



**2023 – 2024**

**STUDENT and PARENT  
HANDBOOK**

***“Striving and Succeeding Together”***

The Edgerton Public School community is committed to developing the skills and knowledge required for our students to be active and successful global citizens.

<b>Name</b>	
<b>Address</b>	
<b>Town</b>	<b>Province</b>
<b>Postal Code</b>	<b>Phone</b>

## Timetables 2023 – 2024

- School doors are opened at 8:35 AM upon arrival of buses.
- Morning supervision of students begins at 8:35.
- Afternoon supervision of students ends at 3:32, unless buses are late or if exceptional circumstances occur.
- Specific class timetables with course times will be distributed to students during the first week of classes.

### Elementary

Regular		<p><b>If parents need to telephone a student, please call <i>only</i> during breaks or lunch time.</b></p> <p><b>Barring exceptional circumstances students <i>will not</i> be removed from class to answer the telephone.</b></p>
<b>Warning Bell</b>	8:45	
<b>Announcements</b>	8:50	
<b>1 - 2</b>	8:55 - 10:20	
<b>Recess</b>	10:20- 10:30	
<b>3 - 4</b>	10:30 - 11:50	
<b>Lunch &amp; Recess</b>	11:50 – 12:05 12:05 – 12:32	
<b>5 - 6</b>	12:32 – 1:57	
<b>Recess</b>	1:57 – 2:07	
<b>7 - 8</b>	2:07 – 3:27	

### Junior & Senior High

Regular		<p><b>If parents need to telephone a student, please call <i>only</i> during breaks or lunch time.</b></p> <p><b>Barring exceptional circumstances students <i>will not</i> be removed from class to answer the telephone.</b></p>
<b>1</b>	8:55 – 9:38	
<b>2</b>	9:38 – 10:20	
<b>Break</b>	10:20 – 10:25	
<b>3</b>	10:25 – 11:08	
<b>4</b>	11:08 – 11:50	
<b>Lunch Noon Break</b>	11:50 – 12:05 12:05 – 12:32	
<b>5</b>	12:32 – 1:15	
<b>6</b>	1:15 – 1:57	
<b>Break</b>	1:57 – 2:02	
<b>7</b>	2:02 – 2:45	
<b>8</b>	2:45 – 3:27	

## **Significant Dates 2023 – 2024**

<b>September 5</b>	First day of classes (Kindergarten – Gr 12)
<b>September 26</b>	School Pictures
<b>September 29</b>	No classes – in recognition of National Day for Truth and Reconciliation
<b>October 5</b>	Awards Night
<b>October 9</b>	No classes – Thanksgiving Day
<b>November 1</b>	Take Our Kids to Work Day (Gr 9)
<b>November 2</b>	Parent-Teacher Interviews
<b>November 6</b>	No classes – School Based PL
<b>November 7</b>	No classes – ATA Professional Learning Day
<b>November 8</b>	No classes – Designated Day-in-Lieu for Staff Meetings
<b>November 9</b>	No classes – Designated Day-in-Lieu for Parent-Teacher Interviews
<b>November 10</b>	No classes – in recognition of Remembrance Day
<b>December 19</b>	Elementary Christmas Concert
<b>December 20</b>	Seniors’ Luncheon
<b>December 25-January 5</b>	Christmas Holidays
<b>January 8</b>	First day of classes (Gr 1 – 12) following Christmas
<b>January 9</b>	First day of classes (Kindergarten) following Christmas
<b>January 31</b>	No classes – BTPS Learning Day
<b>February 1</b>	No classes – School Based PL
<b>February 2</b>	No classes – Self Directed Teacher Day
<b>February 5</b>	First day of classes of Second Term
<b>February 15-16</b>	No classes – ATA Teachers’ Convention
<b>February 19</b>	No classes – Family Day
<b>March 15</b>	No classes – School Based PL & Support Staff Conference
<b>March 21</b>	Parent-Teacher Interviews
<b>March 29</b>	No classes – Good Friday
<b>April 1-5</b>	No classes – Easter Holidays
<b>May 3</b>	No classes – School Based PL
<b>May 11</b>	Graduation Exercises
<b>May 16</b>	No classes – Designated Day-in-Lieu for Staff Meetings
<b>May 17</b>	No classes – Designated Day-in-Lieu for Parent-Teacher Interviews
<b>May 20</b>	Victoria Day Holiday
<b>June 26</b>	Last day of classes & Final Report Card for all grades
<b>June 27</b>	Organizational Day

## Staff and Contact Information 2023 - 2024

Edgerton Public School  
Box 29  
Edgerton AB T0B 1K0  
Phone - 780.755.3810  
Fax - 780.755.2252

*Edgerton Public School* website: [edgerton.btps.ca/](http://edgerton.btps.ca/)

Staff e-mail addresses follow the format: [firstname.lastname@btps.ca](mailto:firstname.lastname@btps.ca)

*Buffalo Trail Public Schools* website: [www.btps.ca](http://www.btps.ca)

<b>Mr. Sean Bohan</b>	Junior & Senior High, Post-Secondary Counselling
<b>Mrs. Amy Chapman</b>	Kindergarten
<b>Mrs. Emily Geddes</b>	Custodian
<b>Ms. Brieanne Glaicar</b>	Grade 5/6 & Inclusive Learning
<b>Miss Carrie Herbert</b>	Office Assistant/Learning Commons Facilitator
<b>Miss Alicia Lacey</b>	Educational Assistant
<b>Mrs. Rhonda Lacey</b>	Educational Assistant
<b>Mrs. Brande Manzer</b>	Junior & Senior High
<b>Mrs. Kim Massie</b>	Educational Assistant
<b>Mrs. Terri Moran</b>	Educational Assistant
<b>Mrs. Brittany Olson</b>	Grade 1/2
<b>Mrs. Katherine Seifried</b>	Grade 3/4
<b>Mr. Glen Sunderland</b>	Principal
<b>Mr. Ryan Thomas</b>	Junior & Senior High
<b>Mr. Brandon Thompson</b>	Junior & Senior High
<b>Mrs. Deanna Waddell</b>	Administrative Assistant
<b>Mr. Wyatt Watson</b>	Grade 5/6 & Physical Education

## **Edgerton Public School Direction “Striving and Succeeding Together”**

Edgerton Public School operates on the philosophy that all students have a right to an education in a safe and caring environment. We also believe that the education and care of children is the shared responsibility between the parents, the school, the community and the students themselves. By working together toward this common end, Edgerton students can be ensured of an environment that is both conducive to learning and enjoyable.

### **General Rules**

- School doors are opened at 8:35 AM until 8:55 AM. All doors remain locked during class time.
- Students arriving late must check-in at the office before proceeding to class. Parents/Guardians need to phone the school to have the late recorded as excused.
- Elementary students require written parental consent to leave campus during school hours.
- Junior and Senior High students are not permitted to leave campus during the morning or afternoon break.
- Students habitually returning late from the noon break will lose the privilege of leaving campus.
- Students are encouraged to have their lockers organized and locked (Junior and Senior High) during the day and after classes.
- Parking is allowed only in designated areas; parking in the Bus Lane is prohibited.
- Please use the designated crosswalk when picking up your child after school and accessing the parking lot. Vehicles in the parking lot are not to exit until after the school buses.
- Students attending activities at other schools or on field trips are expected to adhere to applicable Edgerton Public School regulations.
- Students in the school outside instructional hours are required to abide by all regular school rules.
- Tobacco use (smoke or smokeless) is not permitted on school grounds or during school activities. Other forms of smoking including but not limited to vaping will be treated the same as smoking.
- Edgerton Public School is a **Peanut and Nut Aware School**. Please do not send nuts or peanuts or any products containing nuts or peanuts to school.

### **School Bus Behaviour**

- Students riding on a school bus shall be under the immediate supervision and authority of the driver from the time of loading until discharged at school or home
- School buses are an extension of the classroom and all policies and regulations regarding student conduct in the classroom apply to buses

### **ATVs at School**

We would ask that students refrain from the use of ATVs (quads, dirt bikes, snowmobiles, etc.) as a means of transportation to or from school, or at lunch hour. It is a jurisdictional expectation that students utilize a safe and legal means of transportation to and from school. Students transporting themselves to school by means of a motorized vehicle must have a valid driver’s license and be utilizing a legal highway vehicle.

### **Student Responsibilities**

*Albertans between the ages of six and twenty are entitled to access to an education program; with this right come responsibilities. As outlined in Alberta’s Education Act, students are required to adhere to certain responsibilities, including:*

- Attend school regularly and punctually
- Be ready to learn and actively engage in and diligently pursue the student’s education
- Ensure that the student’s conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging
- Respect the rights of others in the school
- Refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means
- Comply with the rules of the school and the policies of the board
- Co-operate with everyone authorized by the board to provide education programs and other services
- Be accountable to the student’s teachers and other school staff for the student’s conduct
- Positively contribute to the student’s school and community

## Dress Code

- Proper clothing and footwear are required for physical education classes and extra-curricular sports. (JR/SR)
- Students are required to wear appropriate footwear at all times.
- Prohibited clothing are those items bearing inappropriate slogans or logos **including, but not limited to: alcohol; tobacco; drugs; or adult content.**
- Overtly revealing clothing is prohibited.
- Students are expected to arrive to school in clothing appropriate for the weather conditions.

## Cell Phones and Electronic Devices (304BP Personal Electronic Devices)

*The board recognizes that appropriate and responsible use of personal electronic devices enhances student learning. At no time should these devices interfere with an individual's right to privacy, the student's right to a safe and caring environment or the teaching and learning process.*

- All personal electronic devices must be turned off and out of sight during instructional times or in spaces where instruction is occurring, except with the specific permission of the instructor
- Use of electronic devices is prohibited in change rooms and washrooms and therefore they must be turned off and out of sight.
- Any personal electronic device will be confiscated if a student does not comply with this policy
- Disciplinary measures for non-compliance:
  - First occurrence – confiscation; return at end of school day
  - Second occurrence – confiscation; parent/guardian contacted; return at end of school day
  - Subsequent occurrences – confiscation; meeting between principal and parent/guardian; disciplinary action subject to school disciplinary policy
- Students may use electronic devices during non-instructional times and spaces but must do so appropriately
  - Elementary students are encouraged to leave their personal devices at home

## Extra-Curricular Participation

Extra-curricular participation is a significant and vital part of a complete education and a positive means of bolstering personal commitment and school pride. Edgerton Public School is determined to make a concentrated effort toward increasing student participation in a variety of school activities and sports. In order to achieve this goal, it is required that the level of commitment necessary is maintained at a high level. Consequently, extra-curricular participation will require students to commit to regular and timely attendance.

Students who join a sports team, Leadership or any club, must commit to attend practices, games, meetings and activities. Students who join and do not follow through with the necessary commitment may, unfortunately, be excluded from the activity or future school activities for the remainder of the school year.

## Extra-Curricular Activities – Elementary, Junior and Senior High

Activity	Season
Golf (Jr. & Sr.)	September
Cross Country (Elem., Jr. & Sr.)	September
Volleyball (Elem., Jr. & Sr.)	September – November
Cross Country Skiing (Elem.)	December – January
Basketball (Elem., Jr. & Sr.)	December – February
Curling (Elem., Jr. & Sr.)	November – February
Badminton (Jr. & Sr.)	March – April
Track & Field (Jr. & Sr.)	April - May
Leadership (Jr. & Sr.)	Year-round
Yearbook (Jr. & Sr.)	Year-round

## **Inclement Weather – Jurisdictional Bus Cancellations (701.11AP)**

When cold temperatures or impassable roads do not allow us to operate our contract operated buses, schools will be open, classes will occur and student learning continues. As with any absences, students who miss material will be provided with an opportunity to receive instructional material through an alternate means or catch up on missed school work upon return to school. It is always the decision of parent/guardian(s) to use the school bus service. For further information, please see above policy number on the BTPS website.

## **Weekly Newsletter**

Each Thursday, the school's Newsletter will be sent to the parent(s)/guardian email. Please ensure that we have your current email address. The Newsletter contains information concerning up-coming school events, student accomplishments and general information. If any community member has information they believe to be important to the school, please contact the office on Tuesday with the pertinent information. The Newsletter can also be accessed on the school's website.

## **Edgerton School Council**

The School Council is comprised of parents, community members and staff volunteers, and the school principal, who work together to provide a means of communication between parents and students and the school's staff and to ensure the best possible education for our students.

The School Council acts as an advisory body in discussing items including policies, curriculum changes and offerings, technology and provincial exams. Meetings are held in the school throughout the year. Meeting dates and times will be announced in the school's weekly Newsletter.

## **Attendance**

Edgerton Public School believes that there is a strong correlation between attendance and effective education. Therefore, students registered in schools or programs shall attend regularly and punctually. The responsibility for maintaining good attendance is a shared one between the students, the parent/guardians, and the school. It shall be the responsibility of students and parents/guardians to ensure compliance with this requirement and the responsibility of schools to ensure that students and parents/guardians are informed promptly when the attendance of students is not satisfactory.

- If your child will be late or absent please contact the school as early as possible.
- Parents/Guardians need to phone the school to have the late/absence recorded as excused.
- Unexcused absences will be reported home through the SwiftK12 notification system.

Edgerton School is aware that absence, prolonged or otherwise, can occur for myriad reasons. With this in mind, the principal will consider each student's attendance profile and reasons for absence on a case-by-case basis. This measure does not necessarily preclude disciplinary measures or possible course repetition or withdrawal.

If attendance becomes a concern, parents/guardians will be contacted first by the child's teacher, and if they continue to be an issue, then by administration. In accordance with BTPS Policy 202.1 AP, should students have cases of unexplained absences, suspected truancy, or excessive absenteeism (more than 15% of instruction to date), the principal shall contact the parent or guardian as soon as a pattern of unacceptable attendance becomes evident. Attendance issues could be reported to the attendance officer at the Board of Education should it be a consistent issue, which may result in an attendance board hearing.

## Disciplinary Measures

### Suspensions

*The principal or designate of Edgerton Public School retains the right to administer either an in-school or out-of-school suspension to students in violation of regulations.*

- Students on school suspensions are required to complete all assigned class work; teacher retains right to waive this requirement.
- Students under school suspension are excluded from all extra-curricular activities for the duration of the suspension, including if the suspension extends over a weekend or holiday.

### I - Disruptive Behaviour in the Classroom

Examples: *behaviour non-conducive to learning; excessive noise; physical contact; et cetera*

#### First Violation

- *Minimum* Student-teacher conference
- *Maximum* Student-teacher-parent-principal conference

#### Second Violation

- *Minimum* Temporary removal from class and parent notification
- *Maximum* Suspension and parent notification

#### Third Violation

- *Minimum* In-school suspension and written notification to parent
- *Maximum* Out of school suspension and possible removal from course (JR/SR)

### II - Inappropriate Behaviour in the Classroom, on Campus, during Extra-curricular Activities

Examples: *defiance; disrespect; offensive or hurtful language or gestures; failure to attend classes without valid reason; aggressive behaviour; violating school or Board policies, inappropriate use of tobacco, alcohol, et cetera*

#### First Violation

- *Minimum* Student-teacher conference
- *Maximum* Student-teacher-parent-principal conference; possible suspension

#### Subsequent Violations

- *Minimum* Student-teacher -principal conference; parent notification
- *Maximum* Suspension

### III - Exceptional Misconduct

Examples: *vandalism; physical assault; disruptions on a school bus; false activation of fire alarm; theft*

#### First Violation

- *Minimum* Student-teacher -principal conference; parent notification
- *Maximum* Financial restitution; suspension from school and/or the school bus

#### Subsequent Violations

- *Minimum* Suspension
- *Maximum* Financial restitution; suspension

### IV - Vandalism or Misuse of Technology Equipment

Examples: *viewing or saving inappropriate content; sending inappropriate e-mail; wilful damage to equipment, et cetera*

#### First Violation

- *Minimum* Student-teacher conference
- *Maximum* Suspension; restitution; suspension of privileges and parent notification

#### Subsequent Violations

- *Minimum* Student-principal conference; restitution; suspension of privileges and parent notification
- *Maximum* Suspension



## High School

Graduation from high school in Alberta requires students to earn 100 credits to receive a Diploma. Credits are earned through successful completion of courses in increments of one, three or five credits, depending on the class time and/or hours of instruction required for each course. To ensure all students achieve the necessary requirements for graduation, students are encouraged to earn the following number of credits per year:

<b>Grade 10</b>	<b>42 credits</b> <i>Students are not permitted study periods</i>
<b>Grade 11</b>	<b>38 credits</b> <i>Students are permitted study periods</i>
<b>Grade 12</b>	<b>36 credits</b> <i>Students are permitted study periods</i>

**Total required credits exceed 100 to allow for possible course incompleteness or withdrawal.**

## Graduation Policy

*In order for Grade 12 students to participate in the Graduation Exercises and Ceremonies the following criteria should be achieved:*

- Be enrolled in the necessary courses to meet Alberta Education High School completion requirements.
- By the first Monday in May, students must be passing all subjects necessary to fulfill graduation requirements.
- Have completed and submitted 75% of On-line modules.

Students failing to meet any of these requirements may be excluded from the Graduation Ceremonies

## Programming

### Registered Apprenticeship Program (RAP) and Green Certificate Program

- Earn credits and hours toward the trade/agricultural interest of your choice

### Work Experience

- Earn credits and money, or volunteer in the community or school

### Lakeland College Programs [Career & Technology Studies (CTS)/Dual-Credit]

- CTS: Mechanics, Carpentry, Electrical, Welding, Interior Design, Esthetics and Hair Styling
- Offered at Lakeland Campuses in Vermilion and Lloydminster

### Video Conferencing

- Programs delivered and received via the Internet

### Career and Technology Studies (CTS)

- A wide range of technology related programs available

## Withdrawal from Courses or Changing Programs (Grades 10 – 12)

*While it is important for all students to be enrolled in the proper courses to complete high school and to continue to post-secondary, there are occasions where course withdrawal or course changes are necessary. On these occasions, the following steps will be taken:*

- Students wishing to withdraw must inform the school counsellor, classroom teacher and parent
- Students will be advised of the effect of course withdrawal or change on high school or post-secondary plans
- If withdrawal is granted, final approval must come from the principal
- Changing programs is allowed for students experiencing difficulties in the current program
- Students wishing to change programs must inform the classroom teacher, school counsellor and parent
- Withdrawal from a course is allowed within the first two weeks of classes barring exceptional circumstances