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**BlendEd and Online Handbook**

# **Flying With Phoenix**



**Grade 1 - 9**

Phoenix Education Foundation



August 2022

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## FROM THE FOUNDATION

*As we put this student/ parent handbook together for the upcoming school year, I have been reflecting on a book recommended by our Board Chair, Greg Hart, called the “Extended Mind - The Power of Thinking Outside the Brain” by Annie Murphy Paul. It is an interesting book that aims to demonstrate how we as humans use outside things to extend our ways of thinking. We use gadgets such as google, ipads and calendars to help us remember things. We can walk in nature to help calm our mind and increase creativity. We can share ideas with other people to deepen our understanding of thoughts and theories. These are the ways we extend our minds.*

*We hope that the educational program you have chosen for this year for your student will not only extend their mind but expand their self-confidence and deepen their creativity as wander the colorful Creation Studio themes, make a mess with other kids, explore the garden and see the green of the indoor garden units. We want them to ask questions and find answers, to see the world through another’s eye and come away with a deeper understanding of how the world works.*

*We are looking forward to sharing the upcoming year with you and your students as we become lifelong learners and active global citizens!*



***Kinds Regards,  
Diana Stinn, Co-Founder  
Head of School***



## Introduction

**Reading Tip:** 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, there is a separate handbook for that program. We also suggest that you refer to the Alberta Education Guide to Home Education, the Home Education Regulations and the reimbursement standards.)*

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  
320 19 Street SE  
Calgary, Alberta  
T2E 6J6

## OUR MISSION

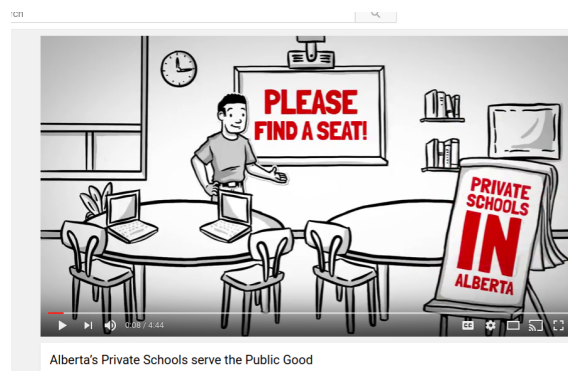
To provide unique learning opportunities for families so that each young person may develop into a lifelong learner and active, responsible global citizen.

## 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 operate very efficiently!
- Rely on donations and support from our community,
- 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, an Annual Education Results Report 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

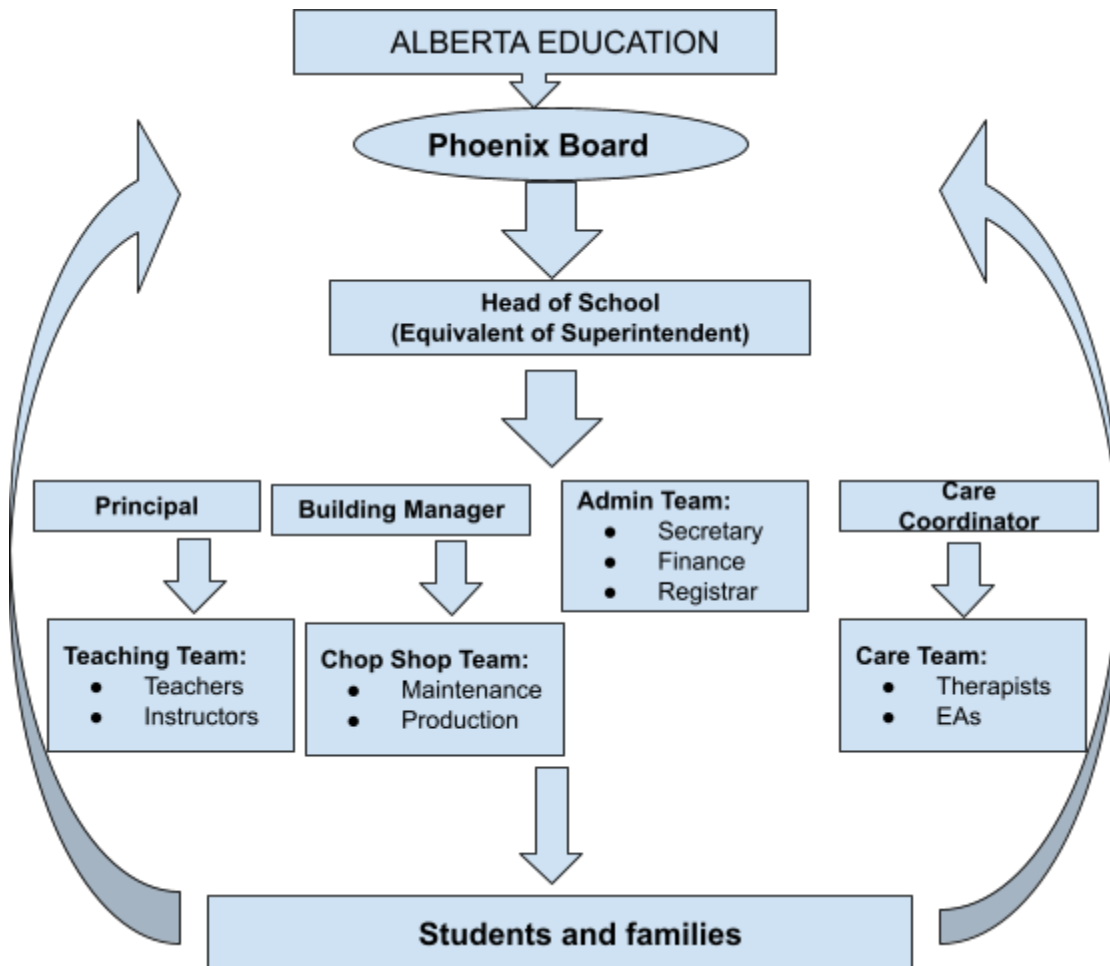


<https://www.youtube.com/watch?v=VRusRMLmnZk&feature=youtu.be>



## HOW WE ARE ORGANIZED

These internal stakeholders form the basis of the “school community”. The school community also includes external stakeholders such as therapists, consultants, donors, sponsors and the broader community in which the school is situated.



### I have a concern about . . .

- A class or assignment on Schoology, I should talk to . . . my teacher
- Something that happened, I should talk to . . . our Principal
- The building, or something that's broken, I should talk to . . . the Building Manager
- Money and my account, I should talk to . . . Finance
- Updating my contact info . . . the Registrar
- Special needs or extra outside care, I should talk to . . . the Care Coordinator

(HINT: Always start with the School Secretary, she will point you in the right direction!)

# 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.

	REGULAR PROGRAMS	HOME EDUCATION
	<ul style="list-style-type: none"> <li>● Public or private in-school programs</li> <li>● Distance learning programs</li> <li>● Kindergarten programs</li> <li>● Online school programs</li> </ul>	<ul style="list-style-type: none"> <li>● Alternative programs</li> <li>● Outreach programs</li> <li>● BlendEd Programs</li> </ul>
Program of Studies	Alberta Program of Studies	Alberta Program of Studies OR Schedule of Outcomes
Instruction	Certificated Teacher is responsible for directing the activities of the student towards the outcomes in the APS	Parent ● Listed in the Education Plan
Assessment	Certificated Teacher is responsible for assessing the students work against the outcomes in the APS	Parent ● Listed in the Education Plan

## 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 Phoenix Education Programs

## Kindergarten Onsite

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 ~\$703\* towards transportation. This is an on-site program and regular attendance is required.

## BlendEd Grade 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.

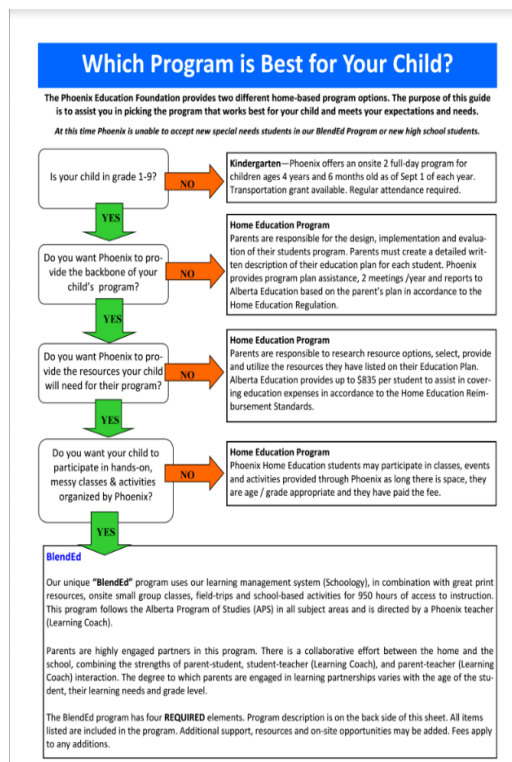
## Online Grade 1-6

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 - Grade K-12



Our Home Education program is open to all students who are 5 years 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 ~\$901\* (\$450.50 kinder) Please see the Alberta Home Education Handbook and our Home Education Handbook for program details.

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



# PHOENIX PROGRAM OVERVIEW

	BlendEd - Basic Grades 1 - 6	BlendEd - Enhanced Grades 1 - 6	Online Grades 1 - 6	Home Education Grade K - 12
Program of Studies	Alberta Program of Studies	Alberta Program of Studies	Alberta Program of Studies	Parent Created Education Plan (Schedule of Outcomes or APS)
Resources	<ul style="list-style-type: none"> <li>Schoology courses (all subjects)</li> <li>print &amp; digital resources (all subjects)</li> <li>day passes for 3 off-site trips</li> <li>gmail account &amp; Google Workspace</li> <li>access to early literacy resources (gr. 1 &amp; 2 only)</li> <li>literacy event at Chapters</li> <li>PAT prep classes (grade 6)</li> <li>Flight School &amp; Social Skills classes</li> </ul>	<ul style="list-style-type: none"> <li>Schoology courses (all subjects)</li> <li>print &amp; digital resources (all subjects)</li> <li>day passes for 3 off-site trips</li> <li>gmail account &amp; Google Workspace</li> <li>access to early literacy resources (gr. 1 &amp; 2 only)</li> <li>literacy event at Chapters</li> <li>PAT prep classes (grade 6)</li> <li>Flight School &amp; Social Skills classes</li> </ul>	<ul style="list-style-type: none"> <li>Schoology courses (all subjects)</li> <li>print &amp; digital resources (all subjects)</li> <li>day passes for 3 off-site trips</li> <li>gmail account &amp; Google Workspace</li> <li>access to early literacy resources (gr. 1 &amp; 2 only)</li> <li>literacy event at Chapters</li> <li>PAT prep classes (grade 6)</li> <li>Flight School &amp; Social Skills Class</li> </ul>	<p><b>Parent Selected &amp; supplied</b></p> <p>defined on Ed Plan</p>
Assignments & Assessment	<ul style="list-style-type: none"> <li>teacher designed assignments, marking &amp; feedback</li> <li>synchronous &amp; asynchronous lessons</li> <li>diagnostic testing</li> <li>access to exam bank</li> <li>report cards</li> </ul>	<ul style="list-style-type: none"> <li>teacher designed assignments, marking &amp; feedback</li> <li>synchronous &amp; asynchronous lessons</li> <li>diagnostic testing</li> <li>access to exam bank</li> <li>report cards</li> </ul>	<ul style="list-style-type: none"> <li>teacher designed assignments, marking &amp; feedback</li> <li>synchronous &amp; asynchronous lessons</li> <li>diagnostic testing</li> <li>access to exam bank</li> <li>report cards</li> </ul>	<p><b>Parent Selected &amp; supplied</b></p> <p>defined on Ed Plan</p>
Mandatory Attendance	<ul style="list-style-type: none"> <li>3 Creation Studio Themes (18 full days): T or TH</li> <li>1 Camp (3 full days): T or TH</li> <li>Celebrations - days vary</li> <li>PAT's - Gr 6</li> </ul>	<ul style="list-style-type: none"> <li>Full day (T or TH) for entire year: 4 Creation Studio Theme (24 full days)</li> <li>3 Camps (9 full days)</li> <li>Outdoor Weeks (2 full days)</li> <li>Specialty Events (3) - days vary</li> <li>Celebrations - days vary</li> <li>PAT's - Gr 6</li> </ul>	<ul style="list-style-type: none"> <li>Foundations: Synchronous instruction sessions</li> <li>PAT's - Gr 6 (on-site only)</li> </ul>	<p>2 meetings / year</p>
Optional Classes & Events *FEES APPLY*	<ul style="list-style-type: none"> <li>Add-on theme classes &amp; camps</li> <li>Specialty days, guest speakers, field trips, clubs</li> <li>Chromebook rental (\$99/yr)</li> </ul>	<ul style="list-style-type: none"> <li>Add-on theme classes &amp; camps</li> <li>Field Trips, clubs, guest speakers</li> <li>Chromebook rental (\$99/yr)</li> </ul>	<ul style="list-style-type: none"> <li>Add-on theme classes &amp; camps</li> <li>Specialty days, guest speakers, field trips, clubs</li> <li>Chromebook rental (\$99/yr)</li> </ul>	<ul style="list-style-type: none"> <li>Add-on theme classes &amp; camps</li> <li>Specialty days, guest speakers, field trips, clubs</li> <li>Chromebook rental (\$99/yr)</li> </ul>
Fees / Tuition	<ul style="list-style-type: none"> <li>\$50 - Resource fee</li> <li>\$105 - Lunch Supervision</li> <li><b>\$155 Total Fees</b></li> </ul>	<ul style="list-style-type: none"> <li>\$50 - Resource fee</li> <li>\$175 - Lunch Supervision</li> <li>\$775 - Class Tuition</li> <li><b>\$1000.00 Total Tuition / Fees</b></li> </ul>	<ul style="list-style-type: none"> <li>\$50 - Resource fee</li> </ul>	<p>NA</p>
Grant	<ul style="list-style-type: none"> <li><b>Transportation Grant - \$492</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Transportation Grant - \$492</b></li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li><b>Resource Grant \$901.00</b> Reimbursement</li> </ul>



**ABOUT YOUR  
BlendEd / Online  
PROGRAM  
@PHOENIX**

## Grades 1-6 “BlendEd” Details (Basic)

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. This program follows the Alberta Program of Studies (APS) in all subject areas, and is directed by an Alberta Certificated teacher (Learning Coach).

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, their learning needs and grade level.

All four elements of this program are **REQUIRED**. All items listed below are included in the program. Additional support, resources and on-site opportunities may be added. Fees apply to any additions.

<p><b>ASSIGNMENTS AND ASSESSMENT:</b></p> <ul style="list-style-type: none"> <li>▪ teacher-created Learning Pathway for all subject areas</li> <li>▪ teacher designed assignments with teacher marking and feedback</li> <li>▪ diagnostic testing</li> <li>▪ exam bank</li> <li>▪ report card</li> <li>▪ PATs* and prep classes for grade 6</li> <li>▪ SLAs* and prep classes for grade 3</li> </ul>	<p><b>SUPPORT:</b></p> <ul style="list-style-type: none"> <li>▪ orientation session for parent and student</li> <li>▪ minimum of 3 meetings with a Learning Coach</li> <li>▪ 10 sessions (30 minutes each) of Private Student Instruction (PSI)</li> <li>▪ Small group classes (Friday Flight School)</li> <li>▪ Foundation Workshops (10)</li> </ul>
<p><b>ONSITE OPPORTUNITIES:</b></p> <ul style="list-style-type: none"> <li>▪ 3 Creation Studio Themes (6 weeks of programming/theme. Select Tuesday or Thursday)</li> <li>▪ 1 Camp (3 weeks of programming. Select Tuesday or Thursday)</li> <li>▪ Social Skills course</li> <li>▪ 9 free celebrations over year</li> </ul>	
<p><b>RESOURCES:</b></p> <ul style="list-style-type: none"> <li>▪ Online Schoology courses (LA, Math, Science, Social, Fine Arts and Wellness)</li> <li>▪ Awesome, hands-on resources for LA, Math, Science, Social, Fine Arts and Wellness</li> <li>▪ a Phoenix t-Shirt</li> <li>▪ 3 off-site field trips / assignments (parent &amp; student)</li> </ul>	

- Year-end ceremony  
*\*as required by Alberta Education*

- RAZ kids and other digital resources
- gmail account with access to g-suite
- access to leveled literacy resources
- literacy event
- Chromebook rental program (\$99/yr)

- *There is an annual \$50.00 resource rental fee*
- *Lunch Supervision is \$5.00 per day.*

## Grades 1-6 “Online” Details

Our unique **Online** program uses our learning management system (Schoology), in combination with great print resources, field-trips and optional school-based activities (fees apply) for 950 hours. This program follows the Alberta Program of Studies (APS) in all subject areas, and is directed by an Alberta Certificated teacher (Learning Coach).

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, their learning needs and grade level.

All four elements of this program are **REQUIRED**. All items listed below are included in the program. Additional support, resources and on-site opportunities may be added. Fees apply to any additions.

The program includes:

<p><b>ASSIGNMENTS AND ASSESSMENT:</b></p> <ul style="list-style-type: none"> <li>▪ teacher-created Learning Pathway for all subject areas</li> <li>▪ teacher designed assignments with teacher marking and feedback</li> <li>▪ diagnostic testing</li> <li>▪ exam bank</li> <li>▪ report card</li> <li>▪ SLA / PAT exams* - gr 3 and 6 - <b>On-site only</b> <i>*as required by Alberta Education</i></li> </ul>	<p><b>SUPPORT:</b></p> <ul style="list-style-type: none"> <li>▪ orientation session for parent and student</li> <li>▪ minimum of 3 meetings with a Learning Coach</li> <li>▪ 10 sessions (30 minutes each) of Private Student Instruction (PSI) - <b>Virtual</b></li> <li>▪ PAT Prep classes (Gr 6) - <b>On-site only</b></li> </ul>
<p><b>SYNCHRONOUS OPPORTUNITIES (REQUIRED):</b></p> <ul style="list-style-type: none"> <li>▪ 10 Foundation Workshops - <b>Virtual</b> (monthly)</li> </ul>	
<p><b>RESOURCES AND ASYNCHRONOUS OPPORTUNITIES:</b></p> <ul style="list-style-type: none"> <li>▪ Online Schoology courses (LA, Math, Science, Social, Fine Arts and Wellness)</li> <li>▪ Awesome, hands-on resources for LA, Math, Science, Social, Fine Arts and Wellness</li> <li>▪ a Phoenix t-Shirt</li> <li>▪ 3 off-site field trips / assignments (parent &amp; student)</li> <li>▪ RAZ kids and other digital resources</li> <li>▪ gmail account with access to g-suite</li> <li>▪ access to leveled literacy resources</li> <li>▪ literacy event at Chapter’s</li> <li>▪ access to Chromebook rental program (\$99/yr)</li> </ul>	

- *There is an annual \$50.00 resource rental fee*

This program is delivered on-line and my student must have access to:

- High Speed Internet
- Speakers or headset and microphone
- Scanner and Printer

## Junior High “BlendEd” Details

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. This program follows the Alberta Program of Studies (APS) in all subject areas and is directed by a Phoenix teacher.

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, their learning needs and grade level.

All four elements of this program are **REQUIRED**. All items listed below are included in the program.

***The elective fee for Jr. High is \$1000.00 and is due by September 1, 2023.***

Additional support, resources and on-site opportunities may be added. Fees may apply to any additions.

<p><b>ASSIGNMENTS AND ASSESSMENT:</b></p> <ul style="list-style-type: none"> <li>▪ teacher-created Learning Pathway for all subject areas</li> <li>▪ teacher designed assignments with teacher marking and feedback</li> <li>▪ diagnostic testing</li> <li>▪ exam bank</li> <li>▪ report card</li> <li>▪ PATs* and prep classes for grade 9 <i>*as required by Alberta Education</i></li> </ul>	<p><b>SUPPORT:</b></p> <ul style="list-style-type: none"> <li>▪ orientation session for parent and student</li> <li>▪ minimum of 3 meetings with a Learning Coach</li> <li>▪ 10 sessions (30 minutes each) of Private Student Instruction (PSI)</li> </ul>
<p><b>ONSITE OPPORTUNITIES:</b></p> <ul style="list-style-type: none"> <li>▪ 36 weeks of classes in LA, Social Studies, Science, Math, PE/Wellness</li> <li>▪ 8 Elective Classes</li> <li>▪ 2 Teen Specialty events</li> <li>▪ Kool Kids - Friday (approx 10)</li> <li>▪ Social Skills / Wellness Empowerment course</li> <li>▪ Year-end ceremony</li> </ul>	
<p><b>RESOURCES:</b></p> <ul style="list-style-type: none"> <li>▪ Enrollment in online Schoology courses (LA, Math, Science, Social)</li> <li>▪ Resources for LA, Math, Science, Social</li> <li>▪ a Phoenix t-Shirt</li> <li>▪ gmail account with access to g-suite</li> <li>▪ access to leveled literacy resources</li> <li>▪ literacy event</li> <li>▪ access to Chromebook rental program (\$99/yr)</li> </ul>	








- *Tuition includes a \$75.00 resource rental fee*



## What is “Blended Learning?”

The Phoenix Education Foundation is a Blended learning environment and a member of the Christensen Institute - Improving the world through disruptive innovation.



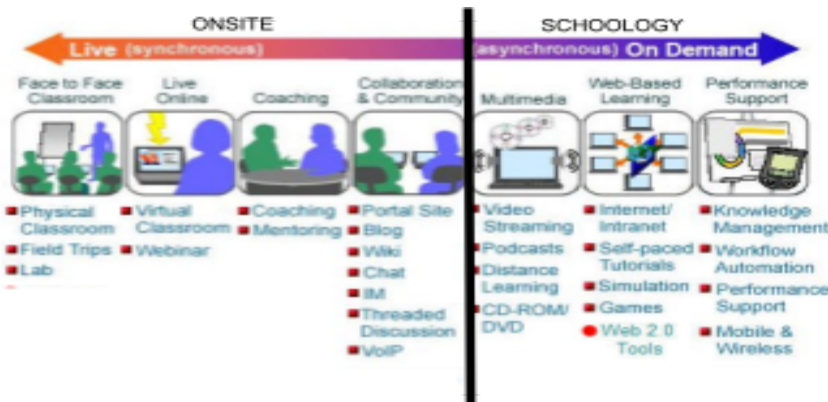
-  Station Rotation
-  Lab Rotation
-  Individual Rotation
-  Flipped Classroom
-  Flex
-  A la Carte
-  Enriched Virtual

There are 7 different models of Blended learning. Phoenix uses a combination of **FLEX, A LA CARTE and ENRICHED VIRTUAL models** - that is we use a combination of our award-winning learning management system (Schoology), along with engaging onsite classes, a variety of face-to-face interactions, plus real-world field-trips to bring the Alberta Programs of Study (APS) to life!

We also have an online booking system, use friendly text reminders and send out regular emails with hints, upcoming events and more.

Phoenix is also a Google Apps for Education school - that means that every one of our school-directed students get a Phoenix email address with access to the g-suite and unlimited storage.

We love to use Google groups, Bigbluebutton Conferencing, Google Hangouts and of course, phone calls from our CARE team to assist and support students with the amazing print and digital resources we supply with this program.



## How Does Instruction Work?

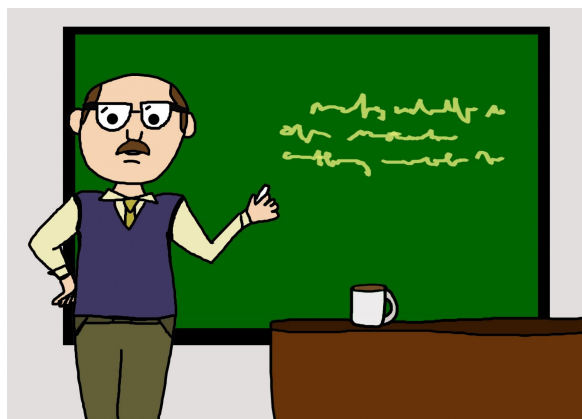
According to the Alberta Guide to Education, instruction is the process in which Alberta certificated teachers take responsibility for ensuring that learning activities for children are directed toward achieving the outcomes of approved programs of study and/or individualized program plans through:

- interaction with students, either face-to-face or through technology, for the purpose of teaching and assessing student achievement of outcomes, and/or
- interaction with students who are engaged in classroom learning, independent study, online education and/or distance education, and/or
- supervision of student workplace learning.

Instructional time includes time scheduled for purposes of instruction, examinations/testing and other student activities where direct student–teacher interaction and supervision are maintained.

### **Instructional time does not include:**

- teacher convention days
- parent–teacher interview days
- staff meetings
- lunch breaks
- supervised study halls
- extracurricular activities
- professional development days
- teacher planning days
- statutory/school authority-declared holidays
- breaks between classes
- time taken for the registration of students
- graduation/commencement ceremonies





## Developing Student Learning Pathways

Learning Pathway refers to the specific courses, academic programs, and [learning experiences](#) that individual students complete as they progress through their teacher designed education plan.

The Learning Pathways concept is premised on the idea that the education of students does not have to be delivered exclusively by teachers or confined to traditional classrooms. Teachers and students interact in a variety of ways for the purpose of instruction. Learning can occur at different times and in different places.

While academic courses remain the foundational learning experiences, a student's Learning Pathway may encompass a wide variety of educational experiences in diverse settings. These experiences are connected to school courses and the Alberta Programs of Study, which allows students to satisfy requirements while exploring passions.

Learning Pathways are designed by the student's teacher and formalize alternative learning experiences better suited to individual students while also expanding the number and type of learning options available. This allows students to learn in their school, community or in a workplace, and, in addition to teachers, they can learn under the guidance and tutelage of business professionals, tradespeople, scientists, and community leaders.

Your Learning Coach will:

1. Identify learning priorities based on a thorough analysis of:

- Past report cards
- Testing / PATS
- Parent interview
- Student interview

2. Choose which competencies, goals and outcomes to develop by referring to:

- Grades at a Glance
- Competencies
- Detailed APS or Outcomes
- Other

3. Find and Design learning opportunities:

- Classes & activities
- Field-trips
- Resources
- Schoology

This step pulls together learning activities for each competency / goal / course outcome.

4. Map it out over the next year in consultation with the student and parent.

- Year plans
- Course outlines
- Resource work plans
- Assignment schedule

The next step in the process is to assign a timeline for each competency /goal /course /outcome identified. Flexibility is the key, especially when it comes to taking advantage of upcoming classes, workshops, field-trip and other opportunities which may become available over the course of the year. It is possible to be flexible and still have the student be accountable to their Learning Path.

5. Report and communicate:

- Ongoing assessment
- Report Cards
- Student / parent / teacher interviews

## How to Access Your Learning Coach

Your Learning Coach (certificated teacher) is available a minimum of 950 hours a year in accordance to the school calendar. Learning Coaches and instructors provide supervision during onsite events and classes. Parents are responsible to supervise and assist students at home.

### 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
	<b>NOON - 12:30 Lunch</b>			
	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

## What Your Day will be Like

Your day will be a combination of learning modes which follow the APS and the Learning Pathways created by your Coach and could include:



- face-to-face (i.e. PSI, MEETING, TESTING, CLASSES, CAMPS)
- using information and communication technology (i.e. SCHOOLY, EMAIL, PHONE, ZOOM, MEET)
- self-directed instructional resources (i.e. PRINT RESOURCES, SOCIAL & SCIENCE KITS)
- independent study (i.e. RESOURCES, WORKBOOKS, SCHOOLY ASSIGNMENTS)
- online education (i.e. READING A-Z, FOUNDATIONS)
- Offsite (i.e. FIELD-TRIP)

Daily attendance to your studies is required. We take attendance through schoology, for onsite classes, at field trips and events. Students (parents) are asked to assist by tracking time spent attending to coursework.

## Schoolology

Phoenix uses a learning management system called Schoolology as the backbone for our BlendEd and Online delivery model. All BlendEd and Online students must use this platform.

### Login

To login to Schoolology, students must first have a phoenix gmail account. This will be provided after you have been accepted to the program.

1. Login to the student's phoenix gmail account and change the password.

*studentfirstnamelastname@phoenixfoundation.ca*

2. Next open phoenix.schoolology.com and allow sign in with google.

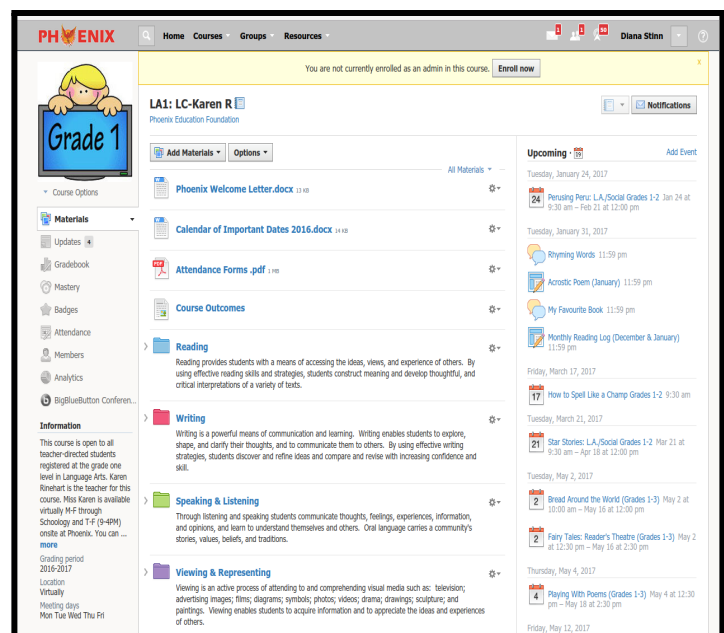
3. Schoolology will open. Bookmark the site or make sure you sign in using phoenix.schoolology.com

### Access

Schoolology is only available to registered BlendEd and OnLine students. It is available 24 hours a day, 7 days a week.

### Use

Course objectives, year plans, resources and work plans, lessons and assignments are all posted here. As well, teachers post Creation Studio class photos, lesson plans and class material here. BlendEd and OnLine students are expected to utilize Schoolology to access instruction throughout the year.



At the beginning of each year, the school hosts several workshops on how to use Schoolology. Students are required to sign a usage agreement.



## The Parent's Role

A parent has the prior right to choose the kind of education that shall be provided to the parent's child, and as a partner in education, has the responsibility to:

- act as the primary guide and decision-maker with respect to the child's education,
- take an active role in the child's educational success including assisting and supporting,
- ensure that the child attends to their studies regularly,
- ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
- cooperate and collaborate with school staff to support the delivery of specialized supports and services to the child,
- encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
- engage in the child's school community.

Parents are:

- The first and ongoing educators of their children! We are here to help support you and your students on their educational journey.
- The parent of your student! We honor your right to make decisions concerning your student so long as it does not harm or interfere with another student, parent or staff member.
- Required to notify the school if their student is unable to attend a registered event or class and to keep sick children at home.

As a Phoenix BlendEd Parent, my responsibilities are to:

- supervise at-home learning and support the learning process,
- communicate with teacher(s) and other members of the school,
- provide a personal email address at the time of registration,
- promptly respond to email and phone calls from Phoenix staff,
- access Schoology regularly to view school information, course marks and progress reports,
- assume responsibility for all materials and resources issued,
- ensure resources are returned as required,
- Cover the costs incurred above and beyond the program budget.



## The Student's Role

A student, as a partner in education, has the responsibility to:

- attend their school (structured learning environment) regularly and punctually,
- be ready to learn and actively engage in and diligently pursue the student's education,
- ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity, the rights of others and fosters a sense of belonging,
- refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,
- comply with the rules of the school and the policies of the board,
- cooperate with everyone authorized by the board to provide education programs and other services,
- be accountable to the student's teachers and other school staff for the student's conduct, and positively contribute to the student's school and community.

Students need to:

- Work hard and participate fully.
- Advise the school of special circumstances or changes in regular routines; of any allergies, learning disabilities or medical conditions. (You need to keep reminding us! Additionally, we cannot administer medication so if parents leave the building, please make sure you have your life-saving EpiPen or inhalers, etc. with you and that you can self-administer!)
- Assist in classes and at events as need be – this includes set-up, cleaning and take-down of classrooms.
- Read your student handbook and be familiar with our procedures. They apply to everyone. Please do not ask us to make exceptions. Everyone here is special! ☺

As a Phoenix Student, my responsibilities are to:

- communicate with my Learning Coach in all subject areas on a regular basis,
- attend scheduled sessions / classes regularly whether online or onsite,
- utilize a work schedule that reflects the time (daily and weekly) committed to academic studies,
- promptly respond to email and phone calls from Phoenix,
- ask for help from Learning Coach when I need it,
- use Schoology when I have questions,
- communicate with Phoenix's Help Desk if there are technology concerns,
- complete assigned work, follow teacher directions and meet deadlines,
- return resources upon completion of your courses,
- access Schoology regularly to view school information, course marks and progress reports,
- write final exams, as required, in all core subjects and PATs in grade 6 and 9.



## The Learning Coach's Role

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

In our unique “BlendEd” school-directed program, your Learning Coach will:

- develop the Learning Pathways for each student,
- create opportunities for students to enhance their learning,
- be accessible to students/parents for instruction for a minimum of 950-1000 hours each year,
- deliver, monitor and evaluate coursework that meets the requirements of the APS,
- respond to all work submitted in a timely fashion,
- provide students and their parents with meaningful feedback regarding student progress,
- help students prepare for final and provincial diploma examinations,
- communicate progress and achievement through reports cards, email, schoology and/or by phone,
- maintain communication with students and parents through email, text, schoology, fax, phone, online sessions or in person,
- respond to all phone and email messages within two working days of receiving them,
- prepare report cards,
- inform students and parents of school events and other news.

**Reading Tip:** If you are considering a Home Education program, please also refer to the Alberta Education Guide to Home Education for the roles and responsibilities of the student, parent and supervising school authority.

## Special Needs

In accordance with the School Act, school-directed students with special education needs are entitled to have access to an education program. Students with special education needs may receive adapted or modified programming that enables and improves learning. Online and Home Education students do not qualify for additional educational support, but may still benefit from our experience and assistance in modifying their education plan.

**Please note:** Phoenix may not be the appropriate learning environment for all students and as such, we may be unable to accommodate your student's complex learning needs and supports. Please see our Admissions Policy.





WHILE ON AT  
ONSITE  
@Phoenix



## Allergies

Phoenix CANNOT in any way guarantee that the school is allergen free. Anyone with an anaphylaxis allergy must keep their epi-pen with them. Parents are responsible for informing the school of their student's allergies and medical conditions. We ask that parents do not send common allergens to school.

## Application Fees

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

## Arrival and Departure

Drop off from **9:15 - 9:25**

Pick-up from **3:05 - 3:15**

***For Parking lot drop-off*** - Vehicles will enter from the 2nd ave entrance (behind the building) and exit using the west lot exit. Staff will supervise the lot during drop-off and pick-up times. Please keep the line moving!

Street parking is also an option, but please **do not** park on the west side of 19th street or on the corner of 19th and 2nd ave. 19th street is busy, has a bus stop and some industrial traffic. We love your kiddos and want them to be safe!

Beginning September 11, 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 front door will be locked once classes are in session. Please ring the doorbell and someone will assist you.

## Bins and Shoes

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


## Class & Event Registration

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 Bookeo.

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

## Special Circumstances



Students on an IPP may have a modified attendance requirement. This must be discussed with your Learning Coach.

## Class & Event Changes & Refunds

All class & event fees are **non-refundable** and **non-transferrable**. You have **48 hours from the 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!

## 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. All BlendEd and Online students 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.

## Enhanced BlendEd Program

The enhanced program makes class registration simple and easy. This program includes registration in all Creation Studio classes, camps, and Friday specialty classes. Additional fees apply if you choose to register for clubs, field trips and guest speakers.

## 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 at Home

Please continue to be vigilant and screen your child before sending them to school. Students with any symptoms of any communicable illness, such as colds, COVID-19, flu, lice, stomach illness and chicken pox should stay home until they no longer have symptoms.

### 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. Parents must be available to pick up their students 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!



## Leave of Absence/Family Vacation

Written notification of any extended leave of absence from school or studies should be given to your Learning Coach prior to the absence. It is expected that students will find out what assignments and tests will have to be made up. When possible, students can use Schoology to allow students to access homework/projects.

## Lunch Supervision

Students in grades K - 6 require lunch supervision. Phoenix provides lunch supervision. The fee for elementary students is \$5 per day that they are registered to attend. Kinder students do not pay a lunch supervision fee.

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

## 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.

## Parent Volunteers

We will require parent volunteers for lunch supervision and field trips. Our Parent Volunteer Handbook and Application are available on the website.

## 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 school. 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.

## School Photos

Photographs are taken during September. Dates are TBD. Various package choices are available to purchase.

## School Nurse

Our school nurse does not work on-site and advises the school community on immunization and other specific public health requirements. Parents must book immunization at their local public health office and it is not done through the school.

## School Supplies

Phoenix will provide all of the classroom supplies (pencils, crayons, scissors, glue, etc) needed for all classes. Please do not send these supplies from home.

## Snack Program

Phoenix has snacks available for anyone who finishes all their food from home and is still hungry! This program is funded by donations from the Food Bank and families like YOU!

## 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 be encouraged to sanitize their hands when:

- They enter and exit the building and classrooms


Students need to wash their hands:

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

Masks are optional for all staff, parents, volunteers, visitors and students.

## 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 arrive at the school by 8:30 a.m. and an answering machine is available.

## Student Attendance - Schoology

Students are expected to attend to Schoology studies on a daily basis. If a student will be away from their studies due to illness or other unforeseen circumstances for any period of time, they or their guardians must communicate directly with each teacher via private discussions or email. This process is similar to a traditional school setting where an absence from learning must be reported.

Student engagement, participation and attendance is monitored differently than would be expected in a face-to-face school. Students are considered to be actively engaged in their learning when they log into their courses on a regular basis, communicate with their teacher, and complete the assignments and activities.

Parents MUST turn on the “Notifications for Overdue” on their Schoology account.

## Assignment Submission


Our standard due date for all Schoology assignments is at the end of each month. On a case-by-case basis, Learning Coaches *may* grant an extension or an exclusion, but parents **MUST** discuss late assignments with their Learning Coaches. Missing or late submissions will be marked “Incomplete” and receive a 0 grade. Students with a missing or late assignment **MUST** book a meeting with their Learning Coach in order to either: 1. Complete the assignment, or 2. Discuss strategies to ensure future success. Chronically overdue assignment submission is an attendance issue and will be referred to the Principal. (Non-attendance to studies is truancy and may require the involvement of the Alberta Truancy Board, so please communicate with us!)

Jr. High students will be pulled out of their elective classes in order to work on their late assignments until they are caught up.

## 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.

## Withdrawal And Tuition Refunds

Tuition fee for the Enhanced program may be refunded when a student withdraws from Phoenix. Withdrawal notice must be in writing and submitted to the Principal. Tuition refunds will be issued under the following circumstances and conditions:

- 01.If the Student withdraws from the School at any time after September 30, is absent, moves/changes residence, is suspended, is transferred or expelled, or otherwise, or is required to receive on-line distance learning/educational programming due to a force majeure such as a pandemic, or due to extenuating circumstances: no refund or fee reduction shall be applied to the Tuition Fees; and no Tuition Fees shall be transferred to any other person.
- 02.In the event of a parent's failure to comply with this Agreement, the School may take any steps in law or equity it deems necessary for the collection of unpaid or overdue Tuition Fees.
- 03.If there are any outstanding Tuition Fees on July 1, 2023, unless an alternative mutually agreed upon written arrangement has been entered into with the approval of the School Principal, parents understand that the Student shall not be enrolled for the following school year.
- 04.Should parents have difficulty in meeting the Tuition Fee obligations, they shall notify the School Principal so that special arrangements may be discussed to see if the parties can come to a mutually agreed upon written payment schedule/arrangement.





# 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 with setting up in the morning and assist the tired staff with the take down in the afternoon. Please lend a hand!

**Phoenix is now a registered charity. We will happily issue a tax receipt for donations 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 2021
- Admissions Policy 2021
- Anaphylaxis Policy 2020
- Conflict of Interest 2017
- Computer and Internet Usage 2021
- User Agreement and Guideline
- Field Trip Policy 2021
- Health and Pandemic Plan–2019 - NOI Requirement
- Hiring policy 2015
- Resource Materials Policy 2015
- Roles Policy 2021
- Safe and Caring Policy 2021
- Sponsorship of School Programs & Activities 2016
- Staff Discipline Policy 2015
- Teacher Growth, Supervision and Evaluation–2019 NOI Requirement

### Students

- Student Code of Conduct 2021
- Student Discipline Policy 2021 – 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 2018
- 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 a 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 behaviors 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.

### BOOKEO / YOUCANBOOK.ME

Bookeo 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](mailto: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 - 403-265-7701

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.

### WEBSITE - [phoenixfoundation.ca](http://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 or on the website.
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!**

