

# FORESTBURG SCHOOL

Box 490 Forestburg, AB T0B 1N0 Phone: (780) 582-3792

Principal: Mr. Calvin Anhorn

Assistant Principal: Mrs. Janna Freadrich

## **Forestburg School Handbook 2025-2026**

Forestburg School is a rural K-12 school located in east central Alberta with a student population of just over 200 students. Forestburg School offers opportunities for French from grades 4-12, Music from K-6, elementary swim lessons, and Band from 7-12.

We maintain junior and senior high Industrial Arts and Foods options, as well as opportunities like STEAM, Maker Space, and World Sports. Forestburg School is also proud to have extra-curricular programming including Art Club, Elementary Citizenship, Travel Club and Sports teams, including tennis, curling, and golf. Forestburg School is also very proud of our awards and scholarship program made possible by our wonderful community donors.

Our Vision is to build a community that consistently supports all learners, where everyone is heard, valued, and empowered to become successful, contributing members of society.

Our motto is, “At Forestburg School, we SOAR.” This motto is directly linked to our behavior matrix.

Our Mission is to empower all students for future success by providing an innovative and sustainable learning environment, with supportive and equitable opportunities.

Our belief is that everyone should find our school welcoming and caring. In our efforts to uphold these beliefs, we value community, collaboration, and openness.

## School Philosophy

At Forestburg School, we believe that all students can reach their full potential through high quality teaching and optimal learning. All school staff recognize the needs for students to:

- feel important, secure and respected
- develop an ongoing love for learning
- be taught the skill of critical evaluation
- be prepared for life in a rapidly changing, technological society
- promote cultural awareness
- appreciate diversity
- acquire the characteristics of good sportsmanship and citizenship
- pursue individual passions
- be exposed to a wide variety of career information and choices
- be counseled in the development of individualized programs tailored to their specific interests and abilities
- pursue excellence in all aspects of their lives
- be compassionate and empathetic

## Behaviour Matrix



School Operations

2025 - 2026 Forestburg Bell Schedule

ELEMENTARY		
Warning Bell	8:40 am	
Period 1	8:45-9:28 am	43
Period 2	9:28-10:10 am	42
RECESS	10:10-10:25 am	15
Period 3	10:25-10:58 am	33
Period 4	10:58-11:40 am	42
LUNCH Recess	11:40-12:01 am	
LUNCH	12:01-12:21 pm	41
Period 5	12:21-1:04 pm	43
Period 6	1:04-1:47 pm	43
RECESS	1:47-2:02 pm	15
Period 7	2:02-2:35 pm	33
Period 8	2:35-3:17 pm	42
Dismissal	3:17 pm	

321 mins/day

JR/SR HIGH		
Warning Bell	8:40 am	
Period 1	8:45-9:28 am	43
Period 2	9:28-10:10 am	42
BREAK	10:10-10:15 am	5
Period 3	10:15-10:58 am	43
Period 4	10:58-11:40 am	42
LUNCH	11:40-12:21 pm	41
Period 5	12:21-1:04 pm	43
Period 6	1:04-1:47 pm	43
BREAK	1:47-1:52 pm	5
Period 7	1:52-2:35 pm	43
Period 8	2:35-3:17 pm	42
Dismissal	3:17 pm	

341 mins/day

## **School Fees**

Students are charged general school fees as per our school prospectus and school division administration procedure. All fees are subject to review and revision by the Battle River School Division. All fees are outlined on the fee schedule located on the Forestburg School website.

## **Appeal Procedures**

Students and parents are reminded that they do have an opportunity to appeal decisions made at the school. The procedure students should follow, either on their own or with their parents/guardians, is to:

- Discuss the issue with the teacher involved (if applicable)
- Discuss the issue with the Principal
- Meet with all parties involved at the school at a mutually agreed upon time
- Contact the Superintendent's office

## **Playground and Other Outdoor Common Areas**

Students are expected to follow the behavior matrix and SOAR in all outdoor spaces, common areas, and in the community. Specific rules relating to behavior on the playground are the responsibility of the teacher and may vary based on the class. Some common expectations include:

- Elementary doors don't open until 8:30 a.m so students need to stay outside until then (unless the weather is too cold)
- Bikes and scooters need to be parked at the bike rack in the morning and then left for the day
- When outside, students need to play in places visible by supervisors
- Students need to respect one another's space

## **School Regulations - Credit Requirements (High School)**

In order to receive high school credits for a course, a student must receive a grade of at least 50%. Students who receive a failing grade in certain courses may be permitted to register in the higher-level course in an alternate stream. For example, a student receiving a grade of between 40-50% in Science 10 may take Science 24 in a subsequent semester. If the student passes Science 24, retroactive credits are awarded for Science 14. This provision applies for English, Social Studies, Mathematics, Science, and French. Students need to ensure they have the prerequisites before registering in a course.

## **Diploma Exams (High School)**

At the end of each semester, diploma exams take place for 30-level, core subjects. These exams are worth 30% of a student's overall grade. More information on these exams can be found on Alberta Education's website.

## **PAT Exams (Grade 6 and 9)**

Grade 6 students write PAT exams in June each year depending on the rotation of shared courses. Grade 9 students write PAT exams in January and June. More information for these exams can be found on Alberta Education's website.

## **Academic Integrity Policy**

### **Encouraging Academic Integrity**

Forestburg School values academic honesty, fostering responsibility and ethical behavior. Students are expected to uphold high standards of integrity, ensuring trust and respect within the community. This policy covers academic dishonesty, including plagiarism, cheating, and the unethical use of AI.

At Forestburg School, we believe in the importance of building a culture of integrity. We encourage students to:

- Complete all assignments and assessments with honesty and respect for their own learning and the learning of others
  - Seek assistance from teachers and school staff if they are uncertain about proper citation practices or how to use AI ethically.
  - Develop the skills necessary to complete independent work and take pride in their academic achievements
1. Academic Dishonesty refers to any action that undermines the principles of fairness and honesty in academic work.
    - Plagiarism: Using others' work without proper citation (eg., copying homework, submitting the same work for multiple classes, or purchasing essays).
    - Cheating: Using unauthorized materials or assistance during assessments.
  2. Use of AI
    - AI must be used ethically, without contributing to plagiarism or dishonesty.

Violations of this policy will not be tolerated.

## **Consequences of Violating Academic Integrity**

Violations will be addressed individually and may result in:

- **Documentation**: Incident recorded in the student's file
- **Parent Notification**: Parents/guardians will be informed
- **Suspension of Privileges**: Restricted access to computers/chromebooks and/or the internet
- **Impact on Recommendations**: Affects eligibility for participation in school activities, school awards and school scholarships.
- **Course Removal**: For repeated or severe violations, removal from the course may occur.

**Sources:** Alberta Education Act, Section 31; BRSD Student Code of Conduct AP 350, Battle River School Division's Framework on Artificial Intelligence

## **Grade 12 Farewell**

Students have the opportunity to participate in Prom each May. Students are responsible for attending all prom meetings in order to plan and participate in prom. Any after prom events are not linked to the school.

## **Athletics and Extracurricular**

Sports, athletics and extracurricular activities are an important part of Forestburg School culture. We offer programs in volleyball, badminton, basketball, cross-country running, tennis, track and field, and golf. We also offer an Art Club for all grades, as well as an after school gaming club. Students are reminded that they are to remain in good-standing in all of their classes in order to participate in sporting and other extracurricular activities. Students and parents are also asked to sign a code of conduct waiver before participating. Any questions regarding sports or athletics can be directed to our athletic director.

## **Attendance**

Rationale: Attendance has a significant impact on student success; however, we acknowledge that there are many factors that impact student attendance including mental health, significant changes in a student's life, and the impact of socio-economic issues. These factors will always be considered when decisions about student attendance are made. As school begins at 8:45, students will be marked late if they are not there once the anthem and announcements begin. If your child(ren) will be away please email the administrative assistant: [dbartlett@brsd.ab.ca](mailto:dbartlett@brsd.ab.ca) and the child's teachers.

Absence data is always available in PowerSchool and is labeled according to information provided by parents and guardians related to excusable absences or coded by the school for extra-curricular activities. Any absences that do not fit in these categories will be labeled as unexcused.

Academic activities that may be outside the usual classroom setting are considered mandatory to attend. These include any and all school based field trips connected to a particular course or grade level.

Our policy will work as follows and will be dependent on case scenarios and student needs.

1. Parents/Guardians will be contacted initially by phone by one of the student's teachers (on behalf of all teachers) to assess the situation and create a plan.
2. One teacher (on behalf of all teachers) will reach out again via email (should the attendance trends continue) to review the current plan.
3. The teacher will then follow up a third time with either an email or phone call (whichever is responded to more often). The initial three contacts will be done in three consecutive weeks.
4. Should the attendance trends still continue an administrator will contact the parents or guardians via phone call.
5. If the trend continues, the administrators will send a letter of concern to the family.
6. If no solution is reached administrators and parents/guardians will create an individualized attendance plan to meet the needs of the student.

## **Awards**

Forestburg School hosts an awards program each fall to acknowledge academic achievement, sportsmanship, citizenship, and so much more. We are appreciative of the community involvement and donations in our awards program each year. Forestburg School students are also able to apply for the village scholarship.

## **Cell Phone and Personally Owned Devices**

Forestburg School abides by the administrative procedure outlined by BRSD and as directed by Ministerial Order (#014/2024) from the province of Alberta. The school uses a 3 strike policy providing opportunity for students to comply with the provincial regulation.

Administrative Procedure 135

### **USE OF PERSONAL MOBILE DEVICES AND SOCIAL MEDIA IN SCHOOLS**

Background The Division believes it is important to promote a focused and productive learning environment. The Division therefore aims to ensure that all students and staff understand and respect the guidelines regarding the use of cell phones and other electronic devices and social media within the school premises. As per the Government of Alberta, Department of Education, Ministerial Order (#014/2024)

WHEREAS the use of personal mobile devices in schools can be a source of distractions that can negatively impact children's and students' mental health, engagement, and learning;

WHEREAS students are entitled to welcoming, caring, respectful and safe learning environments that respect diversity and nurture a sense of belonging and a positive sense of self, and the use of personal mobile devices can be used to harm, bully, and otherwise compromise this environment;

WHEREAS the Government of Alberta wishes to improve learning outcomes by supporting a distraction-free environment that promotes children's and students' wellbeing and limits opportunities for bullying. (Reference Alberta Education, Office of the Minister, June 20, 2024)

Division schools and their staff are not responsible for any damage to or theft of a student's mobile device; therefore, students must properly secure and take care of their own devices.

Definitions: Personal Mobile Device - includes, but is not limited to, any personal electronic device that can be used to communicate with or access the internet such as: ● cell phone; ● tablet; ● laptop; ● chromebook; ● smartwatch; ● gaming device (including electronic toys).

Instructional Time - refers to the time allocated in the school day or school year specifically dedicated to delivering planned educational programs and activities; this includes guest or visitor presentations. This time is focused on teaching students the prescribed curriculum and achieving learning outcomes set by Alberta Education. It typically excludes breaks, recess, lunch time, and other non-instructional activities.

Social Media - refers to digital platforms and tools that enable users to create, share, and interact with content and information online. These platforms include, but are not limited to, Facebook, X, Instagram, Snapchat, and TikTok.

## **Field Trips**

Notification shall be provided through the students to the parent/guardian by the school prior to each field trip and/or sports trip. Parent/Guardian written consent must be given for student participation in field and/or sports trips. Students participating in activities sanctioned by Forestburg School are provided with school transportation when it is available. Students are to travel to and from the event on the transportation provided. Exceptions to this rule will only be made if a parent and student complete a "Parent/Student Declining Transportation to School-Related Activity" form in advance, so that the student may travel with their own parent. Prior to a parent driving children, other than their own, to or from school-approved co/extra-curricular activities, the following must be filed with the school administration:

- A driver's abstract
- A copy of the driver's license
- Proof of adequate insurance coverage (one million dollars public liability) attached to Form 559-1 (available from school)



Under no circumstances will students be allowed to provide transportation for themselves or for other students while traveling to or from school events.

### **Use of Alcohol, Tobacco, Vaping Devices or Drugs**

Use of these substances is prohibited. Students must follow the legal regulations set by the government. Students may face suspension should they be involved in the use of any of these substances while participating in school sponsored activities.

### **Breakfast Program**

We are proud to offer our students a breakfast program, ensuring that each student starts their day with a nutritious meal. All students are welcome to participate in the breakfast program. Breakfast is offered in each homeroom classroom each morning.

### **Concession/Vending Machines**

A concession is available for students from grades 7 to 12. Students in grades 7 to 12 are also able to use vending machines located in the gathering area. These machines accept either bills or coins and funds are used to support student programming and events.