



# Edison School 2014-2015 Student Handbook

An Edison Student shall be kind, polite and honest.

## **MISSION STATEMENT**

Edison School creates the opportunity for all children to discover and reach their full potential academically, emotionally and physically in a safe and accepting environment.

## **SCHOOL HOURS**

Monday to Friday: 8:30a.m. – 3:15p.m.

## **CONTACT INFORMATION**

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

Tel: 403 938 7670

[office@edisonschool.ca](mailto:office@edisonschool.ca)

## **SCHOOL CALENDAR**

August 27	Kindergarten Orientation
September 2	First Day of School grades 1-12
September 8	First Day of School Kindergarten
September 24	Open House
October 13	Thanksgiving
October 20	Picture Day
November 7	Report Cards
November 10- 14	Remembrance Week
November 19 & 20	Parent Teacher Interviews
December 12 & 13	Upper School Musical Theatre
December 17	Lower and Middle Schools Christmas Concert
December 19 to January 2	Winter Break
January 30	Report Cards
February 4	Parent Teacher Interview
February 16 to 20	Family Week
March	Research Projects/Geography Festival
March 30-April 10	Spring Break
April 30	Report Cards
May 15 & 18	Victoria Day Break
June 5	Grad tbc
June 24	Awards Ceremony
June 25	Last Day of School for K-8 K – 8 Final Report Cards
June 26	Last Day of School for 9-12 9 – 12 Final Report Cards

### **ABSENCES**

- If a student is absent from school without prior notice, parents must notify the school by phone and leave a message on the morning of the absence.
- If a student needs to leave the school early for an appointment, this must be put in writing on the day he/she is to be excused.
- Advanced written notice of one week is required if a student is going away on vacation during the year.
- Parents are to notify the school bus driver if a student will be absent.
- Middle or Upper School students who arrive later than 8:30a.m. or leave earlier than 3:15p.m. must have a note from a parent.
- It is the students' responsibility to contact either teachers or fellow students regarding missed work.
- All tests missed due to absence must be written by the third afternoon following the student's return or a penalty will be incurred. The tests may have to be written outside of class time.

### **AFTER SCHOOL POLICY**

At various times, teachers request students to stay after school for tutoring, tests or as a consequence for poor behaviour. Unsupervised students are not permitted to be at Edison after school. Please ensure that your child has adequate transportation and supervision when school is dismissed each day, as we will not provide supervision except in the case of emergency. Unless involved in a supervised activity, students are not permitted to be at school before 8:20a.m. or after 3:30p.m..

### **ALLERGY POLICY**

Edison is a completely nut product and gum-free school. We request that parents do not send any products to school with their children if they contain nuts. We continue our awareness and sensitivity toward children with allergies. However, safety can never be guaranteed.

## **AWARDS CEREMONY**

Edison School's award ceremony will be held on the last Wednesday before the summer break. This is a celebration of student success in many aspects of the school community. Dress uniform is required for all students in attendance (excluding the graduating class). The graduating class will wear non-uniform clothes in recognition of their moving on from high school to the workplace or further education at University or College.

### **Advanced Placement Recognition**

All students who have written an Advance Placement exam during the current school year will receive recognition at the Awards Ceremony.

### **Biology Contests**

Students that enter any Biology contest and place according to the standards set by the official contest rules will be recognized at the end of year Awards Ceremony.

### **Duke of Edinburgh**

All Upper School students completing their Bronze, Silver, or Gold medal requirements will be recognized at the end of year Awards Ceremony.

### **Honour Roll**

Students meeting the requirements for Honour Roll will receive their certificates at the end of year Awards Ceremony. The requirements for receiving Honour Roll are:

#### **Grades 4-12:**

First Class Honours – 85% or higher average in English, Math, Science, and Social Studies with no mark below 75% in these subjects.

Second Class Honours – 75% or higher average in English, Math, Science and Social Studies with no mark below 70% in these subjects.

### **Honour To School**

Any student who brings honour to Edison School while representing the school will receive this award at the end of the year. Examples of this are: entering and placing in the Canadian Legion Literary and Art contests; belonging to a sports team that wins a placing, or entering any contest through the school and placing.

### **Math Contests**

Students that enter any Math contest and place according to the standards set by the official contest rules will be recognized at the end of year Awards Ceremony.

### **Sports Awards**

Various sports awards are presented at the Awards Ceremony. These include:

- Junior Female Athlete of the Year (grades 7-8)
- Junior Male Athlete of the Year (grades 7-8)
- Senior Female Athlete of the Year (grades 9-12)
- Senior Male Athlete of the Year (grades 9-12)

The athlete of the year will be determined by the following criteria:

- Athletic ability
- Improvement in athletic endeavors
- Representation of Edison School in sportsmanship, social grace, and humility
- Demonstration of Leadership

Each athlete of the year must participate in a minimum of two school sports.

And/or regular participation in intra-mural sports activities

The final decision for each award will be made through input from all coaches.

Participation in Sports awards will be given during the year-end school assembly. These awards recognize all students who participate and place in the top levels of their school sport.

## **DISCIPLINE POLICY**

Edison School recognizes that the reward for, and appreciation of, good behaviour is an important part of establishing a cooperative learning environment that supports the well-being and safety of all participating members of the school community. Students are encouraged to make positive behavior choices and in doing so will learn to become responsible, caring members of our community. Edison School relies heavily on the support of parents for the enforcement of our rules. The following guidelines give the student a general idea of what to expect in the case of inappropriate behaviour and/or the breaking of rules:

***The following actions, although unacceptable, are considered to be minor issues.***

- Disruptive or off-task behavior
- Tardiness and/or coming to class unprepared
- Failure to turn in signed agenda daily
- Failure to hand in homework on time
- Violation of uniform rules including immodest dress
- Possession of chewing gum
- Eating during class time unless there is a medical reason
- Unnatural hair dye and/or tattoos or body piercing
- Use of electronic equipment that violates the Electronic Equipment Policy
- Disrespect for others or oneself

## ADDRESSING MINOR ISSUES

Each issue will be addressed on an individual basis by teachers and/or administrators and appropriate consequences applied if applicable. Consequences may include, but are not restricted to, loss of recess, detention, exclusion from class, confiscation of contraband items, community service or parent-teacher-student meeting.

Student success often requires consistency at home and in school. To that end parents will be informed by telephone or written correspondence in a timely manner.

If the issues are not resolved and the student continues to break rules exclusion from Edison School will become a consideration.

***The following actions are major issues and completely unacceptable in the Edison School Community.***

- Vandalism
- Use of profane language
- Possession of lewd or inappropriate material
- Aggressive behaviour
- Use of any object as a weapon
- Use of alcohol, tobacco or drugs
- Lying, cheating or plagiarism
- Leaving the school grounds without permission

#### ADDRESSING MAJOR ISSUES

Each issue will be addressed on an individual basis by teachers and/or administrators and appropriate consequences applied. Consequences will vary as situations warrant, possibly resulting in suspension and/or expulsion. Appeals to suspension and/or expulsion must be provided in writing to the Edison disciplinary committee for review: Principal, Headmistress and one Board member.

#### **DRESS CODE**

All students must be in uniform every school day unless otherwise stated. The uniform must be worn as stated in the uniform rules as found on the school website.

The Edison gym strip is mandatory during P.E. classes for grades 4-12. This is essential both for aesthetic and health reasons.

#### **ELECTRONIC EQUIPMENT**

##### **Lower and Middle School**

Students in the Lower and Middle schools are not permitted to use any type of electronic equipment. They should be encouraged to not bring any electronic equipment to school. However, should they be given a cell phone for safety reasons, they must keep it turned off and in their locker/backpack at all times during the school day.

As stated in the Discipline Policy, any electronic items in violation of these rules will be confiscated and turned in to the main office. Parents should retrieve the electronic equipment from the main office.

#### **EMERGENCY PROTOCOLS**

There will be regular Lockdown and Fire Drill practices throughout the year.

### **HOMEWORK AND AGENDA POLICY**

All students in Grades K- grade 8 *must* have their Edison Homework Agenda book with them in all their classes. This book not only records their assignments, it is also used as a means of communication between teachers and parents. From Grades K- grade 8, both parent and teacher must sign the book daily. If a permission slip is enclosed in an agenda, please fill it out and send it back to school the next day. The replacement cost for a lost homework agenda is \$15.

In grade 9 there is an expectation that students will begin to learn independent organizational skills and there is no expectation that parents will sign off on homework. For some students this can be a difficult transition and to that end we will start the year by checking student day timers before dismissal at the end of each day. This will continue for six weeks until good organizational habits have been formed. Please note that the school does not provide agendas for Upper School students but they are required to bring their own notebook or device for organizational purposes.

### **HOUSE SYSTEM**

Students in Grades K- grade 12 are divided into four houses: Black Hawks, Rockin' Roosters, Flaming Falcons and Flying Phoenix. These houses are awarded points for positive behaviour, participation, high-test scores, etc., and have points deducted for negative behaviour. Throughout the year, the house in the lead will be rewarded with a group activity. Each house will have appointed student representatives to help plan activities and lead their house members.

### **JANITORIAL**

Students are expected to participate in the cleaning of their classrooms, and in maintaining the cleanliness of their lockers and carrels.

### **LEARNALBERTA.CA**

LearnAlberta.ca (<http://www.learnalberta.ca>) supports the lifelong learning by providing quality online resources to the K-12 community in Alberta. Students, teachers and parents can use the site to find multimedia learning resources that are correlated to the Alberta Programs of Study. Some of the resources on LearnAlberta.ca site are licensed by Alberta Education for authorized users only. Therefore, the website is password protected. Contact the office for the password.



### **LOST AND FOUND**

Items in 'Lost and Found' are emptied prior to each break and donated to charity. If you are missing something, please ensure that you check 'Lost and Found' promptly. Please ensure that all items belonging to students are clearly labeled as they can easily get mixed up. A container is located in each building of the school.

### **PHOTOCOPIES AND PRINTING**

Students may not use the school photocopier or school printers for their personal use under any circumstances.

### **SNOW DAYS**

In the event of adverse weather conditions or treacherous driving conditions, a decision will be made by administration to close the school. The decision will be made as early as possible on the morning in question. All Edison families will be notified by e-mail, text message and/or telephone according to each family's agreed protocol. Drivers will contact all bussed students by telephone. Notification will also appear on most local television and radio stations.

### **STUDENT BIRTHDAYS**

Students are encouraged to wear non-uniform clothes on their birthday to celebrate. Should they choose to wear non-uniform clothes, they should bring a snack for their class (please be aware of allergies). If students are absent on their birthday they may wear non - uniform clothes on the day they return to school. For those students with birthdays in August, we will celebrate their birthday on September 13. July birthdays will be celebrated on June 6.

### **TELEPHONE CALLS**

During school hours, students may make phone calls using the classroom phones. Priority will be given to students who have been asked by a teacher to use the phone. Please see the Electronic Equipment Policy for rules about cell phones. Parents may contact their children in emergencies only. Any other messages should be passed on after school. If you try to phone the office and there is no answer, please leave a voice mail message. Administration checks the messages frequently and the message will be dealt with promptly.

### **STUDENT DRIVING POLICY**

Student drivers may drive their siblings and/or other students if written permission from both students' parents is on file each year. Grade 12 student drivers and their grade 12 passengers are permitted to drive to and from school.

During lunch, students in grade 12 may leave without permission as long as they return on time. Students in grade 11 may only leave if they have a signed note from their parents for that specific day and driver.

### **TARDINESS**

Tardiness is considered to be a serious issue. All late arrivals will be recorded on school attendance files and measures will be taken to address the issue.

### **UNIFORMS**

School uniforms must be worn correctly. Polo shirts must be tucked in, skirt lengths must be appropriate, etc. All staff members share the responsibility of enforcing the uniform rules. For more detailed information see the school website at [www.edisonschool.ca](http://www.edisonschool.ca).

### **WEDNESDAY NEWSLETTER**

A newsletter will be posted on the school website ([www.edisonschool.ca](http://www.edisonschool.ca)) every Wednesday during the school year. It will include notices from the school as well as the monthly poem to be memorized. Should a student receive recognition for any event or activity outside of school events, please inform the school at [office@edisonschool.ca](mailto:office@edisonschool.ca) for inclusion in the 'Our Stars' section of the weekly newsletter. We wish to celebrate and share all our students' successes.

## Uniform Policy

Students are encouraged to feel proud about being part of the Edison community and are expected to wear their uniform correctly.

Students will be in uniform every school day, unless otherwise announced. All uniform items are to be purchased through the school store except for tights and socks which may be purchased elsewhere. Tights must be dark grey and socks must be dark grey or white.

It is recommended that uniform items and other valuables be labeled with the student's name. Families interested in personalized labels may be interested in products offered by Mabel's Labels and they can be ordered via the following quick link: [www.edison.mabelslabels.com](http://www.edison.mabelslabels.com).

### Dress Uniform

Dress uniform is required for special occasions such as field trips, guest speakers, and assemblies. Ample notice is given for such occasions.

Dress uniform is as follows:

- Boys (K-12): Khaki pants, grey dress shirt (9–12) or white dress shirt (K-8), school tie, white or grey socks, and black school shoes
- Girls (K-3): Jumper, white blouse or short sleeved button-up shirt, grey socks or tights, and black school shoes
- Girls (4-12): Girls: Skort (4–6) or plaid skirt (7–12), white blouse or short sleeved white button-up shirt, grey socks or tights and black school shoes
- A knit burgundy cardigan is optional for all girls
- Girls in grades 9–12 may wear a uniform tie

### Regular Uniform

There are many choices for regular uniform days. Items may be mixed and matched according to student choice.

- Boys: Uniform pants or shorts, any uniform shirt, white or grey socks, and school shoes
- Girls: Any combination of uniform items (however, white socks are only permitted with pants)

### Non-Uniform Occasions

From time to time students are permitted to wear non-uniform attire. For such occasions, modesty is expected. As with regular uniform, rips or tears should be mended and no undergarments are to be visible. Some non-uniform occasions have associated themes. Participation in such themes must still be modest.

### General Information

- Students are expected to dress appropriately for the weather
- Rips and tears must be mended
- Undergarments must not be visible
- White socks may be worn only with gym strip, khaki shorts or pants
- Hats and sunglasses are not permitted in the school buildings
- Sandals and open toed shoes may not be worn as outdoor shoes in grades K-6
- Gym strip is required for grades 4-12
- Polo shirts and dress shirts must be tucked in at all times
- Ties, when worn, must be worn fully tied at neck

### Shoes

Students in grades K-12 require two pairs of shoes.

- Solid black school shoes – these may not be runners, sandals, crocs or boots. The heel should not exceed 3 cm and shoes may not exceed ankle height.
- Runners with non-marking soles – these must be clean and may not exceed ankle height. It is imperative that they are securely fastened and have sufficient arch support; therefore, skate-style shoes are not appropriate. At the discretion of the physical education teacher, different pair of gym shoes may be required if the original pair is deemed unsafe. Shoes labeled as cross trainers are generally acceptable.

### Hemming Guidelines

- Skirts may be hemmed no shorter than 10 cm from the floor as the student kneels
- Pants must be hemmed so that they do not touch the floor when the student stands in school shoes
- Pants may not be rolled up or cut off
- Skirts may not be rolled at the waistband
- Pants may be modified into shorts or capris by hemming; the 10 cm rule applies to shorts

### Girl's Makeup and Jewelry

- One watch, one ring and one earring per ear (stud or small hoop) may be worn
- Students in grades 9 - 12 may wear very pale nail polish and one necklace
- No makeup is permitted up to and including grade 8
- Makeup must be kept neutral, modest and minimal in grades 9 - 12
- Acceptable makeup includes pale, neutral eye shadow, mascara and lip gloss

*Remember, when you put on your Edison School uniform,  
you put on your Edison School manners.*