrances as well as parents that need to visit the school.

Please respect our neighbor's reserved parking signs. Please watch for small children! Please do not block the back door.



Problems in Class or Other Disruptions

First, we will try to correct the problem with the student. If that is not working, we will ask parents to attend the activity with their student. If the problem persists, the student will be asked to leave the event. The parent and student will be required to attend a meeting with their Learning Coach to put strategies in place before the student can return to events, activities or classes at the Centre. Unruly behavior by either parents or students will not be tolerated.

Reduce, Reuse, Recycle

Phoenix students strive to be environmentally conscious and take action to maintain and improve our school and the surroundings. As a school, we recycle paper products, plastic/can drink containers, tetra packs and deposit containers, as well as organic waste. Receptacles and containers are located in classrooms, bathrooms and hallways.

Registration Fees

Registration fee: \$50.00 for returning students, \$75.00 fee for new students. Registration fees are non-refundable and do not guarantee acceptance into your program.

School Photos

Photographs are taken on Count Day and retakes are scheduled for the following month. Various package choices are available to purchase.

School Nurse

Our school nurse works predominantly with immunization and other specific public health requirements. This year, the school nurse will have scheduled office hours, allowing students to book appointments as necessary.

Snow Days

From time to time, the weather in Calgary is terrible and no one can safely make it into school. On those days, we will cancel onsite classes by notifying families through the website and google groups. Phoenix will refund any payments for class fees. Students and teachers can still communicate and work through Schoology.

Student Attendance - Onsite Classes and Activities

Parents/guardians are **REQUIRED** to telephone the school to explain and confirm the reason for a student's absence from onsite classes at 403-265-7701. Office staff arrives at the school by 8:30 a.m. and an answering machine is available.



Supervision of Students

While students are attending classes at Phoenix, they are supervised by Phoenix staff. Lunch supervision is required for students in grade 1 - 6. Fee applies.

Prompt pickup is required at the end of all programs. If you are late, please call to inform us so that your child does not worry. Please note: Babysitting charges (\$5.00) will apply for every 15 minutes, or part thereof after the stated program end time, that you are late. This will be charged to your credit card.

As members of the community, we recognize that we share the space and expect everyone at Phoenix to respect others property, place litter, recycling and compost in the appropriate containers and conduct themselves with courtesy and safety toward others.

Transportation

Phoenix does not provide transportation. Parents are required to transport their students to and from the school and to and from field-trips.

Health Protocols

Masks and PPE

Masks are mandatory for all staff, parents, volunteers, visitors and students in grade K - 12. Students and staff that chose to wear a shield must also wear a mask. Anyone that requires a mask and arrives without one will not be allowed to enter the building.

Alberta Education has committed to providing a limited number of student masks to the school which we will distribute to students. Please consider sending an extra mask with your student. We have additional disposable masks available for emergency use if a student loses or breaks their mask.

Masks are required when:

- Moving through common areas in the school, including entrances, Learning Commons, travelling to and from the bathrooms
- Anytime that 2m distance cannot be maintained, for example; group work, standing close to a student to assist

Masks are not required when:

- Staff are alone in their offices
- Students are seated and working quietly at their desks

Mask Exemption

- We are working with Alberta Health Services to formulate mask guidelines for students and staff who are unable to wear masks due to medical conditions or other needs.



Staying Clean and Healthy

Respiratory etiquette will follow Alberta Health Services guidelines, including encouraging and reminding students to cough and sneeze into their elbows.

Students will need to sanitize their hands when:

- They enter and exit the building
- They enter and exit a classroom

Students need to wash their hands:

- After using the restroom
- Before and after eating
- After sneezing and coughing into their hands

Phoenix will provide all of the classroom supplies (crayons, scissors, glue, etc) needed for all classes. Please do not send these supplies from home. Each student will have their own labelled supply bag that will stay at the school for the year.

Self Screening

Everyone that enters the school must self screen before they leave for the school. The self screen questionnaire is attached.

Anyone that is sick **MUST** stay home.

Cleaning and more

We have also:

- Installed hand sanitizer stations at all doors and classrooms
- Installed plexi-glass dividers on desks in most classrooms
- Installed additional sinks
- Met with Alberta Health Services to review our plan and classroom layout and procedures



Other Important Information

DONATIONS

As a non-profit society, we happily accept donations. We can always use things like:

- glue sticks
- paper plates and cups
- felts and crayons
- cookies and more . . .

If you have items you would like to donate, please let us know. If you would like to help out and volunteer some of your time, we appreciate that too. We always need parents to look after the coffee station, help set up in the morning and assist the tired staff with the take down in the afternoon. Please lend a hand!

The Phoenix Foundation is now a registered charity. We will happily provide you with a tax receipt for any donation of \$20.00 or more. We generally raise between \$5000 - \$10,000 each year in donations and campaigns. It costs us 5-7% to fundraise. The money raised goes to our scholarship / compassion funds, refurbishing classrooms or special projects like our food forest. For further information, please contact Larry Leach 403-265-7701.

You can also contribute directly to our Awards, Compassion and Soaring to Brilliance Funds. You can donate to these funds at the time of registration or at any time throughout the year. Thank you for helping to make Phoenix a unique and compassionate place to be!



Compassion Fund

The Compassion Fund was created to help Phoenix families in need. It is used for cards, thank you gifts, a food hamper at Christmas time, or flowers during a time of loss. Your donations make a real difference!

Soaring to Brilliance Fund

The Soaring to Brilliance Fund was created to help Phoenix students pursue activities outside of the school.

Awards

We are very proud to present the Venley Conn Literacy Award, the Act of Kindness Award and the Michael Batas Environmental Stewardship Award. Recipients receive gift certificates, books, recognition and more. These great awards are presented annually to Phoenix students.

In order to keep these awards going, a separate fund has been created. Your donations help make these unique scholarships available to Phoenix children! Would you like a scholarship named after you, someone you love, or your business? It's possible, please come and see us to find out more!



All Our Policies and Really Important Docs

Below is a list of our policies. For more information, please feel free to contact the school.

Staff

- Administration in the Absence of Policy 2015
- Admissions Policy 2015
- Conflict of Interest 2017
- Computer and Internet Usage 2015
- User Agreement and Guideline 2015
- Field Trip Policy 2015
- Health and Pandemic Plan–2019 - NOI Requirement
- Hiring policy 2015
- Resource Materials Policy 2015
- Roles Policy 2015
- Safe and Caring Policy 2018
- Sponsorship of School Programs & Activities 2015
- Staff Discipline Policy 2015
- Teacher Growth, Supervision and Evaluation–2019 NOI Requirement

Students

- Student Code of Conduct 2018
- Student Discipline Policy 2018 – NOI Requirement 2018
- Student Evaluation 2016–NOI Requirement
- Scholarships, Bursaries, Awards and Trusts 2017

Parents

- Parent Code of Conduct 2017
- Complaint Policy 2017
- Home Education Reimbursement Policy 2017

Other

- Staff Manual (Updated Annually)
- Board Bylaws 2017
- Deed of Confidentiality
- AERR and 3YP (Completed Annually)
- Audited Financial Statements (Completed Annually)
- Whistleblower Policy 2016



Student Code of Conduct - Summary

The Phoenix Foundation has high expectations for standards of behavior for its organization, which includes students, parents, staff members, volunteers, and Board members. Phoenix is caring, respectful and safe learning environment that will not tolerate any form of abuse, harassment or unacceptable behavior by anyone associated with Phoenix.

Students are expected to be accountable and to model and reinforce socially responsible and respectful behavior at all times. Breaching the Code of Conduct may result in a warning letter, suspension, expulsion, or legal action. All students and staff that are directly impacted by conduct which breaches the Student Code of Conduct will be supported by the Phoenix Foundation.

A complete copy of our Student Code of Conduct is posted on the website and in the Learning Commons. Copies are also available at the Front Desk.

Safe and Caring Policy - Summary

The Phoenix Foundation is an inclusive learning environment believes that all staff and students have the right to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging, as well as a right to:

- be treated fairly, equitably, and with dignity and respect;
- have their confidentiality protected and respected;
- self-identification and determination;
- freedom of conscience, expression, and association;
- have equitable access to supports, services, and protections;
- have avenues of recourse (without fear of reprisal) available to them when they are victims of harassment, prejudice, discrimination, intimidation, bullying, and/or violence;

Phoenix will actively promote and encourage a welcoming, caring, respectful and safe learning environment for all staff, students and families and will actively support student organizations in accordance with section 16.1 of the current School Act.

Staff will ensure that all discriminatory behaviours and complaints are taken seriously, documented and dealt with in a fair, respectful and timely manner. As per section 31 of the Education Act, Phoenix administration will assist students in reporting acts of bullying to the proper authority.

A complete copy of our Safe and Caring Policy is posted on the website and in the Learning Commons. Copies are also available at the Front Desk.



Communicating With You

Parents are highly engaged partners in this program. There is a collaborative effort between the home and the school, combining the strengths of parent-student, student-teacher (Learning Coach), and parent-teacher (Learning Coach) interaction. We will do our best to communicate with you and we use a variety of different programs to assist with different aspects of the school. If you are not receiving regular communication from us in these various forms, please call the front desk . . . something has gone wrong.

BOOKWHEN / YOU CAN BOOK.ME

Bookwhen is our online registration system. When you use this platform, it will even remind you a day before your event! Youcanbookme is another way you can get in touch with your teacher.

EMAIL

It is absolutely critical that we have a current and up-to-date email for you and your student. Students receive a school account and from time to time teachers will communicate using that email address.

FACEBOOK - <https://www.facebook.com/PhoenixFoundationCalgary>

Phoenix maintains a FaceBook page. We share key events, pictures and articles on this site. Please feel to like us and join the group.

FRONT DESK - frontdesk@phoenixfoundation.ca

You can find the forms you need, program guides and more at the frontdesk. They are also all online on our website.

GOOGLE CALENDAR - <https://phoenixfoundation.ca/calendar/>

Want to know what's happening? Check out our handy Google calendar. You can copy events right into your own calendar. Being organized was never so easy! It includes the date, time and information about events and classes. You can use the website or email to register for classes, events or activities.

GOOGLE GROUPS

At the beginning of the year, we add everyone into the appropriate groups. This group is used by your teacher or the school to communicate with you about class cancellations, updates, and so on.

PHONE CALLS

Yes we do make phone calls from time to time so don't be surprised!

PRINTED MATERIAL

You can either download or pick up a hard copy of all our Handbooks and Program Guides for the year. These are important documents that contain our school calendar, course schedule and important information you need to know about soaring to Brilliance at Phoenix.

SQUAWKCAST

Jill Mann and Diana Stinn, our slightly nutty Founders do a bi-weekly podcast on iTunes. It is a half hour of fun, discussion and exploration of educational topics. FREE, FUNNY and FULL OF INFORMATION. The opinions expressed on the podcast do not necessarily represent the thoughts and ideas of the school or its sponsors.



WEBSITE - phoenixfoundation.ca

This is our primary means of communication with parents and the community at large. The website has information about classes, activities, cancellations and other important information.

YEAR CALENDAR

Please see the website for all the calendar details and daily details!

What if I have a Complaint?

We are trying to do our best, but sometimes things go astray . . . When they do, here's what you do:

1. Complaints and concerns shall first be directed to the person(s) they are about, or the person who has direct responsibility for the situation giving rise to the complaint or concern.
2. If the complainant remains unsatisfied after working through an issue as described above, then the complainant should take the concern to the immediate supervisor of the person(s) responsible for the complaint. THIS WOULD BE: Principal if a learning related issue, Building Manager if a safety related issue or Administrator if a staff issue. Please make sure you fill out the complaint form available at the front desk.
3. The staff member handling the complaint shall use a professional and systematically designed process in working toward resolution. We will first ask you to put your complaint in WRITING. Once that has been done, we will INQUIRE more deeply into the situation, talking to all the parties to gain a better perspective. From there, appropriate ACTION may be taken.
4. Not every complaint will be resolved to everyone's satisfaction.

Just a note: Persons exhibiting abusive or harassing behaviour towards staff or students will be subject to the full weight of those actions provided for under the law. Abuse will not be tolerated!

Conclusion ■ ■ ■

It's important to ask if something in this handbook doesn't make sense. The people who run Phoenix are humans too and they make mistakes from time to time. Half our board and staff kids attend Phoenix, and as such, we try our best to keep the best interests of all our students first and foremost when making decisions, because they affect our kids too.

**Thanks for choosing to soar with Phoenix!
We wish you a great and glorious year!**

