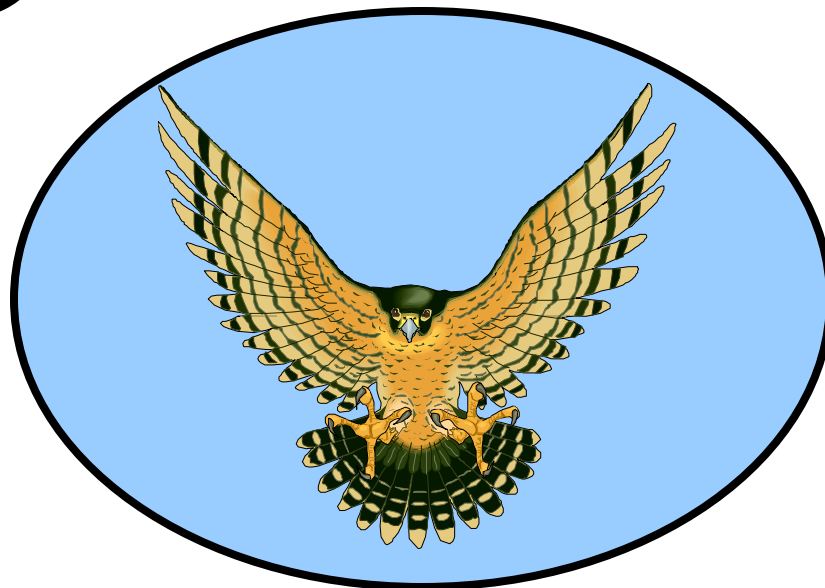


# Forestburg School



## Student Handbook 2008/2009

4914 46 Ave. (Box 490) Forestburg, AB T0B 1N0  
Phone: 780-582-3792 or 780-582-3563 Fax: 780-582-4250

For more information about the school and to view a calendar of activities,  
please go to our website: [www.brsd.ab.ca/forestburg](http://www.brsd.ab.ca/forestburg)

**Every student, every day, a success!**

## Teaching Staff

### Administration:

Mr. K. Riise –Principal/Math

Mr. B. Bartlett – Vice Principal/HS Social/RR

### Elementary:

Mrs. J. McMahon- ECS

Mrs. J. Price-ECS

Miss S. Bargholz – Grade 1

Mrs. B. Forster – Grade 2

Mrs. M. Adams – Grades 1&2

Mrs. L. Coutts – Grade 3

Mr. M. Forster – Grade 4

Mrs. D. Knodel – Grade 5

Mrs. L. Pfeffer – Grade 6

Mrs. L. Myschuk – Music/French

Mrs. G. Oberg – 1-3 Res. Room

Miss K. Muirhead – Elem. Art/RR

### Junior/Senior High:

Mrs. K. Blumhagen – Science

Mrs. J. Florean – Counsellor/CALM

Mrs. M. Heisler – Math/Science

Mr. J. Rathwell – Social/Phys. Ed.

Mrs. L. Somerville– English/CTS/Health

Mr. R. Roth – Math/Physics

Mr. M. Yaremko – P.E./CTS/LA

Mrs. C. Walker – JH Resource Room

### On leave:

Mrs. L. Gallon

Mrs. K. Rathwell

## Support Staff

### Secretaries:

Mrs. P. McNabb

Mrs. L. Fink

Mrs. A. Moller

### Librarian:

Mrs. C. Johnson

### Educational Assistants:

Mrs. J. Erickson

Mrs. B. Fink

Mrs. D. Giroux

Mrs. K. Langejans

Mrs. S. Litke

Mrs. D. Lundy

Mrs. S. Richaud

Mrs. S. Seufert

Mrs. S. Strauss

Mrs. R. Sveahun

## Custodial Staff

Mrs. D. Stenson

Mr. E. Stenson



# Forestburg School



## Mission Statement

Our mission is to maintain high educational standards to meet the needs of all students in a safe and caring environment, so that they may assume responsible roles in society.

## Vision

- Forestburg School will operate programs that provide students with the knowledge, skills and attitudes needed for future success in a changing world.
- Forestburg School will incorporate some ‘hands on’ programs at the High School level whenever possible.
- Students will work hard to meet clearly defined goals; valuing both traditional and technological learning; and working towards becoming contributing, positive members of society.
- The role of the teacher will continue to evolve: from working in isolation to working in as a group of professionals dedicated to providing the best possible education for students.
- All members of the school community will work together to foster a positive school climate where all people are treated with respect and feel safe

## Beliefs

In Forestburg School, we believe ...

- students should be the focus of all activities within the school.
- that students have the opportunity to work in a positive learning environment designed to meet their unique learning styles, with access to a variety of learning technologies.
- all members of the school community have the right to work in a safe and clean facility without fear for their physical or mental well being.
- all students are encouraged to effectively use problem solving, critical thinking, decision making skills, group skills, and lifelong learning skills.
- all students are accountable for their behaviour recognizing that their actions and decisions affect themselves and others.
- we have high expectations for all students, providing them with on-going constructive feedback and firm, fair and consistent discipline.

## Forestburg School

### BELL SCHEDULE

Elementary			Junior/Senior High		
8:52 a.m.	School begins		8:52 a.m.	School begins	
8:55 – 9:36	Period 1		8:55 – 9:37	Period 1	Block 1
9:36 – 10:15	Period 2		9:37 – 10:19	Period 2	
10:15 – 10:25	Recess		10:19 - 10:24	Break	
10:30 – 11:10	Period 3		10:24 – 11:06	Period 3	Block 2
11:10 – 11:48	Period 4		11:06 – 11:48	Period 4	
11:48 – 12:30	Lunch		11:48 – 12:33	Lunch	
12:35 – 1:15	Period 5		12:37 – 1:19	Period 5	Block 3
1:15 – 1:54	Period 6		1:19 – 2:01	Period 6	
1:54 – 2:04	Recess		2:01 – 2:06	Break	
2:09 – 2:49	Period 7		2:06 – 2:48	Period 7	Block 4
2:49 – 3:30	Period 8		2:48 – 3:30	Period 8	

All students are expected to be on time for all classes.

## General School Information

### School Fees:

Elementary:	Basic Fee	\$ 50.00	
	Agenda fee	\$ 4.00	Total - \$54
Junior High:	Basic Fee	\$ 50.00	
	Agenda fee	\$ 4.00	
	Option fee	\$ 15	Total - \$69
Senior High:	Basic Fee	\$50.00/sem. or \$100.00/full year	

General: There may be fees charged in classes depending on the projects being completed.

### Lockers and Locks:

All students in K- 12 are issued lockers at the beginning of the school year. Students in Junior/Senior High are encouraged to have a combination lock on their lockers and use them to protect their belongings. Valuables should never be left in lockers, change rooms, in classroom desks. The students are granted use of these lockers and are responsible for anything found in them. Locker searches by school personnel and/or outside agencies can happen without warning.

### Emergency School Closures

In the case of severe weather the school will remain open. Bus drivers may opt not to run. Parents of students living in town should make their own decisions about whether they should send their children to school on these days Any announcements regarding these situations will be made on 790 CFCW, hopefully by 7:00 am. There will be classes for all students who attend.

### Rules For Buses

The school bus is considered an extension of the classroom, and therefore, classroom conduct is to be observed at all times. Each

driver will have their own rules for the bus that all students are expected to follow.

### Lunches

Elementary: Students will eat their lunch in their room. Microwaves are available for student use. Students are not permitted to go to the canteen and/or machines in the common area to buy things. After lunch (12:07) students are required to go outside to play, weather permitting. In cases where they do not go outside, they will play quietly in their rooms.

Junior/Senior High: Students will eat their lunch in either the common area or front foyer. After lunch is eaten, junior and senior high students can be in the central portion of the school, the computer room, the gym, or the library.

### Student Illness During the Day

If a student becomes ill during the school day, parents will be called to transport the student home. If parents cannot be reached, the emergency contact provided on the registration form will be called. If student is going to leave at some point during the school day, they must check in at the office before they leave.

### Phone Calls/Messages to Students

Students will not be called to the phone during class time except in the case of extreme emergencies. Messages will be taken and delivered/passed on to the students.

### Cell Phones/Music Players etc.

Students are not to have these devices turned on in any class. If they are the device will be taken by the teacher and given to an administrator.

## Report Card Dates:

Teachers and parents are encouraged to communicate regularly with regards to student progress.

**Elementary:**  
November 12  
  
June 29

Parent-Teacher Interviews:

Tuesday, November 18 (4 - 9)  
Wednesday, March 25 (4:00 – 8:30)

**Junior High:**  
Report Card 1 November 12  
Interim Report December 11  
Report Card 2 February 2  
Report Card 3 April 20  
Interim Report May 15  
Report Card 4 June 30

**Senior High:**  
Interim Report October 3  
Report Card 1 November 12  
Report Card 2 February 2  
Interim Report March 12  
Report Card 3 April 20  
Report Card 4 June 30

Parent-Teacher Interviews:

Tuesday, November 18 (4 - 9)  
Thursday, April 23 (4:00 – 8:30)

Interim report cards are given out half way between the report cards. The interim report cards are intended to give students and parents a snap shot of the progress made in a course to that point. These reports generally contain comments. If you have any concerns, please contact the teacher involved.

### Staff Meeting Dates

Tuesday, Sept. 16 – ½ day  
Tuesday, December 16 – ½ day  
Tuesday, March 17 – ½ day  
June – No meeting

Tuesday, Oct.21 - ½ day  
January – no meeting  
Tuesday, April 21 - ½ day

Tuesday, Nov. 18 - ½ day  
Tuesday, February 17 - full day  
Tuesday, May 19 - full day

½ day meetings – school closes at 11:50 am  
Full day meetings – school is closed to students

### Parent Council Meetings

(all meetings start at 7 pm and are held in the library unless otherwise advised)

September 24 (Annual General Meeting)  
January 21                      February 18

October 15  
April 15

November 19  
May 20

## Guiding Principles of the Student Code of Conduct

The students of Forestburg School have been building on a tradition of excellence. As current students, you can help contribute to this tradition and increase your personal success if you:

- accept responsibility for your education, decisions, and actions.
- act in a way that best represents our school, parents, community and self to promote a safe and caring environment in which to learn.
- are active in the school and community.
- maintain a balance between academics, extra-curricular activities, and community projects and continually give our best effort to each.
- support your fellow students and their activities.
- respect cultural diversity, individuality, and the rights of others.

These are the guiding tenets of our Expect Respect Program.

## Do's and Don'ts for students:

- Do:
1. Work hard at all times.
  2. Come prepared for all classes.
  3. Treat all people with respect.
  4. Treat all property with respect.
  5. Be at school regularly. (Bad attendance only hurts you!)
  6. Be a contributing, positive member of our school community.
- Don't:
1. Have cell phones on or use them during class time.
  2. Bring portable music systems to class.
  3. Miss class unless you are physically unable to get there.
  4. Have a bad attitude.
  5. Treat other people in an inappropriate manner

***Treat everyone with the same respect you expect.***

## General School Attendance

*Regular attendance is very important in determining your son/daughter's success in school. Teachers at Forestburg School wish to provide a meaningful, enjoyable learning experience and need to have students in class to make this happen. A student has an obligation to contribute to, as well as benefit from, the learning experience of a class. Irregular attendance curtails a student's ability to contribute and will hinder the progress of the student.*

### Attendance Procedure:

Elementary ---Attendance is checked twice a day – in the morning and after lunch. All absences will be checked. If prior arrangements are made and accompanied by a note from a parent or guardian, the absence of a student will not be checked.

Junior/Senior High --- Attendance is taken every class. All absences will be checked. If prior arrangements are made and accompanied by a note or call from a parent or guardian, the absence of a student will not be checked.

### Responsibility for Attendance:

Student: The responsibility for regular attendance lies with the student. It is the responsibility of students to attend regularly, be punctual, and perform at their ability. They also accept the consequences of their actions should they not assume this responsibility. In Jr. and Sr. High, all students who miss assignments, quizzes, and/or tests due to an inexcusable absence will be given a mark of '0'.

Parent/Guardian: When a student is absent, parents are expected to provide the school office with a note or telephone of verification. The role of the parent is to guide, reinforce, and encourage regular attendance and to make the student aware of the consequences of non-attendance. As much as possible, appointments and other controlled situations should be planned to miss as little school as possible.

School: The school will check on all absentees. Any problems will be discussed with parents as soon as possible. Teachers, counselors, and administrators are available to discuss student attendance and progress at any time (582-3792 or 582-3563).

Please note: Excused absences are defined as:

- Illness
- Medical/Dental Appointments
- Death in immediate family
- Religious holidays
- Field trips
- Other absences sanctioned by school administration

Students are not allowed to leave the school building during the school day (excluding lunch time) without the consent of the principal or vice principal. Students are not allowed to drive their vehicles during school hours for any reason.

## Student Participation in School Athletics

All students who are in good standing in their classes at Forestburg School are eligible to compete in the extracurricular athletics program. There are certain criteria that must be met in order to participate, such as good attendance, punctuality, good work habits, and passing marks. All students are expected to abide by coaches' decisions, work hard, and always represent our school in a positive, enthusiastic manner.

### High School:

All sports that are played at school are governed by the Alberta Schools' Athletic Association (ASAA). Some general rules that need to be kept in mind:

1. Students have three years of eligibility upon their entry into grade 10.
2. The student must be registered in a minimum of 800 minutes (10 credits) of instruction.
3. A student must be under the age of 19 on September 1 of the current school year.
4. It must be the opinion of the principal that it is in the best interest of the student and of the school board as a whole for him or her to participate. Students must be in good standing in all classes and have a very good attendance record.

High School sports must also abide by a "Seasons of Play" policy as set by the ASAA. They are:

<b>Sport</b>	<b>Start</b>	<b>Finish</b>
Golf	May 1	4 <sup>th</sup> weekend in September
Cross Country	May 1	3 <sup>rd</sup> Saturday in October
Volleyball	June 1	November 30
Curling	October 15	1 <sup>st</sup> Saturday in March
Basketball	November 1	3 <sup>rd</sup> Saturday in March
Badminton	January 3	1 <sup>st</sup> Saturday in May
Track & Field	March 1	2 <sup>nd</sup> Saturday in June

Junior High: Junior High Athletics follow the same schedule as High School. There are championships at the County level and the Regional level.

In order to participate in any competition, a student must be in attendance at school on the day of a competition.



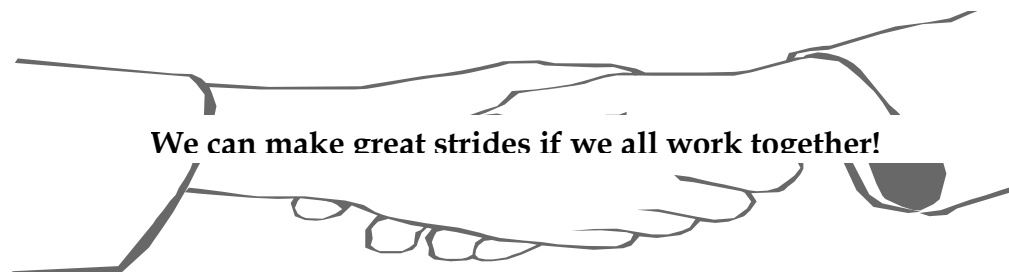
The Expect Respect Program is based on the need to live our mission statement daily.

Respect is defined as “honor; esteem; consideration; regard; show consideration for”. Respect should be the basis of all interactions and actions that occur in our school community. If people respect themselves, other people, the school and its environment, all of our interactions will improve and we will become a stronger community.

The “culture” of a school encompasses all conditions, expectations, beliefs and behaviours prevalent within the school community. A school’s culture reflects values and attitudes of its members and the relationships within that environment. Values and attitudes are more significant if they are shared. School culture refers to the ways the members of the school community work together.

A safe and secure school culture is defined as “one that is physically, emotionally and psychologically safe characterized by:

- caring
- common values and beliefs
- respect for democratic values, rights and responsibilities
- respect for cultural diversity
- respect for law and order
- common social expectations
- clear and consistent behavioural expectations
- appropriate positive role modeling by staff and students
- respect for individual differences
- effective anger management strategies
- community, family, student, and staff involvement



## DISCIPLINE WITH DIGNITY

## F-IGD

At Forestburg School, maintaining the dignity of each person, in all situations, is crucial in managing behavior. Effective discipline comes from the belief that teaching individuals to take responsibility for their behavior is more motivating in creating behavioral changes than teaching individuals to be obedient in order to avoid punishment. We believe in the responsibility model of discipline. By implementing logical and consistent consequences, and by providing individuals with opportunities to become responsible and caring members of the community, they will learn about their behavior, their choices, and their impact on others while still maintaining their dignity.

Our **MISSION:** to maintain high educational standards to meet the needs of all students in a safe and caring environment, so that they may assume responsible roles in society.

Our **GOAL:** to continue to build a caring culture within our school community, where students, staff, and parents encourage, value, support one another, and feel safe; and where abuse, bullying, and discrimination are unacceptable.

Our **PLAN:** to value Respect, Safety, Vigilance, and Praise (**R.S.V.P.**)

**R** We will demonstrate **RESPECT** by: treating others as we would like to be treated ourselves, listening carefully to any person who is speaking, and caring for personal and school property.

**S** We demonstrate **SAFETY** by: walking quietly in the hallways, keeping hands, feet, and other body parts to ourselves, organizing and picking up our materials and keeping our space tidy.

**V** We will demonstrate **VIGILANCE** by: acting as a caring majority in this school community, aiding those who are in need of help, and reporting incidents of unacceptable behavior to a staff member.

**P** We will demonstrate **PRAISE** by: celebrating our own and other's successes.

### Unacceptable Behaviors

Those behaviors that interfere with the **R.S.V.P.'s**. They include all aspects of bullying:

**Physical Aggression:** Pushing, grabbing, hitting, pinching, spitting, tripping etc.

**Social Alienation:** Gossiping, embarrassing others, ethnic slurs, excluding from group, etc.

**Verbal Aggression:** Mocking, put downs, swearing at others, etc.

**Intimidation:** Threatening others, threatening with a weapon, playing dirty tricks, etc.

**Sexual Harassment:** Remarks, gestures, or actions of sexual nature.

### **Bullying is:**

- when a person is the target, over time, of repeated negative actions.
- when one person has more power, so the person being victimized feels that they can't defend him/herself.
- when a person, who is the target, may feel embarrassed, hurt, scared, and/or angry.

Definition of Terms

**Infractions:** any inappropriate behavior that does not follow the guidelines of the classroom or school community.

**Consequence:** a fair and logical action that addresses the inappropriate behavior.

**Caring Behavior:** an assigned project which provides an opportunity to demonstrate acceptable, caring behavior

Major Infractions	Consequences	Caring Behaviors
Fighting	<ul style="list-style-type: none"> <li>Administrative involvement</li> </ul>	<ul style="list-style-type: none"> <li>Note of apology</li> </ul>
Anything That Compromises Safety Of Others And Self	<ul style="list-style-type: none"> <li>Service project</li> <li>Parent informed via phone call or letter</li> </ul>	<ul style="list-style-type: none"> <li>Verbal apology</li> <li>Written reflection about incident</li> </ul>
Disrespectful Behavior	<ul style="list-style-type: none"> <li>Detentions after at recess or lunch time (working on letter, picture, or assignment related to incident)</li> </ul>	<ul style="list-style-type: none"> <li>Teaching opportunity (e.g. Student prepares a lesson for younger grade)</li> </ul>
Vandalism		<ul style="list-style-type: none"> <li>Community services</li> </ul>
Theft / Extortion		<ul style="list-style-type: none"> <li>Project work</li> </ul>
Swearing/Verbal Abuse	<ul style="list-style-type: none"> <li>Loss of privileges</li> <li>Meeting with student, parent, teacher, administrator</li> </ul>	<ul style="list-style-type: none"> <li>Others</li> </ul>
Bus Transportation Reports		
Threats	<ul style="list-style-type: none"> <li>In - school suspension</li> </ul>	
Repetitive Minor Infractions - Three Times A Month	<ul style="list-style-type: none"> <li>Out - of - school suspension</li> <li>Child phones home</li> </ul>	
Others	<ul style="list-style-type: none"> <li>Documentation in file</li> <li>Police involvement if needed</li> <li>Others</li> </ul>	

Minor Infractions	Consequences	Caring Behaviors
<ul style="list-style-type: none"> <li>Name Calling Including Put-downs, Teasing, Etc</li> <li>Ignoring The Bell</li> <li>Swearing</li> <li>Going Out Of Bounds During Recess/Noon Hour Without Permission</li> <li>Neglecting To Show Appropriate Hallway/Assembly Behavior</li> <li>Displaying Disrespectful Behavior By Not Following Classroom School Rules</li> <li>Bringing Personal Items To School Without Permission</li> <li>Littering On The School Property</li> <li>Others</li> </ul>	<ol style="list-style-type: none"> <li>Verbal reminder / conversation</li> </ol> <ul style="list-style-type: none"> <li>Student removed from situation or activity</li> <li>Student placed in "No Play" zone outside to observe appropriate behaviors.</li> <li>Community services specific to the infraction</li> <li>Recess or noon hour detention</li> <li>Confiscation of property for a period of time</li> <li>Child phones home and / or notes in agenda</li> <li>Parent(s) notified</li> <li>Others</li> </ul>	<ul style="list-style-type: none"> <li>Note of apology</li> <li>Verbal apology</li> <li>Written reflection about incident</li> <li>Teaching opportunity (e.g. Student prepares a lesson for younger grade)</li> <li>Community services</li> <li>Project work</li> <li>Others</li> </ul>