

WELCOME TO OUR SCHOOL!

SCHOOL HANDBOOK FOR STUDENTS AND PARENTS

MANUEL SCOLAIRE POUR LES ÉLÈVES ET LES PARENTS



École Edwards Elementary School

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Edwards Families

At Edwards, all staff, students, and families are a learning community! The communication and connection between home and school are important for our students' learning success.

We believe in open and honest communication between home and school. We will send home information by email about learning updates, home practice, and reminders about school activities and events. We hope you stay informed and involved by checking your email and PowerSchool to see your child's progress and 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 to your child's teacher.

We are partners in your child's learning journey.

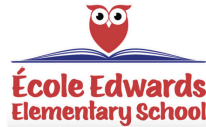
Edwards K-6 Students

This year we are pleased to welcome the addition of grade 6 to our school! 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

QUI SOMMES-NOUS

Our Mission and Vision



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.

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

Vision

Together we belong, learn, and succeed

Ensemble nous appartenons, apprenons et réussissons.



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.

À l'École Edwards, nous sommes TOUS des APPRENANTS et des LEADERS !

Nous valorisons et célébrons la diversité, car chacun est unique et compte.

Toutes les familles, langues et cultures sont les bienvenues ici.

Notre école abrite plus de 30 langues différentes !

Nous nous efforçons de soutenir différentes manières d'apprendre en comprenant que nous avons tous des points forts et des domaines de croissance.

POSITIVE BEHAVIOUR INTERVENTIONS & SUPPORTS (PBIS)

At École Edwards everyone is a learner and leader.

We expect all students, staff, and parents to demonstrate leadership by:

- **showing belonging - nous appartenons**
- **showing care - nous sommes attentionnés**
- **being independent - nous sommes indépendant**
- **doing our best - nous faisons de notre mieux**

We support students' 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.

Our School-Wide PBIS Expectations are:

- 1) BE KIND/ NOUS SOMMES GENTIL**
- 2) BE RESPONSIBLE / NOUS SOMMES RESPONSABLE**
- 3) BE SAFE / NOUS SOMMES EN SÉCURITÉ**

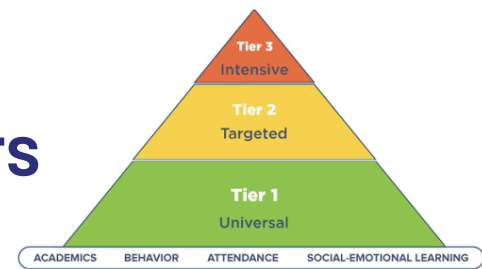
Public education is a shared responsibility. With students, families, employees, and our community, we work together to build positive learning environments for student success.

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.



SUCCESS FOR ALL

EDWARDS SERVICES & SUPPORTS



At École Edwards we believe in the unique potential of all students. We celebrate the diversity of our learners and focus on their strengths. Edwards School creates rich learning environments and provides support to help students be the best they can be!

At Edwards, students are supported in their learning in a variety of ways:

- **Classroom Teachers** - have varied universal approaches, small group, and one-to-one focused support in goal setting, literacy, numeracy, Individual Program Planning (IPP), social/emotional support, and ensuring students feel safe and secure.
- **Learning Support Teachers and Teams**- support students with targeted or intensive learning needs, and they support teachers with collaborative solutions and options in classrooms.
- **Child Development Advisors** - support students with social and emotional needs beyond academics and the classroom. These concerns could be a result of anxiety, conflicts with friends, difficulties at home, or when a family or student is in crisis. A request for the CDA can be made by a parent, teacher, or administration.
- **Educational Assistants** - support our most vulnerable, medically fragile, or complex students with safety plans, behavior plans, medical plans, and more! They are highly skilled and amazing!

Division Supports Available to Schools - through the Learning Support Teachers in collaboration with classroom teachers:

- Deaf and Hard of Hearing
- Enhanced Supports for Mental Health
- Family School Liaisons
- Learning Supports Specialists
- Mental Health and Wellness Team
- Psychologists
- Occupational Therapists and Physiotherapists
- Speech Language Pathologists
- Stepping Stones to Mental Health
- Vision

**Please note - funding and services are not directly tied to student diagnosis.*

Accessing Learning Supports for Your Child:

1. **The first step for parents and guardians** who have questions or concerns about their child's success in school is **to speak with their child's classroom teacher** to discuss those concerns.
 - a. Ed Psych Reports, medical letters, or diagnoses must be submitted to Learning Support Teachers for review, and record keeping. They will enable an IPP or other learning support plan, as required.
 - b. Teachers are the lead for IPPs in consultation with LSTs, CDA, and Admin.
 - c. IPPs are created due to a diagnosis and subsequent code, and dependant on the impact on student learning.
2. **Next, the classroom teacher will consult with the school learning support team** for collaborative problem-solving and additional strategies for support, or services required.
3. **If there is a need identified for a specialized assessment or on-going support,** the school team will work with the parent/guardian on a formal referral for additional planning/ support.

An Edwards Learning Support Team is designated for each classroom to support teachers, students, and families. This support may include consultation, specialized assessments, targeted or intensive support, and strategies.



ÉCOLE EDWARDS INFO TO KNOW

2025-2026 SCHOOL CALENDAR

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

Tuesday	August 26	Professional Learning Day (No Classes)
Wednesday	August 27	Organizational Day (No Classes)
Thursday	August 28	Organizational Day (No Classes)
Friday	August 29	Professional Learning Day (No Classes)
Monday	September 1	Labour Day (No Classes)
Tuesday	September 2	First Day of Classes
Monday	September 29	Professional Learning Day (No Classes)
Tuesday	September 30	National Day of Truth & Reconciliation
Monday	October 13	Thanksgiving Day (No Classes)
Monday	October 20	Professional Learning Day (No Classes)
Monday	November 10	Professional Learning Day (No Classes)
Tuesday	November 11	Remembrance Day (No Classes)
Friday	December 19	Last Day of Classes before Winter Vacation
Monday	January 5	Classes Resume
Wednesday	January 28	Organizational Day (No Classes)
Thursday	January 29	First Day of Classes - Semester 2 (High School)
Monday	February 16	Family Day (No Classes)
Tuesday/Wednesday	February 17/18	Vacation (No Classes)
Thursday	February 19	Teachers' Convention (No Classes)
Friday	February 20	Teachers' Convention (No Classes)
Friday	March 20	Professional Learning Day (No Classes)
Friday	April 3	Good Friday (No Classes)
Monday - Friday	April 6-10	Vacation
Monday	April 13	Professional Learning Day (No Classes)
Tuesday	April 14	Classes Resume
Friday	May 15	Professional Learning Day (No Classes)
Monday	May 18	Victoria Day (No Classes)
Thursday	June 18	Kindergarten Last Day of Classes
Friday	June 26	Last Day of Classes
Monday	June 29	Organizational Day (No Classes)
Tuesday	June 30	Organizational Day (No Classes)

SAFETY IS OUR NUMBER ONE PRIORITY PLEASE HELP US KEEP STUDENTS SAFE

Before & After school - SLOW DOWN, TAKE YOUR TIME, HONOUR OUR AMA CROSS WALK PATROLLERS, DO NOT PARK OR WALK IN OUR STAFF PARKING, AND NO U-TURNS! Be a role model for our students, use crosswalks, and be patient and kind.

Parent parking is best on the north side of the school at the Town & Country Centre or on the south side near the field. Be aware of bus and handicap parking at the front of the school.

SCHOOL COMMUNICATIONS HOME

At École Edwards we value parents and guardians as important partners for student success. Teachers communicate by email weekly 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.



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. Doors open at 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



ATTENDANCE, VISITORS & WEATHER



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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.

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

We send home letters to celebrate attendance and notify families about absences, 3 times a year - Nov, Feb, May.

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°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.