Phoenix Education Foundation

Come Soar With Us!

TEEN SCHEDULE & BlendEd GUIDE 2026-2027

Updated Jan 2026

Welcome

IMPORTANT NOTES

This guide covers the classes and events that will be offered in this school year for Grades 7 - 9 students and their families.

To get the latest information, be sure to join:

Our website:
phoenixfoundation.ca

Our mobile learning app:
phoenix.schoology.com

Our Facebook page:
https://www.facebook.com/PhoenixFoundationCalgary

Our Online Registration:
https://bookwhen.com/calgary

As new activities, field trips and events become available, updates will be posted on the website and on our facebook group!!

Can't get on the facebook group? Email us and we will add you!

Registration for returning students begins March 1, 2026

Registration for new students begins April 1, 2026

We are working hard to offer your students all kinds of great opportunities next year! We love when they ask questions and find answers, when they get a chance to see things through another's eyes 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!

~ Diana Stinn
Head of School

We are fueling a high-energy year where your students lead the way through bold exploration and hands-on discovery. I can't wait to see them challenge the status quo and make a real-world impact as the leaders of tomorrow!

~ Tim Gordon
Inspiring Educational Leader - Principal

2026-2027 Phoenix Calendar

September

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

February

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

June

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2026

Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Aug 31	Labour Day	**Nov 11**	Remebrance Day	**Jan 1**	New Year's Day	**May 24**	Victoria Day
Sep 30	Truth and Rec (Open)	**Dec 25**	Christmas Day	**Feb 15**	Family Day	**Jul 1**	Canada Day
Oct 12	Thanksgiving	**Dec 26**	Boxing Day	**Mar 26**	Good Friday	**Aug 3/26**	Heritage Day

Closed for Breaks Oct 19-23 Dec 21-Jan 1 April 12-16 June 28-Jul 30

	Regular Days		Closed		Ketch up & testing		Holidays		Staff Meeting		

Number of Days

Month	Op	Inst	Month	Op	Inst	Month	Op	Inst
Sep	21	20	Jan	20	20	May	20	19.5
Oct	16	15.5	Feb	19	18.5	June	19	14
Nov	20	19.5	Mar	22	22	July	0	0
Dec	14	14	April	17	16.5	Aug	21	6
	71	69		78	77		60	39.5

209 185.5

Operational Days - ***209*** Instructional Days - ***185.5***

Open - 9-4 PM Monday to Friday 403-265-7701

Teachers take 30 mins for lunch. We do not have recess which means our teachers are available for instruction 6.5 hours per day for a total of 185.5 days X 6.5 = 1205 hours per year.

REVIEWED

WHO WE ARE

The Phoenix Education Foundation is a publicly accredited and funded, non-profit, independent Alberta school that specializes in personalized learning.

To learn more about how independent schools are funded and accountable go to : **https://phoenixfoundation.ca/2016/12/16/how-private-schools-work/**

We offer the following five program choices:

1) Preschool

2) Kindergarten

3) BlendEd

4) Online

5) Home Education

All of our programs require a significant commitment from parents. Students must have an engaged adult who is available daily to assist, support, transport and coordinate learning activities for the student.

Phoenix is a secular school and celebrates a variety of commercial holidays! We respect diversity and parents' right to choice! Phoenix is not a designated special needs school and as such we cannot accommodate severe special needs students.

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

Each educational program is customized to suit your child's specific needs, learning styles and the 21st century environment.

WE ARE OPEN TO ALL!

EDUCATIONAL OPTIONS SUMMARY GR. 7-9

BlendEd - Our "BlendEd" program uses our learning management system (Schoology), along with great print resources, onsite small group classes, field-trips and school-based activities for 950-1000 hours for grades 1-9. This program follows the Alberta Program of Studies (APS) in all subject areas. An Alberta Certificated teacher develops the instructional path, delivers the learning opportunities, coaches and assesses your student.

Parents must be highly engaged partners in this learning path and it is truly a collaborative effort between the home and the school, combining the strengths of parent-student, student-teacher, and parent-teacher 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 the core resources, classes, field-trips, activities, testing, support etc. that are needed for completion of the basic instructional pathway. There may also a transportation grant available to parents from Alberta Education for approximately $504.00*

Home Education – In a Home Education program, the parent designs, implements and evaluates the program. A Phoenix teacher reports on the progress of the program. A minimum of 2 parent/student/teacher meetings each year to share the student's portfolio are required. Resource funding allotment is ~$901.00* Please see our handbook for what kinds of items can be reimbursed.

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

WHAT IS A FLIPPED CLASS?

A flipped classroom is a blended learning strategy that reverses traditional teaching, moving lectures and content delivery (like videos) to before class (online/at home) so in-class time can be used for interactive, hands-on activities, problem-solving, and deeper discussion with instructor guidance, shifting the teacher from "sage on the stage" to "guide on the side".

How it Works:

1. **Out-of-Class (Asynchronous):** Students learn core concepts at their own pace by watching pre-recorded lectures, reading materials, or completing tutorials online.
2. **In-Class (Synchronous):** Classroom time becomes a dynamic space for applying knowledge through group projects, debates, Q&A, labs, and working on homework with peer and teacher support.

Key Characteristics:

- Reversal: Lectures happen at home; "homework" happens in class.
- Blended: Combines online learning (content delivery) with face-to-face interaction (application).
- Student-Centered: Encourages active learning and deeper engagement.
- Teacher Role Shift: Moves from direct instruction to facilitating active learning.

Why it's Effective:

- Students get help with difficult concepts when they encounter them, not later.
- Allows for individualized coaching and self-paced learning.
- Fosters collaboration and higher-order thinking skills (application, analysis) in class.

Most of the courses in the teen program work this way. That's why parental assistance is critical to student success. Elective classes may operate slightly differently.

BlendEd ROLES AND RESPONSIBILITIES

As a Phoenix BlendEd Parent, your 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
- ensure student has all the technical tools necessary
- access Schoology regularly to view school information, course marks and progress reports
- assume responsibility for all materials and resources issued and are returned as required
- cover the costs incurred above and beyond the program budget
- provide a quiet space for the student to work and establish a work routine
- provide transportation to and from school or activities
- support the policies, rules and procedures of the school including the personal mobile device policy from AB Education, in order to provide a safe and caring learning environment for staff and students

As a Phoenix Student, your responsibilities are to:

- communicate with my teacher 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
- participate regularly each week by logging in daily and actively engaging with the content
- promptly respond to email and phone calls from Phoenix
- ask for help from Teacher when needed
- use Schoology when you have questions
- communicate with Phoenix's front desk if there are technology concerns
- complete assigned work, follow teacher directions and meet deadlines
- demonstrate learning by completing assigned tasks
- return resources upon completion of your courses
- access Schoology regularly to view school information, course work and more
- write final exams, as required, in all core subjects and PATs in grade 9

Your Phoenix BlendEd Teacher will:

- develop the program for each student
- create opportunities for students to enhance their learning
- be accessible to students/parents for instruction for a minimum of 950 hours each year
- deliver, monitor and evaluate coursework that meets the requirements of the Alberta Program of Studies
- 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 achievement tests
- communicate progress and achievement through reports cards, email, schoology and/or by phone
- communication with students & parents through email, text, schoology, phone, online sessions or in person
- respond to all phone and email messages within two - three working days of receiving them
- prepare report cards
- inform students and parents of school events and other news

** Please see the BlendEd Online Handbook for more information*

HOW PSI WORKS

Does your student need additional support? Some help learning to read? Some extra math instruction? We all do from time-to-time. You can book some Private Student Instruction (PSI) time with your Teacher. This one-on-one time is meant to assist students who are struggling. Students are not required to use this aspect of their program if it is not needed. PSI sessions are 30 minutes. BlendEd students can book 12 sessions.

How to book time with your Teacher

1. Use their booking link in their google calendar
2. Pick a 30 min time slot that works for your schedule. (PSI is not available in Sept or June)
3. Only book a maximum of 4 PSI at one time.
4. If your teacher feels your student needs more, they will encourage you to book another round of PSI.

OTHER PROFESSIONAL SERVICES

Service	Description	Cost
Revenue Canada Letters	*Need a letter for Revenue Canada? Takes 1 -2 weeks*	*$15 per letter*
Speech Therapy	*Helps with speech delays and disorders, stuttering, social communication skills, pre-literacy and literacy skills*	*$135/h*
Occupational Therapy	*Is the use of assessment and treatment to develop, recover, or maintain the daily living and learning skills.*	*$140/h*
Physical Therapy	*Remediates impairments and promotes mobility, function, and quality of life through physical intervention.*	*$130/h*
Psychologist	*Is a professional who evaluates and studies behavior and mental processes*	*$185/h*
Educational Assistant	*Support students as part of a multidisciplinary team with teachers to provide meaningful instruction.*	*$38/h*
Additional PSI Sessions	*Each student can access up to 12 PSI sessions each year. These are included in the program. Each additional session is $30.*	*$60/h*

WHAT YOUR PROGRAM INCLUDES

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, and parent-teacher 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 may apply to any additions.

ASSIGNMENTS AND ASSESSMENT:	**SUPPORT:**
▪ Teacher-created Learning Pathway for all subject areas ▪ Teacher designed assignments with teacher marking and feedback ▪ Diagnostic testing ▪ Exam bank, PAT exams ▪ Report card	▪ Orientation session for parent and student ▪ Up to 3 meetings with a Teacher ▪ 1 "Ketchup" week ▪ Various parent workshops ▪ Going to High school workshop
ONSITE OPPORTUNITIES:	
▪ 36 weeks of Wednesday classes in LA, Social Studies, Science, Math, PE/Wellness ▪ 12 sessions (30 minutes each) of Private Student Instruction (PSI) ▪ 4 Elective Classes ▪ Teen Fridays - 10 days	▪ Social Skills guests and speakers ▪ PATs* and prep for grade 9 ▪ Year-end ceremony **as required by Alberta Education*
RESOURCES:	
▪ Enrollment in online Schoology courses for each subject ▪ Resources for LA, Math, Science, Social ▪ a Phoenix t-Shirt	▪ Gmail account with access to g-suite ▪ Access to Chromebook rental program ($99/yr)

UNDERSTANDING YOUR FEES

To ensure our program remains successful in the long term, we must maintain a stable financial foundation. While we are proud that we haven't increased our fees since 2021, the board recently had to evaluate a difficult question: ***Can we continue to offer a specialized junior high program without adjusting tuition?***

Why a Change is Necessary

Since 2021, the cost of operating our school has risen across several key areas. To maintain the quality of our program, we have had to manage significant increases in:

- ***Operational Costs:*** *Expenses for heating, electricity, resources and facility rent have all gone up.*
- ***Technology:*** *We must invest more to upgrade and maintain the computers and equipment our students use daily.*
- ***Fair Wages:*** *Our dedicated staff members are the backbone of this program, and we are committed to providing them with competitive pay.*
- ***Program Enhancements:*** *We added additional* ***Teen Fridays*** *to provide more student engagement and benefits, but we did so without passing those extra costs on to families.*

Understanding the Deficit

For the past five years, the teen program has been operating at a ***deficit****, meaning it costs more to run than it brings in through fees. Other programs at the Phoenix Foundation have been covering these losses to keep the program afloat. Last year, the program's deficit reached approximately* ***$38,000****. With 26 students participating, this meant that about* ***$1,460 per student*** *was being subsidized by other programs. This goes against our goal of a "cost-recovery model," where each program generates enough revenue to cover its own expenses.*

Securing Our Future

To ensure the future viability of the teen program, the board has determined that a fee increase is necessary. This shift will move us toward a sustainable budget, allowing the Phoenix Foundation to continue providing a high-quality, customized experience for our junior high students for years to come.

2026-2027 Junior High Fees			
Registration	**Resource Fee**	**Base Tuition**	**TOTAL**
$50.00 /$75.00 (returning or new)	**$75.00**	**$1925.00***	**~ $2050.00 per year**
If your student is diagnosed Mild/ Moderate Special, add*			**+ $2000.00 per year**
If your student is Severe Special Need, Alberta Ed covers the fee of $16,000.00 (10 spots school-wide)			**+ $0.00**
		Your total:	

** The Phoenix Compassion Fund may be able to assist families with some student fees based on demonstrated financial need and yearly donations to the fund.*

TEEN ORIENTATION 2026-2027

Wednesday Sept 2 is Orientation for Teens!

This is an important date for both teens and their parents. Bring: Your laptop or come early to rent one for the year.

11:30 AM - Lunch and Learn *- Bring your lunch and learn how to use Schoology, our award winning learning management system. We will teach you how to login in to your online courses, how to submit assignments, how to use the calendar and more.*

1:30 PM - Teen Orientation *- Grade 7/8/9 - Meet your teachers, review how the program works, understand what supplies you will need and how parents can support their students to be successful.*

Please note: *Fees must be paid by this date.*

TEEN SCHEDULE 2026-2027

Wednesdays												
Time	**Quarter 1**			**Quarter 2**			**Quarter 3**			**Quarter 4**		
	Sept 9 - Nov 11* (9 weeks)			Nov 18 - Jan 27 (9 weeks)			Feb 10 - April 7 (9 weeks)			April 21 - June 16 (9 weeks)		
Grade	**7**	**8**	**9**	**7**	**8**	**9**	**7**	**8**	**9**	**7**	**8**	**9**
9:00 AM	**Math Minutes**											
9:15 AM	HUM	Math	SC	HUM	Math	SC	HUM	Math	SC	HUM	Math	SC
10:30 AM	SC	HUM	Math	SC	HUM	Math	SC	HUM	Math	SC	HUM	Math
11:45 AM	**LUNCH**											
12:15 PM	Math	SC	HUM	Math	SC	HUM	Math	SC	HUM	Math	SC	HUM
1:30 PM	Active Living			Active Living			Active Living			Active Living		
2:15 PM	ELECTIVE A OR B			ELECTIVE C OR D			ELECTIVE E OR F			ELECTIVE G OR H		
3:15 PM	**CLEAN UP AND HEAD HOME**											

- No onsite classes on Nov 11 and Feb 3 during Ketchup week. Teachers are available for PSI during this week.
- There are no onsite classes when the school is closed for breaks - see the school calendar on page 2
- ~710 hours of online course work
- 36 weeks * 5.75 hours = 207 hours
- 10 Fridays * 5.75 hours = 57.5 hours
- 2 field trips or extras = 10 hours
- Misc events = 15
- Exams / PATS = 15

Time	**FRIDAYS**		
	10 days		
Grade	**7**	**8**	**9**
9:00 AM	**Math Foundations**		
10:15 AM	Physical Activities		
10:45 AM	Science Experiments		
NOON	LUNCH		
12:30 PM	Life Skills		
1:30 PM	Guests/ Art/ Music/ Other		
3:15 PM	**CLEAN UP AND HEAD HOME**		

Teen Fridays

- There will be two-three Teen Fridays per quarter.
    - Sept 18, Oct 2, Nov 13
    - Dec 11, Jan 15
    - Feb 19, Mar 12, April 23
    - May 21, June 11

Junior High Report Card

- Feb 9-12
- June 25 (Hard date)

ONSITE CLASSES

There are two kinds of mandatory classes: 1. Core and 2. Elective classes. All core and elective classes are **mandatory** to attend.

Core classes include Math, Language Arts, Science, Social, Physical Education and Health while **Elective classes** are designed to help students build their understanding of the world around them as they identify and apply career and life skills. Students develop communication, collaboration, critical thinking, time management and problem solving skills through hands-on, interdisciplinary learning experiences. Students pick 1 elective each quarter. Phoenix may adjust class registrations to accommodate class size.

Elective Course Descriptions

- ☐ **A - Drama** - This Drama class will allow students to explore their creativity and imagination through various acting exercises and scene work. Students will learn about character development, stage presence, and storytelling while collaborating with their peers to create dynamic performances. The class will culminate in a final presentation, showcasing the students' growth and talent. (Max 15)

- ☐ **B - Cooking / Kitchen Safety** - This class will introduce students to the fundamentals of cooking, including basic techniques, measurements, and recipes. Emphasis will be placed on kitchen safety, hygiene, and proper handling of equipment and ingredients. Students will gain confidence in the kitchen and develop practical skills they can use for life. (Max 8)

- ☐ **C - Art** - This class allows students to explore a variety of artistic mediums and techniques, including sketching, painting, and more. Students will develop their creative expression and fine motor skills while gaining an appreciation for different art styles and historical contexts. The course provides a supportive environment for students to experiment, learn, and grow as artists. (Max 15)

- ☐ **D - Leadership -** Do you want to get more involved in your school community? Do you want to help plan and implement fun activities, mentor others, and make a difference at school? Leadership is a class for students who want to think creatively, take initiative, and lead by example. In this course, you will participate in a variety of activities that help you develop your own personal leadership style while contributing to a positive school culture. (Max 20)

- ☐ **E - Design Studies -** Design Studies is a dynamic and creative course that introduces students to the world of design through both traditional sketching and modern 3D modeling tools such as Tinker Cad and SketchUp. Students will explore a variety of design disciplines, including architecture, interior design, industrial design, engineering, and landscaping. The course emphasizes the full creative process—from identifying a problem or need to developing and refining a solution—while building core skills in balance, proportion, functionality, and aesthetics. Students will design functional and visually appealing spaces and objects, gaining insight into how designers shape the environments in which we live, work, and play. No prior experience is needed, and the course includes discussions about careers in architecture, civil engineering, interior and industrial design, urban planning, and related fields. (Max 15)

- ☐ **F - Career Education & Financial Literacy -** Step into the "real world" in this high-energy elective. This course brings together a community of future leaders to explore diverse career paths—from the trades and technology to entrepreneurship—while mastering the essential life skills needed to thrive after high school. Through hands-on simulations and collaborative projects, you will discover your unique strengths, build a professional resume, and learn the mechanics of "adulting," including banking, responsible credit use, and building a budget that actually works. Because this classroom combines multiple grades, you'll have the unique opportunity to learn at your own pace, mentor others, and tackle real-world financial challenges alongside your peers. Whether you're planning your first summer job or mapping out your entire high school journey, this course gives you the "money and mastery" to own your future. (Max 20)

- ☐ **G - French -** This fun and interactive course will focus on learning to speak French. Students will also begin to read and write in French. Students will learn the alphabet numbers, greetings, months/seasons/holidays, basic sentence structure, verb conjugation and vocabulary related to school supplies, calendar, school subjects, school personnel, school activities, home, family, friends, time, expressing likes/dislikes, personality traits, hobbies, weather, question words and holidays. In addition, there will be a small cultural component to this course. (Max 15)

- ☐ **H - Power Up Your Learning -** This class is ideal for students who require extra time and support to develop skills related to the learning process. Students will identify and strengthen the focus of their learning goals. They will learn how to use their learning preferences and strengths as a learner. Students will participate in small group and/or individual instruction of new strategies to support their personal learning style, including organizational skills, study strategies, remedial math, reading, and writing. They will be provided opportunities to apply their learning about their learning to complete assignments from their core classes. (Max 20)

Home Education students in grades 7 - 9 may register for elective classes beginning **August 16, 2026**. Spaces will be released following BlendEd registration dates. Fees apply. $185.00 per elective

TEEN EVENTS

We have not picked the trips yet, but past trips have included: Rock Climbing, Bowling & Pizza, Swimming, and Archery. Stay tuned for registration information!

Here is the fine print:

Phoenix:

- Will provide parents with written information regarding the student off-site trip including hazards unique to the trip different from participating in an activity at the school.
- Requires participants to be on time, dressed appropriately and to participate fully in the instructional activity or field trip.
- Will not tolerate the possession of drugs, alcohol, tobacco, or similar weapons or any intentionally destructive behavior such as hitting others, spitting, swearing, and willful destruction of another's property.

Parents:

- **Please remember: Phoenix does not transport students! Parents are required to transport their students to and from events.**
- Please notify the school in a timely manner if your student is unable to attend an event.

GOING TO HIGH SCHOOL WORKSHOP

Prepare your Grade 9 student for the next step in their educational journey! Come and learn about options for High School, credentials, and graduation.

HOW FOOD WORKS

Phoenix offers an on-site snack program for everyone. This program is funded by donations from the Food Bank and families like YOU! We do have food from time to time but trust that the teens are aware of their allergies and needs.

YEAR END CEREMONY

Join us on Friday - June 18, 2027 - Invite your friends and family. **Fee: FREE**
Kinder certificates, Grade 9 graduate acknowledgement and special awards - REGISTRATION REQUIRED!

IF THERE IS A DISCIPLINE PROBLEM

The instructor will **make your student aware** of the problem or issue and indicate what they should be doing differently. They will be given one additional warning.

After that, as you are the primary and on-going educator of your student, **your assistance will be required**. Your student may be allowed to continue to participate in the class with your assistance.

If the behavior issue continues, you will be asked to **remove your student** from the class. We will not tolerate rude, disrespectful or unmanageable behavior.

If there is a persistent problem, your Teacher or the Principal will help implement strategies to help correct the behavior. Once corrected, your student may attend classes again at that time if appropriate.

In the Event of a Fire or Emergency

There are current fire extinguishers located throughout the building. Most rooms have at least one. Fire drills are conducted randomly throughout the year regardless of weather. We generally do not do school-wide drills, but rather, our fire procedure is reviewed with students each and every class, as students all have a varied schedule. Your children know they are to stay with their instructor, follow the instructor out to the muster point and to wait for you there.

Parents: If you are asked to leave the building in the event of a fire or Emergency, please go quickly to the nearest exit. These are marked on placards throughout the building. Take the children who are in your direct supervision and go outside to the muster point. We will meet you there.

Muster point: Is the big RED Phoenix sign. We will ask you to initial the class list to release your student from our supervision into your care.

Part of our safety plan is YOU! If you see a hazard, a stranger or are worried about something, please come and tell us!

Need a Band-Aid?

All our staff have their first aid certificate and a police check, so they can help! There are approximately 10 first aid kits in the building – at the Front Desk, in the Kinder Room, in the Kitchen, in the Creation Studio, in the Gym and in the Chopshop area. Plus, instructors have a small kit in their carts, even the field-trip backpack has one! I think we have you covered!

OTHER IMPORTANT THINGS

ALLERGIES - Phoenix CANNOT in any way guarantee that the School is allergen free. *We ask that people be aware and do not bring common causes of anaphylaxis to the school. Depending on their age, anyone with an anaphylaxis allergy must either keep their epi-pen on their person or have a parent on-site with them at all times.*

ARRIVAL AND DEPARTURE *- Jr High students will use the Front Door. The front door will be locked once classes are in session. Please ring the doorbell and someone will assist you. Please use the parking lot drop-off for students that use the Front Door.*

ATTENDANCE *- We track attendance including attendance to studies. Students who are not fully participating will be considered TRUANT. Parents, you are the most important part of your teens' participation in the program - they need your help, encouragement and participation too! If your teen is going to miss a day, you must call to let us know. Our number is 403-265-7701*

CURRICULUM BASED *– All our classes are curriculum based.*

COMMUNICATION *- We use Google groups, teen newsletter, email updates, the school calendar on the website, the Teen Program Guide, Schoology and Bookwhen. In addition to email, mail and phone. Please do your part by reading, responding or calling if you have questions.*

INTERNET *- Phoenix provides a guest network for student use. The Phoenix Education Foundation Centre provides computer stations and access to the Internet for the use of Phoenix students and staff in support of educational and research activities. Internet users are expected to use this resource in a responsible and courteous manner, consistent with the purposes for which it is provided. Internet user agreement must be signed by all students. Phoenix does not use filtering software. Users of the Internet must assume full responsibility for the materials they use.*

PARENTS ONSITE *- Parents of students on an IPP with a requirement for an aide, or a requirement for a parent to be on-site, are 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.*

PERSONAL MOBILE DEVICES *(including smartwatches, smartphones, cell phones and headphones etc) will be restricted during instructional time for ECS to Grade 12 students. Students will be required to store devices in their backpacks. Exceptions may be granted for health and medical needs or to support special learning needs. application for exceptions can be made to the principal or equivalent on a case-by-case basis. Phoenix may permit the use of personal mobile devices for educational purposes or other*

circumstances as determined by the principal or equivalent on a case-by-case basis. Access to social media platforms such as Facebook, Instagram, etc may be restricted on the school network and devices. Further information regarding the roles and responsibilities of the school, parents and students can be found in the Student Handbook. Consequences for non-compliance may result in a temporary loss of use and notification of parents.

PHOTOS *- During events, Phoenix staff may be taking photos for use on the web site and in other promotional materials. Registration in the event grants Phoenix permission to use these photos, which may include you and your children, in such a manner.*

REFUNDS / CANCELLATIONS *- Class and events fees are* ***non-refundable*** *unless the event is canceled by Phoenix.*

RESTRICTIONS - *Participants in any PHOENIX sponsored functions, field trips, events, classes or programs agree to follow the* ***Field Trip Policy*** *and the* ***Code of Conduct****. As such, Phoenix reserves the right to deny future access to any events, functions, field trips, or programs if this code is violated by a participant or parent.*

RISKS *- Parents assume all responsibility and risk for themselves and their children while participating in any Phoenix activity. Event waivers are required.*

WITHDRAWAL AND TUITION REFUNDS - *Tuition fees for the Junior High BlendEd Enhanced Program are 100% refundable when a student withdraws from Phoenix prior to the Sept 1 of each year for that school year, 50% refundable from Sept 1-15 and not refundable after Sept 15. Withdrawal notice must be in writing and submitted to the Principal. Registration fees for additional events and activities throughout the year are not refundable at any time.*