

WARBURG SCHOOL

SCHOOL HANDBOOK

2025-2026



ws.blackgold.ca

5412-50 Street
Box 330
Warburg AB
T0C 2T0
780-848-2822

Principal:
Mr. Luke Stevenson

Assistant Principal:
Mr. Darcy Kirkham

August 2025

WARBURG SCHOOL

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Staff Contacts

Principal: [Mr. Luke Stevenson](#)
Assistant Principal: [Mr. Darcy Kirkham](#)
Counselor: [Mrs. Angie Hodges](#)
Learning Support Teacher: [Mrs. Angie Hodges](#)
Administrative Support: [Mrs. Trish Forster](#), [Mrs. Janet Sarvas](#)
Athletics: [Mr. Travis Head](#)
RAP/Work Experience: [Mr. Ian Drydale](#)
Green Certificate: [Mr. Ian Drydale](#)
Library: [Mrs. Janet Sarvas](#)

Teaching Staff

ECS: [Mrs. Michelle Gidosh](#)
Grade One: [Mrs. Erin Brewster](#)
Grade Two: [Mrs. Dalene Slusarczyk](#)
Grade Three: [Mrs. Tanya Babcook](#)
Grade Four/Five/HS Foods: [Mrs. Denise Baker](#)
Grade Five/Six/HS Art: [Mrs. Susan Woodliffe](#),
Grade Four/Seven/Eight Math, Junior English: [Ms Courtney Davis](#)
Jr/Sr Social/English/PE: [Brooke Gillis](#)
Jr/Sr English/Social/HS Drama, IA, Outdoor Ed: [Mr. John Arnold](#)
Jr/Sr Sciences: [Mr. Ian Drydale](#)
Jr/Sr Math/Phys Ed: [Mr. Travis Head](#), [Mr. John Arnold](#)
Jr/Sr Math: [Mr. Luke Stevenson](#), [Mr. Travis Head](#)
Jr Options/English: [Ms. Taylor Jeffries](#)
Warburg Colony School: [Mrs. Jaclyn Evaschyshyn](#)

Educational Assistants

Mrs. Melodie Sibley
Mrs. Tricia Carstairs
Mrs. Christine Swartz
Mrs. Nadia Parkyn
Mrs. Lynnette Fast
Mrs. Beverly Dancause
Mrs. Sherry Stadnick

Custodial Staff

Head Custodian: Mrs. Megan Williamson
Mrs. Judy Gillespie
Ms. Marie Paquin



GENERAL SCHOOL INFORMATION

School Year Calendar

BLACK GOLD SCHOOL DIVISION 2025-2026 SCHOOL YEAR CALENDAR							Teacher Days	Student Days	Dates & Details		
Monthly Calendar							Teacher Days	Student Days	Dates & Details		
	SUN	MON	TUES	WED	THUR	FRI	SAT				
AUGUST 2025	3	4	5	6	7	8	9	5	3	August 25 & 28 - Teacher Workdays (No Students)	
	10	11	12	13	14	15	16			August 27 - School Commences for ALL Grades 1 - 12 Students	
	17	18	19	20	21	22	23				
	24	25	26	27	28	29	30				
	31										
SEPTEMBER 2025	7	8	9	10	11	12	13	20	19	September 1 - Labour Day (Schools Closed)	
	14	15	16	17	18	19	20			September 19 - PD Day (No Students): (AM) Welcome Back & LSA Ceremony (To follow) PD Day	
	21	22	23	24	25	26	27			September 30 - National Day for Truth & Reconciliation (Schools Closed)	
	28	29	30								
OCTOBER 2025	5	6	7	8	9	10	11	22	21	October 13 - Thanksgiving Day (Schools Closed)	
	12	13	14	15	16	17	18			October 14 - PD Day (No Students)	
	19	20	21	22	23	24	25			Diploma Exam	
	26	27	28	29	30	31					
NOVEMBER 2025	2	3	4	5	6	7	8	15	14	November 2 - Daylight Savings Time (clocks backward)	
	9	10	11	12	13	14	15			November 3 - PD Day (No Students)	
	16	17	18	19	20	21	22			November 10 - 14 - Midterm Break (Schools Closed)	
	23	24	25	26	27	28	29			November 11 - Remembrance Day (Schools Closed)	
	30										
DECEMBER 2025	7	8	9	10	11	12	13	15	14	December 1 - PD Day (No Students)	
	14	15	16	17	18	19	20			December 22 - 31 - Christmas Vacation (Schools Closed)	
	21	22	23	24	25	26	27				
	28	29	30	31							
JANUARY 2026	4	5	6	7	8	9	10	20	19	January 1 - 2 - Christmas Vacation (Schools Closed)	
	11	12	13	14	15	16	17			January 5 - School Resumes	
	18	19	20	21	22	23	24			January 30 - PD Day (No Students)	
	25	26	27	28	29	30	31			Provincial Achievement Tests (PAT)	
Semester 1: Aug. 28, 2025 - Jan. 30, 2026							97	90	Semester 2 - Commences February 2, 2026		
FEBRUARY 2026	1	2	3	4	5	6	7	20	17	February 2 - Semester 2 Commences	
	8	9	10	11	12	13	14			February 5 & 6 - ATA Teachers' Convention (No Students)	
	15	16	17	18	19	20	21			February 16 - Family Day (Schools Closed)	
	22	23	24	25	26	27	28				
MARCH 2026	1	2	3	4	5	6	7	20	19	March 8 - Daylight Savings Time (clocks forward)	
	8	9	10	11	12	13	14			March 9 - PD Day (No Students)	
	15	16	17	18	19	20	21			March 30 - 31 - Spring Break (Schools Closed)	
	22	23	24	25	26	27	28				
	29	30	31								
APRIL 2026	5	6	7	8	9	10	11	18	17	April 1 - 3 Spring Break (Schools Closed)	
	12	13	14	15	16	17	18			April 3 - Good Friday (No Students)	
	19	20	21	22	23	24	25			April 6 - Easter Monday (Schools Closed)	
	26	27	28	29	30					April 7 - School Resumes	
MAY 2026	3	4	5	6	7	8	9	20	19	May 15 - PD Day (No Students)	
	10	11	12	13	14	15	16			May 18 - Victoria Day (Schools Closed)	
	17	18	19	20	21	22	23			Provincial Achievement Tests (PAT)	
	24	25	26	27	28	29	30				
	31										
JUNE 2026	7	8	9	10	11	12	13	20	18	June 21 - National Indigenous Peoples Day	
	14	15	16	17	18	19	20			June 24 - Last School Day with Diploma Exam	
	21	22	23	24	25	26	27			June 25 & 26 - Teacher Workday (No Students)	
	28	29	30							Diploma Exam & PAT Administrative Window	
Semester 2: February 2 - June 26, 2026							98	90			
TOTAL = Operational Days-Teachers / Instructional Days-Students							195	180	Aug-Dec/25: 77 -T & 71 -S; Jan-June/26: 118 -T & 109 -S		

Approved - February 22, 2023

ECS is every Tuesday and Thursday with occasional Wednesdays. Please consult the school website for details. Information is also shared with parents via the ECS teacher.

Bell Schedule

WARBURG SCHOOL BELL SCHEDULE					
Doors open 8:20, Bus Drop off 8:25					
Elementary			Jr/Sr High		
Period	Time in	Out	Period	Time in	Out
Warning Bell	8:30		Warning Bell	8:30	
Period 1	8:35	9:17	Period 1	8:35	9:17
Period 2	9:17	10:00	Period 2	9:17	10:00
Recess	10:00	10:13	5 Min Break	10:00	10:05
Period 3	10:13	10:51	Period 3	10:05	10:47
Period 4	10:51	11:30	Period 4	10:47	11:30
LUNCH	11:30	11:50	LUNCH	11:30	12:10
Warning Bell	12:05		Warning Bell	12:05	
Period 5	12:10	12:52	Period 5	12:10	12:52
Period 6	12:52	1:35	Period 6	12:52	1:35
Recess	1:35	1:48	5 Min Break	1:35	1:40
Period 7	1:48	2:26	Period 7	1:40	2:22
Period 8	2:26	3:05	Period 8	2:22	3:05

Stay on top of all of our school events by checking out our website: ws.blackgold.ca. Our [online calendar](#) is updated regularly !

Follow us on Instagram and Facebook



Warburg School

*Information is shared with parents via email and text message.
Make sure your contact information is always up to date.*

Main Office Procedures

Visitors to the School

ALL VISITORS (INCLUDING PARENTS) are required to sign in at the School Office. NO EXCEPTIONS.

School buildings and property are not open to the public except for specific events. In order to ensure the safety of our students we need to be aware of all guests in our building. To ensure a minimum of disruptions to instruction,

If you are volunteering, the office will provide a volunteer/guest name tag. If you are picking up your child during the day, the office will call them to the office for you. Students are not allowed to bring guests to the school without receiving approval in advance from school administration. In only rare circumstances will approval be given for visitors to attend classes.

Leave Early or Arrive Late

Students must check-in with the office when arriving late or leaving the school early. All students regardless of grade must enter through the main doors after 8:28 AM. Students that leave during the day must have permission from a parent or guardian. Parents are encouraged to call the office in advance of the student leaving.

Student Pick Up

Any student being picked up by someone other than those on their "Student Pick Up" list will be asked for identification. Even those on the list that are new to the school will be asked for ID.

Messages to Students

A phone is available on the office counter for student use. Emergency incoming messages will be relayed to students.

Please do not call to speak to a student during class time.

Messages regarding students on buses must be submitted to the office prior to 2:30.

Student Drop-Off and Pick-Up/Bus Lane

The road directly in front of the school is a bus lane from 8:15-8:30 AM and 2:55-3:15 PM. This bus lane must be kept clear in the mornings and after school. Safety for our students is our main concern. If you are planning to drop-off or pick-up your child please use the "Kiss 'n' Go" loop found at the East/Museum doors of the school building.

It is illegal for vehicles to pass buses when the bus is unloading or loading.

The fine for passing *each* school bus with its red lights flashing is \$402 and six demerit points. School bus drivers and bus supervisors are diligent in following up with individuals that proceed past buses with alternating red flashing lights and the stop signs displayed.

Entry Into the School

For student safety reasons, all external doors are kept locked during the school day save for the main entrance doors which remain unlocked all day. This ensures all visitors to the school check in at the main office. The exception to this policy is during morning drop off. All main doors are unlocked starting at 8:15 AM and then relocked at 8:26. Do not drop off your child prior to this time as they will be waiting outdoors. If your child arrives after the 8:26 warning bell they must enter at the main office door.

Medical & Student Information

Parents are required to maintain current contact and medical information for their student/s when they enroll in school and update it as changes occur. It is the responsibility of the parent to inform the school in writing of medical problems that have the potential of affecting school activities. A doctor's note confirming this may be required.

Student Illness or Injury

Students who feel ill in the morning, or have in fact been ill during the night should not be sent to school. It becomes very uncomfortable and embarrassing for students when they continue to show symptoms of an illness in the classroom. **Students who are too sick to go outside at recess time, are generally too sick to be at school.**

When students become ill at school, we attempt to notify the parents requesting that the child be taken home as soon as possible. This helps the ill child receive the proper care and attention as well as preventing the spread of the illness to other students and teachers.

Accidents are reported to the office. Any serious accident is reported to the parents. In the case of serious illness or injury during a time that parents or emergency contacts cannot be contacted, students will be transported directly to medical facilities, and if recommended by the medical staff, will be admitted to hospital. This is why it is critical that you maintain current contact information.

Lunch Policy

All students in kindergarten to grade 6 eat their lunches at school. Students in grades 7 to 12 may leave the school campus during the lunch period with the understanding that they are ambassadors of our school within our community during this time.

Junior and senior high students that choose to stay at the school over the lunch period will be required to eat in the open area. Students wishing a quieter space during the lunch period may be in the Learning Commons. However, food and beverages other than water are not permitted in this area.

Energy drinks are not permitted at Warburg School.

Vending

In addition to the freely available items provided by the school's nutrition program, Warburg School also has vending machines available for Gr 7-12 student use. All income generated by these machines is used in the school to make purchases that enrich the school environment and improve the education experience of our students.

Use of these vending machines is a privilege which is restricted to lunchtime and after school. This means students may not leave class to use these machines nor may they use them between classes. Students who fail to observe these restrictions on their use may lose this privilege in future.

Care of School Property

Students in BGSD have access to property that they are responsible for while it is in their care. Examples of this are textbooks, library books, lockers and Chromebooks. Students are assigned a locker and may use a chromebook in the school and potentially outside the school environment. Students are accountable for the condition of this property. If damage occurs while in their care the parent/guardian may be assessed fees to cover the repair or replacement of the item or device.

When a student engages in property damage, consequences may include, but are not limited to:

1. short term removal of privileges
2. interventions such as positive behaviour supports, contracts, counselling, restorative practices
3. replacement or restitution for loss of or damage to property

Repeat offences for damage to school property may result in suspension and further restitution.

Warburg School Student Personal Electronic Device Policy

Personal electronic devices include smartphones, earbuds, tablets, smart watches, and hand-held video game consoles and any other devices deemed inappropriate by the principal.

Vision:

By implementing this policy, Warburg School aspires to significantly enhance student learning. Warburg School is committed to being a safe and caring school. It is our goal to provide students with a distraction-free and focused learning environment, one in which students can focus on the task at hand. Warburg School remains committed to better prepare students for the expectations of their future working environments.

Rationale:

Student cell phone use has become an increasing concern in the classroom. The 21st century learner can be overwhelmed with new electronic distractions while in the busy school environment. Warburg School is deeply concerned with the impact of students bringing smartphones and other personal devices into the classroom. Some of these concerns include:

- Students being unable to concentrate on their learning while in possession of a smartphone.
- The constant distractions of alerts, text messages, phone calls, social media notifications, and games.
- Students leaving class to receive personal phone calls or respond to messages.
- Photos and videos being secretly taken that breach the Freedom of Information and Privacy Act, BGSD acceptable technology use policies, and compromise classroom security (ex. examinations, class discussions).

- The increased frequency of cyber-bullying through social media applications.
- The increased stress and anxiety that students may endure due to relational aggression that occurs on electronic devices.
- An increase of student addiction to smartphone technology.
- Warburg School is committed to providing students with school Chromebooks whenever required for learning purposes, thus, cell phones are not required during class time.

Warburg School Electronic Device Classroom Policies:

- Students are to place all of their devices in their lockers during learning time. This includes smartwatches, cell phones and earbuds.
- Students will be permitted the use of personal electronic devices before school, during breaks, during the lunch hour, on school buses, and after school.
- Students must bring their own personal calculators to class.
- The Library Learning Commons (LLC) and gym classes at any location will be considered a classroom space.
- ***Personal electronic devices will be confiscated by staff members if they are found present in the classrooms and hallways except for the permitted times.***
- ***First offense - the student device will be confiscated for the day.***
- ***Subsequent offenses - the student device will be confiscated for the day and the teacher will contact the parent/guardian***
- Further repeat offenses may be treated as willful disobedience by school administration.
- If parents/guardians need to reach their child/children they can contact the main office at (780) 848-2822
- If your child is required to have their cell phone for specific medical reasons, please contact the office to fill in the “Student Device Medical Exception Form”

Personal electronic devices may be confiscated by staff members if they are found present in the classroom. At an appropriate time, the phone will be brought to school administration in the office and a file of the offence will be maintained. Further repeat offences may be treated as willful disobedience by school administration and may result in a suspension.

Participation in Extra-Curricular Activities - all grade levels

Students must be in good academic standing and have exemplary attendance records to participate. Students must also show good citizenship on a consistent basis. Appropriate behaviour in class and during school time is important to be a representative of Warburg School at all school outings. Examples of circumstances impacting academic standing include failing a class, unsubmitted work, poor attendance, ongoing inappropriate behaviours.

Students are ambassadors of Warburg School. As a result, maintaining appropriate behaviour is a requirement of participation.

Lastly, as extracurricular activities are part of a school day, a student recorded as unexcused absent or

suspended, may not participate in extracurricular activities until the beginning of the following school day. This means a student suspended or unexcused absent on a Friday, for example, could not participate in a weekend game, tournament, or practice.

Attendance and Punctuality

Parents Inform the Office of Absences or Lates

Students are expected to attend school regularly and be on time for school and their scheduled classes. Parents are asked to phone or email (ws@blackgold.ca) the school and report if their child/children will be away sick or late that day for school. Parents can phone the school and leave a message on our voice mail (before 8:00 AM or after 4:00 PM) or they may call during office hours and inform the office. These calls are crosschecked with the attendance, and (for student safety and attendance records) any unreported absences are followed up.

Late Policy Rationale

Being punctual is an important skill not only for school but in professional life. Often initial parts of classroom instruction are the most important and missing them on a regular basis can have serious detrimental effects on a students' learning and on other students in the class because of the interruption.

At Warburg School we want to reinforce the importance of punctuality and have implemented these supplementary grade appropriate protocols.

All students who arrive at school past the class start bell must report to the office and sign in at the kiosk.

Junior High Students

After signing in at the kiosk students will remain at the office until called by the class teacher. Chronic infringement will result in detention and ultimately suspension.

Senior High Students

Punctuality in senior high classes is especially important as the amount of material is considerable. Because of the fast pace of instruction, tardiness and interruptions can lead to students missing critical aspects of class material.

After signing in at the kiosk students will remain at the office until directed to proceed to their class. An accumulation of 6 lates in a single class will automatically be considered an unexcused absence for that class, and will count against the minimum attendance requirements to remain in the course.

Chronic Absences

Students with chronic attendance issues may be referred to the Attendance Board of Alberta Education. This table illustrates the academic effects of regular absences.

A BIG PICTURE OF STUDENT ATTENDANCE
1 or 2 days a week doesn't seem like much but....

If your child misses...	That equals...	Which is...	And over 13 years of schooling that's...
1 day every 2 weeks	20 days per year	4 weeks per year	Nearly 1 1/2 years
1 day per week	40 days per year	8 weeks per year	Over 2 1/2 years of school
2 days per week	80 days per year	16 weeks per year	Over 5 years of school
3 days per week	120 days per year	25 weeks per year	Nearly 8 years

Senior High Attendance Requirements

Parents can expect regular communication from the school alerting them to their child's absences. Once a student has accrued multiple absences in a single class the parent will be contacted by any of the classroom teacher, school administration and/or the school counsellor to address these concerns and a plan for success.

After a student's 11th non-medical absence, multiple lates, or a combination of all types of absence, a student may be withdrawn from a course at the discretion of the principal.

PowerSchool On-line Student Marks & School Messenger

Parents and students have continuous access to vital information from any computer or mobile phone, via PowerSchool. You can access grades for current classes and assignments that make up those grades, including a list of missing assignments, and attendance. Teacher comments are also available on PowerSchool. Parents will receive login and password details to access the Parent Portal from the school office.

Through School Messenger the school can send out text messages and emails for various items including: reminders, emergencies, announcements and your child's attendance. After 15 minutes of the first morning and afternoon class, School Messenger will send out a message to those parents whose student(s) are marked U (Unexcused).

Instructional Support in Junior High School

All grade 7-9 students will have three blocks of time each week to use for instructional support. Students will be required to do silent reading for a minimum of the first 10-15 minutes of these classes. During this class time, there will also be a teacher available to assist with any unfinished work or homework that needs to be done. This is also a time when students can access the support of our Learning Support Teachers (literacy and/or numeracy) for one-on-one or small group instruction.

Co-Curricular, Extra-Curricular Activities and Field Trips

The goals of co-curricular and extracurricular programs are to provide students with a well-rounded and enriched school experience. Students involved in the co-curricular and extracurricular programs, whether as a participant or as an observer, are representing Warburg School and therefore must obey all school rules (teachers in charge have the same authority as they do in the school). All students must exhibit good behaviour, sportsmanship and show respect for all individuals. Co-curricular and extracurricular activities are coordinated and supervised by the teaching staff. Parental and community support is encouraged and appreciated.

Student Code of Conduct & Safe and Caring Schools

Section 33(1)(d) of the [Education Act \(2021\)](#) states that the board has the responsibility to ensure that each student enrolled in a school operated by the board and each staff member employed by the board is provided a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.

The [Warburg School Student Code of Conduct](#) establishes the parameters for student behaviour, attitudes, and academic effort. It is based on policies established by the [Education Act](#) as stated above and by Black Gold School Division.

Section 31 of the [Education Act](#) states that “a student shall conduct himself or herself so as to reasonably comply with the following code of conduct:

- be diligent in pursuing the student’s studies;
- attend school regularly and punctually;
- cooperate fully with everyone authorized by the Board to provide education programs and other services;
- comply with the rules of the school;
- account to the student’s teachers for the student’s conduct;
- respect the right of others
- 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;
- 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;
- positively contribute to the student’s school and community

In addition to the Education Act standards, the following Black Gold policy states grounds for possible probation, suspension or expulsion:

- conduct injurious to the physical or mental well-being of others in the school;
- willful damage to public property;
- possession of prohibited substances (alcoholic beverages, tobacco products, and/or other narcotics or drugs) on school property, or at school-sponsored functions;
- being under the influence of alcohol and/or other narcotics or drugs while on school property; or at school-sponsored functions;
- use of profane or improper language.

Students that fail to comply with these regulations will face consequences dependent upon the severity of their offence. This may include withdrawal from activities, detention, in-school suspension, and/or out-of-school suspension. Students that continue to defy these guidelines may face recommendation for school expulsion.

Tobacco/Cannabis/Vaporizer/Illegal Drug/Weapon Free School and Grounds

Warburg School as a tobacco-free environment: smoking, vaping, cannabis and chewing tobacco are not permitted in the building or anywhere on the school grounds. Illegal drugs and non-school sanctioned weapons of any kind are also prohibited from entering the building or being present on school property at any time. All students and guests must adhere to this policy. Students found in possession of, or under the influence of any of these substances (including smelling like drugs or alcohol) will have the item confiscated and will face consequences as outlined in the Student Code of Conduct.

Pediculosis (Lice)

School staff will work with public health authorities and School Councils to describe and then communicate to parents both preventative and remedial procedures for dealing with instances of pediculosis. Refer to Appendix for additional information as a reference only. 1. Students will not be permitted to return to school until they have undergone a recommended course of treatment. 1.1 Students with head lice will be checked upon their return. 1.2 Should live lice be found during this check, the student will not be allowed to return to school. 2. If there are ongoing concerns about particular cases not responding or being compliant with therapy, then the Principal or designate will inform the Public Health Authority of these concerns.

Searches

The intention of the Student Code of Conduct is to provide a safe and caring environment where every student can reach their academic potential.

As part of providing and maintaining a Safe and Caring school environment the Education Act provides for school principals, or their designates, certain powers regarding search for, and seizure of, prohibited items.

Any searches can be neither random nor arbitrary whether conducted by staff or canines. Additionally they can only be conducted where there are “reasonable grounds” for search as defined by the Supreme Court of Canada and shown below:

1. In this regulation

1.1 "Reasonable grounds for a search" means any one of the following

- 1.1.1 Information received from a credible student or person,
- 1.1.2 Information from more than one person,
- 1.1.3 A teacher's or Principal's own observations, or
- 1.1.4 Any combination of the above information that the Principal or designate considers credible;

1.2 "School property used by a student" means a desk, locker, school storage area or any other school article or object used by a student including Division owned electronic information resources;

1.3 "Student articles and objects" means articles or objects owned or used by a student either on school board premises or during off-site activities including but not limited to electronic devices, backpacks, clothing, purses, suitcases, and tote bags.

School Library

Our school library is an extremely valuable source of entertainment and learning for our students. Students are responsible for the return of materials in good condition on or before the due date. Books not returned within a reasonable period of time will be treated as lost and must be paid for at replacement cost. Borrowing privileges may be suspended until lost or overdue books have been returned or paid for.

Inclement Weather

When inclement weather prevents buses from running, specific announcements will be made on many radio stations. Information will also be available on the [school website](#) and the [Black Gold division website](#). Families should download the Bus Status App found on the App Store or Google Play. This is up-to-date information on bus cancellations or lateness. If parents chose to bring their children to school at the beginning of the day, they are responsible for ensuring their pick-up at the end of the day. During school days when the temperature reaches around -20°C , including wind chill, students will likely remain indoors for their own safety. Students should always be dressed appropriately for the weather.

Bus Cancellation Information

General

Warburg School adheres to Black Gold School Division's policy on inclement weather, [AP 132](#). When buses are canceled the school remains open unless you are informed otherwise. If you bring your child to school, you are responsible for picking him/her up at the end of the day.

It is imperative that you call in to alert the office if your child will not attend during bus cancellation days. Student safety is of paramount importance and we want to ensure that those that either drove themselves or walked are accounted for at school. Call outs will be sent out for anyone marked unexcused.

When buses are canceled, all after school and extracurricular activities are canceled.

Elementary

Generally, when so few students are in attendance, this time is used for catch up work and small group instruction. If your child's teacher uses Google Classroom, check online for assignments that may be posted. All elementary students have at-home access to IXL and Accelerated Reading.

Jr/Sr High

Class work in Jr/Sr high will continue. Timelines for content delivery are tight and instruction will take place. Students may attend classes in person or log on to their google accounts as ALL TEACHERS WILL BE ON A GOOGLE MEET FOR STUDENTS DURING THEIR REGULARLY SCHEDULED CORE CLASS TIMES. **Students are expected to be online during their class time.** All assignments will be posted on Google Classroom. Assignments deadlines will be adhered to.

Students attending online will be marked Absent Excused with a note added in their attendance file that they have attended online. When we mark a student PRESENT, it means they are in the building. This is necessary for evacuation and emergency purposes.

Lost and Found

Items misplaced by students are generally placed in one of three Lost and Found boxes. One is located near the elementary washrooms near classroom 101, one is at the HS gymnasium entrance and the other is found just outside of the main office. Periodically unclaimed items are washed and donated to charity. Students are encouraged to check for lost items. Books, keys and valuable items are turned into the office.

Emergency Drills

Fire drills, Lock Down drills, Hold and Secure drills, and other emergency drills will be held regularly throughout the school year. Through the Hour Zero Emergency Response Program training, our staff is trained on protocols and procedures to deal effectively with these situations as they arise. Additionally, school administration has been trained on Level 2 VTRA (Violence Threat Risk Assessment) protocols to assist with student-based emergency situations.

Playground Rules

Warburg School is a HANDS OFF school. Students are to keep hands and feet to themselves. Safe play happens in the designated areas (not outside the playground nor in the bushes on the north or west side of the playground). Avoid throwing objects such as rocks or snowballs, etc. Students that ride bikes or scooters to school shall not ride bikes on the school property (sidewalks). This is especially important during bus drop off and pick up times. Keep bikes in bike racks until dismissal. All students shall cooperate with playground supervisors and obey instructions. It is paramount that students respect the rights of all students as they play during recess breaks.

Warburg Parent/School Society

The school has an active school council. The school council maintains a Facebook page, Warburg School Parent Society. Meetings are held monthly and all parents are encouraged to attend as your input into the school is important. Check out the school [events calendar](#) for updated meeting dates and time.

School Buses

The school bus is considered an extension of the classroom, and therefore, classroom conduct is to be observed at all times. The bus driver is responsible for the safety of the students on his/her bus and must, therefore, receive the respect, consideration and cooperation of each student. The operator will report any serious misconduct to parents and to school administration. Any student who insists on misbehaving may be denied the privilege of riding the school bus.

Dress Code

Student apparel should contribute to a positive school atmosphere and facilitate learning rather than detract from it. Clothing should be appropriate to an educational setting. Clothing and hats with profane, provocative, or vulgar slogans or pictures, and clothing featuring connotations related to drugs, sex, or violence are not acceptable. Clothing or accessories are deemed inappropriate at the discretion of the principal. When an item is deemed inappropriate, students will be asked to cover the offending article or change into suitable attire. Cooperation is expected and persons initially not complying with this expectation will be asked to do so. Continued non-compliance will be considered defiance, and may result in suspension.

Footwear

Students in Grade K through Grade 6 are expected to have a set of both indoor and outdoor footwear for school. Additionally as our gymnasiums have been fitted with specialized flooring, **dedicated footwear is required in these gymnasiums for all gym classes and sports activities.**

Physical Education Attire

Attending PE in the correct attire is a part of the course requirements, as identified in the course outcomes. Attending PE without the proper footwear and/or clothing such that it prevents a student's participation will be considered an unexcused absence and count against attendance requirements.

Hats

All students in Gr 7-12 are permitted to wear hats in the hallways of the school. Hats with slogans or logos must remain tasteful and appropriate for an educational setting. **Students are not permitted to wear the hoods in the school at any time.** No student shall wear a hat to any assembly, school performance, ceremony or when a guest is presenting to a class or group.

Students in elementary are not permitted to wear hats into the classroom unless it is a spirit day such as hat day, western wear day, etc.

Parents as Partners

Warburg School and Black Gold School Division acknowledges that parents/guardians and caregivers have a legitimate right to participate in educational decision-making for their children, and to express their concerns within appropriate channels. At the same time, we do have a responsibility to provide our staff with a safe and respectful workplace environment free from harassment, abuse, or threats. Access more information on this topic, [click here](#).

As a Black Gold parent/guardian or caregiver, you can expect to be treated as a valued partner in your child's education by your school. In return, you are expected to:

Treat all staff with dignity and respect

- Interact with other parents and children in a polite manner
- Work to resolve differences in a positive, proactive manner
- Encourage your child(ren) to be respectful

Interactions with staff should always be:

- Private
- Professional and respectful
- Focused on your child's best interest

Steps you should take when reaching out to us

- Step One: Classroom Teacher (School administration will direct you to speak with the classroom teacher before having a conversation with administration.)
- Step Two: School Administration
- Step Three: Associate Superintendents
- Step Four: Superintendent of Schools
- Step Five: Board of Trustees

The Black Gold School Division respects our employees' wellness. If you plan on communicating with teachers or school administration by telephone or email, please do so between the hours of 8:00 a.m. and 4:00 p.m., Monday to Friday. Staff will reply at their earliest practical opportunity.

Student Evaluation and Assessment

Student progress is reported online via PowerTeacher Pro throughout the school year. Summary reports occur at the end of January and June. Parent-Teacher Interviews are held in November and March. The progress of each child is determined by his or her ability to meet learner outcomes as determined by Alberta Education.

Further information, Warburg School's Guide to Student Assessment and Achievement is found on our [school website](#). All parents and students are encouraged to become familiar with this document.

Our teachers and administrative staff are available for consultation regarding your child's progress. Please do not hesitate to call us by telephone, send an email or set up an appointment to see us in person. However, we insist that the first contact you make with the school regarding your child be with

your child's classroom teacher. Homework expectations will vary with teachers and grade level. Contact your child's teacher for specific details or if you have concerns.

Nut Aware

Warburg School is a "Nut Aware" school. If a student or staff member has a nut allergy, his/her classroom is designated as a "Nut Aware" classroom. In "Nut Aware" classrooms, families are asked to refrain from bringing nut products to school; a "Nut Aware Classroom" sign is posted on the door; and teachers, parents, and students work together to develop a reasonable and appropriate plan.

Scent Aware

Scented products can adversely affect a person's health, some or all of the following symptoms are reported such as headaches, nausea, upper respiratory symptoms or skin irritations. Scents come from various products:

Personal hygiene products (soap, shampoo, body wash, deodorant)

Cosmetics (makeup, perfume)

Cleansers (laundry detergent, fabric softener, air fresheners, cleaning products)

Be cautious when using scented products. **Avoidance is appreciated!**

High School Course Loads

Warburg School prides itself on its strong academic performance and high graduation rates. To make sure all students receive a full education that prepares them for their post secondary life, the following guidelines on course selection have been developed.

Grade 10

To give Grade 10 students a solid foundation as they progress towards graduation, Warburg School expects that all students will be enrolled in a full course load i.e. 8, 5 credit (or equivalent) courses. As a result, by the end of their Grade 10 school year students will have accumulated 40 credits.

Grade 11

Grade 11 students are required to complete 8, 5 credit (or equivalent) courses in Grade 11 *unless*:

- They earned at least 40 credits in Grade 10 **and** they have earned five credits in work experience **and** they are enrolled for at least 20 credits of mathematics, English, social, or sciences plus other courses adding up to a total of 35 credits **and** their timetable has been verified by the career counsellor.
- They have earned at least 40 credits in Grade 10 **and** they have received a minimum of 5 credits in at least one core subject (P.E. excluded) through summer school **and** they are enrolled for at least 20 credits of mathematics, English, social, or sciences plus other courses adding up to a total of 35 credits **and** their timetable has been verified by the career counsellor.
- They earned at least 40 credits in Grade 10 **and** they are enrolled in the Registered Apprenticeship Program (RAP) **and** their timetable has been verified by the career counsellor.

Grade 12

Grade 12 students are required to be enrolled in all remaining courses to ensure their mandatory graduation requirements are being met.

Spares

While we recognise that it is not always possible for a student to complete a schedule with face-to-face instruction, we encourage them to explore other educational options within the school at those times. To give students the widest exposure to potential career paths we have partnered with accredited tertiary institutions to offer [Dual Credit](#) Courses in areas like Psychology, Intro to Vet Tech, American Sign Language, and more .

We also offer a wide variety of career specific module work through our Moodle program. In the event that none of these options meet a student's requirements, and they have met all of the grade and credit appropriate stipulations, students may meet with the career counsellor.

This meeting will determine if a spare is an acceptable choice for the individual student.

Grade 12 Student Graduation Program Participation Policy

Graduation Date: Last Friday of May or First Friday in June

The Graduation Program, at Warburg School will consist of the following:

- a. Graduation Convocation - Cap and Gown
- b. Grad/Family Photographs

All program activities are held in conjunction with Warburg School and must follow BGSD graduation guidelines.

POLICY

To attend or participate in any of the Graduation Program, a student must be "In Good Standing for Graduation" by May 20 of the graduation year.

"In Good Standing for Graduation " requirements:

A student must be

- a. eligible to meet all Alberta Education High School Diploma requirements which include:
 - i. enrolled and passing the courses required to receive 100 credits
 - ii. passed or passing all minimum courses required
 1. 30 Level English (ELA)
 2. 30 Level Social Studies
 3. CALM 20
 4. Physical Education 10
 5. 10 Credits in Math to a 20 level
 6. 10 Credits in Science to a 20 level
 7. 10 Credits in 30 level courses
- b. 90% of any remaining coursework (in-class, moodle, outreach) must be successfully completed
- c. not under suspension on the date of the Graduation Program.
- e. all school fees paid

Any student, on the day, and at any time during the Graduation program, who is deemed under the influence of Alcohol or illegal drugs will be immediately suspended and removed from participating in any further Graduation activities that day.

Credit Recovery

At the end of each semester, the counsellor will solicit from teachers names of students who may qualify for Credit Recovery. Credit Recovery is designed for students who need to meet graduation requirements. These students will most commonly be in Grade 12. We view this as an exit strategy, not an entrance strategy for university. This is mostly intended for students wishing to achieve minimum grad requirements to enter the workforce.

Students deemed eligible for credit recovery will meet the following criteria:

- Student's final mark is generally between 44% and 49%* (non-diploma courses)
- Student's final mark is generally between 44% and 47%* (diploma courses)
- Students must have completed the course including having written the final exam.
- If a student meets these criteria, the Credit Recovery Team composed of the teacher, counsellor, and administrator must recommend that it is in the student's best interest to complete and pass the course through the credit recovery model.

*Students achieving 44-49% *do not automatically qualify for credit recovery.* Students that receive a mark within that threshold by a)poor attendance or b) lack of effort and interaction in class will receive credit recovery privileges only with teacher approval.

*Exceptional circumstances such as mental health, family situations, and/or other issues could impact the decision to initiate credit recovery.

If the student does not meet criteria, recommendations will be made by the administrator and/or counsellor to repeat the course or to transfer streams. (ex. Social 20-1 to Social 30-2)

If the student meets the criteria to complete and pass the course through the Credit Recovery model, a Credit Recovery Plan (a template supplied by administration) will be developed with the student, that includes:

- Course material that addresses the deficits from the course. The student may have to re-write the final exam.
- Once a Credit Recovery Plan has been created, the teacher, student, administrator, and parent/guardian must sign the document. Parents should be contacted by phone to have the opportunity explained to them by the teacher.

If the student completes the requirements of the Credit Recovery Plan, a final mark will be determined based on a merge with previous evaluations.

Responsibilities:

The student will:

- continue to be a student in good standing in their current academic program.
- complete all deficits as determined in the Credit Recovery Plan before writing a final exam for the course (if needed).
- abide by all timelines as set out in the Credit Recovery Plan.

The Credit Recovery teacher will:

- collaborate with the administrator and counsellor to determine whether the student meets the criteria for challenging a course through the Credit Recovery model.
- prepare and provide any necessary resources and/or assignments for the student.
- input marks at the end of the process to determine the student's final grade.
- mark materials completed by the student.
- print off a verification sheet of the student's new mark and give to

The administrator or counsellor will:

- provide a Credit Recovery Plan template to the teacher.
- support the credit recovery teacher through the recovery process.
- help identify students who may qualify for credit recovery.

The principal:

- has the authority to determine eligibility of credit recovery for any student.

Note the following about Diploma Courses:

Rounding of Marks For Diploma Courses

Alberta Education does not award final official marks of 48% or 49% for diploma courses. Students may receive a school awarded mark or diploma exam mark of 48% or 49%, but in the blending process, a final official mark of 48% or 49% is raised to 50%.

If the school-awarded mark and diploma exam mark result in a blended final mark of 47.5% this mark is rounded to 48% and then raised to a final official mark of 50%

Scholarships

Students will want to supplement post-secondary funding through scholarships. There are many specific scholarships offered to grade 12 students and it is worth the effort to research these possibilities as soon as a student begins making plans for their tertiary education. Information relating to some general scholarships will be [posted on our school website](#), and on notice boards around the school. You may also wish to check with Mrs. Hodges in case she has any possibilities .

The [Alexander Rutherford](#) scholarship is one of the most applied for scholarships by secondary students and accumulates based on the marks a student receives in high school.

There are now two categories of payment from this scholarship.

<u>Average</u>	<u>Grade 10</u>	<u>Grade 11</u>	<u>Grade 12</u>
75.0% - 79.9%	\$300	\$500	\$700
80% or higher	\$400	\$800	\$1300

Your average is calculated by using:

- your English mark
- two best marks from the sciences, maths, social or French at grade level
- two best marks from any other 3 or 5 credit courses at grade level in grade 10 and 11 or two best marks from any other 5 credit courses at the grade 12 level in grade 12.

The website alis.alberta.ca is also a great resource for information on scholarship opportunities.

There are links to other scholarships on our [school website](#).