

P B H S

PICTURE BUTTE HIGH SCHOOL  
HANDBOOK

1999-2000

EXCELLENCE



*Reid Shuttleworth: Principal*

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*Terry O'Donnell: Vice - Principal*

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# PICTURE BUTTE HIGH SCHOOL STAFF LIST

1999-2000

## TEACHING STAFF

SHUTTLEWORTH, Reid (Principal)  
O'DONNELL, Mr. Terry (Vice-Principal)  
BOSTERS, Mrs. Erika  
BOYDEN, Mr. Neil  
COLLIER, Mrs. Shannon  
GREGUS, Mr. Ken  
HANNA, Mrs. Pam  
HEERZE, Mr. Hank  
JENSEN, Mrs. Lorna  
JOYAL, Ms. Jackie  
KERKHOFF, Mrs. Barbara  
LANGHOFER, Gregg  
MARSDEN, Mr. Tom  
MOORE, Mrs. Terry  
OLIVER, Mr. Michael  
SECRETAN, Mr. Glen  
WEITZ, Mr. Wayne

## TEACHER ASSISTANTS

CVETKO, Teresa  
NORRIS - OHRN, Mrs. Laine  
SHAW, Eva  
WIEBE, Jayce  
WAGENVOORT, Trevor

## ALTERNATE PROGRAM

EBERLE, Lori  
IWANCZUK, Joanne  
MCKAY, Janet  
TOWNSHEND, Natalie (Teacher)

## STUDENT LAISON COUNSELLOR

JANKOWIAK, Glen

## SECRETARIES

BERGENHENENGOUWEN, Malinda  
MAZUTINEC, Mrs. Betty-Lou  
SILJAK, Mrs. Joanne

## CARETAKERS

BENNIS, Emmy  
THOMPSON, Bill  
VANDERHEIDE, Mrs. Darla



## **Mission Statement**

Partners in Education, our 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.

## **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.

Positive

Beliefs towards

Highest

Standards of Education

### **Goals:**

- ◆ Accountability for all
- ◆ Communication
- ◆ quality instruction with community support
- ◆ school pride
- ◆ parent involvement and volunteers

## **Values and Beliefs**

- ◆ All children can learn.
- ◆ Learning needs of the students should drive the designation of funds in our school budget

## **School Climate**

- ◆ Fosters honesty in integrity, respectfulness and a sense of pride.
- ◆ Encourage open communication and active participation; ownership and responsibility.
- ◆ Enables high quality public schooling to include creative, critical and independent thinking.
- ◆ Develops tolerance and understanding for the uniqueness of each individual student's learning needs.
- ◆ Supports emotional and physical development within a well-rounded education.

## EXPECTATIONS OF STUDENTS

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

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### 1. DILIGENCE IN PURSUING STUDIES

- 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. ACCOUNTABILITY TO TEACHERS

- 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 as follows . . .

- a. No head gear worn in building during school day except for special (designated) days.
- b. Food and drink is to be consumed in the lunch room only.
- c. No open beverages (slurpees, pop, etc.) should be stored in lockers.
- d. No loitering in hallways during class time or obstruction of hallways. Students that have a study period shall be in the library, lunch room or assigned room.
- e. Student's attire is expected to be clean, neat and modest.
- f. Slogans or pictures which are disrespectful, degrading to or exploitative of others shall not be displayed on clothing or school property.
- g. Profanity and vulgarity in any form is not acceptable.
- h. An atmosphere of order and safety will prevail in hallways.

# Attendance

Regular and punctual attendance in class is an obligation assumed by every student at the time he/she registers. Teachers consider attendance as an important factor in determining the grade in a course. Absence or tardiness in any course may affect the final grade in that subject.

## Procedures:

- Attendance is to be taken in all classes and the homeroom period and reported to the office.
- if a student is going to be absent from a class or classes, the parent/guardian is expected to telephone the school. Direct telephone contact rather than notes is the preferred method of communication between the parents/guardian and the school. The school is attempting to institute "Voice Mail" in order that a message may be left if there is no one in the office at that time.
- if no communication has been received by the school regarding the absence then the absence will be considered inexcusable and the student will be placed on detention. The detentions will cease when the situation is rectified.
- To be admitted back to class after an absence the student must get an "Admit to Class" slip from the office. This slip shall be presented to each subject teacher so they may initial it.
- Secretary or a Teacher may sign the admit slip only if a phone call or note from the parent/guardian is received. If there is any doubt about the note, the administration should be contacted.
- **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 or the school. The School is very much out of sympathy with truancy. 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. At present any student found being truant receives an automatic five (5) detentions. If the truancy continues more serious action will have to be considered.



## **Discipline Policy**

As one can see in our schools "expectations of students" they are expected to conduct themselves in a manner which demonstrates good citizenship in both a classroom and school setting so that effective learning is made possible. Our discipline policy's basic goals reflect this philosophy while still showing that there are consequences for one's behaviour and actions.

Picture Butte High School's discipline policy also holds the following beliefs:

- \* Punishment should be meaningful when punishment is deemed necessary.
- \* Mass punishment of a whole class for the misdemeanour of a few students shall be avoided.
- \* Good discipline often depends upon the ability to check unacceptable behaviour in its early stages before it becomes a serious problem.
- \* Disciplinary problems should be dealt with in a objective, professional fashion that considers the needs of the individual child, and each infraction of discipline should be considered as a learning situation to be handled intelligently and patiently.
- \* To restrain a student who is determined to carry out some destructive act or to prevent a student from attacking another individual sufficient physical force as deemed necessary is justified.
- \* Removal from the classroom of a student, where conduct continues to be detrimental to the work of the class, (after the student has been given reasonable warning that the behaviour is unacceptable) is justified.
- \* The right to detain students for disciplinary purposes is not questioned. However, 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.

## **Responsibility for Rule Enforcement**

The responsibility for enforcement of school rules and expectations for student behaviour 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 behaviour 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 Students' Council, the counsellors, 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 usually deal with all infractions of a minor nature. Repeated or more serious infractions will be reported to the administration. Critical situations will have the immediate involvement of an administrator.

The first step in attempting to remedy most infractions or misbehaviour, which come to an administrator, will normally involve an explanation of the nature of the infraction and a warning about possible future consequences of similar, repeated behaviours.

In instances of very serious rule violations, the warning step may be passed over and immediate disciplinary action, such as suspension, may occur.

Second and future violations of school rules will result in more severe disciplinary measures, which may include any or all of the following:

- parent conferences
- performance contracts
- school service work
- replacement or reimbursement
- in-school suspensions
- exclusion from co-curricular activities
- suspension from school

In a very few cases--those involving repeated, wilful violations of rules or those of a very critical nature--a recommendation for expulsion will be made to the Board of Trustees.

In all instances the school will endeavour to keep parents fully informed at all times, through conferences, telephone calls and letters.

“Steps Towards Educational Planning for Students“ (Student Services Handbook) will act as a guide in dealing with behavioural issues from a programming focus. Students will persistent behavioural difficulties require an Individual Program Plan (Alberta School Act, Section 29).

Following is a list of inappropriate behaviours considered minor offences (Note: these are examples only . This is not an all encompassing list)

- Bullying - pushing and shoving other students;
- Defiance of adults in authority
- Inappropriate touching (excluding sexual touching);
- Belligerent and argumentative;
- Lying;
- Cheating;

- Swearing;
- Teasing - name calling;
- Disruptive behaviour that interferes with the learning of others

### ***Flow chart of Consequences for Minor Offences***

#### **Minor Offences**

- Dealt with by classroom teacher and/or the principal following the school discipline policy.
- Recommend anecdotal records be documented: date/incident/steps for minor offences.

#### **Recurring Minor offences Mild to Moderate**

- Classroom teacher/principal deal with issue.
- Parent/guardian involvement
- Family school liaison counsellor, consulting teacher other school staff.
- Further assessment and development of an IPP may be warranted.
- Precise documentation required.

### **Examples of unacceptable behaviours in the moderate to severe range:**

- Chronic minor offender;
- Stealing
- Intent to injure another person with the use of a weapon;
- Throwing objects with wilful intent to harm;
- Causing physical injury to another person by hitting, kicking, biting;
- Blind rages where the child loses control, resulting in damaged property and/or injury to others;
- Inappropriate sexual behaviour;
- Verbal abuse - ethnic/racial remarks, sexually derogatory statements;
- Threatening bodily harm; or
- Damaging property (school or other).

### ***Flow Chart of Consequences for Major Offences***

#### **Level 1 Up to 2 days In-School Suspension**

#### **Process:**

- a) Principal talks with the student to discuss the behavior and consequences.
- b) Principal notifies parent/guardian of unacceptable behaviour.
- c) Team meeting including parent/guardian may result in an IPP being developed.



d) Student completes plan of action.

e) Student completes daily assignments in a segregated area away from the classroom.

**Level II**  
**Up to 5 days**  
**Out-of-School Suspension**

Process steps (a) through (e) above, plus:  
f) May recommend gradual re-entry into class.  
Student will review progress achieving his/her action plan for appropriate behaviour.

**Level III**  
**5 days Out-of-School**  
**Suspension**

Process steps (a) through (e) , plus:  
g) Conference with parents re-conditions for re-admittance to school.

h) Notification sent to Superintendent.

**Level IV**  
**Expulsion**

- Implement Palliser Regional School Policy #908

- Request for Expulsion Hearing made to Superintendent.

***Note: The nature of the unacceptable behaviour may mean the student moves immediately to Level II or even Level IV. The school administrator is responsible for determining the level of response.***

**TEAM MEMBERS may include:**

- \* Teachers, Counsellor, Administrators, Parents;
- \* Consulting Teacher;
- \* Family school liaison counsellor;
- \* School support staff; and
- \* Community agency personnel;
- \* Co-ordinator of Student Services;
- \* Other resource people as deemed necessary

# **Junior High Program Description**

## **Program**

### **Regular**

An academic program.

### **Modified**

A program for students in grade 8 and 9 who struggle in the regular academic program.

### **Special Education**

Programs for students who require individual instruction and some students who have severe learning disabilities.

**All students, regardless of program route, receive instruction in the following courses:**

**Grade 7** - Home Economics, Industrial Education, Physical Education, Art, Health, Outdoor Education, Drama, and Computers.

**Grade 8** - Home Economics, Industrial Education, Physical Education, Art, Health, Outdoor Education, Drama and Computers.

**Grade 9** - Home Economics, Industrial Education, Physical Education, Art, Health, Drama, French and Computers.

**In addition to the above courses, grade 7, 8 and 9 Regular route students receive the following instruction:**

**Language Arts** - P.B.H.S. yearly instructional hours, 188, Alberta Education yearly minimum instructional hours, 150.

**Mathematics** - P.B.H.S. yearly instructional hours, 167, Alberta Education yearly minimum instructional hours, 100.

**Science** - P.B.H.S. yearly instructional hours, 125, Alberta Education yearly minimum instructional hours, 100.

**Social Studies** - P.B.H.S. yearly instructional hours, 125, Alberta Education yearly minimum instructional hours, 100.

## **Policy on Promotion and Retention of Students**

This policy is predicated on two major points. The first is that all student evaluations are based on procedures, which are fair and just. The second in that retention, when it occurs is decided upon for constructive reasons in the best interests of the students.

### **Policy Definitions**

**Promotion** - A student who achieves marks of 50% or higher in all subjects will be promoted to the next higher-grade level.

**Retention** - A student who receives marks of less than 50% in two academic core subjects and one or more non-core subjects **MAY** be retained at the same grade level for the ensuing year (or part of it).

A student who receives marks of less than 50% in one academic core subject and two or more non-core subjects **MAY** be retained at the same grade level for the ensuing year (or part of it). In all cases of retention, the final decision will only be made after consultation between the school administrator, teacher, parents and student involved.

### **Special Placement**

Another category, best described as "Special Placement", exists for those students who are conditionally placed in a higher grade level because:

- a) they have already been retained at a grade within the Junior High division;
- b) they are judged to deserve a chance at a higher grade level for reasons of age, social maturity or physical maturity.

### **Procedure**

Students who are struggling, who are possible failure candidates will be identified as early as possible by the school. This is to be done so that all possible alternative and avenues of effort may be explored to remedy the student's problems prior to the decision to repeat. This early consultation not only allows time to prepare for the realities of repeating, but also gives parents time for input into alternatives that may succeed in avoiding this final step. Further consultation with parents will continue up to the time of a final decision. This final consultation stage would include preparation of the student for the social and emotional adjustments he/she will encounter from being held back.

### **Final Examinations**

Secondary students shall write final examinations in those academic core subjects in which they are enrolled unless exempted for a reason acceptable to the principal and superintendent. The final examination normally shall encompass the total term work covered in a core course. The final examination in other courses normally shall encompass the total term work covered unless arrangements are made in advance with the administration. The length of a final examination shall commensurate with the objectives and grade level of the course. All final standings awarded shall be approved by the school principal prior to being released to students. These examinations will cover the main core subjects: Mathematics, Science, Social Studies and Language Arts.

The onus for **attendance** is on the student. Exemptions will be granted only for health reasons. (A doctor's certificate may be requested).

### **Additional Information for Junior High Program**

1. A **Debate** unit is taught in Language Arts in grades 7-9. (Picture Butte High was one of the first schools in the province to include debate in the Language Arts curriculum. P.B.H.S.



# SENIOR HIGH PROGRAM

## Credit System

High school subjects have a credit value based upon the number of hours of instruction, which can be accessed by the student in each subject. One credit is equivalent to twenty-five (25) hour of instruction. Most courses are worth five (5) credits and therefore receive one hundred and twenty-five (125) hours of instruction. Credits can only be granted once for any course.

## Course Numbering System

**Grade Ten** courses are assigned numbers between 10 and 19. Eg. English 10, Math 13.

**Grade Eleven** courses are assigned numbers between 20 and 29. Eg. English 23, French 20.

**Grade Twelve** courses are assigned numbers between 30 and 39. Eg. English 30, Math 33.

## Course Credit Requirements and Pre-requisition

In order to receive credit in all courses, a student must obtain a final mark of at least fifty (50%) percent. Many high school courses are sequential, (Math 13,23,33) and one is usually taken at each grade level. In the case of sequential courses, successful completion of a course at one level is a pre-requisite to entry into the course at the next level. A make of at least fifty (50%) percent must be obtained in order to proceed to the next course in a sequence.

For student entering Grade 10, there are pre-requisite requirements for Grade 10 core courses (English, Social Studies, Mathematics, Science), as well as several other specific courses.

Counsellors in the Junior High feeder schools and here at Picture Butte High School will inform incoming Grade 10 students of the pre-requisites and assist in course selection.

## Earning a High School Diploma

The goal for each student is to earn a high school diploma which is awarded to those students who successfully complete specified courses totalling a minimum of 100 credits.

## High School Diploma

Core	Credits
English	15
Social Studies	15
Mathematics	8
Science	8
Career and Life Management	3
Physical Education	3

teachers have assisted other schools in the implementation of debate into the Language Arts curriculum).

2. **Outstanding academic achievement** is recognized through the Honor Roll and the Academic Awards Program.

3. **Outstanding athletic performance** and participating are recognized through the Athletic Awards Program.

4. **Support classes** are available for students who experience difficulty in the regular Language arts program in grades 7,8 and 9.

5. Junior High **Home Economics and Industrial Education Modules** are as follows:

#### **Grade 7**

Art

Clothing

Drama

Foods

Information Processing

Outdoor Education

Woodwork

#### **Grade 8**

Art

Drama

Foods

Metals,

Computer graphics,

Outdoor Education

#### **Grade 9**

Art

Foods

Sewing

Small Engines,

Woods

Plastics

#### **Junior High Extra-Curricular Program**

At the Junior High level, the following programs are available to students:

#### **Noon Hour Intramurals**

Volleyball, basketball, badminton, table tennis, and softball.

#### **Other Student Clubs and Activities**

Student Council

Interschool Volleyball (4 teams)

Interschool Debate

Interschool Speech

Interschool Track and Field

Interschool Badminton

Interschool Basketball (4 teams)

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Social Studies	15
Mathematics	8
Science	8
Career and Life Management	3
Physical Education	3



## Additional Requirement

Two Grade 12 Level Courses other than	
English and Social Studies	10
Specified Credits	62
Unspecified Credits	38

## Minimum Credit Requirement 100

### High School Diploma Requirements

The High School Diploma is an official document issued by Alberta Education, certifying that the holder has completed a prescribed program of instruction at a high school, or through correspondence instruction under the direction and supervision of Alberta Education.

Table 1

### Minimum Diploma Requirements

Grade X	Grade XI	Grade XII	Minimum Credits
English 10 or 13	English 20 or 23	English 30 or 33	15
Social Studies 10 or 13	Social Studies 20 or 23	Social Studies 30 or 33	15
Math 10 Pure or Applied, 13, or 14	Math 20 Pure or Applied, 23 or 24		8
Science 10 or 14	Science 24 or Biology 20 or Chemistry 20 or Physics 20		10
Physical Education	C.A.L.M. 20		3
		Credit in two other Grade 12 courses	3
<b>Total Credit Requirements 100</b>			

**The diploma does not necessarily grant admission to post-secondary educational institutions.** A student wishing to obtain entrance to a university faculty should arrange his/her program to include subjects required by that faculty.

### To qualify for most faculties, a student must:

- satisfy the current course and credit requirements for the high school diploma; and
- write a diploma examination in English 30, Social Studies 30, Mathematics 30, 33 at least and one of Biology 30, Chemistry 30 or Physics 30.

Table 1a

## Diploma Requirements leading to university

Grade X	Grade XI	Grade XII
English 10	English 20	English 30
Social Studies 10	Social Studies 20	Social Studies 30
Mathematics 10 Pure or Applied	Mathematics 20 Pure or Applied	Mathematics 30 or 33
Science 10	Biology 20 or Chemistry 20 or Physics 20	Biology 30 or Chemistry 30 or Physics 30
Physical Ed. 10	C.A.L.M. 20	

**Total Credits Requirements 100**

**Recognition of excellence** will be noted on the Diploma for these students who achieve a final average of 80 percent or high, with not less than 65 percent in any one course.

**Diploma exams** will be course-specific and will cover the following courses: English 30, English 33, Social Studies 30 or 33, Mathematics 30 or 33, Biology 30, Chemistry 30 and Physics 30. To receive credit, a student must obtain a final mark of 50%. The final course mark will consist of a 50/50 weighting of the school awarded mark and diploma exam mark. The student's high school transcript will include: a school awarded mark, diploma exam mark and a blended mark.

## Additional Information for the Senior High Program

- From 60% - 70% of graduates enter post-secondary institutions and the balance of the graduating class have been highly successful in gaining employment.
- The school places a heavy emphasis on job search preparation, post-secondary planning and career planning.
- All grade 11 students must take C.A.L.M.20 in the spring semester. The course includes the following units:
  - Cops** - the California Occupational Preferences Survey (optional).
  - Choices** - a computerized career planning program which relates the world of work to student interests, aptitudes and values.
  - Creative Job Search** - Applications, resumes and interviews.
  - Post-Secondary Possibilities** - programs available, entrance requirements and living accommodations.
  - Finance** - financial assistance available through the Alberta Student Finance Board - scholarship information.
- During the grade 12 year, the school counsellor assists students, on an individual basis,

with vocational planning, post-secondary applications, student loan applications, and job search techniques.

5. Outstanding **academic achievement** is recognized through the Honor roll and the Academic Awards Program. Each year, local individuals, clubs and businesses sponsor approximately 60 awards (with a total value of \$4000 plus) that recognize academic achievement and citizenship.
6. Outstanding **athletic performance** and participation are recognized through the Athletic Awards Program.

### **Senior High Extra Curricular Programs:**

At the senior high level, the following activities are available to students:

**Noon hour Intramurals** - volleyball, basketball, badminton, table tennis, and softball.

### **Other Student Clubs and Activities**

Student Council	Yearbook
European Travel	Interscholar Baseball
Interscholar golf	Badminton
Interscholar Curling	Interscholar Volleyball (4 teams)
Interscholar Basketball (4 teams)	

### **Senior High Courses Offered by P.B.H.S.**

English 10	English 20	English 30
English 13	English 23	English 33
Mathematics 10 Pure	Mathematics 20 Pure	Mathematics 30
Mathematics 13	Mathematics 23	Mathematics 33
Mathematics 14	Mathematics 24	
Social Studies 10	Social Studies 20	Social Studies 30
Social Studies 13	Social Studies 23	Social Studies 33
Science 10	Science 14	Science 24
	Biology 20	Biology 30
	Chemistry 20	Chemistry 30
	Physics 20	Physics 30
Physical Education 10	Physical Education 20	Physical Education 30
Career & Transitions		
French 13	French 20	French 30
French 10		
Art 10	Art 20	Art 30
Drama 10	Drama 20	Drama 30
Accounting 10	Accounting 20	Accounting 30



Info Processing

Foods 10

Clothing 10

Materials 10

Mechanics 10

Special Projects 10

Work Experience 15

Info Processing

Foods 20

Clothing 20

Materials 20

Mechanics 20

C.A.L.M. 20

Special Projects 20

Work Experience 25

Info Processing

Foods 30

Clothing 30

Materials 30

Mechanics 30

Special Projects 30

Work Experience 35

## **STUDENT OF THE MONTH**

Picture Butte High School recognizes one student per grade per month as "Student of the Month". Students are nominated and chosen by the staff based on set criteria. The student will receive a certificate and a Subway coupon for a free sub. Their name will be put on a plaque at the Picture Butte Subway. The senior high student's will have a write up in the Sunny South News.

## **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. Pupils must not extend any part of their body out of windows.
4. Aisles must be kept clear.
5. The use of foul language or tobacco products is prohibited on the bus.
6. Alcohol, drugs 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.