

**WARBURG
SCHOOL**

**SCHOOL
HANDBOOK**

2019-2020



ws.blackgold.ca

5412-50 Street
Warburg AB
ToC 2To
780-848-2822

WARBURG SCHOOL

Principal:
Mrs. Wendy Maltais

Assistant Principal:
Mr. Theo Dykstra

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WELCOME TO WARBURG SCHOOL



Warburg School is a LEADER IN ME school.

It teaches 21st century leadership and life skills to students and creates a culture of student empowerment based on the idea that every child can be a leader.

That our school should not merely be focused on improving test scores, but should provide opportunities for students to develop their full potential.



Staff Contacts

Principal: [Mrs. Wendy Maltais](#)

Assistant Principal: [Mr. Theo Dykstra](#)

Counsellor: [Mrs. Angie Hodges](#)

Learning Support Teachers: [Mrs. Barbara White](#), [Mr. Theo Dykstra](#)

Office Support: [Mrs. Leanne Tessier](#), [Mrs. Trish Forster](#)

Athletics: [Miss Katelyn Denchikoff](#), [Mr. Travis Head](#)

RAP/Work Experience: [Mrs. Wendy Maltais](#)

Green Certificate: [Mr. Ian Drysdale](#)

Library/Information Specialist: [Mrs. Janet Sarvas](#)

Teaching Staff

ECS: [Mrs. Michelle Gidosh](#), [Mrs. Joanne Drysdale](#)

Grade One: [Mrs. Erin Brewster](#)

Grade Two: [Mrs. Dalene Slusarczyk](#)

Grade Three: [Mrs. Tanya Babcook](#)

Grade Four: [Mrs. Angie Hodges](#)

Grade Five: [Mrs. Barbara White](#)

Grade Six: [Mrs. Susan Woodliffe](#), [Mrs. Denise Baker](#)

Music/Social: [Mrs. Amanda MacGregor](#)

Jr/Sr English, Health, CALM: [Miss Katelyn Denschikoff](#)

Jr/Sr English: [Mr. Alan Skinner](#)

Jr/Sr English/Social: [Mr. John Arnold](#)

Jr/Sr Sciences: [Mr. Ian Drysdale](#)

Jr/Sr Math/Phys Ed: [Mr. Travis Head](#)

Jr/Sr Math/Physics: [Mr. Theo Dykstra](#)

Warburg Colony School: [Mrs. Jaclyn Evaschyshyn](#)

Educational Assistants

Mrs. Melodie Sibley

Mrs. Tricia Carstairs

Mrs. Christine Swartz

Mrs. Nadia Parkyn

Mrs. Stephanie Swartz

Mrs. Amanda Richels

Custodial Staff

Mr. Brian Kain, Head Custodian

Mrs. Theresa Anderson

Ms. Teresa Pinyon



GENERAL SCHOOL INFORMATION

School Year Calendar

REVISED Black Gold Regional Division No. 18 2019-2020 SCHOOL YEAR CALENDAR

Monthly Calendar							Teacher Days	Student Days	Dates & Details		
AUGUST 2019	SUN	MON	TUES	WED	THUR	FRI	SAT	2	0	August 29 & 30 - Teacher Workdays (No Students)	
						1	2				3
	4	5	6	7	8	9	10				
	11	12	13	14	15	16	17				
	18	19	20	21	22	23	24				
25	26	27	28	29	30	31					
SEPTEMBER 2019	SUN	MON	TUES	WED	THUR	FRI	SAT	20	19	September 2 - Labour Day (Schools Closed) September 3 - School Commences - FULL Day September 20 - PD Day: School-Based (No Students): (Morning) Welcome Back & LSA Ceremony (To follow) PD Day: School-Based	
	1	2	3	4	5	6	7				
	8	9	10	11	12	13	14				
	15	16	17	18	19	20	21				
	22	23	24	25	26	27	28				
29	30										
OCTOBER 2019	SUN	MON	TUES	WED	THUR	FRI	SAT	22	21	October 2 - Early Dismissal October 14 - Thanksgiving Day (Schools Closed) October 21 - PD Day: School-Based & Support Staff (No Students) October 21 - Federal Election - Polling Sites at BGRD Schools	
	6	7	8	9	10	11	12				
	13	14	15	16	17	18	19				
	20	21	22	23	24	25	26				
	27	28	29	30	31						
NOVEMBER 2019	SUN	MON	TUES	WED	THUR	FRI	SAT	19	18	November 6 - Early Dismissal November 11 - Remembrance Day (Schools Closed) November 12 - Mid-Term Break (Schools Closed) November 13 - PD Day: ATA (No Students)	
	3	4	5	6	7	8	9				
	10	11	12	13	14	15	16				
	17	18	19	20	21	22	23				
	24	25	26	27	28	29	30				
DECEMBER 2019	SUN	MON	TUES	WED	THUR	FRI	SAT	15	14	December 4 - Early Dismissal December 6 - PD Day: Combined (No Students) December 23 - 31 - Christmas Vacation (Schools Closed)	
	1	2	3	4	5	6	7				
	8	9	10	11	12	13	14				
	15	16	17	18	19	20	21				
	22	23	24	25	26	27	28				
29	30	31									
JANUARY 2020	SUN	MON	TUES	WED	THUR	FRI	SAT	20	19	January 1 - 3 - Christmas Vacation (Schools Closed) January 6 - School Resumes January 8 - Early Dismissal Diploma Exam Diploma Exam & PAT Administrative Window Provincial Achievement Tests (PAT) Administrative Window January 31 - PD Day: ATA (No Students)	
	5	6	7	8	9	10	11				
	12	13	14	15	16	17	18				
	19	20	21	22	23	24	25				
	26	27	28	29	30	31					
Semester 1: August 29, 2019 - January 31, 2020							98	91	(Semester 2 - Commences February 3, 2020)		
FEBRUARY 2020	SUN	MON	TUES	WED	THUR	FRI	SAT	19	17	February 3 - Semester 2 Commences February 5 - Early Dismissal February 6 & 7 - ATA Teachers' Convention (No Students) February 17 - Family Day (Schools Closed)	
	2	3	4	5	6	7	8				
	9	10	11	12	13	14	15				
	16	17	18	19	20	21	22				
	23	24	25	26	27	28	29				
MARCH 2020	SUN	MON	TUES	WED	THUR	FRI	SAT	20	19	March 4 - Early Dismissal March 20 - PD Day: Combined (No Students) March 30 & 31 - Spring Break (Schools Closed)	
	1	2	3	4	5	6	7				
	8	9	10	11	12	13	14				
	15	16	17	18	19	20	21				
	22	23	24	25	26	27	28				
29	30	31									
APRIL 2020	SUN	MON	TUES	WED	THUR	FRI	SAT	17	16	April 1 - 3 - Spring Break (Schools Closed) April 8 - Early Dismissal April 10 - Good Friday (Schools Closed) April 13 - Mid-Term Break/Easter Monday (Schools Closed) April 24 - PD Day: Combined (No Students)	
	5	6	7	8	9	10	11				
	12	13	14	15	16	17	18				
	19	20	21	22	23	24	25				
	26	27	28	29	30						
MAY 2020	SUN	MON	TUES	WED	THUR	FRI	SAT	20	19	May 6 - Early Dismissal Provincial Achievement Tests (PAT) Administrative Window May 15 - PD Day: School-Based (No Students) May 18 - Victoria Day (Schools Closed)	
	3	4	5	6	7	8	9				
	10	11	12	13	14	15	16				
	17	18	19	20	21	22	23				
	24	25	26	27	28	29	30				
31											
JUNE 2020	SUN	MON	TUES	WED	THUR	FRI	SAT	22	20	June 3 - Early Dismissal Diploma Exam Provincial Achievement Tests (PAT) Administrative Window Diploma Exam & PAT Administrative Window June 26 - Last School Day with Diploma Exam & PAT Admin Window June 29 & 30 - Teacher Workdays (No Students)	
	7	8	9	10	11	12	13				
	14	15	16	17	18	19	20				
	21	22	23	24	25	26	27				
	28	29	30								
Semester 2: February 3 - June 30, 2020							98	91	(Semester 2 - Commences February 3, 2020)		
TOTAL = Operational Days-Teachers / Instructional Days-Students							196	182	(Aug-Dec/19: 78-T & 72-S; Jan-June/20: 118-T & 110-S)		

REVISION APPROVED - June 19, 2019

Bell Schedule

Daily Bell Schedules											
Monday, Wednesday, Friday						Tuesday and Thursday (Flex Days)					
JR/SR (M,W,F)			Elementary (M,W,F)			JR/SR (T,TH)			Elementary (T,TH)		
Period	Time in	Out	Period	Time in	Out	Period	Time in	Out	Period	Time in	Out
Warning Bell	8:31	8:35	Warning Bell	8:31	8:35	Warning Bell	8:31	8:35	Warning Bell	8:31	8:35
Period 1	8:35	9:17	Period 1	8:35	9:17	Period 1	8:35	9:12	Period 1	8:35	9:12
Period 2	9:17	9:59	Period 2	9:17	9:59	Period 2	9:12	9:49	Period 2	9:12	9:49
5 Min Break	9:59	10:04	Recess	9:59	10:12	FLEX	9:49	10:29	AR	9:49	10:21
Period 3	10:04	10:46	Period 3	10:12	10:46	5 Min Break	10:29	10:34	Recess	10:21	10:34
Period 4	10:46	11:28	Period 4	10:46	11:28	Period 3	10:34	11:11	Period 3	10:34	11:11
LUNCH	11:28	12:09	LUNCH	11:28	12:09	Period 4	11:11	11:48	Period 4	11:11	11:48
Warning Bell	12:09	12:13	Warning Bell	12:09	12:13	LUNCH	11:48	12:28	LUNCH	11:48	12:28
Period 5	12:13	12:55	Period 5	12:13	12:55	Warning Bell	12:28	12:33	Warning Bell	12:28	12:33
Period 6	12:55	1:37	Period 6	12:55	1:37	Period 5	12:33	1:10	Period 5	12:33	1:10
5 Min Break	1:37	1:42	Recess	1:37	1:50	Period 6	1:10	1:47	Period 6	1:10	1:47
Period 7	1:42	2:24	Period 7	1:50	2:24	5 Min Break	1:47	1:52	Recess	1:47	2:00
Period 8	2:24	3:06	Period 8	2:24	3:06	Period 7	1:52	2:29	Period 7	2:00	2:29
						Period 8	2:29	3:06	Period 8	2:29	3:06

Early Dismissal - 1st Wed of every month except Sept.					
JR/SR (Early Dis-W)			Elementary (Early Dis-W)		
Period	Time in	Out	Period	Time in	Out
Warning Bell	8:31	8:35	Warning Bell	8:31	8:35
Period 1	8:35	9:10	Period 1	8:35	9:10
Period 2	9:10	9:45	Period 2	9:10	9:45
5 Min Break	9:45	9:50	Recess	9:45	9:58
Period 3	9:50	10:25	Period 3	9:58	10:25
Period 4	10:25	11:00	Period 4	10:25	11:00
LUNCH	11:00	11:40	LUNCH	11:00	11:40
Warning Bell	11:40	11:45	Warning Bell	11:40	11:45
Period 5	11:45	12:20	Period 5	11:45	12:20
Period 6	12:20	12:55	Period 6	12:20	12:55
5 Min Break	12:55	1:00	Recess	12:55	1:08
Period 7	1:00	1:35	Period 7	1:08	1:35
Period 8	1:35	2:21	Period 8	1:35	2:21

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

Main Office Procedures

Visitors to the School

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,

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

If you are volunteering, the office will provide you with a volunteer/guest name tag. If you are picking up your child during the day, the office will call him or her 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 staff when they arrive late or leave early during the school day. Students that leave early throughout the day must have permission from their parent or guardian to do so. Parents are encouraged to call the office in advance of the student leaving.

Messages to Students

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

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

Lunch Policy

All students are required to keep their eating areas clean and free of garbage. All students may order food from the Hot Lunch Programs offered.

- Mondays-Hot Dogs,
- Tuesday and Thursday-Contracted Hot Lunch provider,
- Fridays - Pizza.

Energy drinks are not permitted at Warburg School.

Elementary:

All students in ECS to grade 6 are required to stay at school during the lunch hour. Elementary students eat in their classrooms with supervision. Please contact the school if your child needs to go home at lunch for any reason.

Grades 7 & 8:

All students in grades 7 and 8 are to remain on school grounds during the lunch hour. Students can bring their own lunch or pre-order items from Garfield's. Students can also purchase ready-to-eat items from Garfield's. Students must remain on campus outside or in the Open Area during lunch hour and are not permitted to wander the hallways in and around the office and classrooms during the lunch hour. Please contact the school if your child needs to go home at lunch for any reason.

Grades 9-12:

Students in grades 9 to 12 are welcome to leave the school grounds ensuring that they return to the school in time for the commencement of the afternoon classes.

Vending Machines

Vending machines are available to grades 7-12 only. Students are discouraged from purchasing sugary drinks before class starts in the morning. Students are permitted to use the vending machine during their 5 minute break only if they can do so in a timely manner. Students that are late to class due to purchases at the vending machine will have this privilege revoked.

Locks and Lockers

Students are assigned a locker at the beginning of the school year. Students in grades 7-12 may choose to put their own lock on the locker. Lockers are to be closed at all times and combination numbers must be supplied to the office. Students should not tell others the combination. While the lock belongs to the student, the locker remains the property of Black Gold Regional Schools and may be opened and searched by an administrator or agent of the Board at any time without notice. Warburg School cannot be responsible for possessions missing from unlocked lockers or left on the floor. Students should leave valuables and large sums of money in the office for safekeeping. Each student is responsible for damages done to their locker and must keep their lockers clean at all times. Periodic locker clean-ups are held to rid lockers of moldy lunches and general disarray. **Backpacks and lunch bags must be stored in lockers; they are not permitted in classrooms because of safety concerns.**

Early Dismissal

On the first Wednesday of every month (except September) students are dismissed at 2:21 p.m.

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 3:00-3:15 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.

Drivers MUST NOT proceed past 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. Do not drop off your child prior to this time as they will be waiting outdoors.

Medical & Student Information

Parents are required to maintain current contact and medical information on their son/daughter 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.

Student Illness or Injury

Sometimes students are sent to school when they have felt ill in the morning, or have in fact been ill during the night. We ask parents to assess the situation very carefully before sending their children to school because it becomes very uncomfortable and embarrassing for children when they continue to show symptoms of an illness in the classroom. Often children are sent with instructions that they are to remain in the school at recess. **Anyone who is too sick to go outside at recess time, is 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.

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 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 "Answering Machine" (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.

Chronic Absences

Students with chronic attendance problems may be referred to the Attendance Board of Alberta Education.

Lates

Students late for class will be dealt with by the classroom teacher. Chronic offenders will be reported to administration for further action which may include serving detention at lunch hour or suspension.

Senior High Students

The following procedure will be followed after the given number of absences from any one course:

after 3: the teacher will communicate by phone with parents, as appropriate

after 6: a letter will be sent home explaining the consequences of further absences

after 9: administration will consult with the student and parent regarding attendance

after 11: the student may be withdrawn from the course

Students known to be skipping a class will have their parents contacted and be expected to make up the time a noon hour or after school.

PowerSchool On-line Student Marks & School Messenger

Parents and students have continued, easy access online to vital information from any computer, via PowerSchool. You will be able to access grades for current classes, assignments that make up those grades, including a list of missing assignments, and attendance. Teacher comments are also available on PowerSchool. Parents will receive a login and password 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).

Student Code of Conduct

All students of Warburg School are expected to exemplify the 7 Habits of Leadership based on our Leader in Me teachings and philosophies. 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 School Act and by Black Gold Regional Schools.

Section 31 of the Education Act (2019) 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 School 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 Free School and Grounds

Warburg School as a tobacco-free environment: thus smoking, vaping, cannabis and chewing tobacco are not permitted in the building or anywhere on the school grounds. All students and guests must adhere to this policy. Students found to be in possession of or under the influence of any of these substances (This includes smelling like drugs or alcohol) will have the item confiscated and will face other consequences as outlined in the Student Code of Conduct.

School Athletic Teams

All athletes are considered students first, therefore, they must maintain good standing in all of their classes and have outstanding behaviour. This means that students must be passing all of their classes and exemplify citizenship and respect in their school life. Students are expected to be in school if they are participating in extracurricular activities. If a student is unexcused from school, they may not participate in after school activities. Any student serving a suspension during practice, game or tournament time will not participate until the suspension is completed.

All students will attend practice regularly. If a student is unable to attend practice, they are required to contact the coach. Failure to inform the coach before practice may result in lost playing time. If a student continues to miss practice, they may be suspended or removed from the team without refund of any fees. All students shall act in a safe and sportsmanlike manner at all times. Students not conducting themselves in this fashion may be removed from a team without refund of any fees. All students are required to pay the team fee in order to fully participate on the team.

School Library

Our school library is an extremely valuable source of entertainment and learning for our students. It is an essential link to our Accelerated Reading program for students in grades 1-8. 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](#). 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 -20°C , including wind chill, students will likely remain indoors for their own safety. Students should always be dressed appropriately for the weather.

Lost and Found

Items misplaced by students are generally placed in one of two Lost and Found boxes. One is located near the elementary washrooms near classroom 101 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, key and valuable items are turned into the office.

Emergency Drills

Fire 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 our [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. Beach wear is not suitable school attire. (e.g. shoulderless tops, halters, brief shorts) Clothing and hats with profane or vulgar slogans or pictures, and clothing featuring connotations related to drugs, sex or violence are not acceptable. Cooperation is expected and persons initially not complying with this expectation will be asked to do so. Continued non-compliance will be considered as defiance, and may result in suspension. Dedicated footwear is required for physical education and use of the gymnasiums. Students in Jr and Sr high are expected to change into appropriate attire for physical education classes.

Hats

All students are permitted to wear hats in the hallways of the school. Students are not permitted to wear hoods of hoodies 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.

Elementary

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.

Junior/Senior High

Wearing hats in class is left to the discretion of each individual teacher. Students will be made aware of the teachers' expectations on the first day of classes. A sign will be posted ensuring students are well aware of the expectation. Non-compliance will be considered an act of defiance and the student will face consequences and may be suspended from school.

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.

Field Trips and Student Excursions

All teachers are encouraged to take their classes on co-curricular field trips throughout the year. Depending on the circumstances, students with poor attendance or poor grades may not be allowed to participate in field trips or excursions.

Online Permission Only

All permissions for field trips and excursions are done electronically via the Parent Portal of PowerSchool. These forms are sent out with a School Messenger alert to notify parents to complete the online form. This message will also inform parents of the cut off date to complete the form. The form will not be available after this date and time and students without permission will not be permitted to attend the field trip. Fees for the field trip must be paid prior to the event taking place.

Parent Drivers

In some cases, teachers may choose to ask parents to drive. In the event that parents are asked to drive, Black Gold Regional Division policy requires that the vehicle carries a minimum of \$1 million of third party liability insurance, that the insurance company is aware of the trip and that the driver have a valid class 5 driver's license. Black Gold Regional Division, however, highly recommends that parents driving students have at least \$2 million in third party liability insurance. Additionally, the driver must be at least 21 years of age and have no more than six demerits on their driver abstract. The vehicle used must be regularly maintained, operating properly and free from mechanical defects which would impair the vehicle's safe operation. As part of the process, we must have the driver sign a separate waiver form and take a photocopy of his/her driver's license, registration and insurance information.

Student Drivers

Students in high school may choose to drive themselves to school based events. This is strongly discouraged for activities that take place during the school day as it is best for all students to travel as one group. Students may drive themselves to sports and other afterschool activities. These drivers must ensure the same paperwork is shared with the office as for parent drivers. In addition, parents must give consent for this to occur. Most importantly, students may only drive themselves and NO OTHER PERSON, including siblings to these events.

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 discouraged from bringing peanut 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. "Nut Free" classrooms cannot be guaranteed because schools cannot ensure that the classroom is completely free of nuts, and they also cannot guarantee other parents will not send peanuts/nuts to school.

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!**

Electronic Devices

Personal electronic devices include smartphones, tablets, smart watches, and hand-held video game consoles. Students who bring electronic devices to school do so at their own risk. The school accepts no responsibility for any replacement or repair.

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, BGRS 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.
- Increase of student addiction to smartphone technology.

As always, parents may reach their child by contacting the main office at 780-848-2822.

ECS to Grade 6

Students in ECS to grade six are not permitted access to their device during school hours from 8:20 to 3:06 for any reason. Students are encouraged to keep these items in a secure location and the school office is certainly such a place. ECS to grade 6 students are welcome to deposit their device at the office for the day and pick it up at the conclusion of the day.

Grades 7 to 9

Students are expected to securely store their personal electronic devices in their locker prior to arriving to class. Students are not permitted to bring these devices to the classroom. Students will be permitted the use of personal electronic devices before school, during lunch hour, on school buses, and after school. Students are not permitted access to their device during the 5 minute class breaks throughout the day.

Teachers will remind students of the policy while conducting start up classroom routines.

Grades 10 to 12

Use of electronic devices in the classroom will be up to the individual teacher's discretion. It is assumed that electronic devices are NOT permitted in classes unless the teacher specifically informs students otherwise. This includes classes that take place outside of the school building.

Teachers should post in their classrooms, their policy for cell phones to ensure substitutes and others are aware of the classroom protocol for phones.

During exams, electronic devices must be placed in the student's locker or placed on the teacher's desk. Students are expected to use their personal electronic devices ethically and responsibly.

Students will be permitted the use of personal electronic devices before school, during breaks, during the lunch hour, on school buses, and in the open area or learning commons *if the student is on a spare.*

ALL STUDENTS

Teachers will remind students of the policy while conducting start up classroom routines. Warburg School is committed to meet the technology needs of all students by providing students with school chromebooks whenever required.

Students must bring their own personal calculators to class.

Personal electronic devices may be confiscated by staff members if they are found present in the classroom in elementary and junior high or misused by a senior high school student. 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.

Consequences for inappropriate use of personal electronic devices at school:

First Offence: The device is confiscated for the day and students must meet with an administrator to have it returned. Students will be asked to sign a copy of this policy (individual copies found in office) indicating their understanding of the school's cell phone policy and what further consequences may result if the phone is confiscated again.

Second Offence: The device will be confiscated until a parent comes to pick it up. Parents will then be asked to sign this same document indicating their understanding of the school's cell phone/electronic device policy.

Third Offence: Should a device be confiscated a third time, this will be considered an act of defiance and the student may be suspended from school. Further violations will result in additional suspensions.

By implementing this policy, Warburg School aspires to greatly enhance student learning. We are 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.