



Edison School 2011 Student Handbook

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 8:30am – 3:15pm

SCHOOL CALENDAR

September 6	First Day of School
October 10	Thanksgiving – <i>No School</i>
November 7 – 11	Remembrance Week – <i>No School</i>
December 18/19	Musical Theatre
December 21	Christmas Concert
December 23 – January 6	Winter Break – <i>No School</i>
February 20 – 24	Family Week – <i>No School</i>
March 7	Special Projects / Science Fair
April 2 – 13	Spring Break – <i>No School</i>
May 2	North America Festival
May 21	Victoria Day – <i>No School</i>
June 20	Awards Ceremony
June 26	Last Day of School K - 9
June 28	Last Day of School 10 -12

REPORT CARD DATES

<u>Grades K – 7</u>	<u>Grades 8 – 12</u>
November 18	November 18
March 9	February 3
June 26	April 20
	June 28



Edison School 2011 Student Handbook

PARENT TEACHER CONFERENCE DATES

October 5 – Open House

November 23 & 24

March 14

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 8:30am or leave earlier than 3:15pm must have a note from a parent. Any missed work should be obtained from fellow classmates on the night of the absence. Absences are not considered excuses for missed work unless the absence is extended. 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 8:20am or after 3:30pm.

ALLERGY POLICY

Due to students with serious nut allergies, Edison is a completely nut-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 June 20, 2011. All Middle and Upper School students are expected to be in attendance for the ceremony. This is a celebration of student success. All awards will be handed out this evening. Dress uniform is required for all students in attendance (excluding the graduating class).



Edison School 2011 Student Handbook

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 4-6:

A minimum of an *A-* average in Language Arts, Math, Science and Social Studies.

Grades 7-12:

First Class Honours – 80% 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, Social Studies and Science 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: 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.



Edison School 2011 Student Handbook

Spelling Bee

The student from grades 4 to 8 that represents Edison School at the regional Spelling Bee 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 7-9)
- Junior Male Athlete of the Year (grades 7-9)
- Senior Female Athlete of the Year (grades 10-12)
- Senior Male Athlete of the Year (grades 10-12)

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

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

Valedictorian

Each year one grade twelve student will receive the outstanding recognition of being the top-graduating student. This decision is made by the school administration taking into account the following criteria:

- Student demonstrates superior academic standing
- Student's advanced academic course selection
- Student upholds the Edison School standards of citizenship

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. 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:



Edison School 2011 Student Handbook

MINOR OFFENCES

- Disruptive behaviour
- Off-task behaviour
- Coming to class unprepared
- Failure to turn in signed agenda daily
- Failure to hand in homework on time
- Violation of uniform rules
- Possession of chewing gum
- Eating during class time unless there is a medical reason
- Unnatural hair dye
- Tattoos or body piercing
- Use of electronic equipment that violates the Electronic Equipment Policy
- Disrespect for others or oneself
- Throwing snowballs
- Tardiness
- Immodest dress

POSSIBLE CONSEQUENCES FOR *MINOR* OFFENCES

- Talk with teacher and possible loss of recess
- Detention and/or dismissal from class
- Talk with Principal or Headmistress
- Phone call or letter home
- Meeting with parent, student and teacher to resolve issue
- Required to stay after school to finish assignments
- Janitorial duties
- Confiscation of contraband item for up to thirty days
- Persisting problems will be dealt with as a major offence

MAJOR OFFENCES

- 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



Edison School 2011 Student Handbook

- Lying, cheating or plagiarism
- Leaving the school grounds without permission
- Causing another student to feel uncomfortable
- Repeated minor offences

CONSEQUENCES FOR *MAJOR* OFFENCES

These will vary as situations warrant, possibly resulting in suspension and/or expulsion. A student must provide a written intention to appeal a suspension or expulsion. The appeal must be submitted to the appeal committee: Mrs. Antal and Mrs. Gilluley. The committee will review each appeal individually and will respond as they see fit.

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.

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.

Upper School

With the exception of laptops, Upper School students are not permitted to use any electronic equipment in class. Upper School students may use personal electronics (including a cell phone) in the lounge during designated times only. Cell phones are not permitted during school hours; if a student requires the use of a cell phone before or after school it must be stored in his/her locker during school hours. The cell phone may not be removed from the locker for any reason until after the final dismissal bell. If a student needs to contact a parent, they may do so using a school phone.

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.



Edison School 2011 Student Handbook

HOMWORK AND AGENDA POLICY

All students in Grades K-9 *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-7, 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.

HOUSE SYSTEM

Students in Grades K-12 are divided into four houses: Black Hawks, Rockin' Roosters, Flaming Falcons, 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 at the end of each month 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 "Lost and Found" 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. If a handout is lost, it is the responsibility of the



Edison School 2011 Student Handbook

student to arrange for an additional copy. Printing of assignments is the responsibility of the student.

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. Bus drivers will contact all bus students. The decision to close the school will be posted on the school website. Families should listen for an announcement on the following stations: Radio: Country 105 fm, The Eagle 100.9fm, and Lite 96fm, Television: CFCN (3), Global Calgary (7) and City TV (8).

STUDENT BIRTHDAYS

Students are permitted 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 their own clothes on the day they return to school. For those students with birthdays in August, we will celebrate their birthday on September 16. July birthdays will be celebrated on June 1.

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 not drive other students (unless they are siblings) to or from Edison School at any time unless both the driver and the passenger are in Grade 12 or written permission from *both* students' parents is on file each year. 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.



Edison School 2011 Student Handbook

TARDINESS

Tardiness is considered to be a serious offence. If a student is late to class, it not only sets a poor example, but disrupts the class. Tardy Upper School students must report to the School Office for a late slip or they will not be permitted to enter class. All late arrivals will be recorded on school attendance files. Ongoing lateness is a serious violation of Edison School standards and will be dealt with as such.

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.

UPPER SCHOOL DISCIPLINE POLICY

Staff members observing a student acting inappropriately will manage the incident according to the staff member's discretion and Edison Policy. The incident will be documented. A record of all incidents is reviewed by Upper School faculty weekly to determine a suitable course of action for repeat offenders.

WEDNESDAY NEWSLETTER

A newsletter will be posted on the school website (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 for inclusion in the "Our Stars" section of the weekly newsletter. We wish to celebrate and share all our students' successes.