

Green Learning Academy Handbook



Green Learning Academy

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Table of Contents

<p><u>A</u> Accidents Agendas Attendance Policy</p>	
<p><u>B</u> Before and After School Policy Cell Phones, MP3 Players, CD Players, Electronic Games, and Similar Devices</p>	<p><u>M</u> Medical Concerns Medication Missed School Work</p>
<p><u>C</u> Communication</p>	<p>Money & Valuables</p>
<p><u>D</u> Discipline Cycle/ Appeal Display Day Do's Donations Dress Code</p>	<p><u>O</u> Outdoor & Educational Offsite Policy</p>
<p><u>E</u> Email (Constant Contact) Emergencies Enrollment Policy Evaluation Procedure of Students Exclusion of Sick Children</p>	<p><u>P</u> Parent Council Meetings Parent Responsibilities Parent Volunteering Parking and Car Safety Public Health Peanut Free</p>
<p><u>F</u> Field Trips Fire Drill Procedures</p>	<p><u>R</u> Release of Students</p>
<p><u>G</u> Gym Program</p>	<p><u>S</u> School Absence Policy School Hours School Reporting System Smoking Special Medical Conditions Student Expectations Student Information Student Privileges Student Responsibilities Student Spelling Program</p>
<p><u>H</u> Hand Washing Homework</p>	<p><u>I</u> Teacher Evaluation Telephone Testing</p>
<p><u>I</u> Illness Internet/Computer Use</p>	<p><u>V</u> Visitors</p>
<p><u>L</u> Late Arrival, Early Dismissal Learning Objectives Learning Station and Kindergarten Arrival and Departures Leaving School Early Leaving School Grounds Library</p>	<p style="text-align: center;">List of Employees & Contact information</p>

Green Learning Academy Handbook

At Green Learning Academy (GLA), we believe that students are entitled to the most effective methods of education to succeed in tomorrow's world. It is realized that each student has special strengths and needs. In an effort to achieve maximum results we "celebrate diversity" in our inclusive classrooms.

We believe that parents, teachers, students and others must work closely to ensure the most effective education possible for our students.

Welcome

It is with a great deal of pleasure and enthusiasm that the administration and staff welcome you to Green Learning Academy. We hope you will have a successful and enjoyable year with us. Two of the main goals of this school are to work in close partnership with you and your children and to create the best possible learning environment for our students.

The purpose of this handbook is to outline the vision, purpose, major practices and regulations that guide the daily operations of Green Learning Academy.

We look forward to your continued interest, support and involvement in the education of your child.

Green Learning Academy Vision

*Our **Vision** is to create an environment where learning is conducive to all involved. Where the program instills a love of learning, responsibility and accountability in children and adults. We will be recognized as the premiere education program in North America.*

Philosophy of Teaching and Learning

"We are a community of learners."

The foundation of Green Learning Academy's educational philosophy is the concept of a *Community of Learners*. Educational leaders describe this school where our philosophy is operating as:

"...A place where students and adults alike are engaged as active learners in matter of special importance to them and where everyone is thereby encouraging everyone else's learning.... Those who take part in these and similar efforts seem to value and honor learning, participation, and cooperation above prescription, production and competition." (Roland Barth Harvard University School of Education)

Educational research has confirmed and extended our understanding of learning as a personal, continuous and highly complex mental process that often occurs in spurts rather than in a uniform, linear manner. How, what, and even why we learn is often affected by a multitude of physical, psychological, social, emotional and environmental factors that constantly interplay within each student. The GLA philosophy of education seeks to account for these factors by providing the most fertile teaching and learning environment possible.

Instructional Program Elements

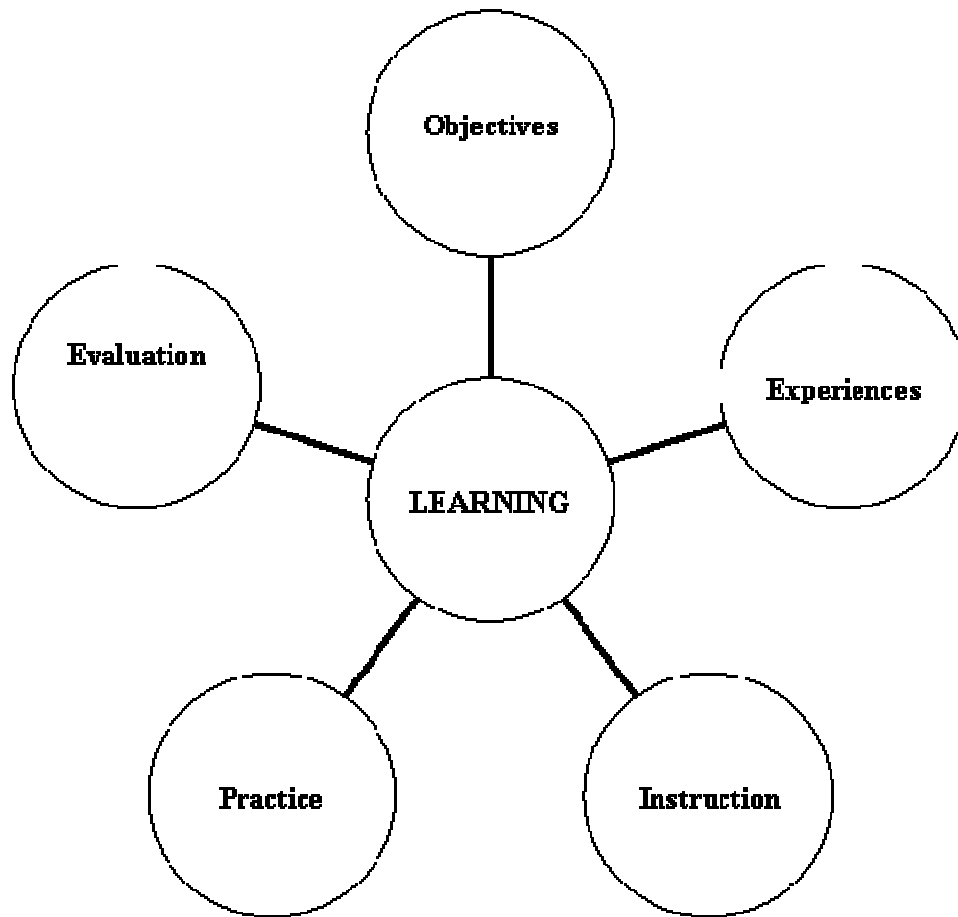
Given the complex nature of teaching and learning, we believe that effective curriculum and instruction is conducive to the specific learning needs, styles and strengths of our students. Accordingly, Green Learning Academy has designed an approach to education that integrates into our instruction program a number of educational elements, which we believe maximizes teaching and learning opportunities. These include the following:

- ❖ **Child-Centered Instruction:** Your child's learning experiences and prior knowledge are valued and his/her direct involvement in classroom activities is encouraged.
- ❖ **Ownership:** Your child will be encouraged to co-operatively negotiate all elements of learning to pursue areas of interest and to assume increasing responsibility for his/her learning.
- ❖ **Passion/Interest Areas:** Your child's natural interests, talents, and strengths are used as catalysts for learning.
- ❖ **Differentiation:** Instruction and learning activities are provided in a variety of teaching styles and settings. The goal of differentiation is to encourage learning that your child will find personally meaningful, enjoyable, creative and intellectually challenging.
- ❖ **Relevance:** Green Learning staff work toward ensuring that your child's learning experiences are personally meaningful while having direct application to skills and concepts in the Alberta Learning Curriculum.
- ❖ **Life Long Learning:** Learning becomes an enjoyable process of personal growth that continues beyond GLA into high school and adult life.
- ❖ **Community:** All student, teachers, support staff, parents, and community residents are potential resources as both teachers and learners.

We believe that learning is a process of steps rather than a single event. Accordingly, instructional methods at Green Learning Academy are tailored to maximize teacher strengths, learner characteristics and available resources at each step of the learning process. Teachers combine the expertise of parents, librarians, peer tutors, colleagues, and adult mentors to provide relevant and meaningful instruction to our students.

At Green Learning Academy of education we strive to create a positive, enriched learning environment where students are encouraged to practice sound decision-making, take risks in a nurturing environment and strengthen creative expression. While the emphasis on specific skills and concepts varies depending upon the grade level and curriculum, the community of learner's philosophy underlies the entire operation of the school regardless of subject, activity or grade level.

Everyone a Teacher, Everyone a Learner



Do's

- **Do have a positive attitude**
- **Do work to your full potential**
- **Do share your experiences**
- **Do participate in class & recreational activities**
- **Do talk to someone if you are having concerns of any kind**

Safe & Caring School Policy

Green Learning Academy is committed to providing safe, caring and respectful environment in which all students can achieve academic excellence, personal growth and responsible citizenship.

Green Learning Academy has expectations regarding student behaviour which are communicated to students and parents at the beginning of each school year.

Incidents of the following will be addressed in a timely, effective and consistent manner in order to maintain a safe and caring school environment.

- bullying, harassment, threat and intimidation
- violence of any form
- verbal, physical or sexual abuse
- discrimination
- theft
- vandalism
- intoxicating substances
- weapons and explosives
- intruders or trespassers

The effective management of student discipline is a necessity to establish safe and caring environment that foster students learning. Prevention and intervention strategies are applied at the school level and supported by parents.

Green Learning Academy Objectives

Objectives for student's learning at GLA are in accordance with Alberta Learning curriculum guidelines. The specific skills and concepts to be learned from grades ECS to eight, are taken directly from the program of studies for each subject area. Once the learning objectives are determined, GLA staff and students proceed to planning an educational experience to begin the teaching/learning process.

Experience

Wherever possible, students are provided with and contribute to experiences that are meaningful and relevant to the learning objective. This experience rich approach will prepare the students for new learning or development of a skill or concept.

Instruction

Instruction is planned to facilitate, guide and encourage each student's learning of objectives. Student learning styles, themes, varied texts/activities, community resources, and field trips are among the major elements used to design instructional activities.

Practice

Buildings upon experience and with the benefit of a comprehensive model of instruction, students engage in practicing and developing the skills and concepts necessary to achieve the educational objectives originally identified. During this phase of learning, a positive and supportive atmosphere is maintained where students are encouraged to experiment and to acquire skills and knowledge in an environment where ownership, creativity and thought are valued.

Evaluation

The degree of student learning is measured using a variety of methods that are best suited to the age of the students and the nature of their learning. Methods of evaluation may include formal tests and examinations, teacher descriptive records, student portfolios, and student self-evaluation. Should evaluation reveal that the educational objectives have not been met; students receive further experience, instruction, and practice in order to maximize the learning opportunity. The evaluation process is ongoing as newly learned skills and concepts form the basis for the future themes, topics and objectives.

Accidents

Accidents do occur when children play together. You can expect occasional bumps and bruises. When the staff of Green Learning Academy determines medical care is required, the parent/guardian will be notified immediately.

You will receive a copy of an Incident Report Form which describes the nature of the accident and the time it occurred. A second copy of the report will go into your child's file.

Agendas

Agendas are designed to assist your child in developing study and communication skills, planning and organizing. Effective utilization of this book will assist your child in being prepared to learn each day.

The agenda:

- Assists in communication between home and school
- Provides study tips and information
- Helps students learn personal organizational skills

Attendance Policy

Regular attendance is a significant contributing factor to student learning. You, as the parent have the power to control your child's attendance, including being on time. Poor attendance and tardiness directly affects a child's school success in numerous ways, emotionally as well as scholastically. Please understand signing out/leaving early is the same as being absent: Your child will miss vital instruction. Instructional time at Green Learning Academy continues up until dismissal. When you sign your child out unnecessarily, you are subconsciously telling your child that school doesn't matter. Restrict sign outs to sickness of the child, or a true family emergency.

When a child will be absent from school, the parent is asked to phone the school before 8:30a.m. If you phone before the office is open, please leave a message. When calling the school, please give the following information: your name, your child's name, teacher's name and reason for absence. The type of illness experienced by your child must be reported to the office.

A staff member will attempt to phone the home of absent students when a parent call is not received. Please ensure that you keep us informed of current home phone numbers, work numbers, and emergency contacts and their numbers.

Arriving at school promptly allows students to participate in all aspects of the school day. It is important for children to come to school on time and be prepared for class. An appropriate bedtime and sufficient rest allow the student to be ready to learn.

Before and After School Policy

Before school care is available in the Learning Station from 7:30 am – 8:30 am and after school care is available from 3:30 pm – 5:00 pm.

Before and after school care must be pre-arranged, and pre-paid. If you require alternate arrangements, personalized scheduling can be made by contacting the school. Additional charges will apply.

Cell Phones, MP3 Players, CD Players, Electronic Games, and Similar Devices

Cell phones, MP3 Players, CD Players, Electronic Games and any similar devices are not to be used during school. If a student brings such an item to school, students must leave them in the office for the duration of the school day.

Communication

Our sincere goal is to maintain open, two-way collaborative communication with parents to create an atmosphere of trust. Please contact us if you have any questions or concerns. Our goal is to keep you well informed through:

- The use of daily student agenda
- Phone calls, notes and surveys
- Parent Council
- Parent – Student handbook
- Newsletters
- Information letters from teachers
- Web page updates
- Constant Contact Emails
- Bulletin Board

Communication with Your Child

Talk to your child. Listen to your child. Make casual comments about what he/she is saying to show that you are listening. Do not “put words” in their mouths about what went on in class. If your child has an unpleasant story to tell you do not make it worse for them by becoming visibly

upset. This will only upset your child even more. Let your child tell the story in their own way, in their own time. If the problem persists, call or write the teacher.

Communication with Your Child's Teacher

Keep lines of communication open. Always go to the teacher with any problems before going to the principal. You and the teacher are on the same side – the side of your child. The teacher wants your child to succeed as much as you do.

Discipline Cycle

Minor Offences

These are generally behaviors that disrupt the learning process. Some typical examples include:

- Inattention to instruction or direction
- Non-participation in learning activities
- Disrespect or lack of co-operation
- Disruption of learning
- Infractions of school rules

Major Offences

These are behaviors, which clearly RUIN the learning climate. Possible examples include:

- A series of repeated minor offences
- Fighting or physical abuse/assault (no playfighting is allowed)
- Disrespect for property (theft, vandalism)
- Verbal abuse/swearing
- Willful disrespect of others, adults, and property
- Any criminal offence under the Young Offenders Act

Consequences

Step 1 – Minor Offences

Staff members handle the incident directly and consequences are established. Parents will be notified in person, via telephone, or in the student's agenda.

Step 2 - Major Offences

Parents are notified immediately. Students write an "Action Plan" to resolve problems and make the necessary restitution, i.e. replacement of damaged property, etc. The teacher will make anecdotal notes on the back of the action plan and the parent receives a copy of the student's action plan. Student, Teacher and Parent signatures are required on the action plan. A copy of the action plan is kept in the student's file. The student may be placed on an out of school suspension.

Step 3 – Out of School Suspension

Repeat offences or any single offence deemed serious enough will result in suspension from school. Any student that is placed on out-of-school suspension can be suspended from the school for up to five days. Parents are notified and police contacted (if required). A re-admission meeting is necessary when this step is taken. A “Behavior Contract” is drawn up between the parents and the student and approved by the school board for re-admission. Placement in another school or program may be recommended.

Appeal

Parents are encouraged to bring concerns, questions and suggestions directly to the school – first to the appropriate teacher, then to the general manager, then the principal, and finally the board of directors, where a vote may take place (the principal will not vote). While we may not always have solutions, we will promise our best efforts to be understanding, honest and accommodating. Open and honest communication is the best way to keep the relationship positive.

Display Day

Your children will study a topic of his/her own choice, in depth, and put this information on display boards. We encourage parents to come and enjoy this special time with the children and learn more about an amazing variety of subjects. Display Day is usually held in June. More information will be communicated during the year.

Donations

If you have any musical instruments, games, books, puzzles, plants, or other items you would like to donate to the school, they are most appreciated. Tax receipts may be available for donations with a value over \$50.00.

Dress Code

Green Learning Academy has a dress code and all students are expected to abide by it. Clothing is expected to be clean and tidy in appearance.

Solid colored tops with a collar that have the school Shield logo on them and are of the following colors only;

- Hunter Green (Dark Green), Gold (Maize Yellow), or White
 - A sweater vest, sweater, cardigan or dress blazer may be worn overtop of a collared shirt, but does not replace a collared shirt.
 - No hoodies or jackets are allowed to be worn in the classroom. That’s what the sweater, sweater vest and cardigans are for.

Solid colored bottoms that re classified as dress pants and in the following colors;

- Black, Navy Blue, Grey, or Khaki (tan)
 - Pants must be dress pants. No cargo pants, or pants with zip-off legs.
 - Jumper, skirts, shorts and skorts are all acceptable bottoms, but must be in the above mentioned colors.

P.E. Uniform regulations are as follows:

- Running shoes are mandatory for Phys. Ed. And are to be white with a white sole. (70 % of the shoe MUST be White).
- Students are to wear the green t-shirt with the school shield logo. The Khaki Shorts or grey Jogging pants must have school name on them.
- Gym uniforms should be kept at the school since students can change into them after lunch hour and or when doing sports.

Socks are to be in black or white, for either boys or girls. Shoes are to be brown or black in color and can be any shoe available in the Land's End catalogue. Shoes do not have to be from Land's End, but the style has to match.

Orders can be placed through the Land's End website www.landsend.com/school 3% compensation of all (base price) purchases go directly to fund raising for the school. Green Learning Academy school preference # is 9001-0937-2

Any Friday is a Casual Friday! Since we are not normally at school on a Friday, students are able to wear whatever they would like, as per the rules laid out in the Student Roles section.

If students do not make good choices, alternate clothing will be chosen for them till the end of the school day and parents will be notified. After three write ups, the board purchases a dress code outfit for your child and you will be billed. Colour choices at this point are left up to the board.

Points to remember:

- Clothing with improper messages or logos not permitted.
- Shirts must be buttoned and cover the midriff. Belly shirts, halter-tops and spaghetti straps are unacceptable.
- Length of skirts, dresses, and shorts must show good judgment. A good rule of thumb is a minimum of 2 inches above the knee.
- Clothing considered as underwear or sleepwear cannot be deliberately showing.
- Appropriate indoor footwear is worn at all times.
- Jackets, sunglasses, caps or hats, and hoods are to be worn outdoors only.
- Wallets with long chains are prohibited.

Email

Green Learning Academy *constant contact* emails are sent via email weekly. Be sure the front office has all current addresses and that we are added as 'safe contacts'.

Emergencies

Parents are asked to keep their child's file in the school office up-to-date. If your child becomes acutely ill or is hurt at school, staff will make every effort to contact you at home or at work. Should these efforts fail, we will attempt to contact the "emergency contact" numbers you give us. In the interim, your child will be attended in the school office. If we evaluate the situation as serious, we will call 911 and have your child transported to a hospital. Ambulance costs will be borne by parents in cases where an ambulance needs to be engaged. (This applies to both on site and field trip emergencies)

Enrollment Policy

Green Learning Academy accepts children primarily on a first come first serve basis.

To enter Kindergarten, a child must be at least 5 years of age by the end of February of the current school year.

Green Learning Academy is not normally equipped to handle students who have severe learning and/or behavior problems. Parents interested in enrolling their children with special requirements are required to schedule an interview with the principal before a registration is accepted.

The following forms are required and need to be completed prior to placement:

- Child Registration Form Child Health Record Application Questionnaire
- Media Release Before and After School Care Off-site Field Trip Consent
- Tuition Agreement & Payment Contract Parent Volunteer Application & Form
- Educational History Form Permission to Release Information Form

It is the parent's responsibility to keep Green Learning Academy informed of any change in address, telephone number, and any other pertinent information list on any / all of the above forms.

Evaluation Procedure of Students

Alberta Curriculum Units:

- each student completes a set of objectives written by the teacher
- all objectives are created from the Alberta curriculum
- perception checks and unit tests are written into the unit objectives at appropriate times

Forms of Evaluation:

- A variety of forms in order to promote higher level thinking
- Projects created by the teacher
- Paper and pencil tests
- Reports
- Perception checks
- Reports accompanied by models
- Projects created by the students (approved by the teacher)
- Compiled objectives
- PAT for appropriate grades

Record of Progress:

- For each Alberta curriculum unit, the student receives a final mark based on:
 - 30% for perception checks
 - 40% for the unit test
 - 30% for daily work (binder mark)

-The binder mark is based on:

- 10% complete and organized
 - 10% neatness
 - 10% title page
- Once a unit is completed, the student places all work/evaluations in a folder to be marked
 - A marking sheet with all unit marks is placed in the folder by the teacher
 - Spelling tests occur once a week
 - Evaluation is ongoing
 - Anecdotal notes are made concerning individual student attitude, behavior & work ethic
 - Evaluations are marked and returned to students as soon as possible

Reporting to Parents:

- Continuous contact with parents concerning the progress of their child
- All student report cards are sent home with the student
- The individual student presents the signed evaluation to the teacher
- All evaluations are placed in the folder when handed in at the end of a unit
- Report cards are issued three times during a year and are to be returned signed
- Student-led interviews are scheduled two times during the year (after the first and second reporting period)
- Report cards consist of anecdotal reporting on student's progress in all areas of the curriculum
- Unit marks are also included within the report, if applicable
- Report cards also include notes concerning attitude, behavior & work ethic of student
- Earned time projects are also reported on

The teacher is accessible to the parents by phone, email or in person.

Exclusion of Sick Children

When children and adults are gathered together indoors for long periods, you can expect them to be exposed to contagious illnesses. However, the best method of prevention is to exclude sick children or adults from group care. In general, a child is too sick to attend school if:

- S/he is unable to participate in routine activities (including going outside)
- S/he requires more care than the teachers can provide without comprising the needs of the other children in the group
- Her/his presence poses an increased risk to the child or other children and adults with whom she/he will come in contact.

Green Learning Academy does not permit children into school with evidence of:

- A temperature of 101 or above
- Severe nasal and chest congestion or uncontrollable coughing
- Vomiting
- Diarrhea-increased number of bowel movements from child's normal pattern, loose watery bowel movements that cannot be contained in diapers
- Undiagnosed rash
- Pinkeye w/white or yellow discharge until 24 hours after treatment
- Lice

- Highly contagious viruses i.e. strep, hand & mouth, etc.

We follow the recommendations of the Calgary Health Region Authority regarding the contagious stage of any communicable disease and when a child may return to the Learning Station, Junior Kindergarten, or Kindergarten after beginning treatment.

If your child becomes ill while at Green Learning Academy, she/he will be made to feel as comfortable as possible, and you will be called. Depending on the severity of the illness, the contagiousness of the condition and your child's discomfort, you may be asked to pick up your child immediately. (In the event that your child has a temperature over 101 degrees, we will ask that you come immediately to pick up your child.) If we cannot reach you and your child is in distress we will contact the emergency numbers you have listed.

Guidelines for Returning to the Learning Station or Junior Kindergarten

A child must be free of fever, vomiting or diarrhea (for 24 hours) and no longer in the contagious stage of a communicable disease. In order to return to Green Learning Academy, a doctor's note may be required in cases of potentially communicable diseases.

We cannot care of sick children. We neither have the facilities, nor can we endanger the health of other children or our teachers. Please respect this and do not bring sick children to the school.

Field Trips

Field trips are an integral part of some units of study during the school year, and all students are expected to participate. These are planned in advance to coincide with a specific objective in mind, and are designed to enhance learning experiences. Parents are encouraged to participate. Please ensure children are dressed appropriately for Calgary weather and ensure they carry a water bottle, sunscreen, and bug spray.

Parents will be notified of all field trips prior to their scheduled dates. Information will include the purpose of the trip, a description of the planned activities, transportation, and supervision. Parents are reminded that insurance coverage for students while on field trips is a parental responsibility.

Non-Participation in Activities or Field Trips

If a parent does not want their child to participate in a certain fieldtrip or activity their reasons must satisfy the School Act, for excused absences. They must go over the objectives for that field trip and submit a proposal for an alternative activity to the board at least two weeks prior. The alternative must cover the objectives the class is doing and must be supervised by the parent and must include some type of measurement for grading. The board can then approve or deny the request. If the request is denied and the student does not participate in the activity, marks will be deducted.

Fire Drill Procedures

Fire and Emergency Drills are held to ensure that staff and students are familiar with the routine of leaving the school in an orderly, quick manner.

Please keep the school updated with changes in phone numbers, contact people, and your child's health concerns to ensure that appropriate people are contacted quickly and that medical attention can be administered accurately and immediately.

Gym Program

Physical Education may take place off site. We are fortunate to have excellent facilities nearby which we utilize as much as possible. Activities are introduced throughout the year and complement our program and curriculum as outlined by Alberta Learning. Thursday afternoons are designated days for the Phys Ed programs. The students participate in one half hour of organized Physical Education each day. Gym clothing must be worn by all students.

Gym clothing should consist of:

- Indoor shoes
- Shorts or track pants
- T-shirt
- Water bottle

Hand Washing

In addition to regular checkups and immunizations, good nutrition and plenty of rest, we know that regular hand washing is the best protection against the spread of germs and bacteria. Teachers and children wash hands before and after meals, after toileting and nose wiping, and at other appropriate times. We ask that families model hand washing practices with children at home.

Homework

Homework assignments are an important part of the program of studies. These assignments give students the opportunity to:

- promote the retention and understanding of factual knowledge
- improve students' study habits and skills
- encourage a willingness to learn during leisure time
- develop independence, self direction, self-discipline and time management skills in students
- cultivate parental appreciation of and involvement in schooling.

Homework may be:

- an activity that reviews the concept taught in class
- a self-directed study, activity or project
- an extension of a lesson
- practice and application of a concept
- continuation of work not completed during the school day
- reading: personal or background

Parents are encouraged to monitor their children's homework habits and to assist them in developing good study skills.

Illness

When objectives are missed due to illness, they must be made up at home. The classroom teacher will provide the missed homework to be picked up by the parent/guardian.

Students who are too ill to go outside for lunch are usually too ill to be at school. This is particularly true in the case of colds. Sick children coming to school provide a source of infection for the other students. As well, sick children usually recuperate faster at home. Please keep your child at home if they are sick.

All communicable diseases (chicken pox, measles, whooping cough, pink eye, eye.) and cases of lice must be reported to the school. Your child must remain at home until there is no danger of passing a communicable disease or lice on to other students.

There will be no refunds or adjustments made to your fee for your time missed due to illness.

Internet/Computer Use

Most of our computers are connected to a school-wide network with access to the internet. Students use the internet for educational and resource purposes. Students who use the internet for intentions that are not sanctioned by the school will lose their internet privileges.

- **E-Mail and MSN access are not permitted.**

Additional security software has been installed to restrict access to inappropriate sites and monthly student count checks are preformed by the teacher.

Late Arrival, Early Dismissal

Students are considered late if they are not in their classroom by 8:40am.

Students who arrive late must be admitted through the front office. If the late is unexcused the student will be required to make up missed class time after school hours. Parent will be contacted by the student if they are required to make up time exceeding 15 minutes.

If a student needs to leave school early for medical, dental or other valid reasons, parent are required to send a note indicating the time the student needs to leave. The note should be shown to the teacher and then presented to the main office where the early leave will be recorded.

Students who leave school during class time are to **sign-out** at the office. Parents are asked to report to the office, and a member of our office staff will call the student out of class. This procedure will minimize disruptions and help ensure a safer environment for all of our students.

Learning Station and Kindergarten Arrival and Departures

It is normal for some young children to have difficulty separating from parents, or cry when being dropped off. A smile, cheerful good-bye kiss and a reassuring word that you will be back are all that is needed. In our experience, children are almost always quick to get involved in play or activities as soon as parents are gone. Please be assured that if your child is having a difficult time settling down and is crying for a prolonged period of time, we will contact you. With pick-up times, this is a time of testing when two different authority figures are present (the parent and the teacher), and all the children will test to see if the rules still apply. Please be consistent with discipline for your child, and walk work with the teacher to creative helpful routines.

Leaving School Grounds

Under no circumstances is a student permitted to leave the school grounds.

Library

Library books are readily available for loan by students and teachers. Periodical and reference materials are for use in the school only. Students who lose library books will be asked to pay for or replace them.

Lost and Found

Lost and found items are kept in the resource room, please check periodically for your children's items. The front office will be happy to help you in the resource room.

To decrease lost items, label all belongings with your child's name. This includes clothes, school supplies, lunch boxes and water bottles.

Medical Concerns

We would appreciate having information concerning significant medical concerns. This will assist in case of a medical emergency where your child is concerned. If your child requires medication at school, written permission must be given and kept in the student's file.

Medication

Written parental consent is required to permit Green Learning Academy to give medication of any kind. All medication must be provided in the original container and include written instructions.

We may only administer prescription medication to students with the following:

- Written instructions from a licensed physician
- Written permission from the parent/guardian
- The medication in its original container
- Signed medication form

All prescription medication must have an affixed label with:

- Child's first and last name
- Name of medication
- Date of issue of prescription
- Instructions for administration
- Instructions for storage
- Dispensing physician's name

Missed School Work

If your child is absent due to an illness, he or she may need extra attention from you in order to get caught up on missed objectives. Your child has a given number of days to complete work and turn it in. If the illness is prolonged, you may call the school for objectives. Be sure to make every effort to see that the work is actually done. If you have an occasion in which your child cannot complete a daily assignment because of a family emergency, write a note to the teacher asking for an extension. It is likely that your child will have consequences at school for missed work. "Homework" for the parents is to instill the importance of school assignments in your children.

Money & Valuables

Students are discouraged from bringing money or valuables to school. If they are brought to the school Green Learning Academy can not be held responsible for lost items.

Outdoor and Educational Off-Site Visits Policy

At Green Learning Academy we aim to enhance the first-hand experiences of all children by providing opportunities for outdoor and educational visits. These support the social, moral, physical and academic needs of the students. All visits will be well planned, organized, worthwhile and correlate to the Alberta Education Curriculum. Objectives will be written and completed for each off-site visit.

At all times the safety and welfare of the children will be of the utmost importance and arrangements will take this into account.

Off-Site visits aim to:

- provide first-hand experience
- support class objectives
- foster a concerned awareness and sensitivity about the environment
- develop co-operation and teamwork
- enhance personal and social development
- maximize every child's potential through a variety of learning experiences
- develop skills of observation, research and recording
- show that life outdoors can be a source of continuous enjoyment and contribute to overall health.

Planning and Preparation

Every aspect of planning for a visit includes management, classroom teacher and principal. All off-site visit requests must be pre-approved by the principal.

Health and Safety

It is essential that the health and safety of all children be of paramount importance during all off-site visits. The classroom teacher will be the lead for each visit.

Staff will complete a Criminal Records Bureau check.

A general student to adult ratio for off-site visits is 1:10/1:15 depending on the age and activity. Pre-school classes are 1:5.

At least one cell phone will be taken on all off-site visits. Any delay in return to Green Learning Academy will be communicated to the school and parents will be called if the delay is longer than 30 minutes. First Aide kits are available in each classroom and a First Aide Kit is taken on every off-site trip. If an accident or injury occurs, an incident form is to be completed and signed by the supervising teacher and parent.

Liaison with Parents

Parents are given full and complete details regarding any off-site visits. Information regarding off-site visits are communicated via:

- Agendas
- Weekly email newsletters
- Teacher/Parent meetings (if required)
- Parent Council meetings
- Letter home (if required)

A Blanket Parental Consent Form is signed by the parents yearly and kept on file.

Financial and Charging Arrangements

Green Learning Academy tuition includes the costs of transportation, admission, and the use of equipment if required for all field trips, gym, and off-site visits.

Transportation

Green Learning Academy contracts Willco Bus Transport for school bus transportation requirements.

First Aide

Teachers are aware of applicable medical issues regarding their students. Students with asthma carry their own inhalers and students needing an EPI Pen carry their own. If requested by parents the teacher will carry required devices.

Parent Council Meetings

Parent Council Meeting's schedules are nominated and approved at the first Parent Council Meeting. At each meeting at least one member from each family is highly encouraged to attend. We continue with the concept of a "Community of Learners" where by each one of us has important ideas and suggestions to make. Participation is needed by each of you as decisions

are made about the school and your child's education at these meetings. Once yearly a mandatory Parent Council Meeting will be held in August.

Parent Council elects an executive council to conduct meetings and represent the council in emergencies. Parents running for these positions need to understand that parent council positions have extra time outside of meetings. These include: typing minutes, agenda planning, reminder emails and phone calls, research for topics, poll taking and communicating with the program director and other parents. Please take time to consider the pros and cons when choosing to run for executive council.

Parent Responsibilities

The teachers and school have very important part in a child's education. The child has an important part. Parents have an equally important part. Without the parent's part, the education will not measure up.

The parent's part carries with it many responsibilities. These include keeping the proper attitude toward education and schooling, supporting/helping your child, setting healthy priorities, consistency in discipline (rewards and consequences), open communication, helping with the work missed during sickness, being active in school matters, and controlling your child's school attendance.

Attitude

It all begins with attitude. If you have a positive attitude towards school in general, your child will also have a positive attitude. If you have concerns about the school or the teacher, be careful how you voice these concerns in front of your child. Your child will pick up on your attitude, adopt it as his or her own, and take it to school.

Support

Your child cannot complete their education alone. When he or she has a particular assignment that may require special help or supplies, you are the one he/she turns to for help. Be there with all the support and help possible. Making sure homework is completed tells your child you are. There may come a time when your child will need extra help on schoolwork. If you cannot provide this help, speak to your child's teacher about it. **Do not do the work for your child.**

Priorities

In order for education to be successful, it must be given priority. This must be a true commitment to school in light of many interesting and beneficial activities that are available for the youngsters. These include sports, scouts, dance, music and other activities.

Consistency

Whatever your methods of discipline, consequences and household management, consistency is the key. When you promise a consequence, follow through and be firm. Children need to know that their poor choices create consequences, and that their good choices will be celebrated.

Rewards and Consequences

Worthwhile rewards may help reinforce responsible actions. However, rewards do not have to be in the form of costly material gifts. Rewards may be in the form of time spent together, a special word of praise, or a chance to skip a chore. Just let your child know how proud you are

of him/her. Consequences should fit the misbehavior as much as possible, and should be done immediately, when possible.

Parent Volunteering

Green Learning Academy encourages parents to volunteer their services and time to assist school staff in a variety of areas. Your participation in our volunteer program will be fulfilling for you, and beneficial to other students and staff. To get involved, please complete the volunteer forms you were provided.

Parents may choose from a list of volunteer items or present for approval, their own ideas. If parents would like to share a “passion area”, a consultation with the teacher; review of objectives and a lesson must be planned for the group.

We can always use your help!

Parent Volunteer Activity Ideas

- Scrap booking
- Resource cataloging
- Updates to parent website
- Hot lunch menu
- Supervision
- Fundraising Organization
- Classroom work
- Scholastic book orders
- Field trip supervision
- Field trip organization
- Making of resources
- Trade fairs
- Newsletters
- Flyer delivery
- Sewing projects
- Current events corner
- Passion Area Teaching
- Cleaning
- Library date input
- Summer camp organization
- Supervision
- Handy man items
- Art projects
- Reading to the students
- Research
- Intramurals
- After school clubs
- Filing
- Library
- Yearbook
- Assisting with computers
- Phone Calls
- Seminar set up
- Before and After school care
- Donations
- Special Events

Parking and Car Safety

Please drive with extreme caution (10 km or less) as you enter and leave the parking lot. Always be prepared to stop for children who might dart out from between cars. Young students must be accompanied to and from the school.

Green Learning Academy has designated stalls for your convenience. Ensure that you do not leave your car engine running while you are inside the school for any reason, do not leave valuables in the car, and never leave children unattended in the car. They are welcome inside the school.

Public Health

Calgary Health Region Authority services offer its expertise to Green Learning Academy students. These services include regular visits and consultations by the school nurse, hearing and vision testing, inoculations, and various health education presentations to students.

Release of Students

Green Learning Academy's normal procedure is to release students only to his/her parents or someone else the parent's designate. If someone other than the parent is to pick up the student, please inform Green Learning Academy in writing ahead of time. If Green Learning Academy does NOT have written authorization, Green Learning Academy will NOT release the student. Green Learning Academy MUST have written permission to release your child.

School Absence Policy

As mandated by the Alberta Department of Education, regular attendance is mandatory for all students unless prevented by illness or other reasons justifiable to the school. Regular attendance is essential for satisfactory achievement in school and students are required to attend school regularly unless excused in writing by a parent/guardian, for reasons defined in the School Act.

Parents, if your child will be absent from school, please call the school by phone (873-1966) prior to 8:30am.

Any time a student has been away for a day or part of a day, a written notice must be provided by the parent upon the return of the student to school. These notes are essential to enable us to maintain a legally responsible attending process. Be sure all absent notes have the date, reason for the absence, and a parent/guardian signature.

If a student becomes ill during the school day, the student should seek permission from their teacher to report to the office, and the office staff will contact parents to make arrangements for the student to go home.

There will be no refunds or adjustments made to your fee for your time missed due to illness.

School Hours

Green Learning Academy operates a four day school week, Monday through Thursday we are in classes, and every Friday is a family Friday. It is a great time to schedule doctor/dentist appointments, haircuts or early leaves for the weekend.

School hours are 8:40 a.m. to 3:30 p.m.

On weeks when Monday is a statutory holiday, the previous Friday will be a school day. This keeps the consistency of a three day weekend, and allows students to achieve the replacement day in a timelier manner.

A Friday program is available at the school for those parents that require it. Contact the office for rates and registration.

School Reporting System

The reporting system at Green Learning Academy is anecdotal with three reporting periods per year. To complement the anecdotal report cards, the students will lead conferences with their parents and teachers about their learning.

Smoking

Green Learning Academy has a no smoking policy on all building property. Students and parents are expected to adhere to this policy.

Peanut Free

Green Learning Academy is a “peanut free” school. Do not pack your children’s lunches or snack with foods that contain peanuts. If children do bring foods containing peanuts, they will be asked to eat their lunch in the office, and parents will be notified.

Special Medical Conditions

Care of Children with Asthma

Asthma is a common childhood disease. When a child who has had a diagnosis of asthma attends Green Learning Academy, the following action will occur:

- 1) Each child with asthma needs to have a special care plan prepared for Green Learning Academy by the child’s physician and family and must include:
 - a. Written instructions regarding how to avoid conditions that are known to trigger asthma symptoms for the child.
 - b. Indications for treatment of the child’s asthma at school.
 - c. Names, doses and methods of administration of any medications (i.e. inhalers the child should receive for an acute episode and for ongoing prevention.)
 - d. When the next update of the special care plan is due.
 - e. Signed consent by the child’s physician and the parents that treatment may be administered by the Green Learning Academy faculty as outlined in the plan.

Care of Children with Food Allergies

Food allergies are fairly common, and when a child attends Green Learning Academy with food allergies, the following action will occur:

- 1) Each child needs to have a special care plan prepared for Green Learning Academy by the child’s physician and family and must include:
 - a. Written instructions regarding the food(s) to which the child is allergic and steps that should be taken to avoid that food.
 - b. A detailed treatment plan to be implemented in the event of an allergic reaction, including the names, doses and methods of administration of any medications that the child should receive in the event of a reaction. The plan shall include specific symptoms that would indicate the need to administer one or more medications.
 - c. Signed consent by the child’s physician and the parents that treatment may be administered by Green Learning Academy’s faculty as outlined in the plan.

For all children with a history of anaphylaxis, or for those with a peanut and/or tree nut allergy, whether or not they have had anaphylaxis), epinephrine should be readily available. This will usually be provided as a pre-measured dose in an auto-injector, such as the Epi-Pen or Epi-Pen Junior. Specific indications for administration of epinephrine must be provided in the detailed special care plan.

Care of Children with Other Chronic Conditions

In the event that a child attending Green Learning Academy has had a diagnosis of a chronic medical condition (allergies, diabetes, seizure disorder, etc.), the following actions will occur:

- 1) Each child needs to have a special care plan prepared for Green Learning Academy by the child's physician and family and must include:
 - a. Written explanation of the medical condition and indications for treatment while attending Green Learning Academy
 - b. Names, doses and methods of administration of any medication given for either the prevention, ongoing treatment of symptoms or for the treatment of acute episodes.
 - c. When the next update of the special care plan is due.
 - d. Signed consent by the child's physician and the parents that treatment may be administered by Green Learning Academy faculty as outlined in the plan.

Special Care Plan

When Green Learning Academy has a special care plan for a child with a specific medical condition, the following steps will be followed:

- 1) The family of the child will meet with the classroom teacher to review and answer questions about the contents of the special care plan.
- 2) Based on the child's special care plan, the child's teacher will receive training, demonstrate competence in and implement measures for preventing exposure and recognizing symptoms and treating acute episodes and / or reactions.
- 3) The family and the Program Director will arrange for Green Learning Academy to have the necessary medications, proper storage of such medications and the equipment to manage the child's medical condition while the child attends Green Learning Academy.
- 4) Properly trained teachers will promptly administer the prescribed medication according to the training provided and in accordance to the special care plan.
- 5) The school will notify the family of any change in symptoms or of any allergic suspected reactions when, and if those occur.
- 6) The school will notify the child's physician if a child has required treatment by the facility for a food allergic reaction.
- 7) The school will immediately call Emergency Medical Services (911) and have the child transported to the hospital recommended by Emergency Services whenever epinephrine (Epi-Pen) has been administered.
- 8) Parents of all children in the child's class will be advised to avoid any known allergies in class treats or special foods brought into the classroom, on field trips or transport of the child outside of the school, the written special care plan will be routinely carried.

Student Expectations

All students are expected to:

- Treat each other and adults with respect.
- Check with the teacher before using office equipment.
- Remain in school classrooms during breaks unless dismissed by teacher.
- Wear clothing that coincides with dress code.
- Have two pairs of footwear. One for outdoor use and one for indoor use.
- Have notes for all absences.

Student Information

Please inform the office of any changes to your child's information such as phone numbers, address, contact persons, guardianship, your marital status, or any health concerns that may arise or directly affect your child. Student's privacy is to be protected at all times.

Student Privileges

Students have the privilege to:

- Work in an atmosphere that is physically and emotionally safe.
- Work at their own level.
- Develop their talents fully.
- Fair treatment and respect.
- Have a voice in school affairs.
- Participate in extra curricular activities.

Student Responsibilities

Students have the responsibility to:

- Arrive to class on time and be prepared to work.
- Work to the best of their ability and put forth honest effort in all.
- Co-operate with staff and other students.
- Care for the school and personal property.
- Maintain school spirit through a positive attitude.
- Represent GLA in a positive manner.

Students will refrain from all of the following:

- Any form of fighting (wrestling, play fighting, etc) students will keep their hands to themselves at all times.
- The use of profanity or abusive language and gestures (this includes clothing).
- The use or possession of tobacco, matches, lighters, alcohol, drugs, weapons, or pocket knives at school.
- Using MP3 players, Game Boys, CD Players, or similar in school.

Student Spelling Program

The spelling program utilizes deposit slips, index cards and personal testing. All students have deposit slips on their desks. Every time they find a word that interests them or is spelt wrong, that word goes on the deposit slip. Each word on the deposit slip is then written on a 3x5 index card. All of those cards are then filed in the student's word bank. This personalized box is left at school and can be used as a personal dictionary.

From those cards with just words on them, found in the word bank, the students then pick words they would like on their weekly spelling test.

Once the words have been chosen, the student must add a definition (what the word means) and a sentence using the word, to the index card. Sign off authority resides with the teacher.

Spelling tests occur each week on Tuesday. New spelling words are chosen every Wednesday. Completed spelling cards are due to the student's teacher every Monday.

Suggested numbers of spelling words is as follows:

Junior Kindergarten/Kindergarten	1 to 3 words
Grade 1	3 to 10+ words
Grade 2 – 4	5 to 10+ words
Grade 5 – 9	10 to 15+ words

Number of spelling words are chosen by the teacher with student input. Remember we always want to keep challenging the student.

Teacher Evaluation

- Evaluation of teachers will be conducted by a designated evaluator at Green Learning Academy. Green Learning Academy is responsible for making arrangements to ensure that appropriate evaluators are available as necessary.
- A teacher may be evaluated at any time upon the written request of the teacher at the teacher's own expense
- A teacher may be evaluated at the request and expense of Green Learning Academy for the purposes of assessing the growth of the teacher, for the purposes of gathering information, or when, Green Learning Academy has reason to believe that the instruction of the teacher may not meet the Provincial teaching quality standard.
- A recommendation by a designated signing authority that a teacher be issued a permanent professional teaching certificate must be supported by the findings of two or more evaluations of the teacher. At least one of these evaluations should be based on classroom observation by the designated signing authority.
- On initiating an evaluation, the designated evaluator or designated signing authority must communicate explicitly to the teacher the reasons for and purposes of the evaluation; the process criteria and standards to be used; the timelines to be applied and the possible outcomes of the evaluation.
- Upon completion of an evaluation, the evaluator must provide the teacher with a copy of the completed evaluation report.
- Where, as the result of an evaluation, an evaluator determines that a change in the behavior or practice of a teacher is required; the evaluator will communicate that determination to the teacher and Green Learning Academy. The evaluator and Green

Learning Academy must provide to the teacher a notice of remediation and may stipulate that the remediation strategies stated in that notice replace the obligation of the teacher to develop and implement an annual Professional Growth Plan. As necessary, Green Learning Academy may enter into an agreement with the evaluator to provide consultative support to the teacher to ensure that the conditions stipulated in the note of remediation are met by the teacher and to conduct further evaluations as required.

Telephone

Parents who wish to contact a teacher or student during school hours are to leave a message with the office. Messages will be delivered at lunch time, or the end of the day. Students and teachers are normally not available during school hours to make, or receive phone calls.

Testing

Green Learning Academy students take part in the following required testing:
Grades 3, 6, and 9 – Provincial Achievement Tests

Individual results are shared with parents and students upon request. Records of above test scores are kept in the student's cumulative file. Teachers conduct evaluations in all curriculum areas at regular intervals and each teacher is responsible maintain records of student marks.

Visitors

All visitors are requested to report to the school office upon their arrival at Green Learning Academy.

Green Learning Academy Staff

In the pursuit of excellence, each Green Learning Academy staff member will engage in life-long learning. Each member is expected to engage in professional growth related to his/her professional responsibilities including but not limited to taking graduate or post-graduate courses, engaging in research and writing projects, submitting articles, updating websites, improving communication and participating in professional workshops, seminars and conferences.

Adequate resources will be provided by Green Learning Academy to supervise and evaluate the teacher's professional growth.

All staff can be reached at:

Phone: 873-1966
Email: principat@greenlearning.com
Website: www.greenlearning.com

Anna Dunne
Teacher Assistant
Email: anna@greenlearning.com

Blair Terry
Learning Station & Preschool Facilitator
Email: blair@greenlearning.com

Bonnie Senecal
General Manager
Email: bonnie@greenlearning.com

Heather May
Teacher Assistant
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Jodie Gateman
Executive Director & Co-Founder / Teacher
Email: jodie@greenlearning.com

Kathryn Coish
Teacher Assistant
Email: Kathryn@greenlearning.com

Kristi Muir
Personal Assistant
Email: Kristi@greenlearning.com

Nancy Huynh
Teacher – Jr. Kindergarten, Kindergarten,
Grade 1
Email: nancy@greenlearning.com

Shawn Hogan
Teacher Assistant
Email: shawn@greenlearning.com

Stephanie Rogers
Administrative Assistant
Email: Stephanie@greenlearning.com

Tracey Greer
Teacher – Grade 2, 3, 4, 5
Email: tracey@greenlearning.com

Wade Stovel
Teacher – Grade 7, 8 & 9
Email: wade@greenlearning.com

Website: www.greenlearning.com

Definitions

- a. “Operator” refers to the legal entity (non-profit corporation, Green Learning Academy) operating the private school and kindergarten programs.
- b. “Designated evaluator” refers to a qualified person holding an Alberta Professional Teaching Certificate who is designated by the Green Learning Academy to conduct an evaluation of a teacher’s teaching.
- c. “Designated signing authority” means an individual who meets the experiential and educational requirements of the Superintendent of Schools Regulation who has been nominated to serve as an “officer” under the Certification of Teachers Regulation” by the Association of Independent Schools and Colleges in Alberta and who has been approved by the registrar for Alberta Learning to fulfill the functions of an “officer” for purposes of teacher certification.
- d. “Evaluation” means the formal process of gathering and recording information or evidence over a period of time and the application of reasoned professional judgment by a designated evaluator to determine whether one or more aspects of the teaching of a teacher exceeds, meets or does not meet the teaching quality standard.
- e. “Notice of remediation” means the written statement issued by the operator to a teacher where the designated evaluator has determined that a teacher’s teaching does not meet the teaching standard and such a statement provides;
 - i) the behaviors or practices that do not meet the teaching quality standard and the changes required,
 - ii) the remediation strategies the teacher is advised to pursue, and
 - iii) How the determination will be made that the required changes in behavior or practice have taken place, applicable time lines, and the consequences of not achieving the required changes including, but not limited to, termination of a teacher’s contract of employment.
- f. “Supervision” is the on-going process by which Green Learning Academy monitors quality of teaching.
- g. “Teacher professional growth” means the career-long processes whereby a teacher annually develops and implements a plan to achieve professional learning objectives or goals that are consistent with the teaching quality standard.

“Teaching quality standard” means the authorized standard and descriptors of knowledge, skills and attributes consistent with the Teaching Quality Standard Ministerial Order and the mission, program statement, and contract of Green Learning Academy.

