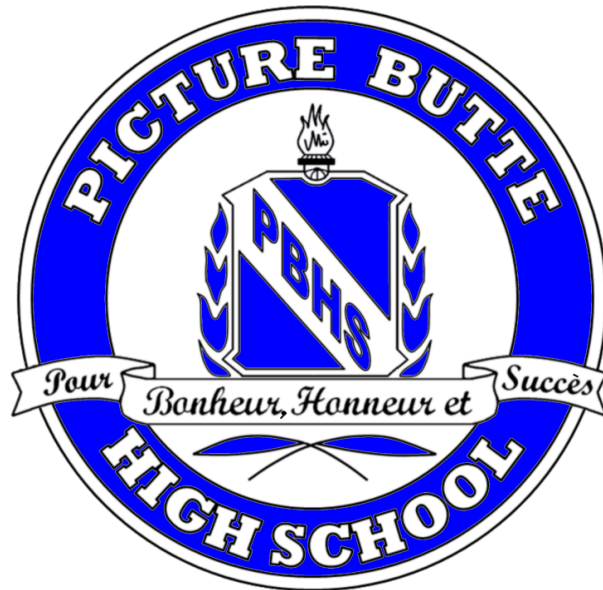


# Picture Butte High School

## Student Handbook



Revised August 25, 2025

## 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. In all decisions, we try to follow our motto of “for our kids”

## OFFICE HOURS

Office hours are 8:00-4:00, Monday to Thursday, and 8:00-1:00 on Fridays.

## CONTACT INFORMATION

Telephone: (403) 732-4404  
Email (general inquiries): [pbhs@pallisersd.ab.ca](mailto:pbhs@pallisersd.ab.ca)  
Website: [www.pbhs.ca](http://www.pbhs.ca)

### School Contacts

Mark Lowe.....Principal  
Jeremy Thompson.....Acting Admin  
Deanna Ward.....Admin Assistant  
Casey Scheidegger.....Athletic Director  
Joanna Johnson.....Learning Commons Facilitator, Academic & Career Counselor  
Rhiece Cordes.....Family School Liaison Counselor  
Carrie Netzel.....Learning Support Services  
Ginny Bergsma.....Off Campus Coordinator  
Shay Archibald.....Head Custodian  
Mike Oliver .....Division Trustee for Picture Butte

## STUDENT SUPPORTS

### Academic & Career Counselling

Several people are involved in our academic and career counseling. The office staff meet with our Grade 10 to 12 students two to three times a year to update academic plans and our Learning Commons Facilitator is available throughout the year to assist with all post secondary processes.

Together with Palliser Regional Schools we can coordinate Job Shadow placements, Student for a Day sessions at Lethbridge Polytechnic and the University of Lethbridge and various other initiatives such as RAP placement and Exploratory days. We are also available to meet with students and parents upon request.

## **Family School Liaison Counselor**

Rhiece Cordes is our Family School Liaison Counselor. She is specifically trained to assist students who experience social, emotional, or behavioral challenges. Ms. Cordes works in cooperation with the PBHS teaching staff and school administration to provide support, consultation, counseling and referral services for students and their families.

## **Learning Support**

Mrs. Carrie Netzel is our Learning Support Teacher. Mrs. Netzel is able to create an Individualized Program plan for struggling students and is able to utilize testing and outside agencies in order to maximize the learning potential of every student.

## **SCHOOL FEES**

School fees can be paid at any time using the SchoolCash online payment system, or in the library. Fees are posted at the time of registration and include both mandatory and optional fees. Fees are due at the beginning of the school year and it is desirable that fees are paid promptly; unpaid or delinquent fees will result in holds on all extra-curricular opportunities (including Graduation Ceremonies). All fees must be paid in full (or alternate arrangements made) prior to participation in the PBHS commencement ceremony.

## **DEFERRAL OR WAIVER OF FEES**

Students will not be denied opportunity for essential materials due to financial hardship. Parents may contact the administration of the school to set up a payment plan if necessary. In exceptional cases, parents may apply to have their school fees waived. In both cases, these arrangements should be made prior to the beginning of the school year/semester.

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

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

## **BELL SCHEDULE & YEAR CALENDAR**

Please refer to our [website](#) for our most up to date bell schedule and year calendar.

## **SCHOOL CLOSURE**

As determined by Palliser Regional Schools, 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. This information is also available on the school website and on the Palliser Bus Status application.

## **LOCKERS**

Students will be issued lockers at the start of each school year. Students are encouraged to lock their lockers between classes. Locks can be rented from the school at a nominal fee. **Lockers are the property of Palliser Regional Schools and are subject to search at any time. 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.**

## **TEXTBOOK CENTRE AND RENTAL**

Students and teachers access and check out textbooks and other course resources from the library. Students are responsible for the care of their individually assigned textbook until its return. Failure to return a textbook, or excessive damage beyond 'wear-and-tear' from the initial condition of the textbook will result in the student being charged for the textbook. Students with unreturned textbooks will not be able to take out further materials until they have been returned or a plan made for their replacement.

## **LIBRARY SERVICES**

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.

## **LOST AND FOUND**

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

## **SCHOOL COUNCIL**

This group of parents assists the school in an advisory capacity. It is through this association that parents can assist the school by their contributions of time, assistance and advice to make it more effective in serving its purpose. All parents are encouraged to attend, stay informed, and become involved. Meetings are held monthly, with the dates and times updated on our [PBHSweb calendar](#). Please contact the office for specific dates or if you are willing to serve on the council in some capacity.

## **CAFETERIA**

The school provides a cafeteria that operates at lunch for two days a week. Meals are reasonably priced through the support of grants and community donations. Up to date information can be found on our website at our [link canteen menu](#).

## **Lunch Break**

All students remaining in the school during lunch break are requested to eat their lunches in the Gathering Area. Eating on the front lawn or in the hallways is permitted provided that students cooperate in keeping these areas free of litter by using the garbage receptacles. Junior High students are expected to stay on campus for lunch breaks. The gymnasium is open to students on Monday and Wednesday.

## **Extra Curricular Activities**

PBHS students are exposed to many opportunities throughout the year that take place outside the classroom including a ski trip, sports teams, drama productions, and trips to theatres in other cities. We

also offer a Marine Biology trip as well as a Travel Club. These larger trips take place during the Easter holidays on alternate years and are an excellent way for students to see the world in a safe, secure environment. Please speak to our office staff for more information.

## **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 may be towed and all cost of towing will be paid by the student.

## **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. Please refer to Appendix 1 for more information all rules.

## **EMERGENCY PROCEDURES**

School responses to emergency situations follow the Palliser Crisis Response Digest. The school will conduct regular fire drills, lockdown drills, and emergency drills to familiarize students with procedures and expectations.

## **FIRE ALARMS**

Students must leave the building whenever the fire alarm sounds, unless overridden by a lockdown. 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. As per policy, PBHS will initiate several drills throughout the year to practice procedures.

## **Lockdown Procedures**

Our school district has collaborated with our community partners including local police or RCMP, Alberta Mental Health and Child and Family Service Authorities to develop a team approach to ensuring a safe and caring learning environment.

The school administrator may initiate a lockdown, or police may initiate a lockdown. A lockdown means that students remain in their classrooms or other designated safe areas with precautions taken to minimize their visibility. School and classroom doors remain locked for the duration of the lockdown. Police will advise the school when the lockdown status can be lifted. Should the police advise, a School Alert Status may be implemented rather than a Lockdown. As per policy, PBHS will initiate several drills throughout the year to practice procedures.

## Dress Code

Picture Butte High School provides a safe and caring environment for staff and students. We respect the rights and freedoms of everyone in an inclusive environment.

As such, we encourage that all members of our school community wear attire that is both clean and modest. The following guidelines are there to assist students, teachers, and parents in interpreting what "clean and modest" means. Clean means: The clothing is free from all references to drugs, alcohol, violence, sexism, racism and other negative expressions. Clothing or accessories that could be classified as a potential weapon are not permitted (i.e., chains, spiked necklaces/bracelets, etc.).

Modest means: Clothes are not too revealing regardless of one's gender or gender identity. Our preference is that clothing covers all undergarments. Considering that weather can become quite warm and at times make classrooms uncomfortable, we understand that students will wear shorts and t-shirts or tanks.

Please consider the school context when choosing what you wear. The suggestion is to consider school as your place of work and ask yourself if the outfit is appropriate. Deciding on appropriate dress is a subjective and personal decision.

PBHS' goal is to support the emotional well-being of all of its students and so we ask for parents and students to make informed decisions when deciding on appropriate dress for school. In some circumstances the school may make contact with parents regarding the attire of their child to aid in making decisions about its appropriateness.

## COMPUTERS/INTERNET USE

PBHS is equipped with wifi and all students have access to wireless devices (chromebooks). All students and parents sign a Palliser Regional Schools Technology Acceptable Use agreement to begin the year that outlines protocol. Students are expected to demonstrate the same kind of responsible behavior while working or communicating in an electronic learning environment as would be expected of them in a classroom or hallway of the school. **All school policies and rules for behavior and communication apply to student behavior related to computer/internet/network use.** Failure to comply with any of the technology use policies may result in temporary and/or permanent loss of privileges.

Use of student owned devices (cell phones, laptops, tablets) is subject to the acceptable use policy signed at the beginning of each school year. The use of student owned devices is a privilege, not a right. The school will not be held liable for any damages to student owned devices that occur at the school.

## CELL PHONE USE

Cell phone use during class time is not permitted. Students abusing the policy are subject to the confiscation of their device for the class or longer depending on the infraction or the habitual actions of the student.

## **Part B - EXPECTATIONS OF STUDENTS**

The Province of Alberta School Act specifies the code of conduct that is to be expected from students. Section 12 states (in the masculine but equally applicable to the feminine): A student shall conduct himself so as to reasonably comply with the following code of conduct:

- (a) be diligent in pursuing his studies;
- (b) attend school regularly and punctually;
- (c) co-operate with everyone authorized by the board to provide education programs and other services;
- (d) comply with the rules of the school;
- (e) account to his teachers for his conduct;
- (f) respect the rights of others and to be kind to others at all times.

Mature behavior at school is expected of students. All employees of the Board have the right and responsibility to monitor student behavior and to take actions to regulate inappropriate behavior during the school day and at all school sponsored activities.

## **Discipline PROCEDURES**

All staff are tasked with the role of supervision and correction of behaviours with routine discipline problems as they arise throughout all school sponsored events.

Serious violations of standards of conduct shall be immediately referred to a school administrator for disciplinary action. These violations include contraventions of the Criminal Code or Fire Act, the use of alcohol, drugs, vaping, or tobacco products on school property, vandalism, fighting, use of obscene language, abusive behavior or harassment towards other students or members of staff, failure to cooperate by refusing to comply with a staff directive, or other acts which, in the opinion of the staff, are of such a nature as to merit administrative involvement.

## **Bullying and Harassment**

### **Definition**

The repeated, aggressive and/or demeaning behavior intended to hurt another person (physically or mentally) and/or gain authority over them. Repeated is interpreted as behaviours (described above) occurring within two months connected by either people or events.

### **Procedure to be Followed**

When a potential case of bullying is reported the following steps are to be enacted:

1. All involved parties will be interviewed by school administration.
2. Parents of affected children will be contacted to inform of the incident.
3. If the incident meets the definition of bullying, the protocol will be enacted. If it does not, standard discipline procedures will be followed.



4. All parties will be interviewed regularly to determine if there are any continued problems.
5. Supervision changes may result to help all individuals involved.

If you believe that you are the victim of bullying, you must report what is happening to a staff member in a timely manner. If you believe that you have a friend, classmate, (someone) who is being bullied, report it.

## **Part C - Attendance**

The administration will typically accept medical reasons, religious reasons, and pre-approved family or extra-curricular activities as acceptable reasons for being absent.

### **Student Responsibilities**

- Provide a satisfactory explanation for each absence.
- Determine what schoolwork was missed during the absence.
- Complete the missed schoolwork within the time determined by the teacher.

### **Parent Responsibilities**

- Parents must notify the school of the reason for the absence on the same day. Please note that the school is not responsible for verifying an absence by telephone. This responsibility lies solely with the parent.
- Encourage your child to attend regularly and punctually.

### **School Responsibilities**

- Inform the student about the attendance policy.
- Accurately monitor the attendance of the student.
- Determine whether or not the student's absence is excused.
- Ensure that the consequences of continued absences are carried out by:
  1. The teacher contacts home when attendance begins to affect their learning in the course.
  2. The teacher will inform Administration who will connect with student and home if there is no improvement after the initial contact.
  3. If there is still no improvement, Administration sends a letter home requesting an interview including the teacher, a parent, the student, and administration, at which time, the student will be placed on an attendance contract.
  4. If attendance does not improve, the administrator, in consultation with the course teacher, shall choose one of the following options.
    - continue to work with the student to improve attendance
    - removal from the course if the student is failing
    - If the student is passing the course, alternative options will be explored.

## **Late Policy**

It is a student's responsibility to be in the classroom when the starting class bell sounds. Students who arrive late to class disrupt the learning that is to occur in the classroom. Students who miss more than half of the period, either through arriving late, departing early, or a combination of these, will be recorded as absent.

Lates are tracked in the office: students serve detention for repeated lates. If there is no change to student behaviour, the student will be subject to further detention, in-school suspension, or, in extreme cases, out of school suspension.

- Students who do not show up on time for the supervised lunch-hour detention will face additional consequences.
- Students are to work independently, individually, and quietly during the session.

## Truancy

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 will meet with administration and will not be allowed to return to regular classes until satisfactory arrangements have been made. 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 - Courses, Credits, & Graduation Information

### EXPECTED CREDIT LOAD

The following guidelines are designed to help students reach their individual goals for high school course completion and graduation. Students have the opportunity on an ongoing basis to meet with either the Career Counsellor or Administration to review their academic plan.

Students are expected to carry the following minimum credit loads:

Grades 7-9 – not in credit courses, full course load required

Grade 10 – 40 credits (no spares permitted)

Grade 11 – be on pace to complete 75 total credits by the end of the year (spares permitted if on track)

Grade 12 – be on pace to graduate by the end of the year (spares permitted if on track to graduate)

All students are expected to fulfill their credit load. Students wishing to take less than the expected load must have approval from administration. *Students leaving the building during spares assume complete responsibility for their safety while away from the school.*

### CREDIT RECOVERY

Where a student is unsuccessful in completing a course, the following credit recovery model will be employed:

**Recover** – if a student has demonstrated the ability to be successful in a course but has failed to demonstrate mastery of core course content and skills, the student will be given an incomplete mark in the course; the student may be directed to complete supplemental work to demonstrate the necessary level of proficiency to be awarded a passing mark.

**Re-stream** – if a student has failed to demonstrate mastery of a course but has received a mark higher than 40%, they may elect to re-stream and take credit in the appropriate lower stream.

**Repeat** – the student may elect to repeat the course, either at Picture Butte High School, through Picture Butte Outreach/Palliser Beyond Borders, or through another educational institution.

## **ACADEMIC INTEGRITY**

As an academic institution, Picture Butte High School expects students to engage in their learning honestly and with integrity. Violations of academic integrity include actions such as plagiarism, cheating, and test infractions. These violations are taken seriously and will be dealt with on a case by case basis. Consequences may include revision and resubmission of work, the awarding of a zero, or in extreme cases, withdrawal from the course.

## **ACADEMIC AWARDS AND 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. Picture Butte High School also boasts a robust, community sponsored academic awards program. Students are able to win a variety of awards both for individual courses, averaged awards, and special criteria awards. Only courses which are completed at Picture Butte High School are eligible for inclusion in these calculations and decisions. Please see our Academic Awards Handbook for all awards and bursaries. Please see our Academic Awards Handbook for all information.

## **APPEALS POLICY**

If a parent/guardian is not satisfied with a decision made by a teacher, the parent/guardian 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.

If a parent/guardian is not satisfied with a decision made at the school level, they may appeal the decision to the Board/Superintendent as noted in Palliser Policy 13 and Palliser Administrative Procedures 150 and 362.

## **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, students must be eligible to participate. If students cannot meet the following criteria, they will be notified prior to May 1 of the graduating year.

The specific criteria are listed below:

- 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.
- c. The student must have paid their school and extra-curricular fees in full, have had these fees waived, or made alternate arrangements with administration.

## **Part E: Student Athletes**

### **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. Student athletes are expected to have their school and sport fees paid in full, or alternate arrangements made for the payment of these fees, prior to participation in practices and games. The same holds true for any required forms.
2. While under the supervision of a coach during the course of a game, practice, or tournament, or as a spectator, student athletes will refrain from showing any disrespect for their fellow players, opposition coaches, opposition players, fans, referees or supervisors.
3. Student athletes will refrain from performing any acts of wilful damage regardless of the venue or circumstances.
4. Student athletes will refrain from consuming any illegal drug or alcohol at any school related function.
5. Student athletes must be in attendance at school on a regular basis, maintain a high degree of punctuality at school, and be in good academic standing.
6. A student athlete 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 athlete 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 behaviours through the Athletic Tracking document. Students who are on academic probation will be considered 'red-carded' and ineligible for participation in practice/games until the problem has been resolved. Students who are in good academic standing with some concern will be considered 'yellow-carded' and are eligible for participation in practice/games. Students who are in good academic standing are considered "green-carded" and are eligible for participation in practice/games
2. Administration will construct a plan with appropriate timelines for student improvement for student/athletes who are 'red-carded'. 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 – Palliser Administrative Procedures**

Supporting documentation that underlies the above handbook can be found in the Administrative Procedures of Palliser Regional Schools. These Administrative Procedures can be most efficiently accessed in their most up to date form on the Palliser website ([www.pallisersd.ab.ca](http://www.pallisersd.ab.ca)) under the link <http://www.pallisersd.ab.ca/about-us/procedures>

**Pertinent Administrative Procedures include but are not limited to:**

- AP 310 - Safe and Caring School Environments
- AP 317 – [Threat Assessment Protocol](#)
- AP 330 – Student Attendance
- AP 351 – Student Discipline and Suspension
- AP 352 – Bullying
- AP 354 – Damage to School Property
- AP 355 – Use of Cell Phones and Electronic Devices
- AP 357 – [Student Search Procedure](#)
- AP 362 – Appeals