

Glenmeadows Elementary Campus
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Knob Hill Middle School Campus
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A Kindergarten to Year Nine Public Charter School

PARENT AND STUDENT HANDBOOK

Superintendent
Mr. Dale Erickson

Research and Arts Coordinator
Mrs. Janice Nigh

Principal
Mr. Josh Van Beers

Team Leaders
Division 1 – Ms. Sayward Wilkinson-Blanc
Division 2 – Ms. Michelle Stonehouse
Division 3 – Mrs. Kim Hoey
Division 4 – Mr. Stefan Rasporich
Artists – Mr. Steve McMullen

Directors:
Ms. Laura Shuler

VISION

“Children and community that value arts and learning...”
Calgary Arts Academy is an innovative and progressive school that engages children through Arts Immersion to become confident learners and spirited citizens.

MISSION

Our mission is to provide a collaborative, democratic learning community, empowering each individual to become self-directed, lifelong learners who value community-focused and citizen-based action, facilitated through effective communication, collaboration, critical and creative thinking.

PURPOSE

Our purpose is to promote the arts, foster academic excellence, practical skill building and spirited citizenship.

GUIDING ASSUMPTIONS AND EXPECTATIONS

We believe that all students have the right to:

- a safe and secure environment
- be treated in a caring manner
- learn and work in a positive environment
- be taught to use problem solving skills effectively.

We believe all people have the responsibility to:

- work and play safely
- treat people, property and the environment in a caring manner
- contribute to a positive learning community
- apply problem solving skills to resolve conflicts appropriately.

BELIEFS

We believe that:

- a democratic community provides choices that are clear
- consequences for misbehaviour must be fair, logical and encourage self-discipline
- a supportive, caring environment fosters positive outcomes such as risk-taking, self-responsibility, personal development, a feeling of school community and a sense of accomplishment
- learning is a continuous process, which is personal and collaborative
- children are able to assume ownership for their learning when given voice, choice and support
- learning is enhanced through clear curriculum delivery and active involvement, which is meaningful and relevant
- learning is the shared responsibility of all contributors: the child, the family, the school and the community.

SCHOOL EXPECTATIONS

1. Respect will be shown for all students, staff, parents and volunteers.
2. Respect will be shown for the property of others.
3. Stealing, vandalism or defacement is not acceptable.
4. Tackle type games, play fighting etc. are not permitted.
5. Everyone walks or skips safely in the school.
6. Throwing of objects (snowballs, rocks, etc.) is not acceptable.
7. Skateboards and hard balls are not to be at school.
8. Students do not chew gum in school.
9. Written permission is required for Year 9 students to leave the school at noon.

REGISTRATION AND ADMISSIONS PROCEDURE

REGISTRATION

- complete a registration form and submit to the office
- date of submission will be noted on the registration form
- birth certificate and immunization records are required at this time
- children are required to be at grade level
(It will be at the discretion of the administration as to whether a child who is not at grade level will be admitted. In order for this to occur, it must be determined that the child can benefit from the curriculum and resources available at CAA.)

ORIENTATION MEETING AT THE SCHOOL

- all students and parents are required to attend a presentation at the school that will outline the program offered at CAA
- a meeting will be conducted by school administration and staff to ensure parents and students have a clear understanding of the vision, mission, purpose and expectations surrounding student learning and parental involvement

STUDENT AUDITION (YEAR 4 – 9 ONLY)

- students must demonstrate an interest in one of the arts
- the audition is meant to reveal student willingness to perform and commitment to the school, rather than their proficiency level

ACCEPTANCE

- Congratulations!

EXPECTATIONS

Parents:

- volunteer a minimum of 10 hours – volunteer time is to be recorded in the office
- encouraged to attend Professional Development opportunities
- communicate positively with all stakeholders

Students:

- complete all learning contracts successfully
- attend all school performances for their age group
- demonstrate the Circle of Courage

DISCIPLINARY STRATEGIES

All staff has been trained to create a democratic school and classroom environment where choices are clear, discipline is logical and self-discipline is encouraged.

A democratic approach to behaviour expectations and discipline:

- establishes a climate of equality and mutual respect
- encourages students to be the best they can be in all aspects of their lives
- offers students a role in decision making
- offers consistent, logical and understandable guidelines for behaviour

Discipline is defined as, “instruction and practice designed to teach proper conduct or action.”

Misbehaviour is defined as, “any conduct which interferes with learning, threatens or is injurious to people or property.”

Students are given the opportunity to resolve conflict using the CAA Problem Solving Model.

Problem Solving Model

1. Discuss the incident
2. Identify the problem
3. Identify their role/responsibility in the incident
4. Choose an appropriate resolution
5. Choose alternative behaviour for the future

Logical consequences:

1. Writing an explanation of misbehaviour
2. Community service (sorting lost and found items)
3. Staying with an outside supervisor over the recess period
4. Removal from situation
5. Time out
6. Behaviour contract

When logical consequences occur for misbehaviour:

Step 1 – Staff and students initiate problem solving using the CAA model

Step 2 – If the problem is not resolved or persists, parents are notified

Step 3 – Behaviour contract is put in place

For more serious behaviour difficulties, it may be necessary to move to suspension. Suspensions will usually only occur when the incident has compromised the safety and security of others.

- Suspension (1 to 5 days, either in school or out of school)
- Suspension process is progressive in nature
- Expulsion of a student would occur in consultation with the Charter Board and Superintendent

COMPREHENSIVE FEE SCHEDULE

Comprehensive fees cover all student supplies and agendas, school newsletter costs, library supplies and 3 field trips per year. Some of the monies collected will supplement instrument purchases, library books, software, costume collections, supervisory staff and visiting artists. Year 1 to 9 student fees will supplement guest performances, speakers and physical education activities.

Additional fees may include:

- Student Care
- Video productions
- Outdoor school
- Sports team expenses
- Band camp
- Year 9 Graduation

School Fees for the 2009-2010 School Year are:

Resource Fees:

Kindergarten	\$200.00
Year 1 to 4	\$350.00
Year 5 to 9	\$400.00

Bussing:

One way	\$275.00
Two ways	\$550.00

If you plan to utilize our bussing service, please complete the “Agreement for Bus Service” form found under the “Students and Parents” section of www.CalgaryArtsAcademy.com. Note that if you plan to drive your child(ren) to school, you may qualify for the Parent Provided Transportation program. Information for this program can also be found on under the “Students and Parents” section of our website.

The above fees are yearly and are payable to Calgary Arts Academy.

Lunchroom Supervision:

Year 1 to 4: \$25.00 per month.

The above fee is payable to CAA Student Care.

ADDITIONAL INFORMATION

DRESSING FOR THE WEATHER

Please ensure your child is suitably dressed for the weather.

ATTENDANCE AND LATES

Regular school attendance and punctuality is expected from all. Please inform the school by note or telephone if your child is absent or late. This avoids unnecessary calls home.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities will be provided during the noon hour and after school.

TRANSPORTATION

Transportation is provided by Willco Transportation Services. Pick-up points and drop-off points are determined according to student addresses. Parents are expected to arrive five minutes prior to the scheduled drop-off and pick-up scheduled times. **PLEASE REFER TO www.calgaryartsacademy.com FOR DETAILED BUS ROUTE INFORMATION. Buses will not operate when the Environment Canada website reports a temperature of -40°C or colder (including the windchill).**

Behaviour

Calgary Arts Academy has established the following expectations to ensure that a clean, safe and friendly environment is maintained for everyone riding the bus.

- The driver may assign specific seats to students.
- Students will not board the bus without the driver present. Once on board, they will remain seated on the bus until their stop.
- Students must conduct themselves in a quiet and courteous manner, showing consideration for the comfort and safety of others.

Delayed Service

From time to time, there may be a delay in bus service due to winter conditions or mechanical problems. In preparation for delayed or cancelled service, parents are encouraged to develop a back-up plan. Suggestions include:

- Make arrangements to car pool. Get to know the other parents on your route, and have their phone numbers handy.
- Familiarize yourself with the other bus routes in your area. Choose a stop that is accessible to you. If you need assistance in identifying an alternative stop, please contact the Transportation Coordinator.

Parent Concerns

Parents wishing to approach a bus driver with their concerns, should do so by giving the driver a note detailing their concern and a phone number where they can be reached. It is very difficult for the driver to properly address any issues with a bus full of students and a time schedule to keep.

TRAFFIC AND PARKING LOT

Please do not use the staff parking lots to drop off and pick up students. Parking in alleys, in front of neighbours' driveways and otherwise impeding traffic is discouraged. Our community is asked to be respectful of our neighbours at both sites.

PLAYGROUND SUPERVISION

For safety reasons, please ensure your child arrives no sooner than 15 minutes before the beginning of the day. Should your child arrive earlier, please notify the school office.

At the end of the day, walking students are encouraged to walk straight home, as there is no adult supervision on the playground. We ask that parents ensure students use the crosswalk at the front of the school. During peak times, safety of students is our primary concern.

INDOOR SHOES

Students are requested to have one pair of indoor shoes. Runners with white soles are perfect, as they can be used for physical education activities indoors and do not scuff tile floors. Also, students need to have shoes on when fire drills are conducted.

DRESS CODE

We expect students to maintain acceptable dress and grooming practices to encourage a healthy, non-distracting atmosphere that promotes learning for all students.

Unacceptable dress includes:

- clothing with inappropriate printing and messages
- muscle shirts, half shirts, halter tops, tank tops, spaghetti straps and pajamas (midriff must be covered)
- short and skirt length shorter than mid thigh
- the showing of any underwear.

Students who come improperly dressed will be asked to change.

SCHOOL NEWSLETTER

School newsletters will be published as required and will be posted on our website. Should you require a hard copy, please contact the school office.

HOMEWORK POLICY

All students are expected to participate in a daily reading / literacy program. Your child's teacher will provide more information for you. Parents are expected to support homework completion by checking student's journals. Parents are also expected to participate in the creation and/or completion of student learning contracts. This opportunity allows parents to be part of learning and teaching throughout the year. Students are encouraged to work on all learning contracts at home.

FIRE DRILLS

In order to ensure safety and security of students, there will be one fire drill each month. It is extremely important that the students wear indoor shoes when fire drills happen, especially during the cooler months.

SCHOOL EMERGENCIES

There is a school fan-out system, which is necessary in case of emergency. Each fall, a "Room Parent" will be chosen to facilitate a fan-out network. Should we be required to evacuate the building, we will re-locate to the local Community Centre.

MEDICAL

From time to time, students become ill at school. We do not have a school nurse on site and it is an expectation that parents will assist in the event of student illness.

ADMINISTRATION OF MEDICINE

School personnel require written authorization from parents to dispense medicine. All medicine will be secured.

HEAD LICE

Cases of head-lice occur frequently in schools. Please note that Calgary Health Authority staff does not check every student in the school for head lice.

VOLUNTEERS, VISITORS AND PARENTS

It is an expectation that each family will volunteer 10 hours of time each school year. All volunteers, visitors and parents are requested to sign in at the office. This is essential to the safety and security of students. A sign-in binder is located in the school office. Volunteers are encouraged to complete an interest survey, which is available in the school office. Our Volunteer Coordinator will then contact you to arrange your schedule.

Volunteer Code of Ethics

- Volunteers must be discreet.
- Volunteers never discuss children, parents or staff outside of the school setting.
- Volunteers work in collaboration with school staff.
- Volunteers follow the requests of the teacher.
- Volunteers refer discipline problems to the teacher

SECURITY CLEARANCE

All staff, artists and volunteers working with children are required to obtain a security clearance. Information is available at the school office.

GOVERNANCE: CALGARY ARTS ACADEMY SOCIETY BOARD

Calgary Arts Academy Society Board shall carry out its duties in accordance with Provincial Legislation requirements and the Bylaws of the Society.

- 1) CAAS Board shall have full control and management of the affairs of the Society.
- 2) CAAS Board is not involved in the day-to-day operations of the school.
- 3) CAAS Board's main duties will be planning, policy development, appraising and adjudicating appeals, fundraising, and advocacy for Arts Education.
- 4) CAAS Board is responsible for establishing new policies and /or initiating reviews or revisions of existing policies that govern the operations of the school.
 - a) CAAS Board shall carry out its duties in accordance with the Societies Act and the School Act, section 60 and
 - b) CAAS Board shall operate the school in accordance with the Charter approved by the Minister.
 - c) CAAS Board will be elected by the Society to govern the operations of the school on its behalf.
- 5) The Board shall focus its efforts on the link between the Board and its members.