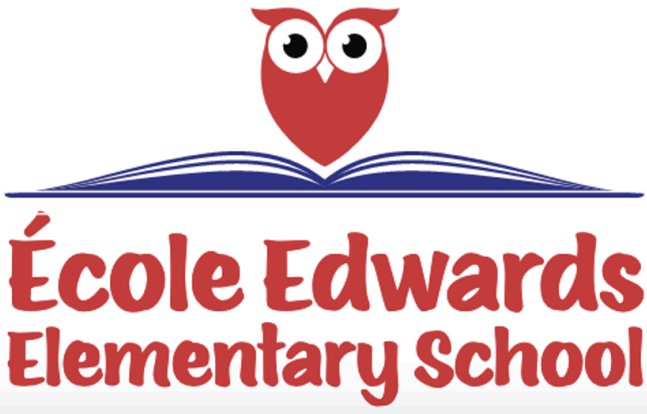


WELCOME TO OUR SCHOOL!

SCHOOL HANDBOOK  
FOR STUDENTS AND PARENTS



241 Jensen Drive NE, Airdrie, AB. T4B 0G2  
Phone: (403)948-5922  
Email: [edwards@rockyview.ab.ca](mailto:edwards@rockyview.ab.ca)  
Website: [edwards.rockyview.ab.ca](http://edwards.rockyview.ab.ca)

**Families**

We believe open communication between home and school is important for our students' learning success. We wish to share information regarding special events, daily progress, and home learning or practice, and we hope you stay informed and involved by checking your email and online reporting for assessments.

Please share important information with your child's teacher too, whether it be updates from home, or if there are questions and concerns - when in doubt, reach out.

We are partners in your child's learning journey.

**Students**

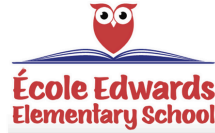
We believe all students are learners and leaders at École Edwards! Students are capable of learning and growing and all can achieve their personal goals. We strive to build independence and mastery by empowering students to take ownership and responsibility for their learning, actions, and words.



# WHO WE ARE



## Our Mission and Vision




**At École Edwards School we are ALL LEARNERS & LEADERS!**  
We value and celebrate diversity, as everyone is unique and matters.


All families, languages, and cultures are welcome here.

Our school is home to more than 30 different languages!

We strive to support different ways of learning by understanding that we all have strengths and areas for growth.



**Mission**  
At École Edwards we develop and empower leaders and learners.  
École Edwards, nous formons les apprenants pour qu'ils deviennent des chefs qui ont un impact positif.



**Vision**  
Together we belong, learn, and succeed  
Ensemble nous appartenons, apprenons et réussissons.

**We believe**

- Reading is the foundation for successful life-long learning
- Students' needs differ and it is our responsibility to help each learner reach their own personal excellence
- Together we recognize and celebrate the success of everyone
- Our learners are prepared to be leaders for life

## POSITIVE BEHAVIOUR INTERVENTIONS & SUPPORTS (PBIS)

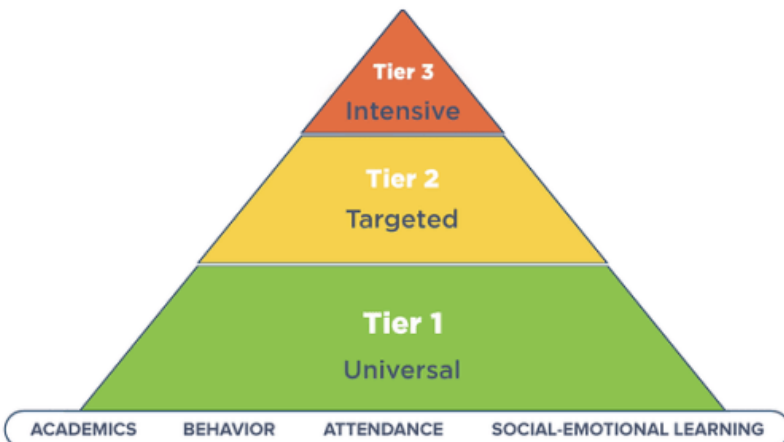
At École Edwards we expect all students, staff, and parents to demonstrate leadership by:

- **showing belonging**
- **showing care**
- **being independent**
- **doing our best**

We support students in learning and success by understanding their strengths and letting them learn at their own pace and in their own ways, with empathy and care. Student learning is supported with universal design approaches, targeted strategies, and intensive support plans. During conflicts or incidents, we use collaborative problem-solving methods, restorative practices, and progressive discipline, designed to help students learn, grow, and improve in their actions and choices.

Public education is a shared responsibility. With students, families, employees, and our community, we work together to build positive learning environments for student success.

Students have the responsibility to attend school regularly and punctually, be ready to learn, and actively engage in, and diligently pursue, their education. We work to ensure each student and staff member is provided with a welcoming, caring, respectful, and safe learning environment that respect diversity and fosters a sense of belonging.



# ÉCOLE EDWARDS INFO TO KNOW



## 2024-2025 SCHOOL CALENDAR

(All of this information is also on our school's website calendar)

August 27	Organizational Day (No Classes)
August 28	Professional Learning Day (No Classes)
August 29	Professional Learning Day (No Classes)
August 30	Organizational Day (No Classes)
September 2	Labour Day (No Classes)
September 3	First Day of Classes
September 30	National Day of Truth & Reconciliation
October 11	Professional Learning Day (No Classes)
October 14	Thanksgiving Day (No Classes)
November 1	Professional Learning Day (No Classes)
November 11	Remembrance Day (No Classes)
December 2	Professional Learning Day (No Classes)
December 20	Last Day of Classes before Winter Vacation
January 6	Classes Resume
January 30	First Day of Classes - Semester 2 (High School)
February 17	Family Day (No Classes)
February 18	Vacation (No Classes)
February 19	Vacation (No Classes)
February 20	Teachers' Convention (No Classes)
February 21	Teachers' Convention (No Classes)
March 10	Professional Learning Day (No Classes)
March 31	Professional Learning Day (No Classes)
April 17	Last Day of Classes before Spring Vacation
April 18	Good Friday (No Classes)
April 28	Classes Resume
May 16	Professional Learning Day (No Classes)
May 19	Victoria Day (No Classes)
June 20	Last Day of Classes for Kindergarten
June 25	Last Day of Classes
June 26	Organizational Day (No Classes)
June 27	Organizational Day (No Classes)

## STUDENT

### Arrival/Dismissal Times

The school day STARTS at 9:00 AM.  
There is **NO** supervision before and after school.

Gradual entry is from 8:50 AM -9:00 AM. Students should not arrive at school earlier than 8:50 AM.

### SCHOOL BELL TIMES

8:50 am Entry, doors open  
9:00 am Morning Start Time  
3:36 pm Dismissal Monday to Thursday  
2:05 pm Dismissal on Friday

### KINDERGARTEN TIMES

9:00-11:55 AM Mon. to Thurs.  
& Alternating Fridays  
12:41-3:36 PM Mon. to Thurs.  
& Alternating AM Fridays  
(Fridays are 9:00-11:55 AM)

For updated bell times, school events, and calendar information visit our website:  
[edwards.rockyview.ab.ca](http://edwards.rockyview.ab.ca)

## SCHOOL COMMUNICATIONS HOME

At École Edwards we value parents and guardians as important partners for student success. Teachers regularly communicate about learning to families. The school's newsletter, The Family Express is emailed home monthly. Another great way to stay involved is by participating in-person or online in our monthly School Council meetings.

We are a Real-Time Reporting school, which means there is no formal report card throughout the year. Teachers update feedback and evaluations biweekly or monthly in all subjects with a final summary report card at the end of the year. You can find all teacher feedback, student progress, and assessments on learning in Power School.





# ATTENDANCE & SAFETY



## STUDENT ATTENDANCE

At École Edwards we celebrate excellent attendance and create support plans for attendance concerns.

**Punctuality and regular attendance are important for successful learning and establishing good life habits.**

The school office must be notified each day that your child will be absent or when arriving late, and a reason should be provided. SafeArrival is an absence management system that improves student safety and makes it easy for you to let the school know about your child's absence. You are asked to report your child's absence in advance whenever possible using the SchoolMessenger app.

Using your mobile device, download and install the SchoolMessenger app from the Apple App Store or the Google Play Store [go.schoolmessenger.ca](http://go.schoolmessenger.ca).

Absences can be reported in advance:  
24 hours/day  
7 days a week

For any school day in the school term  
Up to the cut-off time on the day of the absence

If you have any questions or require more information, please contact the office at 403-948-5922.

## VISITORS & VOLUNTEERS

Parents, guardians, and visitors are most welcome at our school. All visitors MUST report to the main office to sign-in upon their arrival. All doors are locked during the school day. Visitor access in the building is through the front entrance by a camera intercom system. All guests will be issued a visitor badge that must always be worn in the building and are expected to follow safety guidelines which are described on the badges.

All volunteers (at the school or on a field trip) are required to have a valid Criminal Record Check and a signed confidentiality agreement for the school. Siblings are not permitted on field trips. Ask the office for the necessary paperwork.

To minimize classroom disruptions and ensure a safe and secure environment, families are asked to pick up and drop off their student at the office or outside their assigned door at regular dismissal times.

## INCLEMENT WEATHER

Students are to come dressed for school ready for Alberta weather. During the winter that means toques, mitts, boots, snow pants, and a jacket. If it is  $-20^{\circ}\text{C}$  with the wind chill or colder the school will have indoor recesses. During the warmer weather, students should have hats and sunblock. We will also have indoor recesses if there are other safety reasons, such as icy conditions, muddy conditions, strong winds, or lightning storms. School closures are decided by the school division by 6 AM; however, we encourage parents to use their own judgment regarding the safety of their child.