

# WARBURG SCHOOL

## SCHOOL HANDBOOK

2023-2024



[ws.blackgold.ca](http://ws.blackgold.ca)

5412-50 Street  
Box 330  
Warburg AB  
ToC 2To  
780-848-2822  
587-671-0255

Principal:  
Mrs. Wendy Maltais

Assistant Principal:  
Mr. Luke Stevenson

August 2023

# WARBURG SCHOOL

## TABLE OF CONTENTS

<b>Staff Contacts</b>	<b>2</b>
<b>Teaching Staff</b>	<b>2</b>
<b>Educational Assistants</b>	<b>2</b>
<b>Custodial Staff</b>	<b>3</b>
<b>School Year Calendar</b>	<b>4</b>
<b>Bell Schedule</b>	<b>5</b>
<b>Main Office Procedures</b>	<b>6</b>
<b>Student Drop-Off and Pick-Up/Bus Lane</b>	<b>6</b>
<b>Entry Into the School</b>	<b>6</b>
<b>Medical &amp; Student Information</b>	<b>7</b>
<b>Student Illness or Injury</b>	<b>7</b>
<b>Lunch Policy</b>	<b>7</b>
<b>Vending</b>	<b>7</b>
<b>Care of School Property</b>	<b>8</b>
<b>Participation in ExtraCurricular Activities - all grade levels</b>	<b>8</b>
<b>Attendance and Punctuality</b>	<b>8</b>
Senior High Attendance Requirements	9
<b>Instructional Support in Junior High School</b>	<b>10</b>
<b>Co-Curricular, Extra-Curricular Activities and Field Trips</b>	<b>10</b>
<b>Student Code of Conduct &amp; Safe and Caring Schools</b>	<b>10</b>
Tobacco/Cannabis/Vaporizer/Illegal Drug/Weapon Free School and Grounds	11
<b>Searches</b>	<b>11</b>
<b>Inclement Weather</b>	<b>12</b>
<b>Bus Cancellation Information</b>	<b>12</b>
<b>Lost and Found</b>	<b>13</b>
<b>Emergency Drills</b>	<b>13</b>
<b>Playground Rules</b>	<b>13</b>
<b>Warburg Parent/School Society</b>	<b>13</b>
<b>School Buses</b>	<b>14</b>
<b>Dress Code</b>	<b>14</b>
<b>Parents as Partners</b>	<b>14</b>
Steps you should take when reaching out to us	15
<b>Student Evaluation and Assessment</b>	<b>15</b>
<b>Nut Aware</b>	<b>15</b>
<b>Scent Aware</b>	<b>16</b>
<b>Electronic Devices</b>	<b>16</b>
Consequences for inappropriate use of personal electronic devices at school:	17
<b>High School Course Loads</b>	<b>18</b>
<b>Spares</b>	<b>18</b>
<b>Grade 12 Student Graduation Program Participation Policy</b>	<b>18</b>
<b>Credit Recovery</b>	<b>19</b>
<b>Rounding of Marks For Diploma Courses</b>	<b>20</b>
<b>Scholarships</b>	<b>21</b>

## **Staff Contacts**

Principal: [Mrs. Wendy Maltais](#)

Assistant Principal: [Mr. Luke Stevenson](#)

Counselor: [Mrs. Angie Hodges](#)

Learning Support Teachers: [Mrs. Barbara White](#), [Mr. Luke Stevenson](#)

Administrative Support: [Mrs. Trish Forster](#), [Mrs. Janet Sarvas](#)

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

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

Green Certificate: [Mrs. Angie Hodges](#)

Library/Information Specialist: [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 8 Math: [Mrs. Angie Hodges](#)

Jr English, PE, CALM: [Miss Katelyn Denschikoff](#)

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

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](#)

Jr/Sr Math: [Mr. Luke Stevenson](#), [Mr. Travis Head](#)

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

## **Educational Assistants**

Mrs. Melodie Sibley

Mrs. Tricia Carstairs

Mrs. Christine Swartz

Mrs. Nadia Parkyn

## **Custodial Staff**

Head Custodian: Mrs. Judy Gillespie

Mrs. Theresa Anderson

Ms. Marie Paquin



# GENERAL SCHOOL INFORMATION

## School Year Calendar

<b>BLACK GOLD SCHOOL DIVISION 2023-2024 SCHOOL YEAR CALENDAR</b>										
Monthly Calendar							Teacher Days	Student Days	Dates & Details	
AUGUST 2023	SUN	MON	TUES	WED	THUR	FRI	SAT	4	2	August 28 & 29 - Teacher Workdays (No Students) August 30 - School Commences for ALL Grades 1 - 12 Students
	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 2023	SUN	MON	TUES	WED	THUR	FRI	SAT	19	18	September 4 - Labour Day (Schools Closed) September 15 - PD Day: (No Students): (AM) Welcome Back & LSA Ceremony (To follow) PD Day September 29 - Day in Lieu - National Day for Truth and Reconciliation (Schools Closed) September 30 - National Day for Truth & Reconciliation
	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 2023	SUN	MON	TUES	WED	THUR	FRI	SAT	21	20	October 9 - Thanksgiving Day (Schools Closed) October 10 - PD Day (No Students) Diploma Exam
	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								
NOVEMBER 2023	SUN	MON	TUES	WED	THUR	FRI	SAT	17	16	November 1 - PD Day (No Students) November 5 - Daylight Savings Time (clocks backward) November 11 - Remembrance Day November 13 - 17 - Midterm Break (Schools Closed) Diploma Exam
	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 2023	SUN	MON	TUES	WED	THUR	FRI	SAT	16	15	December 4 - PD Day (No Students) December 25 - 29 - Christmas Vacation (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										
JANUARY 2024	SUN	MON	TUES	WED	THUR	FRI	SAT	18	17	January 1 - 5 - Christmas Vacation (Schools Closed) January 8 - School Resumes January 31 - PD Day (No Students) Provincial Achievement Tests (PAT) Diploma Exam & Provincial Achievement Tests (PAT) Diploma Exam
	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						
<b>Semester 1: Aug 31, 2023 - Jan 31, 2024</b>							95	88	<b>Semester 2 - Commences Feb 1, 2024</b>	
FEBRUARY 2024	SUN	MON	TUES	WED	THUR	FRI	SAT	20	18	February 1 - Semester 2 Commences February 8 & 9 - ATA Teachers' Convention (No Students) February 19 - Family Day (Schools Closed)
	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 2024	SUN	MON	TUES	WED	THUR	FRI	SAT	16	15	March 10 - Daylight Savings Time (clocks forward) March 11 - PD Day (No Students) March 25 - 29 - Spring Break (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										
APRIL 2024	SUN	MON	TUES	WED	THUR	FRI	SAT	21	20	April 1 - Easter Monday (Schools Closed) April 2 - School Resumes April 19 - PD Day (No Students) Diploma Exam
	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 2024	SUN	MON	TUES	WED	THUR	FRI	SAT	22	21	May 17 - PD Day (No Students) May 20 - Victoria Day (Schools Closed) Provincial Achievement Tests (PAT)
	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 2024	SUN	MON	TUES	WED	THUR	FRI	SAT	20	18	June 21 - National Indigenous Peoples Day June 26 - Last School Day with Diploma Exam & PAT June 27 & 28 - Teacher Workday (No Students) Diploma Exam & PAT Diploma Exam
	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										
<b>Semester 2: February 1 - June 28, 2024</b>							99	92		
<b>TOTAL = Operational Days-Teachers / Instructional Days Students</b>							194	180	Aug-Dec/23: 77 -T & 71 -S; Jan-June/24: 117 -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

<b>WARBURG SCHOOL BELL SCHEDULE 2023</b>					
<b>Doors open 8:15, Bus Drop off 8:20</b>					
<b>Elementary</b>			<b>Jr/Sr High</b>		
<b>Period</b>	<b>Time in</b>	<b>Out</b>	<b>Period</b>	<b>Time in</b>	<b>Out</b>
<b>Warning Bell</b>	<b>8:26</b>		<b>Warning Bell</b>	<b>8:26</b>	
<b>Period 1</b>	8:30	9:13	<b>Period 1</b>	8:30	9:13
<b>Period 2</b>	9:13	9:55	<b>Period 2</b>	9:13	9:55
<b>Recess</b>	9:55	10:08	<b>5 Min Break</b>	9:55	10:00
<b>Period 3</b>	10:08	10:42	<b>Period 3</b>	10:00	10:42
<b>Period 4</b>	10:42	11:24	<b>Period 4</b>	10:42	11:24
<b>LUNCH</b>	11:24	11:44	<b>LUNCH</b>	11:24	12:04
<b>Warning Bell</b>	<b>12:00</b>		<b>Warning Bell</b>	<b>12:00</b>	
<b>Period 5</b>	12:04	12:46	<b>Period 5</b>	12:04	12:46
<b>Period 6</b>	12:46	1:31	<b>Period 6</b>	12:46	1:31
<b>Recess</b>	1:31	1:44	<b>5 Min Break</b>	1:31	1:36
<b>Period 7</b>	1:44	2:18	<b>Period 7</b>	1:36	2:18
<b>Period 8</b>	2:18	3:00	<b>Period 8</b>	2:18	3:00

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

Follow us on Instagram and Facebook



warburg\_pathers



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.

### **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 8:28. Do not drop off your child prior to this time as they will be waiting outdoors. If your child arrives after the 8:28 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.

### **Participation in ExtraCurricular 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](mailto: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.

### **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 supports 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.

### **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  $-20^{\circ}\text{C}$ , 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. Beach wear is not suitable school attire. (e.g. shoulderless tops, halters, brief shorts) Clothing and hats with profane, provocative, 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 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

#### **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!**

### **Electronic Devices**

Electronic devices, including phones, tablets, smart watches, and hand-held video game consoles, are permitted at Warburg School. There are, however, grade-specific rules that restrict their use.

### **Rationale For Controlled Use**

Student cell phone use has become an increasing concern in the school. 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.**

### **All Grades**

Use of any device for the purpose of recording audio and/or video or for photography on school property, without permission from staff, is strictly prohibited at all times for all students.

Students who bring electronic devices to school do so at their own risk and the school accepts no responsibility for replacement or any repair.

### **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 12

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.

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 Electronic Devices 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, however, 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. 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 the 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 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.

## **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: 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](http://alis.alberta.ca) is also a great resource for information on scholarship opportunities.

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