



**PROGRESSIVE**  
**ACADEMY**

**JK to Grade 9 PARENT HANDBOOK 2016-2017**

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## Introduction

Welcome to the 2016-2017 edition of the Progressive Academy Parent Handbook. While every effort is made to ensure that this document reflects the most up-to-date information, school policies change in response to new Legislation and Regulation from Alberta Education and Alberta Human Services. In addition, the administration and staff at Progressive Academy are committed to a process of continuous improvement. Please check the online version of the PARENT HANDBOOK for the most recent document. Should you find an error or inconsistency in this document, we invite you to bring it to our attention in order that we might quickly rectify it. Similarly, if you believe we could add an item that would assist you or other members of the school community, please let us know. It is our desire that this is a living document that will provide answers to as many of your questions as possible.

## Vision

C'xkdtcpv'uqekgyl 'uj cr gf 'd { 'kpf kxkf wcn'gzegmgpegO'

## Mission

Vq'r tqxkf g'c'uwf gpv'hqewugf 'r tqi tco 'yj cv'ewnkxcvgu'c'r cuukqp'hqt 'hgctplpi 'cpf 'etkkekcn'ij kpnkpi O'

## Values

Eqo o ko gpw'Vj ku'o gcpu'yj cv'uchh 'uwf gpw.'r ctgpw.'cpf 'cm'qyj gtu'kp'r ctvpgtuj kr 'y kj 'Rtqi tguukxg"

Cecf go { 'ctg'f gf lecvgf 'vq'yj g'y gm'dgkpi 'cpf 'uweeguu'qh'yj g'uej qqr'cpf 'ku'eqo o wpk'OCu'uwej ."

kpf kxkf wcn'ctg'kperkpgf 'vq'eqpukf gt 'yj g'uej qqr'u'y g'htctg'cdqxxg'cpf 'dg{ qpf 'yj gk 'qy pO'

"

kpgi tkv' <Vj ku'xcnwg'tghetu'vq'j qy 'yj g'RC'eqo o wpk' 'r tk gu'j qpguw' .f gegpe { . 'cpf 'hctpguu'kp'cm'qh'ku"

wpf gtwnkpi u.'npqy kpi 'yj cv'o qtcn'wr tki j vpguu'ku'hqwpf cv'qpcn'vq'yj g'y qtm'cpf 'hkg'qh'c'uej qqrO'

"

kppqxcvqp'k'c'ko g'qh'eqpucpv'cpf 'qhv'p'tcr kf 'ej cpi g.'pgy 'kf gcu'cpf 'etgc'v'xg'uqmwkqpu'y km'cmqy "

uwf gpw'cv'RC'vq'gpi ci g'cpf 'uj cr g'yj gk'gp'xkqpo gpw'hqt 'yj g'dgwgtO'

"

Ngctplpi <Vj g'RC'eqo o wpk' 'y km'pwr k'g'c'nxg'hqt 'hgctplpi 'cu'c'nhgnpi 'gpf gcxqt 'yj cv'tcpuegpf u'yj g"

encuutqgo ONgctplpi 'ku'qpi qkpi 'g'zr nqtcv'qp'cpf 'pqv'cp'gpf 'r qkp'v'k'v'cngu'o cp { 'hqtu u'cpf 'ku'uwkxgf 'vq'cm'

uwf gpw'f gr gpf kpi 'qp'yj gk'pggf u'cpf 'cr vkwf guO'

"

Kpenwukxpguu<D{ "go dtcelpi 'f kxgtukv{ 'cpf 'tgo clplpi 'qr gp 'vq'f khhgt gpegô dg'k'g'v' ple. 'tgrki kqwu. 'ewmwten" qt'q'v' gty kugô RC'ku'cdng'vq'etgcv'c'xkdtcpv'y greqo lpi 'hgctplpi 'gpxktqpo gpv0'Gs wkv{ 'ku'cp'gpf 'vq'dg' f guktgf. 'y j gtg'gcej 'uwf gpv'cpf 'uclh'o go dgt'j cxg'gs wkscdng'ceeguu'vq'v'j g'tguqwtegu'cpf 'uwr r qt w'v'j g{ " pggf 'vq'dg'uweeguu'w'f' "

Kpf kxkf wcrkv{ <Vj g'uweeguu'qh'RC'tgrku'qp'c'f g'xqvgf 'gpi ci go gpv'y kj 'v'j g'lpf kxkf wcn'uwf gpv.'hqt 'g'xgt{ " uwf gpv'ku'f kxkpe'v'g'lp'j kulj gt'i klu'cpf 'r cuukpuô cni'qh'y j lej 'o wuv'dg'pwt w'gf 'y kj 'cp'w'p'f gt'uc'p'f lpi " qh'v'j ku'w'p'ks w'gp'guu0' "

Eqmcdqtc'v'kp<Vj g'nhg'cpf 'y qtn'qh'RC'y kn'lhq'w'kuj 'cu'c't'gu'w'v'qh'v'j g'lq'p'v'gh'ht'w'v'qh'cni'qh'ku" ucn'g'j q'f gt'u'uwf gpv. 'v'gcej gt'u. 'r ct'gp'w. 'cpf 'q'v'j gt'uej q'q'n'r ct'v'p'gt'u0'Q'p'n{ 'd{ 'y q'tn'k'p'i 'v'qi g'v'j gt'cu'c'v'gco " y kn'y g'ceeqo r rkuj 'q'w'o kuuk'p'cpf 'cej k'x'g'q'w'x'ku'q'p0' "

## Pillars

Vj g'q'p'i q'k'p'i 'uweeguu'qh'RC'ku'd'w'kn'qp'c'p'wo dgt'q'h'lo r qt'v'p'v'r k'nt'u0' " "

Uwf gpv'u<Uwf gpv'u't'ghgt'v'q'v'j q'ug'y j q'ct'g'q'w'r t'ko ct{ 'en'g'p'v'u'cv'RC0'RC'ku'q'p'c'v'ut'q'p'i 'h'q'w'p'f c'v'k'q'p'y j gp'< q'""Q'w'g'p't'q'mo gpv'ku'c'v'c'ig'x'g'n'y j lej 'y kn'uw'r qt'v'q'w'eqt'g'cpf 'q'w'k'p'p'q'x'c'v'k'g'r t'q'i t'co o lpi 0' q'""Q'w'uwf gpv'cpf 'h'co kn' 'r t'q'h'k'g'u'o c'vej 'v'j g'x'ku'k'q'p.'o kuuk'p'cpf 'x'c'n'w'g'u'qh'RC0' "

J wo cp'T'guqwt'egu"x'q'n'w'p'v'g'g'tu.'eqo o w'p'k'v{.'h'ce'w'w'v{.'uclh-<J wo cp'T'guqwt'egu't'ghgt'u'v'q'cni'v'j q'ug'y j q" y q'tn'eqmcdqtc'v'k'x'g'n{ 'v'q'ectt{ 'q'w'v'j g'o kuuk'p'qh'RC.'l'p'ew'w'v' lpi 'h'ce'w'w'v{.'uclh'cpf 'x'q'n'w'p'v'g'g'tu0'RC'ku'q'p'c" ut'q'p'i 'h'q'w'p'f c'v'k'q'p'y j gp'< "

Go r m{ g'gu'cpf 'x'q'n'w'p'v'g'g'tu'ct'g'o q'v'k'x'c'v'g'f 'd{ 'v'j g'x'ku'k'q'p.'o kuuk'p'cpf 'x'c'n'w'g'u'qh'v'j g'uej q'q'n0'Vj c'v'ku." v'j g{ 'ct'g'o kuuk'p'f t'k'x'gp0' "

Kpf kxkf wcn'ct'g'o c'vej g'f 'y kj 't'q'rg'u'v'j c'v'w'k'k'k' g'v'j g'k'ut'g'p'i v'j u'cpf 'r cuuk'p'u0' "

Vj g'uej q'q'n'r t'q'x'k'f g'u'h'q't'q'p'i q'k'p'i 'f g'x'g'n'r o gpv'qh'go r m{ g'g'cpf 'x'q'n'w'p'v'g'g't'eqo r g'v'p'e{ 'cpf " r'g'c'f g't'uj k' 'e'c'r c'ek'v{ 0' "

Vj g'uej q'q'n'g'p'i ci gu'uw'h'k'ep'v'uclh'cpf 'x'q'n'w'p'v'g'g'tu'v'q'd'q'v'j 'o g'g'v'v'j g'f go c'p'f u'qh'v'j g'q'ti c'p'k' c'v'k'q'p" c'p'f "r t'q'x'k'f g'h'q't'q'p'i q'k'p'i "i t'q'y v'j "c'p'f "k'p'p'q'x'c'v'k'q'p0' "

Vj g'uej q'q'n'c'v'k'x'g'n{ 'u'g'g'm'u'eqmcdqtc'v'k'x'g'u{ p'g'ti k'g'u0' "

Rt qi t'co o lpi <Rt qi t'co o lpi 't'ghgt'u'v'q'v'j g'g'f w'ec'v'k'q'p'c'n'ug't'x'k'g'u'qh'ht'g'f 'd{ 'RC'v'q'v'j g'uwf gpv'cpf 'h'co k'k'g'u" v'j c'v'y g'ug't'x'g0'RC'ku'q'p'c'v'ut'q'p'i 'h'q'w'p'f c'v'k'q'p'y j gp'< "

Vj g'Crldgtv'Rtqi tco "qh'Uwf lgu'ku'vj g'hwf co gpvcn'uvct'kpi 'r qlp'0'  
Y g'hzg'kdn' 'uggm'vq'0' ggv'lpf k'kf wcn'cpf 'tco kn' 'pggf u0'  
Y g'hqewu'qp'vj g'f g'xgnr o gpv'qh'eqo r gvpelgu.'g0 0t'gugcte'j 'unkm.'eqo o wplec'vqp'unkm.'gve0'  
Cuuguuo gpv'ku'cwj gpve0'  
Rtqi tco o kpi 'f tcy u'qp'uvch'r cuuk'pu'cpf 'utgpi vj u0'

"

**Vgej pqm** { <Vgej pqm { 'tghetu'v'cm'vj qug'vqnu.'kpen'f kpi "grg'v'qple"cpf 'f ki kcn'qpgu.'vj cv'ctg'wugf "v'  
h'ek'k'cv'vj g'ngi kur'v'f'cpf 'gh'ek'gpv'qr gtc'v'qpu'qh'vj g'qti c'pk' v'k'qp'cpf 'vj g'gh'ge'v'x'g'ko r ngo gpvc'v'qp'qh'ku'  
o kuuk'p0'RC'ku'qp'c'utqpi 'h'qwpf v'k'qp'y j gp->

Ku'wug'qh'v'gej pqm { 'ku'i qx'gt'pgf 'd { 'c'kpi 't'cpi g'r'ncp0'  
Vj g'uej qqn'uv { u'cdt'g'cu'v'qh'v'g'pf u'cpf 'k'p'p'q'x'v'k'pu'vj cv'y kn'uw' r qt'v'ku'x'k'k'qp'cpf 'o kuuk'p0'  
Vgej pqm { 'ku'wugf "v'et'g'cv'g'gh'ek'g'p'ek'gu'k'p'qti c'pk' v'k'qp'cn'qr gtc'v'qpu'  
K'ku'Dt'kpi 'l qwt'Qy p'F g'x'leg'd'cugf "cv'vj g'uwf gpv'rg'x'gn0'

"

**I qxgt p'cpeg** <I qxgt'p'cpeg't'ghetu'v'vj qug'ce'v'k'k'ku'vj cv'r t'gug't'x'g'cpf 'f tk'x'g'h'qty ctf 'vj g'x'k'k'qp'cpf 'o kuuk'p0'  
qh'vj g'uej qqn'cpf 'r tq'x'k'f g'h'qt'uv'cdng'cpf 'uw'v'k'p'cdng't'gu'q'w'ek'pi 0'RC'ku'qp'c'utqpi 'h'qwpf v'k'qp'y j gp->

I qxgt'p'cpeg'h'qewu'qp'vj g'f g'x'gnr o gpv'qh'uv'cv'gi ke'f k'ge'v'k'qp'cpf 'ce'eq'w'p'cd'k'k'v' ku'uw't'c'peg'  
ut'w'w't'gu0'  
K'd'w'kf u'uv'cv'gi ke'r ct'v'p'gt'uj k' r u0'  
K'r'nc'pu'h'qt'h'k'p'c'p'ek'cn'uw'v'k'p'cd'k'k'v'0'  
K't'g'cf kn' 'cf'cr u'v'q'ej cpi kpi "gz'v'g't'pcn'cpf 'k'p'v'g't'pcn'ek't'ewo uv'c'pegu0'  
K'r'nc'pu'h'qt'U'we'gu'k'qp'qh'Ng'cf gt'uj k' r 0'  
I qxgt'p'cpeg'h'p'ev'k'pu'cv'cp'to au'rg'pi vj 'It'qo 'vj g'o c'pci go gpv'qh'vj g'uej qqn0'

"

**Uw'v'k'p'cd'k'k'v' <Uw'v'k'p'cd'k'k'v' 't'ghetu'v'vj g'cd'k'k'v' 'qh'cp'qti c'pk' v'k'qp'v'q'o c'pci g't'gu'q'w'eg'u'cpf 't'k'um'i'k'p'  
u'we'j 'c'y c { 'vj cv'g'p'cdng'k'v'q'i t'qy 'cpf 'vj tk'x'g.'cu'y gm'cu'v'q'y g'cv'j gt'go gti g'p'ek'gu'cpf 'r g't'k'q'f u'qh'h'qy "  
g'p't'q'm gpv'qt'f get'g'cugf 'hw'f kpi 0'RC'ku'qp'c'utqpi "'h'qwpf v'k'qp'y j gp->**

K'g'pi ci gu'k'p'eq'p'ug't'x'c'v'x'g'd'w'f i g'v'k'pi 'r t'ce'v'k'egu0'  
G'cej 'r t'qi tco 'r c { u'h'qt'k'ug'h'q'x'gt'v'ko g0'  
Vj g'qti c'pk' v'k'qp'd'w'kf u'c'utqpi 't'gug't'x'g'hw'f 0'  
Vj g'qti c'pk' v'k'qp'ect'gu'h'qt'cpf 'o c'k'p'v'k'pu'ku'r j { u'k'ec'n'cu'ug'u0'  
K'ku'eqo o kw'gf "v'eq'p'v'p'w'q'u'ko r tq'x'go gpv'k'p'd'w'k'p'guu'qr gtc'v'qpu0'

## School Profile and History

Progressive Academy is an independent school located in the Glenora area of Edmonton. The school currently accepts students from Junior Kindergarten through Grade 9 into day programs and offers a number of innovative High School **MVAZ** options, including its very popular summer program, Mountain Adventure School, a China Study Tour as well as First Robotics Team.

Originally opened in 1984 by a group of homeschool parents, Progressive Academy was operated for a number of years out of two vacant classrooms in the Oliver School under the name of **AbZLZMyljil @lanj**. This was followed by more than a decade in the Sherbrooke School. In 1998, the society purchased the **Ajk / XAnM @lanj** and with the availability of space, has grown its program to serve, in the present school year, over 200 students.

The school's original vision was to foster self-directed learning and provide students with an authentic learning environment, develop competencies, bring out the inherent qualities in students, and improve the world by influencing positive student development. Those same elements remain important goals of Progressive Academy today. While the program may be more teacher-directed, the school's teachers place a high priority on using the child's interests, multiple intelligences, learning preferences, and background as the starting place. Teachers infuse their teaching with project based learning and Junior High students engage in internships with local businesses and not-for-profits.

Progressive Academy serves a multicultural milieu of families who value small classes, individual attention, and parental engagement. Families who choose Progressive Academy are highly supportive of independent education and willing to be engaged in not only planning their child's program, but in growing a vibrant, inclusive and sustainable school community.

As an accredited and funded independent school, Progressive Academy builds its educational program on the Alberta Program of Studies, Inspiring Education, the School Act, on the needs of our students and on community expectations. As the school charts its path forward, all of these will be important threads in the fabric of the school. The school has embraced collaboration as a core community value. All teachers were trained in the Tribes approach and the K to 9 teaching staff and principal have begun to meet regularly as a Professional Learning Community (PLC) to build a shared vision and determine the values that will infuse all of our activities. As the PLC concept continues to develop, teachers will discuss various aspects of their work that contribute to students' success and use data to continually improve their practice. From there, the school will establish a deliberate and effective system of intervention and support for all students.



## Diversity

Progressive Academy welcomes students from any background and culture who can meet the admission requirements of the school and will benefit from our programs and community. While PA is a non-faith based school, discussions of faith and culture are welcomed within our classes and we endeavor to acknowledge significant festivals in the various faiths and cultures represented in our school community.

## Tribes

Progressive Academy is a Tribes school. Tribes is a process whereby a school commits itself to building a learning community that is safe, caring, and motivational for all. It is a process that seeks to create a school community that is inclusive of diversity, that encourages participation, that minimizes disruptive and counterproductive behaviour, and that ultimately improves the learning for all.

Some of the more visible signs that this process is working will come in the day to day classroom interactions, where students are taught that learning is not just a teacher directed activity, but a participatory activity where students have an active role in the learning. In a Tribes school, you will often see students working in circles or small groups, practising and developing skills in listening, negotiating, and problem solving. These activities will help them develop collaborative skills, such as listening attentively, expressing appreciation, valuing diversity, thinking constructively, making responsible decisions, resolving conflict, creatively solving problems, assessing improvement, and much more.

The foundation of the Tribes process is the four basic agreements that all in the school community seek to follow:

1. Cwgpvk'rhugplpi
2. Cr r tgek vqp P q'r w'f qy pu
3. Vj g'tki j v'q'r cuu'o'y g'tki j v'q'r ctvek cvg
4. O wwwcn'tgur gev

A good introduction to the Tribes process can be seen in a short YouTube video where Tribes founder, Jeanne Gibbs, speaks about her vision of Education for the 21 Century. Please check it out at: <https://www.youtube.com/watch?v=SyQerR4btc4> .

## Program

### Junior Kindergarten

As an accredited licensed Junior Kindergarten Program, Progressive Academy is licensed and regulated through the Ministry of Education. Please keep in mind that school staff observe children and take into account their interests and parent's goals and in many cases will establish programs that extend beyond the expectations of the Alberta Children's and Youth Services.

### Kindergarten to Grade Nine

As an independent private school, Progressive Academy follows the Alberta Program of Studies. Parents can access summaries of the Alberta Program of Studies requirements at each grade level at <http://www.learnalberta.ca/content/mychildlearning/>. Please keep in mind that school staff observe children and take into account children's and parent's goals and in many cases will establish programs that extend beyond the Alberta Program of Studies.

### Focus on Literacy

From its beginnings, Progressive Academy has believed that strong literacy skills are essential to success and engagement in education. The school's founders believed that knowledge of the individual student, correct placement, tangible learning experiences and a focus on vocabulary development are essential skills for teachers and students alike. From the Junior Kindergarten years, Progressive Academy encourages the development of strong literacy skills through a fun, child centered approach to literacy focusing on the development of phonics skills. This approach is built upon by teachers in kindergarten and the early elementary grades. The elementary grades also utilize a differentiated approach. Students select from five authentic reading and writing choices, working independently toward personalized goals, while the teacher meets individual needs through whole-group and small-group instruction, as well as one-on-one conferring. These choices include (1) reading to self (2) work on writing (3) reading to self (4) reading to self (5) word work (vocabulary development).

### Junior Kindergarten Assessments

Children in the Junior Kindergarten program are observed by the classroom teachers to ensure that they understand the curriculum concepts covered. A Learning Journal is created to show parents what the child is learning and how what has been learned can be used to bring about greater depth of understanding. The teachers also administer a developmental checklist called the Nipissing Checklist

three times per year. This checklist may identify any developmental proficiencies or difficulties the children may be experiencing. Every child is assessed in Jolly Phonics monthly to monitor and plan for continuous progress. We are currently working on incorporating a rubric measuring system that will allow the teachers to monitor the children's math skills.

## **Student Learning Assessment & Provincial Achievement Tests (Grade 3,6,9)**

The Province of Alberta is in the midst of a transition in its testing process. Presently, the province is piloting a new assessment in which students entering grade three will write a Student Learning Assessment (SLA) early in the school year. The SLA is designed primarily to provide the classroom teacher with information that will assist him or her in planning effectively for instruction. Progressive Academy has not been selected as an SLA pilot school for the current year. Students in Grade 6 and 9 will continue to write Provincial Achievement Tests (PAT's) at the completion of the semester or year. When teachers mark the PAT on site, they will normally provide you with an indication of how your child performed. You will also receive an official summary statement in the fall. PAT's provide individual students with a measure of their achievement on provincial learning outcomes and, when viewed over the long term, provide the school with a measure of its effectiveness in teaching the provincial curriculum.

## **Canadian Test of Basic Skills**

K to 9 students will be tested annually in a number of domains using the Canadian Test of Basic Skills (CTBS). CTBS results are not published, but are used internally to measure student growth, year over year.

## **Demonstration of Learning**

In keeping with its philosophy and vision, Progressive Academy teachers will look for multiple ways to evaluate students for purposes of both informing instruction and assessing achievement. Traditional forms of assessment, such as examinations and quizzes will be used to provide a portion of the evaluation. More importantly, teachers will provide students opportunities to demonstrate their learning in ways that utilize their unique learning styles, intelligences and learning preferences. These opportunities may include, but are not limited to reporting on group or individual projects, performances of various kinds, teacher observations, written assignments, audiovisual and multimedia presentations, self-assessments, interviews, and peer teaching.

## **Field Trips**

Authentic learning experiences will often involve off-campus excursions that correspond to the school's program and goals. Prior to field trips, teachers will endeavor to provide you with:

C "f guetkr vkpp"qh'j g'hgnf "tkr "cpf "kbu"qdlgevkxgu0  
Cp"cuuguo gpv'qh'r qvgpvcn'tkumi"cpf 'j c| ctf u'cuuqekcvgf "y kj "vj g"gzewtukpp0

Cp{ 'twgu'qt "gzi ge'v'kpu"qp "uwf gpv0  
Rrpu'hqt "t'cpur qt'v'kqp"cpf "uwr gtxkukqp0  
C "huv"qh'y j cv'vq"dtlpi 0  
Rgto kukqp"cpf "y ckg'htqto u0

Please ensure that all permission and waiver forms are completed and returned promptly as teachers need to requisition payment and plan transportation and alternate arrangements based on the number of students participating. In some cases, teachers may request that one or more parent or guardian accompany the class to ensure the necessary supervisor to student ratio.

## Parent Volunteers

The successful operation of an independent school depends not only on a professional staff, but on a dedicated team of volunteers. Parents, grandparents and community members have ideas, talents and time to share with our students and our school. While families are busy and time is precious, becoming involved in the school is one of the best ways to demonstrate to your child that his or her education is important to you. We have a number of opportunities available. Working in our library, participating in classroom or sports activities, joining field trips, assisting with seasonal decorating, helping with yard development or grant writing are some of the possibilities. Contact C-Anne to find out how you can become involved.

## Studying and Homework (K to 9)

In keeping with our values and vision, Progressive Academy wants to help students build independent work habits and work with families to support continuous learning. Each student has the responsibility to work efficiently at school so as to minimize the amount of school work that is taken home each evening. As a rule of thumb, teachers will plan for an average of 10 minutes of homework per grade level. We realize that some cultures value skill and drill homework more than others, and if you feel your child could benefit from this, please talk to your teacher and he or she can give you suggestions as to resources that provide more structured homework. 'AaZ'k ny{ 'UZI Z\_DVJ'ank Z,, nxi ' M{b{t'\_nxy{| XZI {yn\_Mt'MZ'by'xZNB` . Students in the lower grades will be taught how to choose reading that is appropriate for their comprehension level. Other activities can include extension activities, such as "how-to" videos on YouTube, or embedded learning authentic activities, such as planning family outings or researching the history and attractions of a family vacation destination.

There are many websites about homework. Homework time should be as appealing as possible, so consider the following suggestions:

1. Create a specialized workplace that is physically inviting, with comfortable furniture, good ventilation and temperature control, adequate lighting, and minimal distractions.

2. Develop a study routine. Set aside a regular time. Begin with an engaging activity or conversation.
3. Use a multipurpose display board with a space for pinning completed assignments, recording goals and assignments, and room for writing out problems and questions.
4. Consider a reward system, such as tokens or tickets\* earned for completed work, a healthy snack upon completion of a section, or earning tech time. (\*tokens can be exchanged for movie passes, etc. when accumulated)
5. Include breaks. Students have often been active all day at school. Depending on the age, a break every 10-15 minutes for younger students and every 15-20 minutes for older students is necessary. A break might include physical activity, music, talking with friends, etc.
6. Allow students to work independently, but encourage them to seek help if needed.

## Sex Education (K to 9)

Human Sexuality is included at various points in the Alberta Program of Studies. Realizing that there are many varying perspectives on the teaching of sex education in schools, teachers will contact parents in advance of any units which include deliberate objectives on the topic of human sexuality. Parents have the right to request that their children opt out of these objectives and be given alternative activities.

## Extended Absences

Many families choose to take vacations during school sessions. These times can be productive learning opportunities for students. With sufficient notice, teachers are able to provide you with an outline of topics being covered during the time your child will be absent and can discuss with you the possibility of assignments and projects specifically related to your travel plans.

## Attendance

Research shows that regular attendance at school correlates highly with student performance. Please do everything possible to ensure that your child is present and on time for all scheduled school days. Please let teachers know in advance for planned absences. If you know that students will be arriving late, please call the school and the receptionist will pass the information on to the classroom teacher. Should you arrive late and have not phoned in, please stop at the reception desk to fill out a late slip and have your child give that to the teacher.

## Out-of-School Care Programs

Progressive Academy has established before and after-school-care programs to enable parents continuous care for their children in JK to grade 3 from 7:30 a.m. to as late as 5:30 p.m. An after-school study hall program is available for students in grade 4 to 9. Our licensing agreement allows only a limited registration in this program, so parents are advised to register their children as soon as possible. Registration forms with details of the program are available from Ellie at the school reception desk.

Should space permit, casual drop-in is available and will be billed on a per use basis. Parents who pick up students after the scheduled closing time of after-school-care will be billed \$1 per minute as the school is required to pay staff an over-time rate for this time.

## Summer Programs

Each summer, Progressive Academy operates weekly summer camps that will appeal to a variety of student interests. Students from age 3 to grade 6 can register for one or multiple weeks. Registration information can be found on the school website at <http://progressiveacademy.ca/programs/>.

## Additional Programs

Progressive Academy takes pride in its ability to offer a number of experiential education programs that enable students in Junior High and High School grades to earn high school credits while engaged in a passion-driven activity.

Mountain Adventure School. Students completing grade 9 and higher can register for two week outdoor education programs at Hela Wilderness Camp and earn credits in Physical Education, Career and Life Management and a variety of Career Technology Study Modules.

Opcom First Robotics. Mature grade 7 students and higher can register for the school's robotics team, working collaboratively after school hours to design, machine, build and operate robots which are entered in provincial competitions. A variety of credits are available to High School age participants.

China Study Tour. Mature grade 8 students and higher can register for month long study tours to China. While on tour, students will visit the great cultural and historical sites of China and study Mandarin language at one of our partner schools. High School age participants are eligible for a variety of credits, including the province's introductory Mandarin language course. The China Study Tour will not operate every summer. Check the website for further information.

Spring Break Trips. Progressive Academy will hosting a Spring Break trip from March 23 to March 31, 2017 through EF Educational Tours. The 2017 trip is titled "Canadian Heritage".



Participants will visit many sites in Quebec City, Montreal, Ottawa, Toronto and Niagara Falls. For a full itinerary and registration information, visit [www.eftours.ca/1806189BP](http://www.eftours.ca/1806189BP).

Detailed information on any of the above can be found on the school website at <http://progressiveacademy.ca/programs/>.

## School Supplies

Supply lists for each grade are posted several weeks prior to the start of each school year on the school's website at <http://progressiveacademy.ca/parents/supply-lists/>.



# School Calendar



## Calendar 2016-2017

EXPLORE • ENGAGE • CREATE

JULY 2016							AUGUST 2016							SEPTEMBER 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31												3								21

  

OCTOBER 2016							NOVEMBER 2016							DECEMBER 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31					19						20							17	

  

JANUARY 2017							FEBRUARY 2017							MARCH 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	
						17						18							16	

  

APRIL 2017							MAY 2017							JUNE 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	
30						18						21							19	

Staff Orientation – August 22 & 23  
 First Day of School – Aug. 29  
 Thanksgiving – Oct. 7-10  
 Fall Break – Nov. 11-14  
 Winter Break – Dec. 26-Jan. 6  
 Family Day Weekend Feb. 17-20  
 Spring Break – March 27 – 31  
 Victoria Day Weekend – May 19-22

Last Day of School – June 27  
 Last Day for Staff – June 28

Formal Uniform Day  
 Early Dismissal – 12 noon  
 Operational Days – staff only  
 Weekly Summer Programs  
 Holidays

C:\Users\Jacqueline\Downloads\2016-17 Calendar for Parents (2).xml

January 6, 2016



This calendar was accurate as of July 7, 2016.. Please check the Progressive Academy Website for up-to-date information on school events.

## School Events

Date	Event	Notes
4 Jul. – 12 Aug.	Summer Camps	Brochure on school website
22-Aug.	Staff Meetings & Orientation	
23-Aug.	Staff PD	
29-Aug.	First Day of Classes/Parent Orientation	9:00 Parent Orientation begins
31-Aug. To 2-Sept.	Grade 4 to 9 Camp at Goldeye	Payment due first day of school
5-Sept.	Labour Day Statutory Holiday	
8-Sept.	International Literacy Day	
8-Sept.	Early Dismissal	
12-16-Sept.	CTBS Testing	Provides teachers with information to plan instruction and supports.
3-Oct.	Individual Photo Day	
6-Oct.	Early Dismissal	
7-10 Oct.	Thanksgiving Weekend	
21-31 Oct.	IPP meetings with parents	
30-Oct.	Diwali	
31-Oct.	Halloween Howler (2:00 -5:00)	
31-Oct.	JK Halloween Parade	
3-Nov.	Early Dismissal	

7-Nov.	Photo Retakes	
?-Nov.	Fall Swimming	Exact dates to be determined in September
10-Nov.	Junior High Report Card 1	End of Quarter is Nov. 4
10-Nov.	School Remembrance Day Ceremony	
11-14 Nov.	Fall Break	
14-18 Nov.	International Education Week	
17-Nov.	International Potluck	
25-Nov.	K to 6 Report Cards	
30-Nov.	Last day to register for Spring Break Trip.	See <a href="http://www.eftours.ca/1806189BP">www.eftours.ca/1806189BP</a>
1-Dec.	Early Dismissal	
5-Dec.	International Volunteer Day	
9-Dec.	JK Winter Festival	10:00 Dress Reh. 2:30 Performance
10-Dec.	International Human Rights Day	
22-Dec.	Winter Program	Seasonal Music
24-Dec. to 8-Jan.	Winter Break / First Day of Hannukah	
12-Jan.	Early Dismissal	
?-Jan.	Junior High Swim Lessons	Exact dates to be determined in mid-fall.
21-Jan.	First Lego Robotics Competition	
23-Jan.	Grade 9 Social Studies PAT (Pending Timetable)	
24-Jan.	Grade 9 Science PAT (Pending Timetable)	
27-Jan.	Junior High Report Cards	
28-Jan.	Chinese New Year	

30-Jan. to 2-Feb.	Junior High Parent Interviews	
2-Feb.	Early Dismissal	
6-Feb.	Scholastic Book Fair	
17-Feb.to 20-Feb.	Family Day Long Weekend	
2,3-Mar.	Professional Development - GETCA /School Sponsored	No School
9-Mar.	Science Fair	
13-Mar. to 17-Mar.	JK Celebration of Learning	
17-Mar.	K-6 Report Cards	
23-31 Mar.	Spring Break Trip	EF Tours – Canadian Heritage (Ottawa/Montreal/Quebec/Toronto/Niagara Falls)
25-Mar. to 2-Apr.	Spring Break	
6-Apr.	Early Dismissal	
8,9-Apr.	Edmonton Regional Science Fair	
??-Apr.	K-1 Swimming	Exact dates to be determined in early winter
13-Apr.	JH Report Cards	
22-Apr.	Earth Day	
1-May	Group Photos	
1-May to 5-May	Education Week	
4-May	Early Dismissal	
9-May	Grade 9 ELA Part A PAT	
11-May	Grade 6 ELA Part A PAT	
12-May	JK Mother's Day Event	

17 & 18-May	School Musical - The Sound of Music	
19-May to 22-May	Victoria Day Weekend	
1-June	Early Dismissal	
5-June to 9-June	JK End of Year Parent Meetings	
8-June	PA's Got Talent & K to 4 Celebration of Learning	
9-20 June	Year End IPP meetings	
16-June	Grade 5-9 Year-end Event	
16-June	JK Fathers' Day Event and Yearend Celebration	All classes meet at Hawrelak Park for a BBQ Lunch with families
19-June	Grade 6 ELA Part B PAT	
20-June	Grade 6 Math PAT	
21-June	National Aboriginal Day	
22-June	Grade 6 Social Studies PAT	
23-June	Grade 6 Science PAT	
26-June	Grade 9 Social Studies PAT (to be confirmed)	We are applying for permission to write grade 9 PAT's one week early.
26-June	Sport and Water Day	
27-June	Grade 9 ELA Part B PAT (to be confirmed)	We are applying for permission to write grade 9 PAT's one week early
27-June	Final Day of Classes	
28-June	Staff Operational Day	
28-June	Grade 9 Math PAT (to be confirmed)	We are applying for permission to write grade 9 PAT's one week early
29-June	Grade 9 Science PAT(to be confirmed)	We are applying for permission to write grade 9 PAT's one week early

## General Information

### School Hours

Before School Care	7:30 to 8:45
Student Arrival for Classes	8:45*
Student Dismissal & Pick-up	3:30**
After School Care	3:45 to 5:30

\* Teachers are expected to arrive at school at 8:30. Please do not drop children off prior to 8:45 as teachers need time to organize prior to opening classrooms.

\*\* Kindergarten to Grade Nine Students who are not picked up by 3:45 will be sent to After School Care and families will be billed accordingly. Junior Kindergarten students who are not picked up by 4:30 will be sent to After School Care and families will be billed accordingly.

### Drop-Off and Pick-Up Procedures

The school area can become very crowded during drop-off and pick-up times. Please obey all speed signs and remember that the school is located in a residential neighbourhood. Police regularly patrol the area and ticket vehicles exceeding the posted speed limit of 30 km/h. Please help us to maintain good relationships with our neighbours by being respectful of their driveways and alleyways.

Students in the Junior Kindergarten Sunflower and Sunshine Room as well as Kindergarten to Grade 3 can be dropped off at the Southeast entrance. Students in the Junior Kindergarten Acorn and Rainbow rooms can be dropped off at the West entrance. All other students can be dropped off at the Southwest entrance.

Please avoid using the parking lot as a drop-off and pick-up location as vehicles backing out of the parking stalls become a hazard to young children. Consider dropping off older children a block or two from the school and allowing them to walk. This will lessen the congestion on the streets immediately adjacent to the school.

## Communication

Parent-Teacher communications are a priority at Progressive Academy.

1. Teachers in grades K-9 use agendas or homework books to communicate with parents and help students keep track of homework. These are distributed to students on the first day of school.

Students are responsible to:

Bring their homework book to each class during the day

Write down homework for each period

Have their teacher initial each period regardless of whether or not there is assigned homework

Show their homework book to their homeroom teacher at the end of the day before they go home

Each evening, complete any homework and have parents sign to verify that homework has been completed

Parents are responsible to:

View their child's homework book each evening

Establish a daily routine for completing homework

Sign the book when homework is completed

Write comments if work was not completed or if you have other matters to communicate to teachers

Contact their child's teacher if your child is not bringing their book home on a daily basis

2. Each class, including Junior Kindergarten, will also generate monthly newsletters that will be communicated electronically with parents.
3. In addition, teachers have the e-mail addresses of their child's parents & or guardians. If you change e-mail addresses or wish newsletters and teacher communications to go to additional individuals (e.g. grandparents), please contact the school receptionist.

## Parents in School

As a school that believes in the importance of a partnership between the student, the family and the school, we welcome parents to drop their students off at the classroom door (or in the case of younger grades, at the in-class lockers) and to communicate with teachers or administrators either before or after school. Please remember that teachers and administrators have the responsibility to be there for all students before and after classes. Should you require a conversation

that demands the teacher's or administrator's complete focus, please e-mail the relevant individual and request an appointment.

If a Kindergarten to Grade Nine student arrives late at the school, we respectfully request that parents do not enter the classroom and disturb a class in session. Stop first at the receptionist and report that you are late and then drop your child off at the classroom door.

Parent visits to all classes in-session, must be prearranged with the teacher as far in advance as possible. Please discuss with the teacher your reasons and agree upon a time, timeframe, and any other expectations prior to your arrival. Teachers are professional educators and will have the final say in whether or not a parent visit to their class is welcomed. While our students are used to having visitors in the classroom, the presence of a visitor changes the dynamics of the room and thus has the potential to disrupt normal learning activities.

## **Birthdays**

If you would like to recognize your child on their birthday, please remember the following:

1. Let the teacher know well in advance so that they can plan a specific time for the celebration.
2. Plan to include all classmates in the celebration. If bringing snacks or gift bags, bring enough for all and check with the teacher for any allergies or dietary restrictions.
3. Please avoid any foods which contain nuts, as Progressive Academy is a nut free school.
4. Please avoid handing out invitations for private parties during school time unless you plan to invite each child in the class.

## **Medical Information**

### **Illnesses at School**

If a student becomes ill at school and needs to be sent home, parents/guardians will be contacted and asked to come pick up the student as soon as possible. If unable to do so, parents need to make alternate arrangements. If we are unable to contact parents/guardians the student's emergency contact will be called.

### **Medical Concerns**

Please ensure that the school is aware of any medical concerns and that your child's medical information is up to date.

### **Allergies**

Progressive Academy will take precautions to reduce the chance of exposure for students to allergens while acknowledging that it is impossible to eliminate all risk. Parents who have children with allergies must notify the office. Each classroom will have allergy information sheets posted near the entrance

along with photos of students with allergy concerns so that all staff, including substitutes and volunteers can be aware of necessary precautions. Please consult with your child's teacher before sending treats for the class.

Progressive Academy is a nut-free school. Please avoid sending any products containing nuts in your child's snacks or lunches, and consult with your child's teacher before sending treats for the class.

**First Aid**

School staff members are trained in basic first aid. All injured or ill students are brought to the staff room and taken care of by a qualified staff member.

**Health and Disease Policy Chart**

The Health and Disease Policy Chart will address common childhood diseases and conditions, their symptoms and the length of absence from the school

Effective September 1, 2011 amendments to the ~~Health and Disease Policy Chart~~ will be implemented related to the identification, response and management of children who are ill.

If a child arrives at school and the staff observes that he or she is vomiting, has a fever, diarrhea or a new unexplained rash or cough; requires greater attention than can be provided without compromising the education of other children; or displays any other illness or symptom the staff member knows or believes may indicate that a child poses a health risk to other children, caregivers or staff; the staff will ensure that a parent arranges for the ill child to be immediately removed from the program.

A child can return to the program if the child's parent provides a written notice from a physician indicating that the child does not pose a health risk or if the Program Director is satisfied that the child no longer poses a health risk to other children, caregivers or staff

The Health and Disease Policy Chart outlines common childhood diseases, incubation periods, symptoms and general guidelines

The intent of the Health and Disease Policy Chart is to minimize the spread of the disease

Disease Name	Incubation Period	Symptoms	General Guidelines
Chicken Pox	13 - 17 days	~low grade fever for 1 or 2 days before the rash appears ~ achiness, cranky and feeling unwell for 1-2 days before rash appears ~ rash usually appears on the head, neck and body ~ new spots will continue to appear over the next 5 days ~ flat red spots become raised then within a few hours change to clear or cloudy fluid filled blisters ~	Child can return when they are well enough to participate in all activities



Colds		~stuffy or runny nose ~ watery eyes ~ sneezing ~ coughing ~ fever may be present ~	Child must remain at home if feeling unwell ~ Child must be able to participate in the daily school activities
Disease Name	Incubation Period	Symptoms	General Guidelines
Croup		~begins like a cold ~ child then develops a fever, "barking cough" and hoarse voice ~ child will breath more quickly and will have trouble breathing ~ any activity makes the condition worse ~ when child is asleep or quiet, noise is minimal ~	Child must remain at home if feeling unwell ~ Child must be able to participate in the daily school activities
Diarrhea		~uncontrolled bowel movements that are more watery than normal~	Parents should be contacted if more than 2 watery bowel movements in an hour or less. Child can return once symptom free, without the aid of medications, for 24 hours
Fever		~ normal body temperature is 36.5°C to 38°C (97.5°F to 100°F) ~ temperature to be taken after child has been resting for a minimum of 15 minutes ~	Child must remain at home until temperature drops below 38°C (97.5°F), without the aid of medication, for a period of 24 hours
Fifth Disease	4 - 14 days	~in children, the disease is very mild ~ illness starts with a mild fever, headache and achiness ~ red rash starts on the face that looks like a "slapped cheek" ~ 1-4 days later a red rash appears in the arms, legs and body ~ rash comes and goes over the next 3 weeks ~ child will feel better once the rash appears ~	Child may return once the red rash appears
German Measles (Rubella)	5 days before rash appears	~slight fever ~ achiness ~ small swollen glands at the back of the neck and behind the ears ~ pink rash that starts on the face and moves down over the body and onto the arms and legs ~ rash lasts 2-5 days ~ <i>Ä'~5?A'LT'z@'@Ä'</i>	Child must remain home for 4 days after the rash appears
Hand Foot and Mouth	7 - 10 days	~mild fever ~ headache ~ sore throat ~ loss of appetite ~ lack of energy ~ sores that develop in the mouth, on the tongue, and sometimes on the gums and lips ~ approx. 2 days after the sores develop, a red rash with blisters appear on the palms of the hands and soles of the feet ~ rash may also appear in the diaper area of children who wear diapers ~	Child must remain at home if feeling unwell ~ Child must be able to participate in the daily school activities
Impetigo	2 - 6 weeks	~a rash of small red spots ~ rash generally appears around the mouth, nose and ears but can appear anywhere on the body ~ blisters which form over the spots and then burst, forming brownish - yellow scabs ~	Child can return after they have completed 24 hours of antibiotic treatment. * ~ <i>3AL'5AI @ °?'35AB@zS) *Z 1 ° 335A?'AB?3B3A1' A " ? ° @ 1" ?'</i>
Influenza	1 - 5 days	~high fever ~ frequent chills ~ headache ~ muscle pain ~ loss of appetite ~ cough ~ sore throat ~ extreme tiredness ~ H1N1 is a reportable disease	Child can return once all symptoms are no longer present
Measles	10 - 12 days	~cough, runny nose, high fever ~ eyes are puffy, watery and sensitive to light ~ may see small white patches in the mouth ~ red blotchy rash appearing first on the face then spreading down body, arms and legs ~ child is usually sick for 10-14 days ~	Child MUST stay home for 4 days after the rash appears
Mumps	12 - 25 days	~fever ~ swollen glands ~ difficulty swallowing ~	Child MUST stay home for 9 days after the swelling starts
Pink Eye (Conjunctivitis)	2 - 3 days	~bacterial and viral conjunctivitis can be easily spread to others ~ allergic conjunctivitis cannot be spread to others ~ white part of the eye looks red and the eye lid may be puffy ~ eye may burn or itch, feels like there is sand in the eye ~ puss in the eye which can cause the eyelids to stick together during sleep ~	Child can return after one full day (24 hours) of treatment

Pin Worms		~may not sleep well at night ~ have trouble sitting still because of itching ~ may experience loss of appetite ~ weight loss ~ redness and swelling around the anus ~	No exclusion from the school is necessary ~ Proper hand washing is essential to prevent spread.
Repertory Syncytial Virus (RSV)		~runny nose with thick, sticky mucous ~ cough ~ mild fever ~ sore throat ~ mild irritability and discomfort ~ wheezing ~	Child must remain at home if feeling unwell ~ Child must be able to participate in the daily school activities
Disease Name	Incubation Period	Symptoms	General Guidelines
Ringworm	4 - 14 days	~in ringworm of the scalp, begins as a small pimple that spreads in a circle ~ hair in the infected area falls out leaving a temporary bald patch ~ scalp is itchy and scaly ~ in ringworm of the body, develops as a rash in the shape of a ring with raised edges ~ as the rash spreads the school clears ~ area is itchy and flaky and may become moist and crusted ~ in ringworm of the foot, the skin on the feet, usually around the toes, will get itchy and flaky, which may crack between the toes~	Child may return after treatment has started ~ Sores not covered by clothing must be covered with a band aid
Roseola (Baby Measles)	10 days	~fever for several days ~ fever may be mild or high but otherwise child is well ~ after 3-5 days, the fever drops suddenly and a short while later the child develops a rash ~ rash is red and blotchy and first appears on the body then spreads to the limbs and face ~ usually lasts 1-2 days ~ child is not ill when the rash is present ~	Child can return once the rash appears
Scabies		~tiny red bumps ~ small blisters ~ white, curvy lines (burrows) ~ scratch marks ~ small scales	Child MUST remain at home until treatment is finished
Strep Throat	12 hours - 4 days	~fever ~ headache ~ stomach ache ~ very sore throat ~ throat and tonsils are red and swollen and usually have whitish yellowish patches ~ swollen, tender glands in the neck ~	Child can return 24 hours after antibiotics have started and is feeling well
Scarlet Fever	12 hours	~red "sandpapery" rash appears in the body ~ red, swollen lips ~ tongue may be red and flecked like a strawberry ~ 5 days after the rash appears, skin may begin to peel at the tips of the fingers and toes, on the palms of the hands and soles of the feet ~	Child can return 24 hours after antibiotics have started and is feeling well
Whooping Cough		<b>ji ZyriM xyl UyMZY</b> ~ Stage 1: cold like symptoms ~ Stage 2: cough worsens and becomes dry and constant. Child has coughing fits which can last several minutes and occur many times per day. Child may cough so hard as to induce vomiting or turn blue in the face. A "whoop" may be heard while coughing. This stage may last 2-3 weeks ~ Stage 3: no longer has coughing fits but has a persistent, dry cough. This stage can last for 4 weeks ~	Child MUST stay home until their physician indicates that they are well enough to return ~ A physician's note will be required before returning
Vomiting	Sudden Onset	May be accompanied by fever, body aches	Child can return once symptom free, without the aid of medication for a period of 24 hours
Lice		Small White Eggs seen on the scalp. Live lice may be seen in the hair. Scalp may show pustules and scabs due to itching	Treat with medicated shampoo. All clothing and bedding must be dry cleaned, washed in very hot water or disinfected by freezing. Stuffed animals should be sealed in a plastic bag and kept out of reach for 3 weeks

			Child may return after the first treatment. It is vital that the parent check the child's hair and scalp every night and remove eggs. Eggs that are not removed will hatch and reinfect
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### Medication Administration

Medication can only be administered by a staff member who holds a valid First Aid in Child Care Certificate

All non-emergency prescription medications will be kept in a locked container in the refrigerator or in a locked cupboard in the class

The medication must be prescribed by a Physician and be in the original container with a pharmacist's label indicating the following:

- Name of the medication
- Child's name
- Dosage
- Number of times per day to be administered

The parent must complete a medication consent form indicating the following:

- Name of the medication
- Specific times for administration
  - Must be a specific time – "lunch time" is not acceptable
- Specific start and finish dates
- Dosage
- Any special instructions (possible side effects, storage instructions etc.)
- Indicate on a daily basis if the medication has been administered at home, if so time of administration provided on form

Staff must document and initial the following information on the medication consent form:

- Time of administration
- Dosage

Once the medication has been administered, the staff must monitor the child for an allergic reaction every ten (10) minutes for a total of thirty (30) minutes

All unused medication must be returned to the parent when the authorized period has ended

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- All staff will be made aware of which children use emergency medications
- A list of all children who use emergency medications will be posted in each playroom
- Parents will be required to complete a medication consent form prior to them receiving the medication

Parents will be required to provide the following information:

- Instructions for the administration of the medication
- Symptoms of the child's illness
- Contact information for the parents
- Contact information for the child's physician
- Instructions for after the medication has been administered

All emergency medication will be kept in an unlocked cupboard where it is easily accessible out of the reach of children

Staff will receive the necessary training on the use of the emergency medication by the parent or a trained professional

A general list of all children requiring emergency medications, what those medications are and their location will be posted in each class and will be updated as children start/leave the school and every 3 months

When the emergency medication is administered, the staff will record the time, date and dosage

If a child requires Tylenol to prevent seizures, a letter from a physician will be required that indicates the following:

- temperature for Tylenol to be administered
- Dosage
- Follow up instructions

### **Non-Emergency, Non-Prescription Medications**

Over the counter medications (Tylenol, Advil etc.) will not be administered

The only exception is when a child requires Tylenol to prevent seizures.

Parents will be contacted when their children's fever exceeds 38 C/100.4 F

If a child requires non-prescription medication to keep their fever down then they should not be attending school

### **Herbal and/or Homeopathic Remedies**

Staff will not administer herbal and/or homeopathic remedies

### **Accidents and Injuries**

Students are occasionally injured due to accidents in the classroom, hallways and playgrounds. In the case of an accident or illness involving a child, school staff will:

- Administer first aid or obtain medical attention as necessary.
- Notify the parents as soon as possible.

Fill out an accident/incident report which is to be signed by both the supervising teacher and the parent and filed with the school administration.

## **Safety and Security**

### **Playground Safety**

Progressive Academy assigns two supervisors to the playground at each Daily Physical Activity (Recess) period and during lunch break. Playground supervisors will carry a first aid kit and monitor that students are safely using the equipment and interacting in harmonious ways. All students are expected to:

- Stay in sight of the supervisor at all times
- Show respect for each other
- Play safely
- Wear shoes at all times
- Wash up and be ready for class on time

Because of their obligation to watch the entire playground, supervisors are not able to directly monitor all student social interactions that happen on the playground and often the small conflicts that arise over choice of activity, or who to include in an activity may not be directly observed by the on-duty supervisor. Should your child be involved in such a conflict, and feel that they have not adequately resolved it, please talk with your child's teacher and they can support you in assisting your child to develop effective strategies for interacting with others.

### **Inclement Weather**

Physical activity and fresh air is fundamental in developing children's gross motor skills, therefore the children go outside everyday.

The students will only remain inside on the following days:

- When the temperature drops below -20
- When the temperature goes above +30 including the humidex
- When the UV rays register above 5
- Or at the discretion of the classroom teachers.

Parents must ensure that children have appropriate clothing for the duration of the school year.

### **Building Security**

Designated entrances to the school will be unlocked for 30 minutes prior to the commencement of classes and at the end of the school day. At all other times, entrances will remain locked. To access the school during the day, please proceed to the southwest entrance and ring the doorbell.

## Emergency Drills

### Fire Drills

The school will conduct three fire drills each fall and three each spring. Classroom teachers will instruct students as to the procedure to follow.

### Lockdown Protocols

Progressive Academy has a detailed lockdown protocol that is reviewed annually with staff members. The lockdown drill is conducted twice annually. Parents will be notified following any lockdown drill.

### Technology Guidelines

As students in grade two and up are expected to bring their own device for use in their school studies, the school will provide Wi-Fi access throughout the building. Students are encouraged to remember that school networks are intended for academic use only. Students who download personal movies and music, circumvent filters to access inappropriate websites, or in any way misuse internet access will be subject to disciplinary action.

### Student Code of Conduct

Alberta legislation requires each school in the province to have a *Code of Student Conduct* that is reviewed annually by staff, students and parents of the school community<sup>a</sup>. Progressive Academy's *Code of Student Conduct* outlines the legislative framework, student responsibilities, unacceptable behaviours and possible school responses. Parents should be familiar with this document and discuss it with students to ensure that they fully understand the expectations outlined therein. It can be accessed at

<http://progressiveacademy.ca/wp-content/uploads/2015/08/PASStudentCodeofConduct.pdf> .

### Bullying

Progressive Academy is committed to the establishment of a culture of mutual respect and caring as this is essential to growth and learning. In spite of this, incidents may occur which are, or are perceived as bullying by the students and parents involved. We are committed to:

1. Protecting victims of bullying from ongoing bullying
2. Working with the individuals involved to promote learning of appropriate social skills

It is important to understand the difference between bullying and conflict. Students are learning to deal with interpersonal relations throughout their education. We expect students and parents to work with the teachers to assist in bringing about harmonious relations by developing and practicing excellent communication skills.

Our full policy on Conflict and Bullying can be accessed through the administrative office.

## Student Uniforms

Progressive Academy is a uniform school. The school uniform contributes to an overall sense of pride and unity in the school. It reduces competition and sets a school standard for our students.

All students at Progressive Academy are required to wear a uniform while at school. Each Monday is designated as a formal uniform day and students may be asked to wear their formal uniforms on other occasions such as field trips or special events at the school.

Details on specific uniform requirements for each division and how to purchase uniforms can be found on the school website at [www.progressiveacademy.ca](http://www.progressiveacademy.ca)

## Re-registration

Re-registration begins in February for the next school year. Parents are encouraged to register promptly to ensure their child's spot as classroom space is limited.

A package including the Registration and Out-Of-School Care Forms will be sent home to all parents for them to sign and return. Parents will also complete a tuition agreement which will calculate all fees and any family discounts. The registration fee of \$250 and the last month of tuition is due and payable at the time of registration.

Once the school has received all forms and payments re-registration will be considered complete.

There are no make-up days for students who are unable to attend their regular scheduled time. School tuition is not reduced during the school year for leaves of absence, holidays and vacations, illness or any other activities that require the student to leave the school.

Students are considered registered for the entire school year (September through June). If unforeseen circumstances require a student to withdraw from the school, written notice of one month is required. Fees are due and payable for the month in which the notice is received. No tuition refunds will be given after March 1st.

Please note that if you choose to withdraw a child from Progressive Academy prior to the completion of the school year, other schools in Edmonton, including your designated neighbourhood school, are not obligated to accept a student for the remainder of the school year. In many cases, they will not do so as they receive no funding for students registering after September 30 in a given year.

