



**Calgary Board
of Education**

**Robert Warren
School**

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Respect yourself and others / Respeta a ti mismo y a otros

Respect our environment / Respeta el medio ambiente

Respect learning / Respeta el aprendizaje

SCHOOL HANDBOOK 2025 - 2026

THE WARRIOR WAY

The *Warrior Way* was created by Robert Warren students and is built on the foundation of respect. It aims to promote self-esteem and foster a safe, collaborative, and engaging learning environment. All members of our school community are expected to:

Respect Yourself and Others

- Use respectful language—no swearing or hurtful comments
- Act peacefully and treat others with kindness and courtesy
- Listen without interrupting
- Follow directions
- Dress appropriately for a learning environment
- Take responsibility for your actions

Respect Our Environment

- Care for school property and the surrounding areas
- Respect personal property
- Use garbage bins and recycling appropriately

Respect Learning

- Arrive on time and attend all classes
- Come prepared and do your best
- Listen actively and participate fully
- Complete assignments and make good use of class time
- Allow others to learn without disruption
- Follow technology and computer lab rules

Respect is something we give to receive!

COMMITMENT TO EXCELLENCE AND SAFETY

At Robert Warren School, we are committed to fostering a safe, caring, and inclusive environment where every student can thrive. By promoting academic excellence, self-discipline, and mutual respect, we create the conditions for meaningful learning and personal growth.

We look forward to a successful and rewarding year for all members of the Robert Warren community!

WELCOME TO ROBERT WARREN SCHOOL – BIENVENIDOS

To our new students—welcome! We hope you quickly feel at home in our school community. To our returning students—welcome back! We wish all students a rewarding, enjoyable, and engaging year. We encourage you to set goals, explore new opportunities, and take pride in your achievements.

Our staff looks forward to partnering with students and families to create a safe, inclusive, and thriving school environment that promotes excellence in academics, the arts, athletics, and citizenship.

ROBERT WARREN SCHOOL PHILOSOPHY

Our Mission

At Robert Warren School, we are committed to creating a safe and supportive environment where students, staff, and families work together to foster meaningful learning, personal growth, and mutual respect for self, school, and community.

Our Vision

Robert Warren is a welcoming and inclusive community built on a shared commitment to learning, respect for one another, and pride in both personal and academic achievement.

Our Core Values

1. We place students at the centre of every decision we make.
2. With the shared support of staff and families, students can achieve academic success and reach their personal goals.
3. Students learn best when they feel emotionally and physically safe.
4. Respectful relationships between students, staff, and parents are foundational to a strong learning community.
5. We value collaboration in the decision-making process.
6. We celebrate success and recognize individual and collective achievements.

Our Way of Being at Robert Warren School

- **Respect** – for yourself, others, the learning environment, and the school community
- **Ownership** – take responsibility for your actions and your learning
- **Attitude** – maintain a positive mindset and approach challenges with optimism
- **Responsibility** – be accountable for your words and actions
- **Safety** – ensure your own safety and contribute to the safety of others

Respect Yourself & Others • Respect Our Environment • Respect Learning

STUDENT ACHIEVEMENT

Progress Reporting:

Student progress is regularly updated in PowerSchool, typically within three weeks of an assignment's due date. Parents and guardians are encouraged to review PowerSchool with their child on a consistent basis. Formal report cards are issued twice per year—January and June. Core courses run year-long, while most complementary courses are semester-based. The exception is Band, which is a full-year course. Grade 6 students participate in an “option wheel,” rotating through different complementary subjects over the course of the year.

Teacher Pages:

Each teacher maintains a webpage to provide timely updates about classroom learning and upcoming events. These pages are accessible through the school's website and reflect our alignment with the CBE's system-wide platform.

Homework:

Students are expected to complete all assigned work. When class time is used effectively, homework is minimized. On average, students should anticipate spending 30 minutes to 1.5 hours per night on assignments or studying, depending on their grade level. Parents can support success by reviewing class notes, assignments, and Google Classroom regularly. Establishing a consistent homework routine is essential. Please reach out to teachers directly with questions or for clarification.

ATTENDANCE

Consistent attendance and punctuality are critical for academic success. Students are expected to be present and on time every school day.

Absences:

If your child will be absent for any portion of the day, please call the school's attendance line at 403-777-7690 Ext. 1 and provide:

- Student's full name (with spelling)
- Reason for absence
- Duration of absence

Absences may be excused for illness or unavoidable circumstances in accordance with the Education Act. Please notify the office in advance if a prolonged absence is expected.

Early Dismissal:

If a student needs to leave school early, a parent or guardian must contact the office in advance. Students must inform their teacher and check out at the office before leaving. A note or phone call is required, and messages can be left on the absence line.

Late Arrivals:

Students must be seated before the bell rings. Arriving late not only disrupts learning but also affects classroom dynamics. Continued lateness will be addressed by school staff to support improved punctuality.

EMERGENCY PROCEDURES & SAFETY**Evacuation Site**

In the event of an emergency evacuation, our designated relocation site is Canyon Meadows School. Students and staff will proceed there under supervision if re-entry to Robert Warren School is not possible.

Fire Drills & Lockdowns

To support school-wide safety and preparedness:

- Six fire drills are conducted each year to practice safe and efficient evacuation procedures.
- Two lockdown drills are conducted annually in partnership with the Calgary Police Service to prepare for the unlikely event of an intruder or internal safety threat. During a lockdown, students must remain silent and follow all staff directions.

Emergency Response Plan

Robert Warren School follows a detailed Emergency Procedures Manual that outlines protocols for a range of scenarios including evacuation, fire, medical emergencies, lost students, and other safety incidents. Staff are trained in appropriate responses and regularly review procedures.

Medical Concerns & Emergencies

If a student becomes ill, they should notify their teacher and report to the office.

Parents/guardians will be contacted to determine next steps, which may include early pick-up. In the event of a serious emergency, Emergency Medical Services (EMS) will be called immediately.

Staff are trained in basic first aid, but schools are not permitted to administer medications.

Please ensure the school is kept up to date with your child's medical information and emergency contacts.

GENERAL SCHOOL INFORMATION

Backpacks

To reduce hallway congestion and maintain safety, backpacks must be stored in lockers during the school day and are not permitted in classrooms.

Before-School Supervision

Supervision begins at 8:25 AM. Students arriving earlier must be involved in a scheduled, supervised activity. Once on campus, students must remain on school property.

Closed Campus Expectations

Robert Warren School maintains a closed campus during lunch.

- Students outside the walk zone are required to stay on campus.
- Students within the walk zone may go home only if indicated on the lunch declaration form or with parental permission by phone.
- The school does not provide supervision for students off-campus.

Computers & Technology Use

Technology is integrated throughout learning. Students may use school devices during lunch for academic purposes under supervision. All use must comply with the CBE Digital Citizenship & Technology Use Agreement. Inappropriate use may result in restricted access or disciplinary action.

Dress Code

Students are expected to wear clothing that supports a respectful, inclusive, and focused learning environment. Attire must be free from offensive language or imagery, and may not promote discrimination, drugs, alcohol, violence, or gang affiliation. Clothing should also align with health and safety standards appropriate for school activities.

Food in Classrooms

To maintain a clean and safe environment, only bottled water is allowed in classrooms. Food and gum are not permitted.

Learning Commons

A quiet, flexible space for research, collaboration, and independent study. Students can sign out materials with their ID, and digital access is available through the CBE website.

Locks and Lockers

Each student is assigned a hallway locker and a gym locker with school-issued locks. Locker combinations must remain confidential. Lockers remain school property and may be searched by administration if necessary.

Lunchroom

Students eat lunch in designated areas. Vending machines are accessible during nutrition break and lunch. Fun Lunches can be pre-ordered through Healthy Hunger.

Personal Property

Valuables, electronics, and large sums of money should not be brought to school. The school is not responsible for lost or stolen items.

Physical Education

Students are expected to change for PE. Required attire includes:

- Red Warrior PE shirt or red t-shirt (available for purchase in the fall)
- Black shorts or gym pants
- Non-marking running shoes

Outdoor clothing may be needed. A medical note is required for exemption from participation.

Washrooms

Washrooms are to be used respectfully and for their intended purpose. Students are expected to return to class promptly and not use washrooms as a place to gather or socialize.

Student Activities

Students are encouraged to participate in a variety of clubs, sports, and extracurricular activities, based on interest and available staff supervision.

Visitors

All visitors must sign in at the office and wear a visitor pass. Visitor parking is available in designated stalls.

Volunteers

Volunteers play an important role in supporting school activities and student learning. All volunteers must complete the CBE Volunteer Registration Form and obtain a security clearance.

Please ensure the Volunteer Registration Form, sent via SchoolMessenger at the beginning of the school year, is completed if you are interested in volunteering.

STUDENT CONDUCT & DISCIPLINE

At Robert Warren School, students are expected to act responsibly, respectfully, and in accordance with the Education Act, the Calgary Board of Education (CBE) Administrative Regulation 6005 – Student Code of Conduct, and other applicable policies.

Students must conduct themselves in ways that support a safe, welcoming, caring, respectful, and inclusive learning environment—one that does not interfere with another student's ability to learn or a teacher's ability to teach.

Student Code of Conduct – AR 6005

CBE Administrative Regulation 6005 outlines system-wide expectations for student behavior, both in and out of the classroom. Students are expected to uphold these standards:

- On CBE property
- During school-related activities
- While traveling to and from school
- When engaging in digital communication (both on and off school property)
- In any situation that may impact the school environment

Discrimination, bullying, and harassment in any form are not tolerated. Students must demonstrate socially responsible behavior that contributes to a positive school culture.

Examples of acceptable behavior include:

- Showing respect for self, others, and the school environment
- Embracing diversity and respecting differing opinions
- Using inclusive, positive language
- Demonstrating empathy, kindness, and compassion
- Using technology ethically and responsibly
- Respecting others' belongings and maintaining one's own
- Being courteous and treating others with dignity

Students are also expected to:

- Be diligent in their studies
- Attend school regularly and on time
- Follow school rules and cooperate with all staff
- Accept responsibility for their conduct

Progressive Discipline – AR 6006

When behavior concerns arise, staff will intervene and support the student in making better choices. Responses may include:

- A restorative conversation
- Communication with parents or guardians
- Referral to school administration

In more serious or repeated cases, consequences may include community service, suspension, or, in extreme circumstances, expulsion or police involvement, in alignment with AR 6006 – Progressive Student Discipline.

Students may also be held accountable for off-campus or after-hours conduct if it negatively impacts the safety, well-being, or operation of the school.

Alcohol & Drugs

Students are strictly prohibited from possessing, using, or being under the influence of alcohol, illicit drugs, or prescription medication not prescribed to them while on school property, during the school day, or at any school-sponsored event.

All student medications must be stored and administered through the main office, in accordance with CBE guidelines.

Bullying

Bullying is defined as repeated, targeted, and harmful behavior intended to cause fear, distress, or harm. It can be:

- Physical (e.g., hitting, pushing)
- Verbal (e.g., insults, threats)
- Social (e.g., exclusion, spreading rumours)
- Cyber (e.g., online harassment or threats)

All students are expected to contribute to a safe and respectful environment. This includes not engaging in bullying behaviors and not acting as a bystander. Students are encouraged to report concerns to a trusted adult or school staff member.

Personal Mobile Devices (PMDs)

As outlined in the Digital Citizenship & Technology Use Agreement, phones, earbuds, and smartwatches must be stored in lockers and remain off or silent during class time, unless used

under direct teacher supervision for learning purposes. Unauthorized use may result in device removal and follow-up with administration.

Photography

To respect the privacy of students and staff, and in line with CBE Administrative Regulations, school cameras and personal devices may only be used for photography or video during school hours with explicit teacher permission for a classroom project. Any other photography or recording requires approval from school administration and appropriate consent from those involved.

Vandalism & Property Damage

Students are expected to treat school property with care. Intentional or careless damage to school property may result in the student being held responsible for repair or replacement costs. Under the Education Act, families may also be held financially accountable for damages caused.

Vapes & Tobacco

Smoking, vaping, and the possession or use of tobacco or e-cigarette products is not permitted anywhere on school property or at any school-related event.

In alignment with School Board policy and Alberta's Prevention of Youth Tobacco Use Act, Robert Warren School is a smoke-free and vape-free environment. It is illegal for students to possess or use these products, and violations will result in school-based consequences and may involve legal action.

PARENT COMMUNICATION & ENGAGEMENT

Accessing PowerSchool

Parents can use PowerSchool through the MyCBE portal to view their child's grades, attendance, report cards, and school fees. To access this information, visit www.cbe.ab.ca/mycbe and log in or create an account using your child's CBE ID number and date of birth.

The PowerSchool Mobile App is also available for convenient access—just download it from your device's app store and enter the CBE district code.

If you need support creating an account or linking your child, please contact the school office.

Demographic Information

At the start of each school year, families must complete all demographic and legal information forms through SchoolEngage. This includes any custody or guardianship arrangements.

If there are legal custody agreements in place, court documentation must be provided. Without legal documentation, both parents are assumed to share custodial rights.

Any changes throughout the year must be completed by the school office staff and must be accompanied by the appropriate supporting documents.

Parent-Teacher Communication

Progress Conferences are held twice annually—in October and March—and follow a blended format: one evening in person and one day online via Microsoft Teams.

Parents are encouraged to contact teachers at any time by phone or email to discuss their child's learning, progress, or concerns.

Teacher Pages & Digital Tools

Teachers use Google Classroom to post announcements, learning resources, assignments, and course updates. Students access Google Classroom using their @educbe.ca account. Links to teacher pages and digital tools are available through the Robert Warren School website.

Both parents and students are expected to access PowerSchool via the MyCBE portal to stay informed about marks, feedback, attendance, and progress. Regularly checking PowerSchool supports timely communication and academic success.

Music Parents Association of Robert Warren (MPARW)

MPARW supports our Band program through fundraising, advocacy, and event coordination. All families with students in Band are encouraged to get involved—your support helps enhance music opportunities for all students.

School Council & Parent Association

School Council plays a vital role in our school community by providing input and support to school leadership. Meetings are held online via Microsoft Teams, typically on the second or third Tuesday of each month. Elections take place in May, and all parents are encouraged to attend and participate. Your voice and involvement make a meaningful difference.

Weekly School Messenger Updates

Robert Warren School sends out a weekly update via SchoolMessenger every Friday at 2:00 PM. This message includes important information about upcoming events, athletics, band, school council, and other key reminders.

Please ensure your contact information is up to date so you receive these regular communications. If you're not receiving messages, contact the school office for support.