



# Picture Butte High School

Box 1280  
Picture Butte, Alberta  
T0K 1V0  
Phone: (403) 732-4404  
Fax:(403) 732-4757

Mr. Mark Lowe, Principal  
[mark.lowe@pallisersd.ab.ca](mailto:mark.lowe@pallisersd.ab.ca)

Mr. Aaron Skretting, Vice Principal  
[aaron.skretting@pallisersd.ab.ca](mailto:aaron.skretting@pallisersd.ab.ca)

September 2, 2015

Dear Parents/Guardians:

To begin, we would like to welcome everyone back to school. We are hoping for a productive and enjoyable year. We invite everyone out to our Grade 7 Orientation meeting tomorrow night (Sept 3) at 6:00pm as well as our meet the teacher night on September 9 at 6:00pm. The purpose of this letter is to let our parents know of some of our bigger changes for this year.

We are making some changes to the way that we communicate home this year. We are continuing to employ the Remind text messaging service (sign-up information available at the office and on pbhs.ca), and daily announcements and canteen menus can still be accessed via the webpage (look for the buttons on the left hand side of the page). We are making two significant shifts for other information that you should be aware of.

The biggest change is our closed campus for our Grade 7 and 8 students. During our startup this year, the staff felt that it would be in the best interest of these students to have a closed campus. A closed campus essentially means that these students are required to stay on campus (school and its grounds) through the lunch hour. This would allow for better supervision of your children during the school day. We do recognize that some parents may need or want their child to leave campus at lunch (eg. To go home and eat lunch) and parents have the right to do this. We are asking that if parents do sign their student out of our campus that these students are not going downtown unsupervised. Please contact the school if you wish to have your child leave campus during any of our lunch hours.

The second major policy change is in our cell phone policy. We have experienced increased disruptions in the classroom and are looking for change. Students are asked to leave their cell phones in their lockers so that attention can be fully placed on their classes. We are asking our parents for support on this as we are looking for the best conditions possible for learning to occur in our classrooms.

As you may already be aware, PBHS was cut in staffing this year and we have been forced to look at alternative forms of delivering classes at our school. We are video conferencing some classes into and out of PBHS this year. We are sending out Chem 30, Chem 20, Physics 30 and Physics 20 to Nobleford this year as well as receiving Art and Math 10-3 into the school from Nobleford. This move has allowed our two schools to keep our traditional number of classes despite cuts in staffing. We are working out a few kinks, but the courses should be full functioning in a few days.

We have recently adopted a new Learning Management System (LMS) at our school. Students have been enrolled into a new system called **Schoology**. This system will allow both student and parent to communicate directly with their teachers, access teaching and learning materials at any time, and review recent assessments coming from the class. We are running introductory sessions for our parents on September 3, 6:00pm (Grade 7 orientation night) as well as September 9 at 6:00pm (Meet the Teacher night)

---

and any other public school event to be held this year (e.g. parent teacher interviews). We look forward to your feedback on this new system. Please take advantage of this new system as well as the school sponsored seminars on how to get up and going with this new system called “SCHOOLOGY”.

We have changed our Friday schedule as per the request of our Parent’s Council. In the spring of 2015, a request was made by parents to change our Friday dismissal from 2:10 to 12:25. We have done that and would like our parents to be aware of this new change. In the spring of 2016, you will be asked to vote on keeping this new trial Friday or return to the traditional Friday schedule.

Finally, the last major change at our school is the institution of two 30 minute *FLEX* periods on Wednesday and Friday. Essentially, we have added these two blocks of time to allow students a chance to catch up on work, study for exams, and access their teachers for help with difficult material. We will start these classes during the week of September 21 after all of our classes have fully set up.

The last change that we are making relates to tracking student attendance. Last spring, we began using Synervoice with the grade seven class to report students’ absences to home. We are happy with the results of the test and will be expanding this school-wide this fall. Please continue to phone in student absences to the office as you are able. Upon a student absence that has not been pre-authorized, you will receive an automated phone call for the period(s) missed that day. You will not be phoned if you have already excused an absence by 3:00 that day. If you receive a call, please notify the school as to whether your student’s absence is excused. This does not change the attendance policy for the school, which you can find attached.

If you have questions or concerns, or require further information about any of the items above, please feel free to contact the office.

---

## SR. HIGH

### 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, values 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.

1. 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.
2. 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.
3. A student referred to the office because of poor attendance in any class will be ineligible to participate in all pertinent curricular field trips.
4. Grade 11 & 12 students, During spares
5. 1, must attend in one of three zones if they choose to remain at the school. Zone 1 includes all classroom spaces in which the student is under the supervision of a teacher. Zone 2 refers to the library and zone 3 refers to the gathering area. Zones 2 & 3 are considered zones of privilege. If the privilege is abused, students will be required to attend Zone 1 spaces.
6. Grade 11 & 12 students, flex periods, must attend in one of two zones if they choose to remain at the school. Zone 1 includes all classroom spaces in which the student is under the supervision of a teacher. Zone 4 refers to the sitting area by the upstairs computer lab.

In order to ensure that parents/guardians are aware of a student's attendance per term in each of their respective classes, the following will occur:

1. **After 5 absences from a class**, the teacher will advise the student of the concern and contact will be made with the parents/guardians. The teacher will also inform the office that contact has been made.
2. **After 10 absences from a class**, the vice principal will make contact with the student and parents/guardians. 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; the student may be reinstated in the class subject to a contract, with the stipulation that no further classes be missed and remediation be completed for time and assignments missed. The student may also elect at this point to register for the class at Picture Butte Outreach.
4. **After 20 absences from a class**, the student will be withdrawn from the course. The student 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, completes all assignments, and maintains a satisfactory/passing grade, he/she may be re-registered in the course at the completion of the course and receive credit.
5. **After 25 absences from a class**, the student will be withdrawn from the course. If the student wishes to complete the course, they will enroll at Picture Butte Outreach. Some consideration may be made for work completed while enrolled in the same course at Picture Butte High School.

6. Overall Attendance

- a. If a **student's attendance falls below 90% of their scheduled classes**, the vice principal will send a 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. The percentage of classes missed will be calculated after the first week of classes has been concluded.
- b. If a **student's attendance falls below 80%** of their scheduled classes, the student will be withdrawn from their courses. The student 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. The percentage of classes missed will be calculated after the first three weeks of classes has been concluded.
- c. If a **student's attendance falls below 70%** of their scheduled classes, the student will be withdrawn from their courses. If the student wishes to complete the course, they will enroll at Picture Butte Outreach. Some consideration may be made for work completed while enrolled in the same course at Picture Butte High School. The percentage of classes missed will be calculated after the first three weeks of classes has been concluded.

---

Student Signature

---

Date

---

# JR. HIGH

## 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 recognize that the working community, and society as a whole, values 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.

1. 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.
2. 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.
3. A student referred to the office because of poor attendance in any class will be ineligible to participate in all pertinent curricular field trips.
4. Students who skip classes will be required to make up the time as noted:
  - a. 1st class period skipped - one lunch hour detention
  - b. 2nd class period skipped - three lunch hours detention
  - c. 3rd class period skipped - five lunch hours detention
  - d. Subsequent class periods skipped - in-school suspension

In order to ensure that parents/guardians are aware of a student's attendance in their classes, the following will occur:

1. If a student's **attendance falls below 90% of their scheduled classes**, 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/guardians and inform them of the developing attendance situation and future consequences of continued absences. The percentage of classes missed will be calculated after the first week of classes has been concluded.
2. If a **student's attendance falls below 80%** of their scheduled classes, the student will be placed on an attendance contract. The contract will stipulate that time missed must be made up, along with a plan specifying how this can occur. The percentage of classes missed will be calculated after the first three weeks of classes has been concluded.
3. If a **student's attendance falls below 70%** of their scheduled classes, the student will be referred to the Attendance Board. The percentage of classes missed will be calculated after the first three weeks of classes has been concluded.

---

Student Signature

---

Date