



Penhold Crossing Secondary School

Student Handbook

2024-2025



WELCOME TO PENHOLD CROSSING!

Penhold Crossing Secondary School is a Chinook's Edge School Division #73 school, located within the town of Penhold, serving the needs of students in grades seven to twelve. We have been serving the students of Penhold, Springbrook and the area since 2014.

WHY IS THIS HANDBOOK IMPORTANT?

This handbook, which is intended to provide assistance to the student, will help you understand the operation of the school with regard to expectations for behavior, dress and academics. It further provides a great deal of general information about Penhold Crossing: bell schedules, staff names, staff assignments, policies and procedures. It is also designed to assist you in your studies, and help you become a more organized individual which will help you in your educational life. The major sections are:

What We Are All About
Information for Parents and Students
Educational Programming, Assessment and Reporting
Technology
Attendance Procedures
Expectations for Students

We hope that this handbook will help you have a more successful year at Penhold Crossing. Good luck and work hard!

WHAT WE ARE ALL ABOUT

MISSION: Chinook's Edge School Division will engage every student in meaningful learning by challenging, encouraging and believing in them.

MANDATE: To implement the Alberta Learning Programs of Study at all grade levels, through the policies of the Board of Education. To ensure that every student has an education program that meets his or her needs. To ensure that technology becomes an integral part of the instructional program within the school, on a daily basis.

VISION: Chinook's Edge School Division will be universally recognized as a collaborative learning community where learning is personalized for all students to achieve success as compassionate and innovative global citizens.

BELIEF STATEMENTS:

The staff of Penhold Crossing School believes that:

- Each individual within our school matters and is worthy of respect

- Students are responsible for applying themselves diligently and honestly to their specific tasks
- All students have the right to expect a safe and caring environment
- Students must ensure that their behavior does not violate the rights of others or the expectations of the school
- Every student will receive a program of studies that meets his or her needs within the capacities of the school
- A Quality Learning Environment is best obtained when stakeholders share common goals, values and work cooperatively toward the development of quality learning opportunities for students.

COMMUNICATION

Penhold Crossing is a small school and as such pride ourselves on the informality with which we keep the lines of communication open between the home and the school. Parents should contact teachers whenever a question, concern or misunderstanding arises. The PowerSchool website is a great site for parents to log on to. This allows parents to stay up to date on the happenings at the school, to check attendance and to email their children's teachers. We are also encouraging parents to check out our school website. Our website is a great way for parents and students to keep track of important events. Throughout the school year, you will have many opportunities to come to the school for special events, concerts, to volunteer, or just to say "hello." Research shows that involved parents are one of the greatest indicators of positive student performance.

INFORMATION FOR PARENTS AND STUDENTS

SCHOOL COUNCIL

Penhold Crossing has an active school council that should include parents, students, teachers, school administration, support staff and community representatives. This council assists the school in a variety of ways. Attendance at these meetings is encouraged. If you are a parent, you are automatically a member of the Penhold Crossing School Council. The purpose of the School Council is to advise the principal concerning matters of school policies and budget. A second purpose is to provide another avenue to keep parents informed about educational issues which affect their children. School Parent Councils are often engaged in raising funds for the school usually through bingos or casinos. Monies collected from these events contribute to many school endeavors and programs such as field trips, sports uniforms, awards, guest speakers and musical instruments.

ATTENDANCE REPORTING (403-886-8604)

Parents are asked to call into the school when a student will be absent. With no prior notification, Power Announcement will contact your home to report a student's unexcused absence in the morning and at the end of the day.

AWARDS AND SCHOLARSHIPS

Students in grades 7 - 12 are eligible for numerous awards based upon academic achievement, citizenship, attendance and/or school involvement. We are very fortunate to be able to offer the Ford Family Scholarships to graduating students. A complete listing is available from the Career Counselor.

SCHOOL CLOSURE DUE TO INCLEMENT WEATHER

We take guidance from the school division, please see the www.cesd73.ca website for information.

STUDENT ILLNESS

When students are ill, they should advise the office. Students who are not well enough to continue to attend class will contact their parents and make arrangements to go home. The school cannot administer or be responsible for the administration of medication to students.

FIRE DRILLS, LOCK DOWN DRILLS AND BUILDING EVACUATIONS

Fire Drills will be held six times a year. Students are trained to move in an orderly fashion according to the direction given by the homeroom teacher early in the year. A fire drill map showing designated exits will be found in each classroom. Students will practice evacuating the school in an orderly fashion in order to prepare them to leave the building quickly, should an emergency occur. Lock down drills are carried out at least once a year. Quite simply students are asked to cluster in a safe corner (away from the windows and door) of their locked classroom and wait quietly for the all clear.

PERSONAL PROPERTY

The care of personal property is each student's responsibility. The school cannot assume responsibility for missing items. Students are strongly discouraged from bringing valuable items to school.

LOST AND FOUND

Items lost or found by students in the classrooms are kept by teachers for a period of time. They are then sent to the school's central lost and found. Items lost or found around the school are kept from September through January and from February through June. In January and June the unclaimed items are donated to local charitable organizations.

COUNSELING SERVICES

Career counseling advice is available from the career counselor which is typically a teacher. The role of the counselor is to help students plan their academic program and plan for a seamless transition into postsecondary school or the world of work.

The Family School Wellness program is a free, confidential, voluntary support program that provides services to students and their families. The Family School Wellness program recognizes that a student's academic achievement and well-being is often affected by difficulties related to peers, family concerns and self. Therefore, this program aims to support students in working through these issues to achieve an overall sense of positive well-being. Signed parental/guardian consent is required for ongoing Family School Wellness support.

LEARNING COMMONS

Our Learning Commons space is shared with the Penhold Community Library and as such, students are always expected to act in a manner that represents themselves and their school in an exemplary way, especially with the general public present.

Overdue books may result in fines or the removal of school privileges until the books are returned or paid for if lost.

CAREER HIGH

Career High is an alternative program for grades 9-12. We are here to support the students of Penhold Crossing on their journey towards high school completion. We offer all high school core subjects, as well as several option courses, primarily through print based materials. The goal is your success through

personalized learning plans and access to teachers for help. Blended students, full time career high learners, as well as those wanting to upgrade for post secondary or trades make up our population. If you have any questions, just ask!

LOCKERS

Lockers are the property of Chinook's Edge School Division; as such, students should have no expectation of privacy. Students will be assigned lockers at the start of each school year and should understand the following:

- Lockers should be locked at all times, **with a school supplied lock**. Starting back in 2019/20 each student received a school lock with the cost of the lock added to school fees. The lock is the student's to keep and this should represent a one time cost for their entire time at PCSS unless they lose the lock. Malfunctioning locks will be replaced free of charge.
- Lockers found to be left unlocked will have a school lock added at the expense of the student.
- Students are responsible for the condition and contents of their locker throughout the school term and at the end of the school year.

LUNCH PROGRAM AND EATING AREAS

We will be offering a regular lunch menu at school for students to purchase lunch if they so desire. Parents have the ability to fund their child's cafeteria account through the school website. We highly recommend accessing this feature as it controls where lunch money is spent and provides a safety net for days in which lunches are forgotten or missed. Students are not allowed to draw cash from this fund.

Students are asked to limit their eating areas to three locations: High school students may eat in the Cafeteria Common Area and/or outside. Middle School students may eat lunch in their classrooms during the assigned eating period.

Middle School students will remain on campus at lunch and be actively supervised. Grade 9 and Senior High students may choose to leave the campus at lunch time as long as parents have agreed that they may do so. Grade 9 and Senior High students must keep in mind that their behavior off-campus must represent themselves and their school well. The parking lot is not a hang out area. If a parent requests that a Middle School student be allowed to go home at lunch, a note must be provided.

MULTIPLEX ACCESS

Penhold Crossing Secondary and the town of Penhold have created a unique relationship in regards to the Penhold Multiplex. Being able to access and share that facility will result in wonderful opportunities for our students. Students who are accessing the Multiplex during the school day will be asked to use the front sidewalk. The library learning commons is not meant to be a route to the Multiplex.

PARKING, STUDENT DROP OFF AND STUDENT USE OF VEHICLES

Student parking is at the front of the building and is on a first come, first serve basis. The parking area is not a gathering place and students should not linger in their vehicles or in the parking lot. Student driving and parking is a privilege that is dependent on responsible use of the vehicle and property. Staff parking and bus loading areas are out of bounds for student vehicles. Further, parking stalls reserved for staff and visitors of the Multiplex are not to be used by students.

Parents are encouraged to use the drop-off and pick-up loop at the front of the school.

VISITORS

All visitors to Penhold Crossing School are required to sign in at the office upon entering the building. Schools are not “public buildings” in the usual sense of the word. The School Act clearly states that only registered students and staff, and other authorized personnel may have access to the building. Individuals who enter the building without appropriate authorization from the office are liable to charges of trespassing. This is done in order to provide a safe environment for all our students. Students may not visit from other schools during active school hours and must sign in at all times.

EDUCATIONAL PROGRAMMING, ASSESSMENT AND REPORTING

HIGH SCHOOL CREDIT POLICY

The Board believes a student’s individual program should be challenging and consist of full course loads.

GUIDELINES:

1. Students are expected to attend full time.
2. Students are expected to take a minimum of:
 - 40 credits in grade 10
 - 40 credits in grade 11
 - 30 credits in grade 12
3. The final date for withdrawal will be half way through a course. After that date, a final mark will be submitted.
4. A student should aim to finish a High School Diploma program in three years.
5. Steps will be taken by the school administration or guidance staff to secure parental understanding and concurrence in their student registrations.
6. Every effort should be made to tailor a student’s program to career aspirations and abilities.
7. Any of the above guidelines may be waived at the discretion of the principal.

FLEXIBLE LEARNING TIME BLOCK

Penhold Crossing has a block of time for student use known as “FLT.” They may work with other students on their projects and assignments. This time is an opportunity to complete their work and increase their understanding of the material to be learned.

EVALUATION

Student achievement is evaluated by classroom teachers using both objective and subjective criteria. The school year is divided into two terms with two reporting periods. At the end of each reporting period, a report card will be issued to each student. Students in high school will be allowed to change their courses during the first few weeks of each semester, if it is in the student’s best interest to be in a different course or level. (It is possible for high school students to repeat a course and improve their official transcript mark).

ASSESSMENT

Students will be assessed through a variety of ways. These assessments will be a mix of formative and summative. With the opportunities provided through the Flexible Learning program, mastery learning will be expected from the students.

Guidelines

1. Formative and Summative Assessments

Formative assessments are ones that provide feedback and direction to the student and teacher. These take the form of daily work assignments, minor quizzes, homework and interactions between the student and the teacher. The student understands where they can improve and the teacher understands how their teaching or emphasis may be adjusted.

Summative assessments provide judgements as to the ability of the student to meet curricular outcomes. Students are accountable for demonstrating their mastery of course content. Summative assessments take the form of major quizzes, unit tests, projects, performances, plays, and other such work that measures student mastery of the curricular outcomes.

In Middle School, grades can be based on a large array of both formative and summative assessments. In Senior High, grades are to be based far more on summative scoring rather than formative results. There are few "do overs" on summative assessments. Minor work will still be assigned, graded and feedback provided, but they will not be weighted highly in Power Teacher Grade Book.

2. Late Assignments

It is reasonable to expect students to complete assignments and hand them in when required for assessment. All assignments must be completed. Incomplete, or less than satisfactory work, is not an option.

There will be no lateness permitted on major assessments like quizzes, exams and other final assessments. The way teachers assess major projects will follow a format similar to this: a large project will need to be broken up into benchmarks that need to be completed along the way; for example, a rough draft, revised draft, introductory paragraph, and so on. In this way, the student will not get a zero for work not completed, but a mark based on what the teacher has seen completed.

For minor assignments, the core purpose of these is to provide learning opportunities which can be tested on the upcoming unit exam. Therefore, students have until the next unit exam to submit the assignment with no penalty. If not submitted, a zero will be awarded or, at the teacher's discretion, the student will be assigned detention until the work is completed.

We anticipate that the Flexible Learning Time will negate any late or missing assignments as students will have supervised time every day to complete their work.

3. Number of Assessments

This is up to the teacher's discretion, but the goal would be to have one or two assessments done each week for a student in your course. Again, major summative assessments will be used to make up the largest part of the student's mark.

FINAL EXAMINATION POLICIES

1. Final Exam Weightings can be found in the course outline.
2. Students are to arrive at the testing room five minutes before the scheduled starting time. Unless there are mitigating circumstances, a student who arrives late must finish at the scheduled time. A late student must obtain special permission from the Administration before entering the exam room to have writing time extended.
3. Students are to bring only specified materials, aids or paper as outlined by the instructor.
4. Any student caught cheating will receive a mark of zero. This applies to both the student seeking help from someone else and the student giving help to someone else. Any exchange during an exam will be considered cheating. Students requiring additional materials must make the request of the supervising teacher.

Writing Early and/or Exemptions

1. Provincial Achievement Tests and Diploma Exams cannot be written early and exemptions are subject to Alberta Education policy and approval.
2. At times students may need to write an in-school examination earlier than scheduled. A notice stating the reasons for such requests must be submitted to the Principal prior to the scheduled time of the examination, where feasible.
3. If a final examination is not written or completed for any of the following reasons: a) medical emergency, b) major illness in the immediate family, or c) funeral in the immediate family, the student or parent shall apply to the principal by the end of the term explaining the reason for the absence and providing a medical certificate if required. The principal will decide whether: a) the student's mark will be made up of 100% of the term mark; b) the student will be required to complete a supplemental test; or c) the appeal will be denied and a mark of zero averaged in.
4. If a student requests exemption for medical reasons, supportive evidence from a medical practitioner may be required and the student may be required to write a final examination at some future time. Each situation will be judged on its own merits.

APPEAL PROCEDURES

To appeal a mark issued by the school, the following procedure will be followed:

1. The student will appeal directly to the subject teacher who will indicate how the final grade was calculated.
2. Should the student still wish to appeal, the student will submit a request to the principal within two school days after the grade has been received. Specific grounds for the appeal must be stated.
3. Finally, a student may appeal to the school's liaison superintendent.

DEPARTMENT OF EDUCATION MARKS

Should a student wish to appeal a mark on a Provincial Diploma examination, the following exist:

1. request that the exam be remarked.
2. rewrite the diploma examination at a later date.
3. take the course again.

HONOUR ROLL

Middle School students in Penhold Crossing are granted Honour Roll Status if they have an average of 80% in Math, LA, Social Studies, Science and PE.

Senior High Honour Roll will be determined for each year using the Rutherford Award criteria.

TECHNOLOGY

We believe that technology is a powerful learning tool and that every student will benefit from having regular access to electronic tools and resources. With Alberta Education's move toward greater student engagement, collaboration, inquiry and personalization, technology is one way of assisting students move toward 21st century learning strategies. As a school community, we will use Google Drive as one way of sharing work with students. In this way, students can work, collaborate and submit their work from anywhere they have internet access. We urge parents to consider purchasing a Chromebook or laptop for their child to use at school.

All students are encouraged to bring their own technology to school. Access to our wireless network and printers will be provided. Those students who are unable to bring their own technology will be able to access computers from the Library Learning Commons.

We have a technology rental opportunity for students to access. Please contact the school for more information.

Personal Mobile Devices

Penhold Crossing and all of Chinook's Edge School Division are following the Alberta Education Minister's Directive to not allow personal mobile devices (cell phones, smart watches (wearable technology, or tablets) at school as well as no access to social media. Chinook's Edge has rules by grade as follows.

Grade 7/8: Students will not be permitted to use personal mobile devices at school during school hours. This includes breaks and lunchtime.

Grades 9-12: Students will not be permitted to use personal mobile devices during instructional time, but may have access before, during spares and class transitions, at lunch and after school. Students will be asked to store all personal mobile devices out of view and powered off in a designated location in the classroom or their locker.

*Under the direction of the school and classroom teacher, students will be permitted to use classroom appropriate technology such as school or personal Chromebooks and laptops when appropriate to support learning activities.

Instance	Actions
First Offense	Warning, discussion and reminder to put it away
Second and Third Offense	Delivered to office and collected at end of student's day
Subsequent Offenses	Delivered to the office, the parents contacted to retrieve

PERSONAL TECHNOLOGY

Students are welcomed and encouraged to bring their own laptops or chromebooks when the device is meant to support them in their learning. Students will be given access to our wireless network and printers. For the most part, the staff, when using technology, will use Google Drive as a way of sharing, collecting and saving work.

Students are responsible for the safekeeping and maintenance of their own technology. All students have access to lockers for the safe storage of their belongings.

We expect that students will use their technology to best support them in their learning. Through digital citizenship, students should strive to be safe, considerate and responsible users of technology. Inappropriate use of personal technology may result in confiscation of the technology and temporary or permanent bans on usage and / or wireless access.

ATTENDANCE AND LATE POLICIES AND PROCEDURES

ATTENDANCE REPORTING (403-886-8604)

Parents are asked to call into the school office when a student will be absent. If more convenient you can call the night before and leave a message on the phone at the school. With no prior notification, Power Announcement will contact your home to report a student's absence in the morning and at the end of the day.

ATTENDANCE /LATES

The staff of Penhold Crossing strongly believe that regular attendance and punctuality are critical factors in student achievement and in creating a positive learning environment. Regular attendance and punctuality are important life skills and need to be reinforced by both the school and the home. This is consistent with the student expectations of the Alberta School Act.

Students who are legitimately late (ie. returning from a medical appointment) will be admitted to class after signing in at the office. Students who are late for an inexcusable reason will be dealt with by the subject teacher. A parent conference will be requested if lateness becomes a problem. If a student must leave the school during school hours, a parent must sign the student out at the office. The teacher can then send the student at the appropriate time to meet the parent by the front office.

EXCUSABLE ABSENCES

Student absences which will be considered excusable include: illness, medical appointments, deaths of close family members, or religious holidays. In order to be registered as an excusable illness, the student's parent or guardian must phone the school office indicating the times or dates the student will not be attending and the reason for the student's absence. A note providing the same information, addressed to the student's teachers, will also be acceptable before the absence.

PRIOR APPROVAL ABSENCES

There are legitimate occasions when a student may be required to be away from school, and the absence does not meet the identified criteria for an excusable absence. Some examples are: band concerts, dance festivals, athletic competitions, hockey tournaments, or a driver's test. For these special circumstances, the parent/guardian may contact the school office and request prior approval for such absences. This should be done as early as possible in order to allow teachers to take the student's absence into account when planning their classes. Not all absences will be excused and some situations will be dealt with on an individual basis and will be related to the student's academic performance, attendance to date, and the scheduling of tests.

INEXCUSABLE ABSENCES

Any absence which does not meet the criteria of either Excusable or Prior Approval Absences will be classified as Inexcusable. An Inexcusable descriptor may result in the student not receiving credit for work completed on the day of the absence. Persistent inexcusable absences may lead to the student being withdrawn from the course, and eventually, from the school for the remainder of the semester.

EXPECTATIONS FOR STUDENTS

It is important to note that we view the school and multiplex as one campus since the two buildings are connected. Therefore, the following regulations apply not only to the school, but also to the multiplex and any other location where students are working or learning. Students must represent themselves and their school well on campus and in the broader community.

ALBERTA SCHOOL ACT:

A student, as a partner in education, has the responsibility to

- 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
- respects the rights of others in school
- refrain from, report and not tolerate bullying or bullying behavior directed towards 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
- cooperate fully with everyone authorized by the board to provide education programs and other services
- be accountable to the student's teacher and other school staff for the student's conduct
- positively contribute to the student's school and community

STUDENT RESPONSIBILITIES AND RIGHTS

Students and staff have a right to a caring school environment. As such, negative behaviors such as violence, vulgar language, harassment, bullying, theft and vandalism will not be tolerated. Students have a responsibility to apply their best efforts to their school work and to respect the rights of the other students to do the same. Students have a responsibility to treat fellow students and staff with respect – in short, to treat others as you would like to be treated. We stress the three R's:

Respect Oneself:

- take pride in yourself
- represent yourself, your family and your school well
- dress appropriately – remove hats when in the school
- encourage positive behavior in yourself and others
- always do your best

Respect Others:

- use quiet inside voices with appropriate language
- keep hands, feet and objects to yourself
- listen to instructions and follow directions
- respect the personal space and privacy of others
- be polite and tolerant.

Respect Property:

- clean up after yourself and others
- use the trash containers and recycle bins
- clean or remove dirty footwear when entering the school
- use school equipment properly
- respect the classroom rules on healthy snacks and beverages

BULLYING, CYBER-BULLYING AND HARASSMENT

All students have the right to a safe and caring school environment. By definition, bullying is considered to be the persistent and pervasive use of power over a fellow student that may take the form of emotional, verbal, physical or cyber torment. Under the Education Act, we have a mandate to deal with bullying and will not hesitate to involve parents and local authorities to ensure a safe and caring

environment. Students engaged in such behavior will also face appropriate discipline, potentially suspension and even expulsion from school.

By law, sexual harassment in schools is illegal under human rights legislation. Sexual harassment is defined as *“gender based practice which may be reasonably perceived to create a negative psychological and/or emotional learning environment; or which undermines a student’s sense of personal dignity. Harassment behavior may include unsolicited physical contact, gender based insults and taunting.”*

BUSING

Students are expected to demonstrate suitable behavior on their buses to avoid putting anyone at risk. Riding privileges may be withdrawn. Parents should notify the bus driver if their child is not going to be riding the bus at any time. Cancellation of a bus run due to inclement weather will be determined by the Director of Transportation in consultation with the Superintendent of Schools.

To ensure the safety of all passengers, students riding on school buses shall behave appropriately and adhere to the rules of conduct as established by the School Board. Students are expected to:

- obey the bus driver in a prompt, courteous manner
- remain seated in the assigned seat while the bus is moving
- keep hands, feet and objects to oneself

DRESS CODE

Student clothing should contribute to a positive school atmosphere and be appropriate for an educational / professional setting. If clothing wouldn't be acceptable at work, it's probably not acceptable at school. Students wearing clothing that is deemed by staff as not school appropriate will be asked to change, cover up or return home to change. Clothing depicting alcohol, drug or tobacco emblems, wording and/ or advertising is expressly forbidden as is clothing depicting images or wording of a sexual nature. Repeated offenses will be treated as defiance.

TOBACCO PRODUCTS AND VAPORISER

The use of any form of tobacco, including the **possession** of vaporisers and vaporiser juice, on school property is forbidden. In alignment with Alberta laws, students under the age of 18 years cannot be in possession of tobacco products. Tobacco products and vaporizers will be confiscated and a consequence assigned.

Possession of any of the above items will result in a 1 day out of school suspension and the confiscation of the associated items. Use of the above mentioned items on the school property (including the grounds and parking lot) will result in a 3 day out of school suspension and the confiscation of the associated items. Refusal to surrender the items listed above will result in a 5 day out of school suspension.

ALCOHOL / ILLEGAL DRUGS / CANNABIS AND ASSOCIATED PRODUCTS

Students caught in possession or under the influence of alcohol or illegal drugs on the school premises will be immediately suspended, and may be recommended for expulsion. Anyone selling or providing alcohol or illegal drugs to other students will be turned over to the R.C.M.P. to be dealt with by our legal system. Regardless of the legal status of cannabis in Canada and Alberta, the possession or use of marijuana and its associated products will be treated exactly the same as alcohol and other drugs. Students found to be in the possession of or under the influence of cannabis will be suspended and may be recommended for expulsion.

THEFT and VANDALISM

Students are responsible for any items they bring to school. Any valuable items should be left locked in a students' locker. Such items are best enjoyed at home. Students are responsible for reporting the loss of any items to the office. It is strongly suggested that students leave their valuable items at home.

HONESTY

Students are simply expected to be honest in their dealings with the school. Falsifying notes, telephone calls or school ID cards, copying, plagiarizing, cheating on tests/assignments are not acceptable behaviors. Misleading others intentionally is also not acceptable. Disciplinary action will be taken at the discretion of the administration.

WEAPONS

Any student in possession of any item which is or can be defined as a weapon will have the item confiscated and the student will be suspended.

THE RIGHT TO PARTICIPATE

A student may participate in the "extracurricular life" of Penhold Crossing School if the student is in good standing academically, behaviorally and financially. This "extracurricular life" includes, but is not limited to, the following: school sports teams, field trips, dances, clubs, library borrowing privileges, graduation convocation, etc.

Academic good standing would include a positive attitude and excellent attendance record, coupled with an effort that matches the student's capabilities.

Financial good standing requires one of the following: payment of all school fees in full, a payment plan approved by the Principal of Penhold Crossing School, or a school division fee waiver approved by the Superintendent of Chinook's Edge School Division. Forms are available on the school website.