



Edison School 2021-2022  
Student Handbook



# Edison School 2021-2022 Kindergarten – Grade 8 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**

Grades K-12: Monday to Friday 8:25 a.m. – 3:16 p.m.

## **CONTACT INFORMATION**

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

Tel: 403-938-7670

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

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## **SCHOOL CALENDAR**

September 7	First Day of School Grades 1-12
September 8	First Day of School Kindergarten
September 22	Open House
September 24	Terry Fox Run
October 7	Picture Day
October 11	Thanksgiving – NO SCHOOL
October 27	Picture Retakes
November 8-12	Remembrance Week – NO SCHOOL
November 19	Report Cards
November 23 & 24	Parent Teacher Interviews
December 17 & 18	Upper School Musical Theatre
December 20	Lower School Christmas Concert and Family Dance
December 21	Middle School Christmas Concert and Dance
December 24-January 7	Winter Break – NO SCHOOL
February 11	Report Cards
February 16	Parent Teacher Interviews
February 21-25	Family Week – NO SCHOOL
March 22 & 23	Research Projects and Continent Festival
April 4-April 15	Spring Break – NO SCHOOL
April 29	Report Cards
May 23	Victoria Day – NO SCHOOL
June 2	Parent Tea Celebration
June 4	Grade 12 Graduation
June 22	Awards Ceremony
June 29	Final Report Cards
June 29	Last Day of School



## **ABSENCES**

- If a student is absent from school without prior notice, parents must notify the student's homeroom teacher by email 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 late or leave early must have a note from a parent, which may be emailed to the homeroom teacher.
- It is the student's responsibility to contact either teachers or fellow students regarding missed work.
- All tests missed due to absence must be made up within an appropriate time frame, as determined by the teacher. 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 or tests. 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 8:20 a.m. or after 3:30 p.m.

## **ALLERGY POLICY**

Edison is a completely nut- 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. Although we work together as a community to maintain an allergen-free environment, please remember that safety cannot be guaranteed.

## **AWARDS CEREMONY**

Edison School's award ceremony will be held the evening of the second-last Wednesday before the summer break. This is a celebration of student success in many areas 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.

### **Honour Roll (Grades 7-12)**

First Class Honours – 85% or higher average in English, math, science, and social studies with no mark below 75%.

Second Class Honours – 75% or higher average in English, math, science, and social studies with no mark below 70%.



### **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: 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**

- 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.

### **CODE OF CONDUCT AND DISCIPLINE POLICY**

Edison School recognizes that the acknowledgement and reward of good behaviour is an important part of establishing a cooperative learning environment that supports the well-being and safety of all members of the school community. Students are encouraged to make positive behaviour choices, and in doing so will learn to become responsible and caring members of our community.

The Edison School student handbook is available on the school website. The Student Code of Conduct and Disciplinary procedures are included in this handbook. All students in Grades K-8 have the pertinent information included annually in their school agenda.

Unacceptable behaviour may be grounds for disciplinary action, which provides the student with an opportunity for critical learning and reflection in the areas of personal accountability and responsibility, the development of empathy, as well as communication, conflict resolution, and social skills development.



In the assessment of the potential consequences of unacceptable behaviour, the school shall also consider a student's age, maturity, individual circumstances, and frequency of the misconduct. In addition, the specific circumstances of the situation and of the student must be taken into account when determining appropriate responses to unacceptable behaviour.

The school will ensure that support is provided for students who are impacted by inappropriate behaviour as well as for students who engage in inappropriate behaviour.

### **Code of Conduct**

**Students shall conduct themselves so as to reasonably comply with the following Code of Conduct. Students will:**

- i. be diligent in pursuing their studies;
- ii. attend school regularly and punctually;
- iii. co-operate fully with everyone authorized by the board to provide education programs and other services;
- iv. comply with school rules;
- v. be accountable to their teachers for their conduct;
- vi. respect the rights of others;
- vii. ensure that they contribute positively to the environment and culture of Edison School; and
- viii. refrain from, report, and not tolerate bullying or bullying behaviour directed to others in the school, whether or not it occurs within the school building, during the school day, or by electronic means.

### **Edison School Definition of Bullying**

Bullying is repeated verbal, physical, social, or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Cyberbullying refers to bullying through information and communication technology.

### **Minor Issues**

*The following actions, although unacceptable in the Edison School community, are considered to be minor issues:*

- Disruptive or off-task behaviour
- 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 piercings
- Use of electronic equipment that violates the Electronic Equipment Policy
- Disrespect for others or oneself



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

Student success often requires consistency at home and in school. To that end, parents will be informed of any issues by telephone or written correspondence in a timely manner. If the issues are not resolved and the student continues to break rules, expulsion from Edison School will become a consideration.

### **Major Issues**

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

- Vandalism
- Use of profane language
- Possession of lewd or inappropriate material
- Aggressive behaviour including, but not restricted to, bullying (whether in person or by electronic means, and whether during school hours or outside school), physical harm or assault upon others, harassment, hazing, gang activities, weapons in school, drug, tobacco or alcohol use, and improper conduct on busses or on field trips
- Lying, cheating, or plagiarism
- Leaving the school grounds without permission

Each major issue will be addressed on an individual basis by teachers and/or administrators and appropriate consequences will be 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: the Principal, the 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, which can be 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**

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 Kindergarten through 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 Kindergarten to Grade 6, both parent and teacher must sign the book daily. In Grades 7 and 8, teachers will sign the agenda on Fridays, and parents will sign it over the weekend. 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.

## **HOUSE SYSTEM**

Students in Kindergarten through Grade 8 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. Points may be deducted for negative behaviour. Throughout the year, students participate in house events and rewards. Older students may take on a leadership role by helping to plan events and lead their house members in activities.

## **JANITORIAL**

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

## **LEARNALBERTA.CA**

LearnAlberta.ca ([www.learnalberta.ca](http://www.learnalberta.ca)) supports 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 the LearnAlberta.ca site are licensed by Alberta Education for authorized users only. Therefore, the website is password protected. Please contact the office for the password.

## **LOST AND FOUND**

Items in the 'Lost and Found' are emptied prior to each school break and donated to charity. If you are missing something, please ensure that you check the '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 personal use under any circumstances.



## **SNOW DAYS**

In the event of adverse weather conditions or treacherous driving conditions, a decision may 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 or telephone. Bus 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 nut-free 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 the first Friday in September. July birthdays will be celebrated on the first Friday in June.

## **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 recurring tardiness.

## **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 attempt to phone the school office and there is no answer, please leave a voicemail message. Administration checks messages frequently, and the message will be dealt with promptly.

## **UNIFORM POLICY**

School uniforms must be worn according to the uniform rules at all times. All staff members share the responsibility of enforcing the uniform rules. 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; these can be ordered via the following quick link: [www.edison.mabelslabels.com](http://www.edison.mabelslabels.com).

Dress uniform is required for special occasions, such as field trips, guest speakers and assemblies. Dress uniform rules are 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 dress shoes



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- Girls (K-3): jumper, white blouse or short sleeved button-up shirt, grey socks or tights, and black dress shoes
- Girls (4-12): skort (4–6), plaid skirt (7–9), black skirt (10-12), white blouse or short sleeved white button-up shirt, grey socks or tights, and black dress shoes
- A school sweater is optional
- Girls in Grades 9–12 may wear a uniform tie

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 black dress shoes
- Girls: any combination of uniform items (however, white socks are only permitted with pants) with black dress shoes.

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 may 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
- 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 the neck

### **Shoes**

Students in Grades K-12 require two pairs of shoes:

- Solid black dress shoes – these may not be runners, sandals, Crocs, or boots. The heel should not exceed three centimeters, 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, a 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



### **Makeup and Jewelry**

- One watch, one ring and one earring per ear (stud or small hoop) may be worn
- No makeup is permitted up to and including Grade 8

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

### **WEDNESDAY NEWSLETTER**

A newsletter will be posted on the school website 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 by emailing [office@edisonschool.ca](mailto:office@edisonschool.ca) for mention in the weekly newsletter. We wish to celebrate and share all our students' successes.