

# Picture Butte High School

## Student Handbook



Revised January 2007

## Student Handbook

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## **Part A: General Information**

### **VISION STATEMENT**

Empowering students to achieve their maximum potential in all aspects of home, school and community life. We believe in a student-centered approach to education.

### **MISSION STATEMENT**

Partners in Education, our learning community is committed to providing a positive, safe, and enabling environment that challenges all students to become articulate, skilled and responsible life long learners and active community members in a changing world.

### **CHANGES IN DEMOGRAPHIC DATA (address, phone # etc.)**

Please give any changes in address, telephone numbers, etc.; to the main office immediately.

### **CELL PHONE USE**

**Students with cell phones are not allowed to use them inside the school building.** Phones must be turned off and put away while the student is at school. **Camera cell phones are banned from use in school because of confidentiality laws.** Students not adhering to these cell phone rules may have their cell phones confiscated.

### **STUDENT VEHICLES**

Students may use their vehicles for the purpose of transportation to and from school, and/or on school property provided consideration is given to the following:

- Vehicles must not be used in a manner causing a disturbance such as noise or driving without care or caution.
- Driving violations may be reported to the RCMP
- There must be free access to Staff parking spaces at all times. Staff parking is along the south and east sides of the front parking lot.
- Students parking in staff, visitor or handicap assigned spaces will be towed and all cost of towing will be paid by the student.

### **SCHOOL CLOSURE**

Announcements regarding the closure of schools, that busses have been cancelled or delayed until a storm abates, shall be carried over all local radio stations, usually by 6:30 a.m.

### **FIRE ALARMS**

Fire Alarms: Students must leave the building whenever the fire alarm sounds. During non-class times, students are to leave the building by the nearest exit door and move well away from the building. During in class time, students are to exit from the building under the supervision of the classroom teacher using the exit indicated for each classroom. Students are to remain in class groups and are to move to the designated assembly area well away from the building. No one is to return to the building until the teachers indicate it is safe.

## EMERGENCY PROCEDURES

School responses to emergency situations follow the Palliser Emergency Response Manual.

### BELL SCHEDULE

8:39 BELL Warning Bell  
8:41 BELL Period 1 begins  
9:50 BELL Period 1 ends  
9:55 BELL Period 2 begins  
11:04 BELL Period 2 ends  
11:08 BELL Period 3 begins  
12:17 BELL Period 3 ends  
1:03 BELL Warning Bell  
1:06 BELL Period 4 begins  
2:15 BELL Period 4 ends  
2:18 BELL Period 5 begins  
3:27 BELL DISMISSAL

### FRIDAYS

8:39 BELL .Warning Bell  
8:41 BELL .Period 1 begins  
9:50 BELL .Period 1 ends  
9:55 BELL .Period 2 begins  
11:04 BELL .Period 2 ends  
11:08 BELL .Period 3 begins  
12:17 BELL .Period 3 ends  
1:03 BELL .Warning Bell  
1:06 BELL .Period 4 begins  
2:15 BELL DISMISSAL

### LOCKERS

Students will be issued lockers at the start of each school year. Students are encouraged to lock their lockers between classes. Locks are the responsibility of the student. **Lockers are the property of Palliser Regional Schools and are subject to search at any time.** Students should not expect that contents stored in school lockers will always be private.

### LOST AND FOUND

Articles that have been found should be turned into the office. Inquiries regarding lost items should be made at the office.

### HONOUR ROLL

An Honour Roll will be established at the end of each reporting period. The Honour Roll is based on those classes in which the student receives a percentage mark.

### LIBRARY SERVICES

The library will be open from 9:00 A.M. to 3:15 P.M. on school days.

Students and teachers may remove reference materials from the library for one class period. Community members may use reference material in the library. All fiction and non-fiction books may be signed out for two weeks. Current magazines may be signed out overnight.

Students will not be allowed to sign out materials until all previously borrowed, overdue, materials have been returned.

## **BUS REGULATIONS**

Students who come to school on the bus should return home on the bus unless they have written permission for the school bus driver and their parents have contacted the school.

Riding the bus is a privilege. Improper conduct on the buses could result in bus suspension.

### **PALLISER REGIONAL SCHOOLS BUS RULES**

1. The bus driver is in charge at all times. The student must listen and follow instructions.
2. Students must remain seated at all times while the bus is in motion.
3. Students must not extend any part of their body out of windows.
4. Aisles must be kept clear.
5. The use of foul language is prohibited on the bus.
6. Alcohol, drugs, tobacco products and combustible material are strictly prohibited.
7. No littering.

Pupils violating these rules may be reported to the school principal and may be suspended from riding the bus until assurance is received from parents/guardians and the student that these rules will be observed.

Bus students should go immediately to the bus as soon as they are dismissed from afternoon classes.

## **COMPUTERS/INTERNET USE**

All Picture Butte High students and parents are required to sign a computer use form in order to access our network. An Internet Release Form is also required and must be signed by both the student and the parent if the student wishes to use the Internet.

Students are responsible for their behaviour when using school computers. Communications on the Internet are often public in nature and general school rules for behaviour and communication apply. Computer access to Internet services is provided to students who agree to act in a considerate and responsible manner. This access is a privilege, not a right, and comes with a great deal of responsibility. It is presumed that students will comply with the school policy and honour the agreements they have signed. **Due to the reality of cyber bullying and criminal activity on the internet all Palliser email addresses and email correspondence are monitored.**

Stored files on the computer are treated like school lockers. School officials may review files and communications to maintain system integrity and ensure that users are using the system responsibly. **Students should not expect that files stored on school computers will always be private.** The following and any other similar abuses are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language

- Harassing, insulting or attacking others
- Damaging computers, systems or networks in any way
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, networks or files.
- Wasting limited resources
- Employing the internet for commercial purposes

Failure to comply with any of the technology use policies may result in temporary and/or permanent loss of privileges.

## **COMMENCEMENT POLICY**

The school recognizes and appreciates the significance of high school graduation and it also appreciates the importance of a formal leaving ceremony for students who are leaving at the end of their grade twelve year. Since government examinations make it impossible at the present time to have a student's final standing by the end of June, a commencement ceremony will be held to mark the departure of those students who have fulfilled the requirements to participate in this activity.

### **COMMENCEMENT CEREMONIES:**

To be eligible to participate in the Commencement Ceremony, a student must have fulfilled the following criteria:

- a. The student must be in position to meet the graduation requirements by the second semester midterm report card. This means that the student must be registered in and passing enough courses to earn 100 or more credits in their commencement year or be completing an approved program of studies.
- b. The student must be a student in good standing within the school as defined by school and division policy.

### **COMMENCEMENT PROCEDURES:**

1. A list of eligible grade twelve students will be posted in the school by the end of March. Students who are failing required courses and/or who have fallen significantly behind in the submission of Distance Education lessons will be notified of the reasons for not being placed on the list. A letter will be sent to the parents explaining the reasons for exclusion.
2. An updated list will posted by the end of April. Students will be added if they address/meet the criteria.

## **DISTANCE EDUCATION**

Distance Education courses for students of Picture Butte High School will become part of the program delivery. This is to increase equity of access and flexibility for rural students in terms of program offerings.

## **GUIDELINES:**

1. Distance Education will be offered on a priority of a need basis. Students will not be placed in Distance Education courses unless it is necessary to enable them to resolve timetable conflicts, to make up failures, to obtain a course not offered in the school or in other exceptional circumstances. All Distance Ed students will have a timetable and the course will be in an appropriately supervised setting as determined by the teacher and principal.
2. The principal shall be the final authority on Distance Education offerings concerning:
  - a. Scheduling
  - b. Placement of Distance Education students
  - c. Tracking of student progress
  - d. Awarding of final grades
  - e. Termination of student registration
3. Students will be expected to meet the attendance policy of the school and the principal must approve any changes.
4. Students are required to pay a **\$150 deposit when registering for a Distance Education course**. This deposit will be refunded upon successful completion of the course.
5. Students wishing to withdraw from a Distance Education course before completion may be required to pay the cost of materials used, before being permitted to register in another
6. Distance Learning is used as a supplement to the timetable. It allows student transfers and other students with timetable conflicts to take the courses they need. If the course is offered on the school's regular timetable, however, students are expected to take that class.

## **APPEALS POLICY – POLICY 13 PALLISER REGIONAL SCHOOLS**

The Board recognizes, in accordance with Sections 103 and 104 of the School Act, that the parents or guardians of a student (and in the case of a student who is 16 years of age or older, the student) have the right to appeal the decision of a division employee if that decision significantly affects the education of the student.

If the parent is not satisfied with a decision made by a teacher, the parent may appeal to the principal of the school. It is expected that the parent/student will have discussed the teacher's decision with the teacher prior to contacting the principal. The principal may request that the parent/student appeal be expressed in writing.

At any of the various steps in the process, parents shall have access to reports and other information on their child, which were used to make the decision, pursuant to the policy and regulations governing student records.

## **Part B STUDENT SEARCH PROCEDURE (AP 357)**

Student property and school property, including school lockers, may be subject to unannounced searches from time to time as determined by school administration.

Students and parents should understand that such searches may include the use of a police service dog to detect the presence of illegal drugs or other contraband on school property.

**Students and parents should understand that there should be no reasonable expectation of privacy with respect to the use and contents of lockers provided to students by Palliser Regional Schools.**

Parents of students in Grades k-6 will be required to review and sign a Locker agreement (Appendix 1), and students in Grades 7-12 will be required to sign their form.

## **Part C ATTENDANCE POLICY**

### **ATTENDANCE POLICY**

Picture Butte High School wishes to ensure students participate in an environment that fosters both social and academic growth. Research in this area has continually suggested that regular attendance is integral to student success. We recognise that the working community and society as a whole, value dependability, promptness, and responsibility as positive qualities. We also recognize our responsibility in instilling these qualities through our expectations. Bearing these factors in mind, we have established the following guidelines with respect to attendance expectations at our school.

### **General Attendance for all Students**

- A. The Alberta School Act requires students to attend all classes unless prevented “**by reason of sickness or other unavoidable cause, or the day is recognized as a religious holiday by the religious denomination to which the student belongs.**”
- B. **The onus is on the parent/guardian to advise the school of a student’s absence by telephoning the office on the morning of or the morning after the absence.** Please note our school office is equipped with a 24 – hour answering machine in order to ensure you are successful in any attempt to notify us of your child’s absence. If it is not possible to make contact with the school on the morning of the absence, upon returning to school the student could have the absence excused by providing the office with a **written note from a parent/guardian** explaining the reason for the absence. If a note is not presented on the day the student arrives back at school, parental contact with the office by phone before the end of that school day, is necessary in order to have the absence considered excused.

Please note that the school is not responsible for verifying an absence by telephone. This responsibility lies solely with the parent.

- C. An absence will only be considered excused by the school in cases where either telephone contact has been made or a note has been received on or before 4:00 p.m. on the day the student arrives back at school following an absence.
- D. In order to be admitted back into class, the student must acquire an "Admit to Class" slip from the office. This slip must be presented to each subject teacher so they may initial it.
- E. Classes missed because of school-authorized activities (i.e. field trips) or days missed as a result of an in or out of school suspension shall not be considered absences for the purpose of this policy.
- F. Students who do not provide a valid excuse for being absent will serve detention time or suspension (in/out of school).
- G. A student referred to the office because of poor attendance in any class will be ineligible to participate in any co-curricular field trips involving loss of class time, unless extenuating circumstances exist. Permission must be granted by an administrator in order for an attendance referral student to go on a co-curricular trip.
- H. A student referred to the office because of poor attendance in any class will be eligible to participate in all pertinent curricular field trips.
- I. A student may appeal to the principal, and subsequently to the Superintendent of Schools any decision reached as a result of this policy. The appeal shall be in writing, stating the reasons for the appeal and should be made within five school days of notification of the decision reached by the school administration.

### **Additional Guidelines for Students in Grades 10, 11, 12**

- A. Teachers monitor and record, on computer, attendance on a daily basis in all classes. During the first two weeks of a semester, students who have not turned up for class and have not consulted with an administrator will be removed from the class list.
- B. In order to ensure that parents/guardians are aware of a student's attendance in class, the following will occur:
  - 1. **After 5 absences from class,** the vice-principal will advise the student of the concern and a letter or phone call will be sent to the parents/guardians.
  - 2. **After 10 absences from a class,** the vice principal will send another letter home. At this point, an administrator will meet with the student in order to inform the student of future consequences contained in this policy. The administrator will

also contact parents by phone and inform them of the developing attendance situation and future consequences of continued absences.

3. **After 15 absences from a class**, the student will be referred to the appropriate administrator to review the circumstances and to consider the appropriate action in accordance with the guidelines outlined in Section “C”.

C. **When a student has accumulated 15 absences from a class, the following will occur:**

1. If the absences are largely excused, the student will return to class.
2. If the absences are largely unexcused, the student may be reinstated in the class subject to a contract, with the understanding that any future absences would only be for the reasons outlined in the Alberta School Act and that such absences are confirmed as outlined in Section “B”.
3. A student who fails to fulfil the terms of his/her contract may be withdrawn from the course following the first report card. The student will be issued with a final mark at the end of the semester.
4. A student who has been withdrawn from a class for attendance reasons may be permitted to audit the course in which he/she was registered. If the student has excellent attendance for the remainder of the semester and completes all assignments, he/she may be re-registered in the course at the completion of the course and receive credit.

## **Late Policy**

A. The following policies apply to students in grades 10, 11 and 12 who are “**Late**” in arriving for class

1. Students who are late for class will report to their classroom teacher. Teachers will record this late on their attendance document. Habitual tardiness will be reported to the Vice Principal.
2. If a student is repeatedly coming to class late without a reasonable excuse, the principal or designate has the right to refuse entry to class and will attempt to notify the parent of the situation by telephone. A class for which the principal or designate has refused entry due to repeated tardiness will be considered an unexcused absence for the purpose of this policy.

B. The following policies apply to students in grades 7, 8 and 9 who are “**Late**” in arriving for class.

1. Students who are late for class will report to their classroom teacher. Teachers will record this late on their attendance document. Habitual tardiness will be reported to the Vice principal.

2. If a student is repeatedly coming to class late without a reasonable excuse, the principal or designate has the right to refuse entry to class and will attempt to notify the parent of the situation by telephone. A student in Grade 7, 8 or 9 who is repeatedly coming late to class will be subject to either detention, in-school suspension, or in extreme cases, out of school suspension.

### **Outstanding Attendance Policy**

The following policies apply to students with “outstanding attendance.” **Outstanding attendance** will be defined as no complete day absences in Junior High School for the entire school year. Junior High School students with superior attendance throughout the year will be recognized with a free lunch.

### **Truancy Policy**

Truancy is considered to be days or parts of days, or class periods in which a student is absent without the knowledge of the parents/guardians, teacher or the school. Students who are truant may be suspended by the Principal and will not be allowed to return to regular classes until satisfactory arrangements have been made with the Principal. If the truancy continues more serious action will have to be considered. Truancy issues may be referred to the Alberta Student Attendance Board.

## **Part D – Positive Student Behaviour and Discipline Policy**

### **Philosophy**

Picture Butte High School is committed to providing an environment in which all individuals are treated with respect and dignity. Each student has the right to learn in a safe and supportive setting.

We recognize that in order to focus on positive learning programs and activities, our schools must be viewed as a safe and caring environment for students, staff and parents. Our behavioural expectations are based on the important principles of respect for oneself, respect for the worth and dignity of others, and respect for personal property and the property of others.

Picture Butte High School operates with the understanding that all students have the right to learn. To do so, each student has a right to be provided with a climate that is both satisfying and productive. We believe disruptive behaviour, by any student, infringe upon this right and are therefore, unacceptable. We feel that home and school alike must share the responsibility for teaching appropriate behavior patterns to our children. By working together, we can achieve positive student conduct and ensure a positive learning environment in the classroom and school as a whole.

Discipline is essential in building accountability, responsibility and respect for others. Students must understand that they are responsible for their behavior and must recognize that any behavior that distracts or disrupts the educational climate of the

school is unacceptable. Any behavior that encroaches upon the rights of others is not responsible behavior.

## **Responsibility for Rule Enforcement**

The responsibility for enforcement of school rules and expectations for student behavior rests with the administration and staff of the school. This includes all adult staff members, not just administrators and teachers. Students are expected to obey specific requests made by any staff member: for example, to stop particular actions, to report to the office, to provide their names when asked, or to clear an area.

In return, students can expect fair and consistent applications of rules and expectations, and reasonable behavior and treatment from staff members at all times.

Any students concerns about school rules and their enforcement must be directed through appropriate channels, such as the counsellors or the administration and should not result in confrontations in hallways or classroom.

## **Disciplinary Procedures**

The classroom teacher or staff member who encounters the situation will deal with all infractions of a minor nature.

Repeated or more serious infractions will be reported to the administration on a Pupil Plan of Action Form. The first step in attempting to remedy most misbehaviour that comes to an administrator, will normally involve an explanation of the nature of the infraction and a discussion with the student regarding appropriate sanctions.

Critical situations will be reported to the administration on a Pupil Plan of Action Form and will have the immediate involvement of an administrator.

In all instances, the school will endeavour to keep parents as informed as possible through conferences, telephone calls and letters.

Cases involving repeated, wilful violations of rules or those of a very critical nature could result in a recommendation for expulsion from the Principal to the Board of Trustees.

## **PBHS Safe and Caring Guidelines**

1. PBHS provides a *safe* school-learning environment that is physically, emotionally and psychologically safe, characterized by:
  - Respect for law and order
  - Respect for democratic values, rights and responsibilities
  - Respect for cultural diversity
  - Community, family, student and staff involvement
  - Appropriate modeling by staff and students
  - Clear, consistent expectations for behavior and consequences for misconduct, which are communicated to students, staff and parents
2. Our learning environment is one that is characterized by:
  - Freedom from physical, emotional and social abuse
  - Ongoing respect for the dignity of the individual
  - A presence of demonstrated concern for the well being of students and staff
3. PBHS fosters and maintains a safe and caring environment through measures which include:
  - Developing the support of staff, students and parents for conditions which lead to a safe and caring school environment
  - Developing positive school climate
  - Ensuring students are provided with adequate supervision at all approved activities, and making those involved in school-related activities aware of expectations for conduct
  - Developing action plans to monitor and respond to real or perceived threats to the security and good order of the school
  - Informing students, parents and staff of the school's expectations for conduct, and the consequences established for serious or repeated misconduct.

4. Picture Butte High School's policies related to student discipline provide appropriate consequences, up to and including suspension and expulsion, for serious or repeated misbehaviour, involving:
  - Conduct which threatens the safety of students and staff
  - Possession of, display of or use of a weapon (any item which may inflict injury or death to another person, or which is used to threaten or intimidate)
  - Assault of another individual
  - Possession of, use of or being under the influence of illegal drugs, alcohol or inhalants in school, on school property or on a school organized field trip
  - Contravention of system policies related to personal harassment, smoking, student attendance, and student rights and responsibilities
  - Theft
  - Wilful disobedience and/or open opposition to authority
  - Use or display of improper or profane language
  - Wilful damage to school or others' property
  - Interfering with the orderly conduct of the class(es) or the school
  - Contravention of the code of conduct as set out in the School Act (Section 7).
5. School employees shall inform the principal immediately of any suspected instances of misbehaviour at school or on school property, particularly possession or use of weapons, drugs, alcohol or other substance abuse.

#### **PBHS Harassment Guidelines**

1. Harassment includes behavior that may be verbal, physical, deliberate, unsolicited or unwelcome. It, in effect or intent, disparages, humiliates or harms another person. It is behavior that denies individuals dignity and respect, and is demeaning to another person. Harassment may include, but is not limited to, references related to: age national or ethnic origin, religion, gender, sexual orientation, disability, race, and sources of income or family status. The behavior may not be intended as harassing to be considered as personal harassment. It is sufficient that one knows or ought reasonably to know that his/her behavior is offensive and unwelcome.
2. Harassment is not a relationship of mutual consent. It is any action, repeated behaviour or verbal action that is unwelcome or intimidating that denies individual dignity and respect. Harassment may include:

- a. Verbal abuse or threats
  - b. Negative remarks, jokes, innuendoes or taunts about a person's body, attire, age, gender, ethnic or national origin, socio-economic status or religion
  - c. Displaying of suggestive, pornographic, racist or other offensive or derogatory pictures
  - d. Practical jokes that cause awkwardness or embarrassment
  - e. Sexual invitations, requests or demands, whether indirect or explicit
  - f. Intimidation to participate in unlawful or unethical activity, or to participate in activities that contravene school and/or Board policy
  - g. Unwelcome physical contact
  - h. Coercing or influencing third parties to harass others.
3. The learning and work environment can and does extend beyond PBHS. Our environment can extend to the playground, school bus, work experience placement, school or work-related social activities, and school work-related travel or field trips. The work and learning environment may also include the use of various electronic media, such as telephone, fax and e-mail.

### **PBHS Positive Student Behavior Guidelines and Roles**

Picture Butte High School expects students to conduct themselves in a manner that demonstrates good citizenship and which encourages good citizenship in others in both a classroom and school setting so that effective learning is made possible.

### **PROCEDURES**

1. Role of the School-Level Administrator - The Principal and/or Vice Principal is responsible for administering the general discipline of the school with dignity, tact and sound judgment. This includes the task of trying to make the relationship between teacher and student a pleasant one. The Principal must establish clearly understood limits of student behavior and then must insist that those limits are respected.

2. Role of the Teacher - Each teacher is responsible for maintaining discipline in the classroom and school. In some cases, the Principal may provide assistance. The following should guide teachers in taking responsible disciplinary actions:
- a. The attitude toward the maintenance of discipline should be positive rather than negative.
  - b. Punishment should be meaningful when punishment is deemed necessary.
  - c. Mass punishment of a whole class for the misdemeanour of a few students should be avoided.
  - d. Acceptable forms of punishment for the school shall be formulated by the staff and school-based administrators.
  - e. Good discipline often depends upon the ability to check unacceptable behavior in its early stages before it becomes a serious problem.
  - f. Disciplinary problems should be dealt with in an objective, professional fashion that considers the needs of the individual student. Each infraction of discipline should be considered as a learning situation to be handled intelligently and patiently.
  - g. The student should be treated in a kind and just manner. Teachers should be guided by a spirit of charity and understanding. Verbal attacks upon students, including name calling, use of sarcasm, unfavourable personal references, attempts to belittle, or threatens to send students to the Principal do nothing to raise the self-worth of all parties involved; therefore, they shall not be employed.
  - h. The teacher or school should not act as the disciplinary agent for the home.
  - i. In cases of dispute regarding disciplinary measures, the ultimate procedure is within the statutes of the Criminal Code of Canada.
  - j. Sufficient force is justified to restrain a student who is determined to carry out some destructive act or to prevent a student from harming themselves or another individual.
  - k. Removal of a student from the classroom, where conduct continues to be detrimental to the work of the class, (after the student has been given reasonable warning that the behavior is unacceptable) is justified.

- I. Any disciplinary measure involving the automatic imposition of certain penalties or punishment without considering the nature of the act and the individual(s) involved does not have its basis in the basic principles of modifying behavior.
- n. The right to detain students for disciplinary purposes is not questioned. The exercise of that right in an arbitrary or inflexible fashion that prevents a student from meeting other legitimate and important commitments cannot be supported.

Suspension or expulsion may occur when it is felt, however, that all resources for dealing effectively with the student have been exhausted, or the student has been involved in an incident of such grave character that any other action seems inappropriate.

For the purposes of this policy, "suspension" is the temporary loss of rights of the student to any or all of the following:

1. One or more class periods
2. One or more courses or school programs
3. School
4. Riding on a school bus
5. Participating in an activity sponsored or approved by the Board.

"Expulsion" is the loss of the right of the student to attend school or any Board-sponsored or approved activities, including riding on a school bus.

## **Threat Assessment Protocol (AP 317)**

### **Background**

The division is committed to creating and maintaining an environment in schools where students, staff, parents and others feel safe. To this end, the following protocol shall be used for responding to student threats/high-risk behaviours.

### **Definitions**

1. High-risk behaviours include, but are not limited to: possession of weapons, bomb threats, threats to kill or injure others and fire setting. Threats may be written, verbal, posted on the Internet or made by gesture. They may be direct, indirect, conditional or veiled. All high-risk student behaviours, as defined, shall be reported to the principal, who will activate the protocol for the Level I assessment. High-risk behaviours are those of students twelve (12) years of age and older who are believed to have contravened Section 264.1(1) of the *Criminal Code of Canada*, which states that a person, "who in

any manner, knowingly utters, conveys or causes any person to receive a threat to cause death or bodily harm” has committed an offence.

2. Immediate risk situations are those situations that are high risk and require immediate police intervention and a protective school response. An example would be when a student is making a threat and is in possession of a weapon.

3. Worrisome behaviours are those that cause concern for members of the school system indicating that a student is moving toward a greater risk of violent behaviour. This may include drawing pictures, writing stories or making vague statements that do not, of themselves, constitute “uttering threats” as defined by law but are causing concern for some members of the school community because of their violent content.

4. The Threat Assessment Team, Level I (TAT-I), is composed of the principal, the family school liaison counsellor, a police officer and may also include the classroom teacher and/or consulting teacher when involving a student with special needs. The primary purpose of the Level I TAT is data collection and immediate risk reduction interventions.

5. A Threat Assessment Team, Level II (TAT –2), is recommended by TAT-I when a more comprehensive response, including risk evaluation, long-term intervention and treatment planning, are needed. The Associate Superintendent (Student Services) will be contacted to initiate expansion of the team to include mental health service professionals, physicians, child protection staff and others.

## **EXPECTATIONS OF STUDENTS**

*At Picture Butte High School each student has a right to an education and each student has a responsibility not to infringe upon the rights of others.*

### **1. DILIGENCE IN PURSUING STUDIES** (chapter 3, section 12 School Act)

- a. Complete assignments on time.
- b. Participate fully in class activities.
- c. Come to class prepared with all books, pens, etc.
- d. Prepare for and complete exams to the best of ability.
- e. Use class time effectively towards completing assignments.

### **2. ATTENDANCE & PUNCTUALITY**

- a. Be prepared to begin class when bell sounds (in desks, books open, etc.).
- b. Students absent for a test will not write the test until a note from parent/guardian is presented, stating the reason for absence. A student who expects to be absent should notify the teacher prior to the exam/assignment day.

3. **COOPERATION**

- a. Show respect to teachers, assistants, support staff, and school guests, behaving in a responsible manner.

4. **COMPLY WITH THE RULES OF THE SCHOOL**

- a. Recognize the teacher as the authority in the class.
- b. Students must be responsible for their actions and the consequences thereof.

5. **RESPECT OF OTHERS**

- a. Physical, emotional, or sexual harassment will not be tolerated.
- b. Racial or religious discrimination will not be tolerated.
- c. Property of others must be respected. Students will be held accountable (financially) for any/all damage they cause at school.

6. **SCHOOL CLIMATE** - *"It is expected that students will conduct themselves in a responsible and courteous manner while in school. PBHS stresses the need for self-discipline in its students and encourages such development."* General guidelines are as follows:

- a. No head gear worn in building during the school day except for special (designated) days.
- b. No open beverages (slurpees, pop, etc.) should be stored in lockers.
- c. No loitering in hallways or entrances to the building during class time or obstruction of hallways. Students who have a study period shall be in the library, lunchroom or assigned room.
- d. Student's attire is expected to be clean, neat and modest.
- e. Slogans or pictures that are disrespectful, degrading or exploitative of others shall not be displayed on clothing or school property.
- f. Profanity and vulgarity, in any form, is not acceptable.
- g. An atmosphere of order and safety will prevail in hallways.
- h. Picture Butte High School is NOT a sanctuary outside of the law. There will be no tolerance for illegal drugs or alcohol of any kind at the school.

## **Dress Code**

At Picture Butte High School students are expected to follow the dress code. Clothing worn to school, by students, is expected to be neat (no rips, tears etc.), clean (free of noticeable odour and free of inappropriate language and/or symbols/pictures), and modest (clothes that are not revealing).

In addition to the neat, clean and modest guidelines above, we have developed the following rules:

1. Strapless or "spaghetti" strap garments will not be allowed.

2. Any clothing, which results in the baring of the "midriff", will not be allowed. (In some cases, this could mean the child's shirt, while in others it may be the pants, while in others it is a combination of both.)
3. "Muscle"-type shirts will not be allowed.
4. Undergarments must not be deliberately visible.

Students who are in violation of our "Dress Code" will be asked to change their clothes, cover their clothes, or in some cases turn offending clothes inside out. Some cases will result in a child being sent home to change if we cannot resolve the issue by any of the aforementioned solutions.

## **Student/ Athlete Code of Conduct, Behavior and Attendance Expectations**

At Picture Butte High School, we consider it a privilege to represent our school at various locales throughout Alberta and beyond. As a result, student athletes are expected to conduct themselves in a manner that models respect for all aspects of school life both on and off the playing surface.

A violation of any of the following "expected behaviors" will result in an immediate suspension of the team member(s) involved (suspension from the immediate activity). The violation will then be reported to administration and both the coach and administration will design a suitable sanction. Possible sanctions include:

1. Suspension from the team for a prescribed amount of time - be it days or the entire season.
2. Suspension from school - depending on the infraction.
3. Suspension from all school related co-curricular activities.

## **Student / Athlete Expectations**

In addition to our school's regular student expectations, student athletes will follow the guidelines below.

1. While under the supervision of a coach during the course of a game, practice, or tournament, or as a spectator, team members will refrain from showing any disrespect for their fellow players, opposition coaches, opposition players, fans, referees or supervisors.
2. Team members will refrain from performing any acts of wilful damage regardless of the venue or circumstances.
3. Team members will refrain from consuming any illegal drug or alcohol at any school related function.
4. A student must be in attendance at school on a regular basis.
5. A student must maintain a high degree of punctuality at school.
6. A student who is absent, due to illness for the entire day of an event/game will not be allowed to participate on that day.

7. A student who is deemed to be truant by school administration shall not participate in any game or tournament play for a period of two calendar days immediately following the truancy.

For the purpose of this policy truancy will be defined as an unexcused absence in the opinion of school administration. Therefore, a parental note excusing the student may not be accepted by school administration and a student may not be allowed to participate.

## **Student / Athlete Academic Performance Expectations**

Although we recognize the importance of athletics in the life of a student, we consider participation in school athletics to be secondary to success in the classroom. As a result, students who are not performing up to expectations in their classes will be required to improve their academic standing through the following procedure.

1. Teachers will notify administration of any student/athletes who have not maintained appropriate grades, assignments and behaviors.
2. Administration will construct a plan with appropriate timelines for student improvement. Parent will be notified.
3. Student/athletes will remain on athletic eligibility probation until the problem (appropriate grades, assignments and behaviors) has been resolved. If the problem is not resolved, the student may be dismissed from the team.

# APPENDIX 1

## Administrative Procedure 357

### STUDENT SEARCH PROCEDURE

#### Background

The Board takes seriously its responsibility pursuant to the *School Act* to ensure students are provided with a safe and caring environment that fosters and maintains respectful and responsible behaviours. The *School Act* requires that students comply with the rules of the school and that teachers and the principal of the school are responsible for maintaining order and discipline among students while they are in school or on the school grounds and when participating in school-sponsored activities.

#### Procedures

1. Student property and school property, including school lockers, may be subject to unannounced searches from time to time as determined by school administration.
2. Students and parents should understand that such searches may include the use of a police service dog to detect the presence of illegal drugs or other contraband on school property.
3. Students and parents should understand that there should be no reasonable expectation of privacy with respect to the use and contents of lockers provided to students by Palliser Regional Schools.
4. From the time of approval of this procedure, parents of students in Grades K-6 will be required to review and sign a Locker Agreement (see Forms Manual), and students in Grades 7-12 will be required to sign their form.
5. All searches conducted pursuant to this procedure will be in accordance with the clauses set out below (procedures 6-14) and with the background set out above at the beginning of this procedure.
6. Information regarding this and related procedures shall be delivered to the general student body and distributed to parents/guardians through handbooks, agendas, newsletters and, if feasible, posted on the school website.
7. The school principal is responsible for maintaining an environment that is safe and conducive for learning for all students and, consistent with this duty, will exercise appropriate discretion in conducting searches and in the use of police service dogs.
8. Searches may be conducted if the principal has reasonable grounds to believe that the locker or student property, including backpacks or purses, contains contraband or there are rule violations in respect of materials within or on the locker. The grounds for conducting such a search shall be recorded, in writing, by the principal and kept on file.
9. The student whose property or locker is being searched shall be present during the search when possible and practical.

10. In addition to the searcher, at least one other adult witness should be present when the search takes place.

11. When possible and practical, the parent/guardian of the student shall be informed of the search and the reasons for it prior to it being undertaken. If prior notification is not possible, the parent/guardian shall be notified as soon as possible after the search is undertaken.

12. The school principal may request the use of a police service dog to conduct a search of school lockers if the school principal has reasonable grounds to believe there is contraband (illegal drugs, weapons) in school lockers. Further, the school principal may request the use of a police service dog to conduct a search at random intervals when deemed appropriate, in his discretion, to maintain a safe and caring school and minimize the potential presence of drugs and other illegal contraband within the school.

13. Should, according to local community circumstance, police officers require a signed copy of this procedure in order to assist schools to provide searches through the use of service dogs, schools will accommodate this request by having students sign the declaration of understanding that is stated at the bottom of this procedure.

14. In these circumstances, the student(s) have no reasonable expectation to privacy with respect to the police service dog searching school lockers for contraband (illegal drugs, weapons). This is deemed a general search of all school lockers and property.

15. If the police service dog identifies there may be contraband present in the student locker, the principal shall conduct a search of the locker pursuant to this procedure as outlined above.

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I have read and understand the above procedure.

**FOR STUDENTS GRADES K-6:**

**FOR STUDENTS GRADES 7-12:**

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Student Name (Please Print)

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Student Name (Please Print)

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Parent/Guardian Signature

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Student Signature

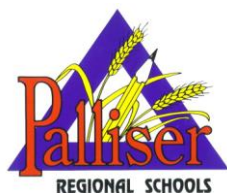
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Date

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Date

## APPENDIX 2



### PALLISER REGIONAL SCHOOLS

#101, 3305 – 18 Avenue North Lethbridge, AB T1H 5S1

Phone: (403) 328-4111 Fax: (403) 380-6890

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Date: \_\_\_\_\_

Dear Parents:

We would like to take this opportunity to inform you of Palliser Regional Schools' policy regarding responding to high-risk behaviours. In order to enhance a sense of safety and security for all in our schools, Palliser Regional Schools has zero tolerance for high-risk behaviours. High-risk behaviours include, but are not limited to, possession of weapons, bomb threats and threats to kill or injure others. Should any student engage in behaviour which threatens or appears to threaten the safety of others, our protocol for dealing with high-risk behaviours will be activated. (Should you wish to review Administrative Procedure #317 – Threat Assessment Protocol, please check out our website at [www.pallisersd.ab.ca](http://www.pallisersd.ab.ca).) You might also contact Barbara Gammon, Associate Superintendent (Student Services), at the above address and phone number for more information as well.

It would be helpful if you would discuss this policy with your child(ren). We appreciate your support in ensuring our schools are safe environments for your child(ren).

Sincerely,

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Kevin Gietz  
Superintendent of Schools

cc B. Gammon, Associate Superintendent (Student Services)