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CBE Home Education



SCHOOL HANDBOOK



**Calgary Board
of Education**

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Welcome

Welcome to the CBE Home Education school community located at Windsor Park. This handbook is intended to provide general information about the 2018-2019 programs offered through CBE Home Education as well as answer some frequently asked questions.

Registration Procedures

Please refer to our *Guide to Getting Started at CBE Home Education*, located on our website home page, for further information about our registration process. Once your registration forms are submitted, any requests to change the program must be submitted using the *Program Change Request* form through your facilitator.

Each year families are required to renew their registration if they wish their student(s) to continue with CBE Home Education. The monthly newsletters will have further information regarding the start date for the renewal of registrations.

Learning Plans

The learning plan is reviewed with the facilitator at the beginning of the school year, mid year and at year end. It must meet the requirements of Alberta Education in order for registration to be accepted and maintained with CBE Home Education. The deadline for learning plans in September is set and published each year on our website. If learning plans are not received by this date, registration can be recinded.

We recognize that learning is a flexible and organic process. As a result, the initial learning plan may go through changes. Families are asked to keep facilitators apprised of changes to the learning plan throughout the year as it guides the process of assessment and reporting of student progress that facilitators are required to evaluate.

Reimbursements

Each Home Education family is entitled to funding based on the program they have chosen. This funding is for instructional materials and consumables clearly connected to the Learning Plan. Reimbursement claim forms, along with receipts for instructional materials and consumables will be accepted between November 1st and April 1st of the school year at the main office. The most updated information about how to submit a claim for reimbursement, how much you are eligible for based on the program your child(ren) is enrolled in, and what is eligible/not eligible for reimbursement is available on our website.

Facility Hours and Use

The main office is open Tuesday, Wednesday and Thursday from 8:30am-3:30pm. If you would like to reach a facilitator, teacher or administrator outside of these hours, please be sure to book an appointment in advance.

Students are welcome to come to school when the front doors open at 9:00am to use the gym or Learning Commons, under direct parent supervision until 10:00am when school begins.

Families who would like to utilize designated school spaces while students are in class are welcome to do so. The Learning Commons houses our parent-run library, and is a space where students and adults can find a quiet area to work, study or read. The Flex Room is an empty classroom space that can be utilized by families when it is not otherwise booked for a school event or student learning activity. Please check in with the program administrator for room availability that day.

Communication

The most up-to-date information for all CBE Home Education families is available on our website at www.calgaryhomeschooling.com. On the website, you will find updated calendars, the most recent information about reimbursements, information about upcoming activities and workshops, and all current contact information.

We also offer up-to-date information regularly through our monthly school newsletter, School Messenger messages, School Council meetings, Twitter and Instagram. Teachers also maintain a Brightspace website/blog with up-to-date classroom events and information for our students in our blended programs.

Administration, teachers and facilitators are available by phone and preferably by email. Appointments to meet directly with staff can always be made to address questions or concerns. Please ensure the main office has your most current contact information.

All parents are asked to sign in to a *MyCBE / PowerSchool* Parent Account at <https://sis.cbe.ab.ca/public/> in order to access many services through CBE including Online Payment, Conference Scheduler, and School Messenger.

Facilitation and Parent-Teacher Conferences

For all of our programs, facilitators will meet with each family three times each year – in September for initial facilitation conferences to review the learning plan and registration information, in January/February to review mid-year student

progress, and in June to review year-end student progress.

For our shared responsibility programs, teachers will meet with families at Parent Teacher Conferences to review student progress in November and March.

Parent Professional Development Series (PPD)

To support parents in the planning, organizing, managing, delivering and evaluating of a home education program, we provide a series of parent professional development workshops and information sessions throughout the year. Please see our website, your facilitator, our monthly newsletter and/or our poster advertisement in the front halls at Windsor Park for further information about these workshops, the dates and times they will be offered.

Celebrations of Learning

Twice a year students are invited to display a particular project they have been working on at home to share their hard work with our homeschooling community. The event takes place at Windsor Park. We encourage every student to display a project, but we also welcome families who want to come and participate by just looking at other students' work.

Field Trips

Field trips are arranged through classroom teachers to support the units of study in the shared responsibility program. However, they are often opened up to students in the parent-directed program as well if spaces allow. This is done on a first-come, first-served basis, and communicated through email.

Volunteer Security Clearance

Each year to ensure the security and safety of our staff and students all volunteers in our schools need to be registered. A Police Information Check is required before a volunteer position is confirmed.

Procedure for Obtaining a Police Information Check

1. Submit an "Annual Volunteer Registration Form" to the main office. (must be completed each year)
2. Bring one piece of valid government issued ID (ie. Citizenship, Driver's License, Military ID, Native Status Card, Nexus Card, Passport, Permanent Residency Card, Provincial Photo ID) to the school office to register as a volunteer.

3. Obtain a volunteer letter from the main office and an ePIC Volunteer Information Takeaway so that you (the applicant or volunteer) can access the PIC system on the Calgary Police Services website, or the Direct Data Entry (DDE) system at one of the district police stations to move forward with your application. The ePIC system will allow results of the Police Information Check applications to be delivered directly to you online for viewing. You can also monitor the status of your application at any time through your own personal account
4. Share your completed Police Information Check results with the main office so that we can log the status of your clearance in our school database.

From Our School Council

Meetings

The School Council meets monthly throughout the year, and all parents are encouraged to attend. It is a great way to keep informed of school decisions and to have an opportunity to direct enquiries or concerns to the School Administration. Meeting dates are on the school calendar and posted in the front hallway at the school, as well as on our Council Blog.

Communication

Our Council Blog is located at cbehomeschoocouncil.wordpress.com where you will find useful information as well as agendas and minutes for our meetings. There is also a parent administered Facebook group entitled CBE-Learn Homeschoolers. Information will also be sent out during the year via your classroom parents. Our bulletin board is just inside the front entrance of the school on your right.

Request for Contact Information

In order to stay connected to you and to keep you informed, your classroom parent will be asking for your email address so that he/she can email you with information specific to your child's class. School Council will also occasionally send information out via the classroom parents about Council matters. Your email address will only be shared with the Classroom parent coordinator(s), Classroom parent(s) and lunchtime supervision coordinator(s).

Volunteer Opportunities

Parent participation in the school is encouraged and integral to the vibrancy of our community. Your willingness and enthusiasm are a major reason for the success of the program and will help to make your child's experience rewarding. See our document "CBE Homeschooling Parent Volunteer Positions" for all volunteer opportunities.

Friday Activities

A CBE Home Education School Council initiative...

Friday Activities provide an opportunity for CBE Home Education students to participate in a variety of learning activities with their peers. These activities may supplement the physical education and art goals in student home learning plans; however, they will not meet all home learning requirements or take the place of parent instruction. Activities are taught by volunteer parents and CBE teachers.

- Who | Any CBE Home Education parent directed or blended student is welcome to register!
- What | Each Friday students rotate through a variety of activities. Students in Grade 1 to 5 participate in activities such as art, science, and drama (these choices can vary from year to year). Students in grades 6 to 9 participate in art and physical education.
- When | Activities run from 10:00am to 12:30pm for 5 classes in the Fall semester, and 5 classes in the Winter semester.
- Where | All activities take place at Windsor Park school.
- How | Pre-registration is required. Class size is limited to 16 students. Registration is on a first-come-first-served basis.
- Cost | The fee is \$25 per student, per semester. Fees may be paid at the main office (cash or credit card) or online through each family's [My CBE PowerSchool](#) account.

SHARED RESPONSIBILITY PROGRAM ONLY:

Attendance

Parents/guardians are required to sign their children in at the beginning of the school day, and out at the end. If students arrive late, they must go to the office to receive a late slip before going to their class. Students should not exit the building without parents. Junior High students are permitted to sign themselves in/out when written permission is sent to the main office by their parent/guardian. If students are picked up by their parent/guardian during school hours, please check in at the main office so that your child can be called to meet you at the office.

Parents/guardians are responsible for contacting the main office to inform the school of the duration of the student's absence and the reason.

Timetable

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:15-9:50		Block A tutorial Gr.6-9		Block A tutorial Gr.6-9	
10:00-12:00		Gr. 1-5: Cross Curricular Gr. 6/7: Science Gr. 8/9: Social Studies	Extended Core Day (alternating Tues and Thurs group)	Gr. 1-5: Cross Curricular Gr. 6/7: Science Gr. 8/9: Social Studies	Friday Activities
12:00-12:25		Lunch (Parent Supported Lunchroom with staff supervision)			
12:25-1:00		Recess Jr. High Intramurals (Tues & Thurs)			
1:00-3:00	Staff Meeting	Gr. 1-5: Cross Curricular Gr. 6/7: Science Gr. 8/9: Social Studies	Extended Core Day (alternating Tues and Thurs group)	Gr. 1-5: Cross Curricular Gr. 6/7: Science Gr. 8/9: Social Studies	
3:10-3:30		Block B tutorial Gr.6-9		Block B tutorial Gr.6-9	

Report Cards

Teachers will publish report cards on student progress in January and June. Parents will publish report cards on student progress in conjunction with the mid-year and year-end facilitation reviews.

Parent-Supported Lunchroom

Parent volunteers support our CBE Home Education lunchroom program by setting up the lunchroom prior to students arriving, and cleaning up after the students leave the lunchroom, in order to allow our teaching staff to provide supervision of the students during the lunch hour.

Lunchroom Schedule:

- 11:50-12:00pm - lunchroom set up by parent volunteers
- 12:00-12:25pm – students eat lunch in the lunchroom; supervised by a teacher and parent volunteers
- 12:15-12:55pm - outside lunch recess for jr high students (supervised by a teacher)

- 12:25-12:55pm – outside lunch recess for all students; parent volunteers clean up lunchroom; intramurals on Tues and Thurs for junior high students (supervised by a teacher);

Support Documents & Program Outlines

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Brightspace (by D2L)

All classroom and online teachers use a learning management system (Brightspace by D2L) on a regular basis to interact with students and parents. Students will be accustomed to using this tool inside the classroom in the first few weeks of classes Parents/guardians are invited to log in with their children at <https://d2l.cbe.ab.ca> to explore the digital classroom space.

G Suite for Education

The G Suite for Education (formerly known as “Google Apps for Education or GAFE), is a series of web applications used in CBE that support online creation and collaboration for student learning. We also recognize the value of these web applications as relevant and familiar learning and communications tools for students to build good digital citizenship skills. These applications include Gmail, Google Drive, Calendar, Sites, Groups, Photos and Keep. Upon registration, all students are automatically assigned a Google email address that they can use to log in to their G Suite, and students set their passwords according to criteria that is specific to the G Suite guidelines.

Gmail and G Suite for Education at CBE is different from personal Gmail and Google. When students use Google Apps for Education, they are not subjected to advertising, nor is their information provided to third parties for other uses. Students agree to use these tools appropriately and to demonstrate responsible and respectful behaviour when participating in online environments.