



Edison School 2023-2024  
Student Handbook



# Edison School 2023-2024 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. – 3:15 p.m.

## **CONTACT INFORMATION**

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

Tel: 403-938-7670

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



## **SCHOOL CALENDAR**

|                       |  |
|-----------------------|--|
| September 5           | First Day of School Grades 1-12          |
| September 6           | First Day of School Kindergarten         |
| September 20          | Open House                               |
| September 29          | Terry Fox Run                            |
| October 9             | Thanksgiving – NO SCHOOL                 |
| October 20            | Picture Day                              |
| November 1            | Picture Retakes                          |
| November 13-17        | Remembrance Week – NO SCHOOL             |
| November 24           | Report Cards                             |
| November 28 & 29      | Parent Teacher Interviews                |
| December 13           | Middle School Concert and Family Dance   |
| December 15 & 16      | Upper School Musical Theatre             |
| December 18           | Lower School Concert and Family Dance    |
| December 20-January 5 | Winter Break – NO SCHOOL                 |
| February 9            | Report Cards                             |
| February 13           | Parent Teacher Interviews                |
| February 19-23        | Family Week – NO SCHOOL                  |
| March 20              | Research Projects and Continent Festival |
| March 25-April 5      | Spring Break – NO SCHOOL                 |
| May 3                 | Report Cards                             |
| May 20                | Victoria Day – NO SCHOOL                 |
| May 25                | Grade 12 Graduation                      |
| June 19               | Parent Tea Celebration                   |
| June 19               | Awards Ceremony                          |
| June 28               | Final Report Cards                       |
| June 28               | Last Day of School                       |



## **ABSENCES**

- If a student is absent from school without prior notice, parents must notify the homeroom teacher by email.
- If a student needs to leave the school early for an appointment, this must be communicated by email to the homeroom teacher by the morning of the day he/she is to be excused.
- Advanced email 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 via text message 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 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.

## **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. For students in Grade 7 and 8, a parent and all core teachers must sign the agenda every Thursday. 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.

## **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 8:15 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.



## **AP SCHOLARSHIPS**

The Max Robinson Scholarship rewards students who obtain a grade of four or five on any Advanced Placement (AP) exam written in the spring of their Grade 9 year with a \$500 credit towards their Grade 10 tuition.

The John David Chernoff Scholarship rewards students who obtain the designation of National AP Scholar with a \$4,000 scholarship for university. This scholarship is paid out in \$1,000 amounts after the successful completion of each full-time successive university year. Any grade below a C will disqualify the student from earning the scholarship for that year.

## **AWARDS CEREMONY**

Edison School's award ceremony will be held on 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 cap and gowns.

### **Advanced Placement Recognition**

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

### **Computer Science Contests**

Students may enter Beaver Computer Science contests 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 (Grades 7-12)**

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

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

### **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.

## **Honour To School**

Any student who brings honour to Edison School while representing the school will receive this award during the year and school assembly. 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.

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

Edison School recognizes that 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. Students in Grades 9-12 are directed to the website as they are not provided with an agenda booklet.

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
- Accessing or sharing 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 6-12. This is essential both for aesthetic and health reasons.



## **ELECTRONIC EQUIPMENT**

Students in the Lower and Middle schools (K to 7) 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.

### **Cell phones**

Students in grades 8 to 10 may use their cell phones during lunch breaks only. At all other times, their phones must be kept in their lockers.

Students in grades 11 and 12 may use their cell phones during breaks. Their cell phones must be kept on silent mode in the classroom.

### **Laptops**

Students in Grades 9-12 are asked to bring their laptops to school for educational purposes. While students may use their laptops for leisure activities during lunch recess, any unauthorized use of laptops in the classroom or during prep periods may result in the confiscation of the device.

### **Violations**

Upon first offence, the student may pick up the device from the office at the end of the day. Upon second offence, the administration will ask parental permission to keep the device overnight. Upon subsequent offenses, the administration may rescind the student's right to bring a phone to school for a period of time.

## **EMERGENCY PROTOCOLS**

There will be regular lockdown and fire drill practices throughout the year.

## **HOMEWORK POLICY (Grades 6-12)**

Students are expected to hand in all assignments. In order to encourage independence and accountability, students will be asked to work on incomplete assignments during lunch or after school. An email must be submitted to the instructor with an explanation as to why the assignment was late or incomplete. If a second offence occurs, students in grades 9-12 will be expected to copy their parents on the email, and the instructor will request acknowledgement of receipt from the parent. Frequent offences may also be copied to the school principal if further action is required. To be regarded on time, work must be completed by the beginning of the period on the day it is due. Larger graded assignments may be subject to a 10% penalty for each day late. Students may not work on late homework instead of the day's assignment. In the event of an illness or unexpected circumstance, students may receive an extension. The number of days that will be granted is based on the student's unique situation. Prolonged extensions will involve communication with parents. If the event is foreseeable, requests for extensions may still be made; however, the request must be made at least 2 school days prior to the due date.





## **HOUSE SYSTEM**

Students in Kindergarten through Grade 7 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.

## **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.

## **REWRITE POLICY**

In the event that a student scores poorly on a test, a rewrite will NOT be offered automatically. Students are encouraged to prepare properly for an exam the first time. However, in extenuating circumstances, teachers may exercise their professional judgment in allowing students to complete rewrites, provided that the following four conditions are met:

- 1) The student must complete detailed corrections on the original test.
- 2) The student must book a tutoring session with the instructor and/or complete extra practice questions.
- 3) The student must complete the rewrite **outside of classroom hours** (i.e. lunch or after school).
- 4) The rewrite must be completed within one week's time and may NOT be the same test.

**The results of the rewrite will be blended with the original test score.**

## **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.

## **STUDENT DRIVING POLICY (Grade 11 and 12 students only)**

Student drivers may drive their siblings and/or other students if written permission from both students' parents is on file each year. During lunch and spares, students in Grade 11-12 may leave the school grounds without permission as long as they return on time and sign in and out. All Grade 11-12 passengers must have a signed permission slip from their parents to be a passenger all year. The driver likewise must have parental permission to carry passengers in the vehicle.

## **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. Please see the Electronic Equipment Policy for rules about cell phones. Parents may contact their children in emergencies only. 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



- Girls (K-3): jumper (4-12): skort (4-6), plaid skirt (7-9), black skirt (K-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 6-12
- 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 (except for grades 8-12), 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) may be worn
- Students in Grades 8 - 12 may wear pale nail polish and one necklace
- No makeup is permitted up to and including Grade 7
- Makeup must be kept neutral and minimal in Grades 8 - 12
- Acceptable makeup includes pale/neutral eye shadow, mascara and pale lip gloss

### **UPPER SCHOOL CORE COURSES POLICY**

The purpose of this policy is to provide guidance and support to Edison students enrolled in 20-level core courses. Historically, students scoring 70% or greater in the 20-level courses have achieved similar scores at the 30-level, though it should be noted that the course content is more difficult. Similarly, students scoring less than 70% at the 20-level have scored significantly lower at the higher level, and in some cases have failed the diploma exam.

Student scores in 30-level courses appear on transcripts for post-secondary applications, and poor or failing grades are not looked upon favorably by post-secondary institutions. Of greater concern is the potential for damage to student self-esteem and academic confidence.

- Student scores of less than 70% in a 20-level course will be reviewed by the classroom teacher and a recommendation will be made to school administration as to their suitability to take the 30-level course.
- An appeal by the student's parents on behalf of a student being withdrawn from a 30-level course may be made to the Edison School administration within three days if there are extenuating circumstances affecting current performance. In all cases, the final decision will be made by Edison School administration.