



**PROGRESSIVE**  
**ACADEMY**

## **JK to HIGH SCHOOL PARENT HANDBOOK**

*Updated 2023-04-26*

**13212-106 Avenue**

**Phone 780.455.8344**

[info@progressiveacademy.ca](mailto:info@progressiveacademy.ca)

[www.proacad.ca](http://www.proacad.ca)

# Table of Contents

[JK to HIGH SCHOOL PARENT HANDBOOK](#)

[Updated 2021-09-01](#)

[13212-106 Avenue](#)

[Phone 780.455.8344](#)

[Table of Contents](#)

[Welcome and Introduction](#)

[Our Vision](#)

[Our Mission](#)

[Our Values](#)

[Progressive Academy Priorities](#)

[School Profile and History](#)

[Diversity](#)

[Tribes](#)

[Programs](#)

[Junior Kindergarten](#)

[Kindergarten to Grade Twelve](#)

[Focus on Literacy](#)

[Student Placement](#)

[Out-of-School Care Programs](#)

[Summer Programs](#)

[Additional Programming](#)

[Year Opening Camps - K-12](#)

[Skiing](#)

[Swimming](#)

[High School Entrance](#)

[Sex Education \(K to 12\)](#)

[Field Trips](#)

[Extra-curricular Programming](#)

[Private Music Lessons](#)

[Competitive Robotics](#)

[National and International Travel](#)

[Student Code of Conduct](#)

[Bullying](#)

[Attendance](#)

[Extended Absences](#)

[Evaluation](#)

[Assessment and Demonstration of Learning](#)

[Junior Kindergarten Assessments](#)

[Provincial Achievement Tests \(Grade 6,9\)](#)

[Diploma Exams](#)

[Canadian Achievement Test](#)

[Technology Guidelines](#)

[Cameras and Recording Devices in the Classroom](#)

[Studying and Homework \(K to 9\)](#)

[Additional Information](#)

[School Supplies](#)

[School Calendar](#)

[School Events](#)

[Drop-Off and Pick-Up Procedures](#)

[Student Uniforms](#)

[Communication](#)

[Re-registration](#)

[Parents in School](#)

[Volunteers](#)

[Nutrition](#)

[Birthdays](#)

[Medical Information](#)

[Medical Concerns](#)

[Allergies](#)

[First Aid](#)

[Illnesses at School](#)

[Communicable Diseases](#)

[Medication Administration](#)

[Emergency Medications](#)

[Accidents and Injuries](#)

[Safety and Security](#)

[Junior Kindergarten Playground Safety](#)

[Kindergarten to Grade 9 Playground Safety](#)

[Inclement Weather](#)

[Building Security](#)

[Emergency Drills](#)

[Fire Drills](#)

[Lockdown Protocols](#)

[General and Contact Information](#)

[School Hours](#)

[Who to Contact](#)

# Welcome and Introduction

Welcome to Progressive Academy! We are happy to have you join our family! We are very proud of the incredible diversity within our community. This creates wonderful educational opportunities for all of our students. It can also present challenges as we try to work together. To achieve the results we hope to see for your children, it is important that we all take the time to get to know each other so we can work together effectively.

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 Child 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.

## Our Vision

A vibrant society shaped by individual excellence.

## Our Mission

To provide a student-focused program that cultivates a passion for learning and critical thinking.

## Our Values

**Commitment:** This means that staff, students, parents, and all others in partnership with Progressive Academy are dedicated to the well-being and success of the school and its community. As such, individuals are inclined to consider the school's welfare above and beyond their own.

**Integrity:** This value refers to how the PA community prizes honesty, decency, and fairness in all of its undertakings, knowing that moral uprightness is foundational to the work and life of a school.

**Innovation:** In a time of constant and often rapid change, new ideas and creative solutions will allow students at PA to engage and shape their environments for the better.

**Learning:** The PA community will inspire a love for learning as a lifelong endeavor that transcends the classroom. Learning is ongoing exploration and not an end point; it takes many forms and is suited to all students depending on their needs and aptitudes.

**Inclusiveness:** By embracing diversity and remaining open to difference—be it ethnic, religious, cultural, or otherwise—PA is able to create a vibrant, welcoming learning environment. Equity is an end to be

desired, where each student and staff member have equitable access to the resources and supports they need to be successful.

**Individuality:** The success of PA relies on a devoted engagement with the individual student, for every student is distinctive in his/her gifts and passions—all of which must be nurtured with an understanding of this uniqueness.

**Collaboration:** The life and work of PA will flourish as a result of the joint efforts of all of its stakeholders: students, teachers, parents, and other school partners. Only by working together as a team will we accomplish our mission and achieve our vision.

## **Progressive Academy Priorities**

As we guide our students toward becoming competent, self-directed learners we focus on three key priorities:

### **CREATING COMMUNITY**

---

*At Progressive Academy we know that creating community is foundational to developing inspired learners.*

### **ACHIEVING EXCELLENCE**

---

*At Progressive Academy we are dedicated to achieving, recognizing and celebrating excellence.*

### **PLANNING FOR THE FUTURE**

---

*At Progressive Academy we will reach out with what we have learned to make the world a better place.*

Progressive Academy's Strategic Plan Overview is posted on our website at [proacad.ca](http://proacad.ca)

# 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 High School into day programs and offers a number of innovative High School programs, including our very popular summer program, Mountain Adventure School, as well as our First Robotics Teams.

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 *The Beanstalk School*. This was followed by more than a decade in the Sherbrooke School. In 1998, the society purchased the *Talmud Torah School* and with the availability of space, has grown its program over time.

The school's original vision was to strengthen the inherent qualities of each student by providing an authentic learning environment to arouse curiosity, fostering self-directed learning and developing character. Those same elements remain important goals of Progressive Academy today. Our teachers place a high priority on using the child's interests, multiple intelligences, learning preferences, and background as the starting point. Students are engaged in relevant issues, become mentees and mentors, learn from professionals and are held accountable for their learning.

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.

## 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 uses the Tribes school program. 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 their learning. In a Tribes school, you will often see students working in circles or small groups, practicing 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. Attentive listening
2. Appreciation/No put downs
3. The right to pass – the right to participate
4. Mutual respect

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> .

## Programs

### Junior Kindergarten

Progressive Academy's Junior Kindergarten provides an outstanding educational program for three and four year olds. This program is licensed by Alberta Child Services and accredited by the Alberta Association for the Accreditation of Early Learning and Care Services.

Our warm environment and dynamic teachers provide a wealth of opportunity for our enterprising and energetic young learners to expand their interests and acquire information about the world around them. As with all of Progressive Academy's programs, we focus on building literacy - don't be surprised to find your pre-school children reading and even writing their own stories just for fun!

The key to success in early learning is to ensure excellent communication between home and school so that we can make the most of each day for your child.

### Kindergarten to Grade Twelve

While focusing on the development of crucial foundational skills, Progressive Academy's enriched learning environment provides opportunities for students to both develop and demonstrate their competence in many areas from robotics to fine arts.

As an **accredited funded** 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/mychildslearning/>. The Program of Studies is just a starting point



for us. The school provides many opportunities for students to explore. Teachers, as they work with students, help them discover their interests, consider how their strengths can be used to develop competencies, and in many cases will establish programs or projects that allow students to build competencies in the areas that they are passionate about.

We hope you will join us in the learning experiences of your children. There are many opportunities for parent participation at Progressive Academy.

## Focus on Literacy

From its beginnings, Progressive Academy has focused on the development of strong literacy skills as the foundation 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 **Jolly Phonics**, 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 utilize **Daily Five** to help students develop their literacy skills further. 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 someone, (4) listening to reading, and (5) word work (vocabulary development).

## Student Placement

Enrolment numbers in the Junior Kindergarten, Kindergarten, and early elementary grades are such that there may be multiple classrooms of each level. In some cases, there is a single grade classroom and then a blended classroom with students in that same grade and the next higher or lower grade.

Placement of students is based on many factors such as social and emotional readiness, strengths and challenges, learning styles, learning preferences and parental input. While every effort is made to accommodate as many factors as possible, parental wishes cannot always be accommodated. Class placement is communicated to parents in the week prior to school.

## Out-of-School Care Programs

Progressive Academy has an Out-of-School Care program to provide 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 is also available from 3:30 to 5:00 for students in grade 4 to 9. Parents are advised to register their children at the time of registration to ensure a spot.

On early dismissal days (see School Calendar section), there is Out-of-School care available. This service must be booked in advance for any student that does not already attend OSC on a regular basis.

Should space permit, casual drop-in child care is available and will be billed on a per use basis. Drop-in must be pre-arranged.

Parents who pick up students after the scheduled closing time of Out of School Care will be billed \$1 per minute. Please be considerate of the staff by picking your children up on 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 12 can register for one or multiple weeks. Registration information can be found on the school website at <http://proacad.ca/programs/>.

For grade 9 graduates and all high school students, Progressive Academy runs [Mountain Adventure School](#). This four year program provides students with many of their required high school credits, like Phys Ed and CALM, and is focused on real skill development in guiding and leadership. Graduates of this program are immediately employable with camps across Alberta as camp leaders.

## Additional Programming

### Year Opening Camps - K-12

At the beginning of each school year, all students are involved in some level of camp experience to foster student friendships and fun. In Kindergarten to Grade 3, this is usually a day camp held within the school but outside of the classroom, with fun activities to get students really enjoying their day. For students in grades four and up, these camps will be an off-site day to multi-day experience.

Depending on grade and camp activity, there may be additional fees for this camp. Generally, camps require additional fees.

### Skiing

Edmonton is a winter city, so as part of our physical education program, all students in Grades 1-6 have skiing lessons at Rabbit Hill. Students are out for three days on the hills, and receive lessons specific to their current skill levels.

Students in Junior and Senior high have an opportunity to go on a ski trip to one of the mountain resorts in Banff or Jasper. This trip is optional, but the majority of the students do participate, and there is no classroom instruction for the Friday of this three day weekend trip. We encourage students to become involved in fund raising activities to help financially support the trip.

### Swimming

Swimming is an absolutely vital skill for all children to learn, and is really a basic safety course for life. All

students from Kindergarten to Grade 9 are required to attend swimming lessons with the school. As with skiing, our swim program is part of our physical education program, and is delivered at a nearby pool such as the Royal Glenora or Fountain Park in St. Albert, using the instructors at those facilities.

As with skiing, there is an additional fee for swimming lessons, which varies by grade and facility charges.

### **High School Entrance**

As part of our commitment to the development of a well rounded person, students entering Grade 10 or those who have not completed Phys Ed 10 and CALM 20 must register for MAS 101, a two week outdoor education program with [Mountain Adventure School](#). This program, hosted at HeLa Wilderness Camp near Rocky Mountain House, has students earning credits in Physical Education, Career and Life Management and a variety of Career Technology Study modules.

### **Sex Education (K to 12)**

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.

### **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:

- A description of the field trip and its objectives.
- An assessment of potential risks and hazards associated with the excursion.
- Any rules or expectations on students.
- Plans for transportation and supervision.
- A list of what to bring.
- Permission and waiver forms.

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.

If you choose to have your child NOT participate in a particular field trip or off-campus activity, please keep your child at home that day. Progressive Academy does not provide additional childcare for non-participating students.

## Extra-curricular Programming

### Private Music Lessons

Students of all ages from Junior Kindergarten up are able to register for private music lessons in vocal and a variety of instruments. Classes are held during the day with students leaving class for half hour lessons, or after school, depending on availability and scheduling.

For more information, see <https://www.proacad.ca/programs/music-lessons/>

### Competitive Robotics

In addition to our in-class robotics and technology programs, 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. Depending on the level of competition, the program can be a single weekend session or multiple after-school to evening sessions.

### National and International Travel

At Progressive Academy the world is our classroom. During spring break we usually provide an educational excursion to promote a richer understanding of Canada or another part of our world. Each spring, students of all ages and their families are invited to join our Spring Break Trip to destinations in Canada or across the world. In previous years, we have visited some of the great sites of China, including the Great Wall, Tiananmen Square and the Summer Palace as well as spending several days with our sister school in Beijing. Trips to multiple countries in Europe have also been a part of this exciting learning opportunity. More information is available on the school's website at <https://www.proacad.ca/spring-break-trip/>. Watch for an information night to be held in mid to late September. Registrations and deposits for this tour must be in by the end of November.

## Student Code of Conduct

Alberta legislation requires each school in the province to have a **Student Code of Conduct** that is reviewed annually by staff, students and parents of the school community. Progressive Academy's **Student Code of Conduct** is now embedded in the school's *SAFE AND CARING LEARNING ENVIRONMENT POLICY*, which 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 <https://proacad.ca/wp-content/uploads/2015/08/PASStudentCodeofConduct.pdf>

## Bullying

Progressive Academy is committed to the establishment of a culture of mutual respect and appreciation. 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 and relational 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 students in developing strategies to build and maintain harmonious relationships. Communication is an important part of this process. Parents are encouraged to assist teachers and the principal by informing them of any ongoing relational challenges that your child may be involved in. Often, parents will be aware of these matters before the school staff are.

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

## 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. Once the student has arrived at school they will be given a late slip, from the receptionist, which should be handed to their teacher. Should you arrive late, please do not accompany your child into the classroom as that disturbs classes already in progress.

## 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. **Please do not expect teachers to teach missed concepts following a student's return. This takes teachers away from the time they need to prepare for the entire class.**

# Evaluation

## Assessment and 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.

## Junior Kindergarten Assessments

Children in the Junior Kindergarten program are observed by the classroom teachers to ensure that they are understanding the concepts being covered. A Learning Journal is created to show parents what the child is learning. The teachers also administer a developmental checklist called the Nippissing Checklist. This checklist may identify any developmental proficiencies or difficulties the children may be experiencing. Every child is assessed in Jolly Phonics to monitor and plan for continuous progress.

Classroom teachers conduct parent/teacher interviews and host Celebrations of Learning throughout the year to showcase what the students have been learning and to demonstrate their new abilities to their families.

## Provincial Achievement Tests (Grade 6,9)

Progressive Academy participates in Alberta Education's Provincial Achievement Tests in Grades 6, and 9. Provincial Achievement Tests (PAT's) will be taken at the end of the school year. With the recent election of a new government, schools are waiting to hear whether or not PAT's will be re-introduced at the grade 3 level. PATs 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.

## Diploma Exams

High school students, upon completion of 30-level diploma courses will be required to write diploma examinations. These exams will make up approximately one-third of the final mark in each course and are used by Canadian universities for admission purposes. Normally, these exams are written at the school in January and June, but there are provisions for students to write exams in November, April and August at several writing centers around the province.

## Canadian Achievement Test

K to 9 students are tested annually in a number of domains using the Canadian Achievement Test. CAT results are not published, but are used internally to measure student growth, year over year. These tests are used as one of many tools by teachers to help guide instruction for each student.

# Technology Guidelines

Progressive Academy is a “bring your own device school for grade two and up, the recommended systems are noted on the school supply list for each grade. The school provides 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.

### Cameras and Recording Devices in the Classroom

PA encourages the judicious and productive use of technology in the classroom. Students from grade 2 and up are asked to bring Chromebooks or Tablets for use in the classroom. Most students above the middle elementary level will bring smartphones to school. These devices have tremendous potential in research, collaboration, personal organization and student engagement.

Most of these devices also have cameras and recording apps. Teachers will review expectations with students, but we ask that parents also remind their children that all photography and videography falls under privacy legislation. While in school, children are in a private environment and therefore no student may film or photograph except where consent is given, or as part of a school assignment (that remains in school, or consent is given for publishing). At no time is anyone permitted to film in washrooms.

Teachers may film or photograph the classroom in action. Your tuition agreement provides consent for this, unless you have opted to not provide that consent.

Public events, such as our Halloween Howler or pot luck events, concerts, or any time the students are outside our building in public are exempt from these rules. Anyone may photograph any student in these situations, as there is no implied privacy.

Nanny cams or any secret video or audio recording device, whether user controlled or remotely controlled, are strictly prohibited from the school property as in a school setting, their usage violates privacy legislation.

# 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.

**The most beneficial homework activity for students of any age is reading.** Students 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 authentic learning 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. Include breaks. Students have often been active all day at school. Take breaks as needed, depending on the age/ability of the student.
5. Allow students to work independently, but encourage them to seek help if needed.
6. Do not override your child on homework, the student needs to be made responsible for the homework. Parents who manage homework continually are not assisting their child to be responsible for their own learning.
7. Attend parent sessions that Progressive Academy provides on building literacy skills and being an effective educational partner with the student and the school.



# Additional Information

## 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://www.proacad.ca/parents/supply-lists/> .

## School Calendar

The school calendar is posted on the web site and can be accessed at this link: <https://www.proacad.ca/parents/calendar/>

On the first Thursday of each month, with the possible exception of September (depending on each year's start date), students are dismissed from school at 12:00 noon. Children are to be picked up at this time unless they are registered for Out-of-School Care. Early dismissal in September may be on the second Thursday of the month. Make sure to check the school calendar to confirm.

## School Events

Progressive Academy hosts a number of events throughout the school year. Teachers will send out regular communication to keep you up to day on our many events and excursions. The school also sends out a whole school newsletter, and weekly updates with current information. Please take the time to review the school's news so that you don't miss any important events or deadlines!

## 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.

All Out-Of-School Care students must be signed in or out by a parent or guardian when they are dropped off or picked up. Students cannot be sent out of the school until the staff have seen the responsible adult picking the child up.

Should you be the authorized pick-up adult listed on your child's registration form and need to send somebody else to pick up the child, please notify the school receptionist and teacher in advance of pick up time. Staff may ask for an ID if your substitute is not somebody they have previously met. Please understand that this procedure is for the protection of your children and part of the due diligence required of your children's supervisors.

Do not use the parking lots 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 reduce congestion on the streets immediately adjacent to the school.

## Student Uniforms

Progressive Academy is a uniformed 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.

The last day of each month is a non-uniform day. On this day students are allowed to wear their own choice of clothing.

Details on specific uniform requirements for each division and how to purchase uniforms can be found on the school website at <https://proacad.ca/parents/uniforms/>.

## Communication

Parent-Teacher communications are a priority at Progressive Academy.

1. Teachers in all classes use communication books or agendas 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 (age appropriate)
- 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 or digital updates that will be communicated electronically with parents.
  3. In addition, teachers have the e-mail addresses of their child's parents and/or guardians. If you change email addresses or wish newsletters and teacher communications to go to additional individuals (e.g. grandparents), please contact the school receptionist.

## 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, and most grades end up with wait lists by May.

A registration package will be sent home to all parents to complete and return. Parents will also need to complete an on-line 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.

## Parents in School

We believe in the importance of a partnership between the student, the family and the school. Parents are welcome to drop their students off at the classroom door (or in the case of younger grades, at the in-class lockers) and to **briefly** communicate with teachers or administrators either before or after school. Please remember that teachers and administrators have a 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 email 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 to complete a late

slip and then drop your child off at the classroom door. Please do not go into the classroom if you are late, the teacher will have already started instruction and your presence may create a disruption.

Parent visits during class time must be pre-arranged 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.

## Volunteers

The successful operation of an independent school depends not only on 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, assisting in the planning or operation of events, joining field trips, assisting with seasonal decorating, helping with yard development or grant writing are some of the possibilities. Contact our Superintendent, David at [david@progressiveacademy.ca](mailto:david@progressiveacademy.ca) or the Principal, Jacqueline, [j.richmond@progressiveacademy.ca](mailto:j.richmond@progressiveacademy.ca) to find out how you can become involved.

## Nutrition

Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Progressive Academy has the responsibility to help students and staff establish and maintain lifelong, healthy eating patterns. Being well-nourished is an essential first step towards students' readiness to learn.

Children should be sent to school with two healthy snacks and a nutritious lunch.

In the interest of achieving the best learning environment possible for our students, we will be providing ongoing education concerning nutrition to faculty, students and families. Most families in our school recognize the inherent value, or lack of value, of the food they send to school with their children. For starters, drinks or foods with high sugar content should not be sent to school. Check labels and see if sugar is the first ingredient - and then please do not purchase such items for your child's lunch.

## Birthdays

Many parents wish to celebrate their child's birthday at school. With the number of students in the school, celebrating children's birthday parties at school can result in a significant loss of curriculum delivery time, and it can overload children with unhealthy foods and excess sugar. Please talk to the

teacher well in advance to schedule an appropriate time at recess or the end of the school day and to discuss appropriate snacks to share with students.

We will recognize our student's birthdays at school by acknowledging their special day in the classroom. Please do not arrange to have special entertainment brought to the school for your child's birthday.

If you are arranging a birthday party for your child after school or on the weekends, please avoid handing out invitations for private parties during school time unless you plan to invite every child in the class.

## **Medical Information**

### **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 clearly communicate the allergen and reaction on the registration form. Each classroom will have allergy information sheets posted in the classroom along with photos of students with allergy concerns so that all staff, including substitutes and volunteers can be aware of necessary precautions.

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.

### **Illnesses at School**

For the protection of everyone in our community it is important that children who are sick are not at school. If your child is not well, or is unable to participate in the normal routine of a regular school day due to illness, do not bring him or her to school.

In the event that a child becomes ill at school and needs to be picked up, the parent(s) will be called and are expected to come as soon as possible. If parent(s) cannot be reached, the emergency contact person will be called and asked to come pick the child up. A child will be excluded from the classroom in the following circumstances:

- The child has symptoms of: diarrhea, vomiting, fever, cough, rash or any current public health concern
- Illness prevents the child from participating
- The child's illness requires greater care than the staff can provide
- Public Health advises that a particular child must be excluded for health reasons

To ensure the school environment remains healthy, a child who is sick will be removed from the group until his/her parent(s) are able to take the child home. The child is provided a quiet space away from the group. Children should not return to school until they are symptom free for 24 hours or they have a physician's note, or following guidance from current Provincial Public Health policies for any current public health concern.

### **Communicable Diseases**

If your child has contracted a communicable disease, please notify the office. If you are not sure about what you can do at home to help prevent the spread of communicable diseases, a parent guide has been developed by the province of BC's Health Link. This can be accessed at

[http://www.bccdc.ca/resource-gallery/Documents/Guidelines%20and%20Forms/Guidelines%20and%20Manuals/Epid/Other/Epid\\_GF\\_childhood\\_quickguide\\_may\\_09.pdf](http://www.bccdc.ca/resource-gallery/Documents/Guidelines%20and%20Forms/Guidelines%20and%20Manuals/Epid/Other/Epid_GF_childhood_quickguide_may_09.pdf)

This resource identifies symptoms of common childhood illness, incubation periods and general guidelines concerning isolation periods to prevent contagion. The intent is to minimize the spread of disease and reduce health risks for everyone in our community. Parents who require more information on any disease are encouraged to call the Alberta Health Services Health Link at 811 for live, real-time advice from a registered nurse, 24/7.

### **Medication Administration**

Progressive Academy staff do not administer non-prescription medication, vitamins, herbal or homeopathic remedies to children in our care. Do not send these to school with your child unless he or she is able to administer the substance themselves. If a child requires a prescription medication our Medication Policy requires that the medication be prescribed by a physician and in the original container. It is then given to the teacher to be properly stored in a locked container. Administration of prescription medication, such as antibiotics, will be documented by the staff member administering it.

### **Emergency Medications**

If your child requires emergency medication the school must be provided with the prescription and the medication in its original container. Emergency medication (such as epi-pens) will be kept in the student's classroom in an easily visible and accessible location out of the reach of students.

All personnel at Progressive Academy will be made aware of which children use emergency medications. This information is posted in the classroom and in the staff room, along with the children's pictures. Staff will receive the necessary training on the use of the emergency medication by the parent or a trained professional.

### **Accidents and Injuries**

Students are occasionally injured due to accidents in the classrooms, 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

### Junior Kindergarten Playground Safety

Progressive Academy's Junior Kindergarten students play outside during times that the grounds are not being used by the Kindergarten to Grade 9 students. Junior Kindergarten students are supervised at play in both the fenced Junior Kindergarten playground and the main grounds of Progressive Academy. Proper adult to child ratios are maintained at all times. Supervisors carry first aid supplies and emergency contact records and phone numbers with them while they are supervising.

### Kindergarten to Grade 6 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 healthy and 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 -23
- 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 **every day** 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

Junior Kindergarten and Out-Of-School care students engage in monthly fire drills in accordance with Alberta Children's Services licensing requirements.

The entire school participates in three fire drills each fall and three each spring in accordance with Edmonton Fire Rescue Services requirements. 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.

# General and Contact Information

## School Hours

Before School Care	7:30 to 8:45
High School Classes Begin	8:30
JK - 12 Arrival for Classes	8:15/8:24*
Student Dismissal & Pick-up	3:30*
After School Care	3:45 to 5:30

\* Please do not drop children off prior to 8:15 as teachers need time to organize prior to opening classrooms.

\*\* Kindergarten to Grade Nine Students who are not picked up by 3:49 will be sent to After School Care and families will be billed accordingly.

## Who to Contact

Information Needed	Person to Contact	Contact Information
Curriculum, evaluation, your child's progress, your child's	Your child's teacher	E-mails and phone numbers will be provided at the beginning of the



social development, learning supports, conduct and discipline matters, classroom or playground incidents, field trips.		school year
Junior Kindergarten: Unresolved discipline matters, placement questions, volunteer opportunities, educational support, educational testing.	Early Childhood Director	<a href="mailto:kayla@progressiveacademy.ca">kayla@progressiveacademy.ca</a> Phone: 780.455.8344 Ext 1116
Kindergarten to Grade 12: Unresolved discipline matters, placement questions, volunteer opportunities, educational support, educational testing.	Principal	<a href="mailto:charmain@progressiveacademy.ca">charmain@progressiveacademy.ca</a> Phone: 780.455.8344 Ext. 1123
Out of School Care and Elementary School Summer programs: program information, registration, volunteer opportunities	Out of School Care Director	<a href="mailto:kayla@progressiveacademy.ca">kayla@progressiveacademy.ca</a> Phone: 780.455.8344 Ext 1116
Mountain Adventure School: program information and registration	Office Assistants	<a href="mailto:info@progressiveacademy.ca">info@progressiveacademy.ca</a> Phone: 780.455.8344 Ext. 1002
OpCom Robotics Club: for program information and registration for Progressive Academy's out-of-school FIRST robotics club for grades 7 to 12.	Technology Program Coordinator	<a href="mailto:allan.a@progressiveacademy.ca">allan.a@progressiveacademy.ca</a> Phone: 780.455.8344 Ext. 1135
Government reporting, program evaluation, international education, School policy, Spring Break trips, Home Schooling	Superintendent	<a href="mailto:david@progressiveacademy.ca">david@progressiveacademy.ca</a> Phone: 780.868.5213
School governance or business operations	Executive Director	<a href="mailto:russell@progressiveacademy.ca">russell@progressiveacademy.ca</a> Phone: 780.455.8344 Ext. 1111
Re-registration, Registering additional family members	Registrar	<a href="mailto:registrar@progressiveacademy.ca">registrar@progressiveacademy.ca</a> Phone: 780.455.8344 Ext. 1113
General Inquiries	Admin Assistants:	<a href="mailto:info@progressiveacademy.ca">info@progressiveacademy.ca</a> Phone: 780.455.8344 Ext. 1000

Tuition fees or other payments	Accounts Manager	<a href="mailto:Katherine@progressiveacademy.ca">Katherine@progressiveacademy.ca</a> Phone: 780.455.8344 Ext. 1115
--------------------------------	------------------	---