

PROVOST PUBLIC SCHOOL

HOME OF THE PANTHERS

Student – Parent - Staff Handbook

2009 - 2010

The information in this handbook has been prepared to help parents, students and staff, become aware of how our school operates, along with its policies and expectations. **Please read it carefully.**

We hope it gives all a better understanding of how and why we do things, and makes them feel more a part of our school. A school is more than just teachers and students; it involves the whole community and we are very appreciative of the support you give us.

PROVOST PUBLIC SCHOOL

MISSION STATEMENT

EVERYTHING IS ABOUT LEARNING

The community of Provost Public School is dedicated to educating students to be; responsible citizens who exhibit respect for self and others; who are accountable for academic achievement and behavior; who are cooperative and collaborative, and who display pride in accomplishments and a healthy lifestyle.

As the Provost Public School Community, our goal is to walk with students on a path of life-long learning towards citizenship by: offering a challenging and appropriate curriculum, modeling and encouraging the development of a social conscience; and providing a welcoming environment where students feel safe, respected, challenged and proud.

PRINCIPAL'S MESSAGE

Welcome to Provost Public School

The school and staff are here to assist you in your development. This school will be whatever we, as a community, make it. Let us always have the spirit to do the right things which will keep it outstanding.

The successful operation of our school will depend on the co-operation and understanding of all students, staff and parents. We must respect and accept the strengths and weaknesses of ourselves and others, communicate effectively, and carry out our responsibilities to the best of our abilities.

One of the most important lessons we can teach our children is discipline, which is made up of: Respect, Responsibility and Reasonableness. While it does not appear as a subject, these behaviors are what underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

On behalf of staff we want to extend best wishes to all of you, whether you are new to Provost Public School, or returning for another year.

Robert W. Walker, Principal

Celeste Matovich, Vice-Principal

REGULAR SCHOOL HOURS

1. You should not arrive at school before 8:40 a.m.
2. School day starts at 8:55 a.m. with announcements and O Canada.

Period	Time
First Bell	8:55
One	9:00 – 9:41
Two	9:41 – 10:22
Recess	10:22 – 10:27
Three	10:27 – 11:08
Four	11:08 – 11:51
Lunch	11:51 – 12:33
Five	12:33 – 1:16
Six	1:16 – 1:57
Break	1:57-2:02
Seven	2:02- 2:43
Eight	2:43 – 3:24
Announcements	3:24-3:26

EARLY DISMISSAL SCHOOL HOURS

On the first Wednesday of the month there is an early dismissal at 2:00 for Staff Meetings. The following is the period schedule for those days: Oct. 7, Nov. 4, Dec. 2, Jan. 6, Feb. 3, Mar. 3, April 14, May 5, June 2.

Period	Time
First Bell	8:55
One	9:00 – 9:32
Two	9:32 – 10:04
Recess	10:04 – 10:09
Three	10:09 – 10:41
Four	10:41 – 11:13
Five	11:13 – 11:45
Lunch	11:45 – 12:24
Six	12:24 – 12:56
Seven	12:56 – 1:28
Eight	1:28 – 2:00

You should be in the room with your books open and ready for your lesson at the starting times identified above.

RECESS AND NOON HOUR

Generally speaking, elementary students are expected to go outside at recess and noon (unless extreme weather conditions exist). Students should dress appropriately for outdoor activities.

Parents of elementary students should provide notes to the teacher if their child/children need to remain indoors at recess.

SCHOOL SPIRIT

School spirit means excitement about and loyalty to all functions of the school. Loyal students support their school and do their utmost to keep their scholastic standards and activities at the highest possible level. School spirit may be divided into four categories:

1. **Courtesy** - toward teachers, fellow students, and the officials of school athletic activities
2. **Pride** - in everything our school endeavors to accomplish and has accomplished
3. **Sportsmanship** - the ability to win and lose gracefully
4. **Achievement** - as individuals, striving for your best
- as groups or classes to have successes for your school

STUDENT BEHAVIOR

Provost Public School fosters a culture of character. Character is defined as having the inner strength to do the right thing at the right time for the right reason. At school, we wish to partner with parents and the community to build this culture of character within each student.

At Provost Public School we believe students should take responsibility for their behaviors. By implementing logical and consistent consequences this provides individuals with opportunities to become responsible and caring members of the community. Students will learn about their behavior, their choices, and their impact on others.

As part of our philosophy we attempt to help students develop skills and habits which will assist them to function effectively in society. In order to become responsible citizens, students must

learn to be responsible for their behavior. We have established a number of basic rules which we expect students to follow. We hope to develop in each individual the self-discipline which is necessary in life.

In all situations student behavior should reflect an attitude of courtesy and consideration. It is expected that students will conduct themselves in a fashion that promotes the safety of all students and creates an atmosphere of courteousness and respectfulness to the entire student body and staff. Respect for authority and respect for private and public property must be practiced at all times. The staff is dedicated to maintaining standards of conduct that are suitable to a public school setting.

Support from the home is important. If problems with an individual student persist we will contact the parent and attempt to resolve the problem. Parental support, assistance, and co-operation are necessary for us to accomplish our objectives.

1. Provost Public School acknowledges and endorses Buffalo Trail Public Schools # 28 Policy relating to:
 - (a) Policy Code IF - Student Rights and Responsibilities
 - (b) Policy Code IG - Student Behavior and Conduct (Discipline)
 - (c) Policy Code IGD - Student Suspension and Expulsion

2. Standards and expectations exists for students attending Provost Public School. They include, but are not restricted to, requirements as outlined in the School Act:
 - (a) be diligent in pursuing his studies;
 - (b) attend school regularly and punctually;
 - (c) co-operate fully 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.

3. Students are expected to exercise responsible student behavior and develop self-discipline in an attempt to maximize educational opportunities and character development.

Students, in developing a strong worth ethic, and solid moral and ethical behavior, are preparing to make valuable contributions to society. This focus must be maintained.

4. Teachers must take time to teach, model, and reinforce appropriate behavior.
5. Consequences for non-compliance with expectations outlined above, those stated in the Student/Parent Handbook, and those developed within the classroom to ensure a positive learning environment, will be consistently applied and enforced by Provost Public School Staff. These consequences should be immediate and logical when irresponsible behavior is exhibited.
6. School staff will maintain records of disciplinary action taken as a result of unacceptable student behavior.

Teachers should in an attempt to achieve responsible student behavior, and consistent with expectations outlined herein, move through the Behavior Modification Plan on a step by step basis.

7. In the event students do not respond to staff attempts to correct inappropriate behavior, the Board, through Policy IGD authorizes principals to suspend such students.
8. Teachers are encouraged to maintain good communication with students and parents. Students need to clearly know what the standards and expectations are. Parents need to be kept informed of concerns and issues. This may be done through a variety of methods; one is the use of Interim Progress Reports enclosed. The use of these reports is not restricted to providing notice of student failing to meet acceptable standards. Teachers need to make use of these reports or other suitable communication methods to keep parents and students informed of progress or the lack thereof. In any event, appropriate records should be maintained.

UNACCEPTABLE BEHAVIORS

Unacceptable behaviors are those that interfere with our plan; they include all aspects of bullying:

Physical Aggression:

Pushing, grabbing, hitting, pinching, spitting, tripping, etc.

Social Alienation:

Gossiping, embarrassing others, ethnic slurs, excluding from a group, etc.

Verbal Aggression:

Mocking, put downs, swearing at others, etc.

Intimidation:

Threatening others to do something, threatening with a weapon, playing a dirty trick, etc.

Sexual Harassment:

Remarks, gestures, or actions of a sexual nature.

Cyber Bullying:

Using the Internet to bully another student by means of email, chat rooms, etc.

BULLYING IS DEFINED AS:

- When a person is the target, over time, of repeated negative actions.
- When one person has more power, so the person being victimized feels that they can't defend himself/herself.
- When a person, who is the target, may feel embarrassed, hurt, scared, and/or angry.

MINOR INFRACTIONS

- Name Calling
- Ignoring the bell
- Leaving school boundaries
- Neglecting to show appropriate behavior
- Displaying disrespectful behavior
- Late for school/class
- Littering

MAJOR INFRACTIONS

- Fighting
- Bullying
- Smoking
- Alcohol or Drug use
- Vandalism
- Theft/extortion
- Repetitive Minor Offences (3

- Throwing objects
- Inappropriate dress
- Not signing out
- Unexcused absence
- Wearing headgear in school
- Cell phones not permitted in school
- Inappropriate Language

CONSEQUENCES

- Verbal reminder
- Behavior Worksheets
- Student removed from situation
- Recess or noon hour detention
- Child phones home and explains
- Community service (yard clean-up)
- Note on agenda
- Parent called
- Loss of privileges

OPPORTUNITY FOR LEARNING & GROWTH

- Time for Reflection
- Note of apology/spoken apology
- Written Reflection about incident
- Teaching opportunity (student prepares lesson for younger students)
- Project

- months)
- Disrespectful behavior
- Dangerous driving on school property
- Bus report
- Threats
- Anything compromising the safety of others and self

CONSEQUENCES

- Administrative involvement
- Parents informed by phone, email or letter
- Service Project
- Behavior Worksheets
- Detention at recess, noon hour or after school
- Loss of Privileges
- In-school suspension
- Out of school suspension
- Child phones home
- Documentation in CUM file
- Police involvement

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 - (e) account to his teachers for his/her conduct;
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ATTENDANCE

1. General

In order to get the most benefit out of your education, regular attendance is expected at Provost Public School. **Once a student has registered in school, it becomes his or her responsibility to attend, to study, demonstrate learning through submitted work, and to actively participate in school approved, teacher directed learning experiences.** There is a direct relationship between achievement and regular attendance. Students and parents should be aware that regular attendance is an integral part of the student evaluation and is required by law under the School Act by the Province of Alberta.

2. Student Responsibility

- a) To have their parent/guardian phone the school **explaining the reason for an absence. The phone call MUST be received before the student returns to class.**
- b) If the absence is required because of a medical appointment, the call can be placed in advance of the actual absence. If an absence is required because of illness, it is a good idea to phone the school on the day of the absence. This allows office staff to conveniently enter the absence into the computer.

c) Student skipping classes, (meaning parents are unaware of absence or parents do not approve of the absence) may have disciplinary measures brought against them. Senior high school students who exceed 10 days of skipped classes will not be awarded credits in that course. (This is subject to appeal.) Student absences, tracked by the computer network, will be reported on student report cards.

More comprehensive absences/late reports are available through the computer network.

These may be used by teachers to keep students or parents informed when absences and/or lates become a concern. Parents may also request such reports.

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3. Parent Responsibility

a) To send their child to school. Buffalo Trail Public Schools Policy states: The School Act provides every eligible individual a right of access to an education program. That right is accompanied by a corresponding responsibility on the part of the student and his/her parents/guardians to ensure that the student regularly attends school.

b) Parents must demonstrate they are interested in working with the school to:

- (i) maximize student performance
- (ii) develop responsible student behavior

Failure to do so is inconsistent with school goals, School Council directions, and societal expectations. Parents should attempt to phone the school on or before the day of the absence. An answering service is available to pick up the message in the event parents wish to phone in earlier or later in the day. In the case of scheduled medical appointments, parents may wish to phone the school in advance of the actual absence.

LATES

I. General

Students, staff and parents all agree that punctuality is an important element in society. It is not only a matter of courtesy to teachers and fellow students to arrive at class on time; it is a practice which business and industry demand. For schools to not encourage and enforce punctuality would be irresponsible; it is a requirement of students under the School Act.

II. Procedures

- 1.** Teachers will develop strategies which encourage students to arrive to class on time. Students not arriving to class on time must respond to discipline measures exercised by the teacher. Any lates that causes a student to miss the majority of a period (i.e. 20 minutes) will be dealt with as a class absence and will require a parent phone call.
- 2.** Students arriving late from medical/dental appointments may present an appointment slip from the doctor. Such lates are excusable and will not be subject to discipline measures exercised by the teacher.
- 3.** When the number of lates becomes a concern, students may be subject to any or all of the below:
 - a) communication with parents expressing concern (arranged by teacher(s))
 - b) a school, parent, student conference (arranged by teacher(s))
 - c) privileges removed (arranged by teachers and/or administration)
 - d) suspension (arranged by principal in consultation with the teacher)

HOMEROOMS

You will be assigned to a particular homeroom and homeroom teacher. You are particularly responsible to your homeroom teacher in your general activities about the school. **Your homeroom teacher has a special interest in you.** If you have problems about your studies, school activities or need assistance in some way, speak to your homeroom teacher. He or she will be pleased to talk with you and help you.

STUDENT LEAVE - EXTENDED VACATIONS

Each year some students/parents ask permission to extend vacations or to take time off during the school year. Since regular attendance is a requirement, we are not in a position to grant permission for an extended absence. It becomes the responsibility of the student and his/her parents to weigh the pros and cons of leaving school and missing classes.

Clearly, if the choice is to leave school, the student can expect some reduction in grades. The amount will of course depend on the time missed, the assignments missed, and the nature of the course. It is the responsibility of the student to catch up on work missed in an attempt to minimize the effects of the leave.

LIBRARY

The library is not a visiting room. Quiet must be observed in the library at all times. All books must be checked out through the librarian. Encyclopedias may not be taken home; magazines cannot be removed from the library. Fines of **10 cents per day** will be levied for over-due books. Report cards are withheld until outstanding library fees are paid. Students mis-using the library will be disciplined. There is to be no food or drink in the library. The library is a place for study, reading or research. Three computers, a scanner, and student printer have been installed in the library to assist students in their academic pursuits.

SKATING AND SWIMMING

During certain seasons of the year, we make use of town recreation facilities to enhance our Physical Education program. As these are part of our regular school program, children are expected to participate and have the equipment necessary to do so (i.e.: skates and helmets for skating). Students will be taking stroke improvement and/or swimming lessons, which will require you to pay an additional fee, payable to the Town of Provost, at that time.

SPARE PERIODS

Spare periods spent at school are to be used for study or reading. This should be done in the library, or student common area and not in the hallway.

Permission to leave school grounds exists. This can be revoked at the request of a parent or by the principal in case of failure to observe school rules.

EVALUATION

Progress reports are issued to your parents every month in an effort to increase awareness and provide as accurate performance appraisal as possible, to increase communication between school and home. Report Cards will be sent home three times a year in Grades K-6, and four times a year in Grades 7-12. Parent teacher interviews are held in November and April. This is an opportunity for parents and teachers to meet, and for teachers to learn student's backgrounds and special problems (if any). Other parent-teacher interviews may take place at any mutually convenient time and can be arranged by calling the office. Major examinations are given at the end of January and the end of June.

Report Card Dates:

High Schools Report Cards will be distributed: November 13, February 1, April 12,
June 28

Elementary Report Cards will be distributed: November 13, March 2, and June 28

Junior/Senior High School Report Cards will be mailed out immediately after the last teacher working day. Elementary Report Cards will be sent home on the last day that students attend school in June.

EXAMINATION RULES

1. All students are required to write exams at the **scheduled times**. Students who interfere with the security of the examinations, falsify the examination results, disrupt other students, or commit any other act that may inaccurately represent their performance will receive a mark of 0% and further disciplinary action.
2. Students finishing the exam early are encouraged to spend the remaining time usefully (studying, reading, etc.). Comic books and other questionable material will be confiscated.
3. Grade 7 and 8 students cannot leave the exam room early - they must remain in the full time. Grade 9-11 students are allowed to leave the examination room after 1 1/2 hours.
4. All students are required to be quiet at all times unless they are talking to a teacher.
 - No unsupervised visits to the washroom.
 - No food in the exam room.
5. Students will not be excused from writing final examinations except in the cases of illness and other unavoidable circumstances (ie. Funeral). In such cases, a Medical Certificate or other formal documentation must be presented. A student missing a final examination due to the above reasons will have his/her final mark determined on the basis of the year's work.

HOMEWORK

Students will be required to complete extra assignments at home in most core subjects regularly throughout the term. However, homework means not only specific assignments, but also study and review. It is the student's responsibility to see that homework is done. Parents should assist and encourage their children by ensuring that they have adequate facilities and time for home study.

Average Homework Times

- Grades 1 through 6: up to 30 minutes per evening
- Grades 7 through 9: up to 90 minutes per evening
- Grades 10 through 12: up to 120 minutes per evening

COUNSELING SERVICE

The counselling program is concerned with enabling students to understand and accept their responsibilities, aptitudes, interests, and personality so that they can make more informed and competent decisions about their future.

We have both a Career Counselor and Family Liaison School Counselor. The Career Counselor meets with students at the Junior/Senior High to plan academic programs and bring in or arrange career resources and scholarship information. The FSL Counselor meets with students who are in need of personal counseling.

Teachers and/or parents may make referrals to the FSL Counsellor serving the school. In some cases, teacher and administrator referrals to the Counsellor are for a specific purpose, and as such are not optional. Students are also urged to come voluntarily to the counseling office for personal counseling information. Conferences are of a confidential nature.

Teachers, parents, students (and community based counselling services) will be expected to work together to achieve intended results.

LOCKERS

Each student is assigned a locker. The school is not responsible for theft from lockers. Students should not bring valuables or large sums of money to school. Students will be provided with a combination lock in Grades 5 - 12 and an assigned locker. Only school locks are allowed; students may occupy one locker only. It is the **responsibility of students to keep lockers locked**, clean, free of objectionable material and in a state of good repair. Students are expected to have respect for their own property as well as that of other students.

The following should be made clear:

- a) do not give lock combinations to any other student for any reason.
- b) any damage to locker doors must be reported immediately otherwise the students using the locker will be responsible for the cost of providing repairs.
- c) students are to use the lock and locker issued to them unless a change has been approved by the Homeroom Teacher.
- d) clothing and personal property should be clearly marked with student's name.
- e) lockers may be searched by school authorities.
- f) if a lock is lost, students will be charged the replacement cost and receive another lock.
- g) students must have a lock on their locker at all times.

SUPERVISION

Teacher supervision is provided inside and outside beginning at 8:40 and during each recess and at noon as well as after school. These teachers are available to ensure the safety and well being of students, provide assistance or first-aid to students and monitor playground activities.

In case a problem arises, students should try to locate the supervising teacher rather than office staff or other classroom teachers.

SCHOOL ACTIVITIES

Part of a student's education is the participation in club and school activities.

Students are encouraged to participate in and support various activities and clubs. Balance your school activities so that you spend time on both scholastic and extra-curricular activities.

Several teachers offer after-school activities for your benefit and enjoyment. Teachers do this as a favor to you. It is not part of their job. Any teacher may refuse a student who is a nuisance during or after school. In a case where both a teacher and non-teacher are involved in coaching, the teacher is the final decision-maker.

All participating students are expected to conduct themselves in a manner which will bring credit to themselves, their home, their school, and their community. Academic achievement and regular class attendance is required in order to participate in extra-curricular activities.

Students on a school team should assist the Senior High Sports Club in fund-raising and other planned activities.

Co-curricular and extra-curricular fees may be charged by the school on a cost recovery basis.

FIRE DRILLS

Student safety is always a concern of staff. Fire drills are held regularly in order to teach students how to vacate a building in an orderly manner should any crisis occur.

Students should wear shoes or some other form of footwear at all times in the classroom. When the fire alarm rings, move quickly, quietly, and in an orderly fashion to the outside through the doors indicated earlier by the Home Room Teacher. Once outside, line up near your Teacher. Wait for the roll call.

Do not re-enter the school until instructed to do so by the principal or his designate.

LOCK DOWN PROCEDURES

Emergencies in the form of a physical threat to any student or staff member must result in Lock Down Procedures being put into action. The lock down message would be either delivered by a P.A. announcement or an alarm which would be activated from the front office. The teacher will turn off all lights in the classroom, lock the door and have the students sit on the floor along a classroom wall that is not visible from any windows in the doorway. Silence must be maintained during the lock down so as not to draw attention that they are in the room. No one is to answer the door if anyone knocks. When the treat has been overcome or at the end of a practice drill the police or a school administrator will unlock the door and instruct the students to either vacate the room or return to their previous assignment.

MILK PROGRAM

Milk is available each day at noon for students in Grades K-6 wishing to have milk at lunch. Milk tickets will be sold **Monday mornings only** by the classroom teachers. The program is affiliated with the Alberta Milk Producers.

Besides having a more healthy lunch, students are eligible for special prizes and draws.

DRESS CODE

School is a place where the business of learning is conducted. We must acknowledge that in a public school it is appropriate to dress modestly, in a manner that promotes safe and caring attitudes. It is expected that students attending PPS will dress in a tasteful manner following the criteria below:

- Clothing must not have offensive or suggestive sayings on them or suggestive art work or pictures
- Clothing must not advertise or suggest products that are against the law or against the law for student's high school age. (Ex. Alcohol, tobacco, drugs, etc.)

- Tops must not allow for the showing of body parts (no cleavage on females or the chest area on males being visible). Exposed chest area must not be visible from the sides as well as the front
- There will be no strapless shirts allowed
- Skirts must meet a mid-thigh length (one hand above top of knee cap)
- Attire must be such that undergarments are not willfully exposed
- No outdoor running shoes will be worn in the gym
- Running shoes with non-marking soles must be worn in the gym, with the only exception being public functions
- If unable or unwilling to comply with these rules, a telephone call will be made to the parent/guardian to take the student home. The student will remain in the school office until he or she can comply with the dress guidelines or is taken home
- Repeat offences will be dealt with according to the school discipline policy

Students wear proper gym clothes during physical education classes. Students should have an extra pair of shoes for use in the school and gymnasium only. Jackets should not be worn to class.

SCHOOL PHOTOS

Individual photos and classroom photos are taken in the fall so that prints are back before Christmas. Students are not required to purchase the pictures but must have their picture taken as it is required for yearbook and school record purposes. Retakes are taken for those who miss the photographer the first time.

In the spring informal types of photos are taken and these are facilitated by the School Council as a service.

TELEPHONE

A phone is provided in the office for student use. Local calls only are allowed. Students should keep their time on the phone to a minimum as other students may want to use the phone. All students must be respectful when using the phone.

CELL PHONE POLICY

Cell phones now have the ability to take pictures, video and do text messaging. This creates a security issue for students in our school. Also, a ringing cell phone during a class causes a distraction to the learning environment. Therefore, cell phones are **NOT ALLOWED** in the school. Students using cell phones in the school will have them confiscated and stored in the office and a parent will be required to pick it up. If a student has a cell phone confiscated a second time, the phone will be kept in the office and returned at the end of June. Parents can contact their children through the office. Students have access to a phone in the office for outgoing calls.

MEDICAL

Parents must inform the school if their child has severe medical problems or is taking medication which may affect their performance or safety. BTPS has a package of forms that must be completed if medication is to be administered at school. A confidential record of student medical problems is kept on file in the office. Medication must be stored in the office as a safety measure.

ACCIDENT PROCEDURES

Minor scrapes and bruises are treated at school. In the case of a more serious or undetermined injury, students need to be treated by a doctor. Parents will be contacted by phone so they can transport the student to the doctor. In a situation requiring immediate attention, the student will be taken to the hospital and parents can meet them there.

INSURANCE

The School provides basic accident insurance coverage to all students on a twelve month basis. Parents have the option of buying additional insurance if they so wish.

BICYCLES

Students riding bicycles to school are asked **to park them in the bike racks**. Bicycles are for transportation to and from school and are not to be ridden at any other time. (i.e.: recess and noon). Students should put their names on their bicycles. The school does not assume responsibility for any damage/ loss.

PLANNING A HIGH SCHOOL PROGRAM

GENERAL

In planning a program , you should keep in mind the requirements for a Graduation Certificate. If you intend to enter university or any other post secondary training institution, you should check the entrance requirements of the particular institution you intend to enter before planning your High School Program. Help is available from the Career Counselor and teaching staff. Your choice of program courses is guided by the teaching staff and is subject to the approval of the principal and parent/guardian. **Junior High performance needs to be considered when making program course choices.**

PROGRAM EXPECTATIONS

Unless otherwise arranged at registration time the following apply:

- (i) Grade 10 - students must enroll in and carry a full program of 40 credits.
- (ii) Grade 11 - student must enroll in and carry a full program of 40 credits.
- (iii) Grade 12 - students must enroll in and carry no fewer than 35 credits

In order to provide a wide variety of experiences, and to keep your career options as wide open as possible, as well as, and **participate in PPS Graduation Ceremonies** students at Provost Public School should earn no fewer than 115 credits over a 3 year period. Many students will earn more than this. **Employers and post-secondary institutions are interested in students who go for more than the minimum.**

CHANGING REGISTRATION

The selection of appropriate courses is a responsibility which students should take very seriously as their decisions will have consequences. In this regard, students are advised to consider their initial course selections very carefully. **Dropping courses can not normally occur. All course changes must occur within two weeks of a semester commencement, unless approved by the Principal.**

**ALBERTA HIGH SCHOOL DIPLOMA
AND
GRADUATION REQUIREMENTS**

I. Graduation Certificates

Students entering Grade 10 will work toward one of two graduation certificates:

- a) the Alberta High School Diploma, or
- b) the Certificate of Achievement.

II. The Alberta High School Diploma

The Alberta High School Diploma is awarded to students meeting the requirements outlined below:

1. Earn a minimum of 100 credits (we target for credits in excess of 115 at PPS)
2. Complete and meet the standards of the following courses (minimum requirements):
 - a) English Language Arts 30-1 or 30-2
 - b) Social Studies 30 or 33
 - c) Pure Math 20, Applied Math 20 or Math 24
 - d) Science 20 or 24 or Biology 20 or Chemistry 20 or Physics 20
 - e) Physical Education 10 (3 credits)
 - f) Career and Life Management (CALM) 20
 - g) 10 credits from career and technology studies (CTS) or fine arts or second languages
 - h) 10 credits in any 30-level courses (including locally developed) in addition to English 30-1 or 30-2 and Social Studies 30 or 33

III. The Certificate of Achievement

The Certificate of Achievement will be awarded to students who complete the Knowledge and Employability (K&E). To earn this certificate, students must complete a minimum of 80 credits in designated core and occupational courses. The K&E course series are numbered 16-26-36.

Students may transfer from the Certificate of Achievement route to the Alberta High School Diploma route. The credits earned in K&E may be applied toward an Alberta High School Diploma.

Additional information about the requirements for the Certificate of Achievement and transferring between routes is available through the school.

IV. Purposes of Different Course Series

In four subject areas - English, Social Studies, Mathematics and Science - there are different course series that are developed for a variety of purposes and have varying degrees of difficulty. If you are unsure of which course you should take, talk to your parents, the career counselor or any teacher.

V. The Transcript of Achievement

A student graduates with a wide range of knowledge and skills in specific subjects. The Transcript of Achievement contains detailed information regarding the specific courses a student has completed and the marks obtained

Courses will be grouped by subject area, allowing the reader to easily determine a student's subject specialization.

Request for Official Transcript Forms are available at the school. Official Transcripts are only provided in accordance with the specific requests and directions received by each student. Students who successfully complete grade 12 and receive a High School Diploma will automatically be provided with a Statement of Courses and Marks along with their Diploma. The

Statement of Courses and Marks will not be printed on special paper, will not bear the provincial seal and will not be sent to post-secondary institutions or employers. It is intended only as an information report to the student, not as an official document.

VI. Recognition of High Student Achievement

High student achievement in any subject area will be recognized on the Transcript of Achievement. **HONOURS** will be printed beside each course name in which a student achieves the standard of excellence - a mark of 80% or higher.

VII. Entrance to Post-Secondary Institutions

An Alberta High School Diploma does not ensure a student's admission into post-secondary institutions. Before selecting their high school courses, students should consult the calendars of post-secondary institutions that they may be interested in attending. Admission requirements for these institutions vary as they are set by the individual institutions and the faculties and departments within these institutions.

Further information on entrance to post-secondary institutions can be obtained from the school or directly from these institutions.

Students need to be aware of post-secondary requirements in various fields **before** they start their High School Program. Help is available through teachers, specifically Health Teachers, as well as staff designated to provide career information to students. Students must take ownership in this and seek out necessary information early!

Specific teacher time has been scheduled to assist students with career investigation and registration tasks. A coordinated approach is anticipated, from Grade 7-12, to assist students in collecting information so informed program and career decisions can be made. Teachers, parents, students (and community based counselling services) will be expected to work together to achieve intended results.

PROVOST PUBLIC SCHOOL HIGH SCHOOL GRADUATION POLICY

Provost Public School believes that all grade 12 students registered at the school who wish to participate in the school Graduation ceremony must meet certain minimal requirements.

REGULATIONS

1. To take part in the graduation ceremonies the student must be enrolled and have a 50% or better average as of the first Monday in May in each of the courses necessary to satisfy the requirements for an Alberta Education High School Diploma or Certificate of Achievement. It is the student's responsibility to stay abreast of their daily status in relation to grades.
2. Must be registered as a student of Provost Public School for at least one full semester of their graduating year.
3. Credits Required to participate in graduation:
 - a) Students in grade 10 must have completed courses with the potential to earn 40 credits in their grade 10 year.
 - b) Students in grade 11 must have completed courses with the potential to earn 40 credits in their grade 11 year.
 - c) Students in grade 12 must have completed courses with the potential to earn 35 credits in their grade 12 year.
4. Students carrying necessary correspondence or distance learning courses shall meet the following two requirements:
 - a) Have 75% of any necessary correspondence courses completed and sent to the Distance Learning Center or equivalent on or before the first Monday in May of the school year.
 - b) Have 75% of work experience hours completed.
 - c) The application for the final exam must be submitted by the last day allowable.
5. The Principal will have the authority to make decisions for the eligibility of students including extraordinary circumstances.

6. Student who are under suspension, are suspended from all school related functions including graduation.
7. School Fees, all school fees must be paid in full prior to graduation, or an acceptable arrangement made with the school principal or designate.
8. To provide information to Grade 12 students and then to parents the Principal shall:
 - a) review this policy and regulation by November 1st with all Grade 12 students
 - b) send a copy of this policy and regulation to all parents of Grade 12 students by March 1st.
9. It is the responsibility of a graduation committee in consultation with the school principal and school council, to plan and organize the graduation activities.
10. The school shall not be responsible for any financial costs associated with graduation or for any financial liability that may arise as a result of the graduation activities.

SCHOOL FEES/SUPPLIES

Buffalo Trail Public Schools #28 has given Provost Public School permission to charge the following fees for the 2009-2010 school year.

Description	Amount	Target Group
Art Project Fee	Approximately \$5.00 - \$50.00 depending on the project selected	Students working on special art projects.
Band Instrument Fee	\$75.00	Students who rent a school instrument.
BTRD #28 Basic School Fee	\$45.00	All students enrolled in Grades 1 - 9
BTRD #28 Software Fee	\$15.00	All students enrolled in Grades 1 - 12
Caution Fee	\$15.00	Grade 7 students and new students in the secondary grades.
CTS Project Fee	Approximately \$10.00 - \$50.00 depending on the project selected	Students working on special home economics or industrial arts projects.
Distance Education Fee	\$40.00 per credit	Students taking distance education courses approved by the Principal.
Field Trip Fee	Approximately \$10.00 - \$240.00 depending on the destination	Students participating in a school approved field trip.
Jr. High Ski Trip Fee	\$40.00	Students enrolled in Grades 7 – 9 who participate in the annual ski trip.
Kindergarten Fee	\$75.00	All students enrolled in Kindergarten.
Music Festival Fee	Approximately \$5.00 - \$15.00	Students enrolled in art or drama who also participate in the Provost Music Festival.
Provost Public School Fee (Gr. 1 – 6)	\$55.00	All students enrolled in Grades 1 - 6
Provost Public School Fee (Gr. 7 – 9)	\$75.00	All students enrolled in Grades 7 - 9
Provost Public School Fee (Gr. 10 – 12)	\$85.00	All students enrolled in Grades 10 - 12
Sr. High Course Fee	\$1.60 / cr.	All students enrolled in Grades 10 - 12

An invoice will be generated for each student registered at our school by **mid September**. The invoice will then be given to the student for delivery home.

All school fees are based on cost recovery. For example, the Kindergarten Fee will be used to cover expenses such as skating and swimming fees and supplies.

The Provost Public School Fees will be used to cover expenses such as: art supplies, CTS fees, lock rent, photocopying or printing research material, sheet music, skating fees, swimming fees, student representative council fee and workbooks.

School fees are due November 30 of the current school year. If you will be unable to pay the school fees by November 30th, you must contact the principal to make special arrangements. Some special arrangements that have been made in the past include monthly installments, semi-annual payments, and full payment at a later date.

GENERAL INFORMATION

1. On regular school days students should not arrive at school prior to 8:40 a.m. and should not remain at school after 3:30 p.m., unless authorized to do so by a teacher or administrator. Students remaining at the school should be under the supervision of a teacher.
2. All school-sponsored trips and activities will be governed by the policies applicable to regular school operation.
3. Students participating in after-school activities should make arrangements to leave the school as soon as possible after the conclusion of the activity or completion of required responsibilities.
4. Students eating lunch at school will:
 - a) Eat in designated lunchrooms or in the student gathering area.
 - b) Make sure their lunchroom or the student gathering area is left **clean and tidy** with garbage in the wastebasket.
5. High School students should not enter or exit the school through the elementary section of the school.
6. When entering the school, all footwear must be removed and left in an orderly manner in the entrance, until leaving the school. All students must have indoor shoes.
7. No food or drink is allowed in the gymnasium, library or computer room.
8. Students are allowed to engage in physical activities in the gym only when:
 - a) proper/safe footwear is worn (no street shoes).
 - b) The activity is supervised
 - c) other rules/expectations relating to gym use are observed.

9. Alternate delivery courses will not be approved when other subjects exist on the timetable for which the student is eligible to enroll.
10. Caution Fees will not be rebated each year when a course has been successfully completed.
11. When classes are not in session, students in hallways are expected to conduct themselves in a mature and responsible manner and show due consideration of others. Disruptive and inappropriate behavior is not allowed.
12. Students must be respectful of, and courteous toward their teachers at all times.
Disrespect and the use of offensive language is strictly prohibited.
13. A Discipline Policy exists in Provost Public School and applies to all students. This policy outlines expectations, procedures, and consequences.

OTHER

1. Parents must continue to reinforce and demonstrate that they value and support education. Being critical of teachers or the educational system with children can have a negative and damaging impact. If concerns exist, they are best resolved through non-confrontational communication with the person most closely related to the source of the concern. Contact the teacher first if your concern relates to the teacher or classroom; give them an opportunity to help resolve the problem. Teachers are genuinely interested in assisting with the education of your children. A solid and well balanced education will help students realize their goals in life.
2. As preparations are made for the School Year, Provost Public School staff will not only strive to deliver quality education programs, but attempt to do so in a safe and caring environment. Students need a setting where they can learn, and where they can practice moral, ethical and responsible behavior. **Parents can help make this happen by being a**

positive role model and making their children assume respectful and responsible behavior.

AWARDS

The following annual awards are available at our school:

1. Academic Honour Roll

- Recognizes students with excellent marks (Gr. 4 – 12)

2. Athletic Award

- Recognizes superior student athletes (Gr. 1 – 12)

3. Bryan Israelson Memorial Award

- Recognizes one athletic scholar who demonstrates exemplary citizenship; a student who would brighten your day (Gr. 4 – 6)

4. Buffalo Trail Public Schools Regional Division #28 Honor Pin

- Recognizes students with excellent marks (Gr. 7 – 12)

5. Citizenship Award

- Recognizes students for exemplary citizenship throughout the school year (Gr. 1 – 12)

6. Diligence Award

- Recognizes hard-working students (Gr. 1 – 12)

7. Governor General's Award

- Recognizes the student with the highest average in Grade 11 and 12 courses (Gr. 12 only)

8. Premier's Citizenship Award

- Recognizes one student for exemplary citizenship within the school and the local community (Gr. 12 only)

9. Principal's Award of Excellence

- Recognizes one student who consistently demonstrates important societal values such as: responsible attitude, perseverance, co-operation, critical thinking and pursuit of excellence (Gr. 12 only)

10. Tammy Symington Memorial Award

- Recognizes a female athlete who displays a genuine enjoyment of all athletic activities and is an example of good sportsmanship (Gr. 7 – 9 with preference given to Gr. 9)

Note:

The detailed guidelines used for selecting the award recipients are kept on file at the school and may be viewed upon request.

SCHOLARSHIPS

Alexander Rutherford High School Achievement Scholarship

A. ELIGIBILITY:

Students must:

- be Canadian citizens or permanent resident,
- be an Alberta resident – the applicant or the applicant's parent(s) must have resided in Alberta during the qualifying grades,
- have completed high school on or after September 30, 1980,
- have attained the required average in five designated subjects in either Grade 10, 11 and/or 12 as calculated from marks on a valid Alberta Education transcript. A student need not have met this average in all three school years or in all courses to qualify for a portion of the scholarship, and

- be enrolled full-time in a post-secondary or apprenticeship program.

ELIGIBLE COURSES

Grade 10

Average of 75.0% to 79.9% in five subjects - \$300

Average of 80% or higher in five subjects - \$400

- One of: English 10-1 or 10-2, or Francais 10 or 13 or 10-2, and
- At least two of the following:
 - Pure Mathematics 10 or Applied Math 10
 - Science 10
 - Social Studies 10-1 or 10-2
- a language other than the one used above at the Grade 10 level, and
- Any two courses with a minimum three credit value at subjects at the Grade 10 level including those listed above and combined introductory CTS courses.

Grade 11

Average of 75.0% to 79.9% in five subjects - \$500

Average of 80% or higher in five subjects - \$800

- One of: English 20-1 or 20-2, or Francais 20, 23 or 20-2 and
- At least two of the following:
 - Pure Mathematics 20 or Applied Math 20
 - Science 20
 - Biology 20
 - Chemistry 20
 - Physics 20
 - Social Studies 20
 - A language other than the one used above at the Grade 11 level, and

- Any two courses with a minimum three credit value at the Grade 11 level including those listed above and combined intermediate CTS courses.

Grade 12

Average of 75.0% to 79.9% in five subjects - \$700

Average of 80% or higher in five subjects - \$1,300

- One of: English 30-1 or 30-2 or Francais 30, 30-2 and
- At least two of the following:
 - Pure Mathematics 30
 - Applied Math 30
 - Mathematics 31
 - Science 30
 - Biology 30
 - Chemistry 30
 - Physics 30
 - Social Studies 30
 - A language other than the one used above at the Grade 12 level, and
- Any two courses with a minimum five credit value at the Grade 12 level including those listed above and combined advance CTS courses.

B: LOCAL SCHOLARSHIPS

- **Ernest and Mildred Theaker Memorial Award**
- **Jennifer Lavigne Memorial Scholarship**
- **Lance Christensen Memorial Award**
- **Provost Lions Scholarship**
- **Provost Masonic Lodge Scholarship**
- **Provost Pubic School Council Scholarship**
- **Rhonda Zacharias Memorial Scholarship**
- **Ross & Irene McCormick Scholarship**
- **Everready Diligence Award**

C: Other external scholarships are also available. Information can be obtained from the Counsellor or the General Office. (Students need to exercise initiative in this regard and seek out possibilities).

The best theories are useless without a proper plan of action!

GOOD ORGANIZATION IS THE KEY TO SUCCESS.

GET YOUR SCHOOL YEAR OFF TO A GOOD START!

Before Class

Before class, try to make sure all the homework listed in your Binder Reminder is complete and be prepared to ask your teachers for help with any problems that arose while you were doing your homework. In school, you can refer to your school timetable to get ready for the next class.

During Class

It is essential to record your homework, assignments, and test dates in an orderly fashion each day as they are assigned. Carefully write your assignment in your Binder Reminder day calendar at least two or three days before the due date. Don't trust your memory. Beside your assignment write the due date.

If you are told about a future test or quiz, write it down on the appropriate date in your day calendar and allow yourself sufficient study time for preparation. Later, when you receive your test mark, write it down on your record of achievement pages to keep track of your performance.

After Class

If you are confused about your homework assignment, remember the good rule: If in doubt, find out! Ask your teacher or one of your friends for help. Organize your notes immediately after class when the ideas are fresh. Before you leave school, check your assignment calendar to make sure that you are taking home all the necessary materials.

Scheduling at Home

A key to your success in home study is proper scheduling. Schedule your homework periods in one hour blocks and build in some relaxation breaks.

Begin by planning to work first on the subject that is the most difficult for you. Prioritize your homework in your Binder Reminder by using the ABC method. "A" stands for high, "B" for medium, and "C" for low priority. Allow yourself a time limit for each assignment and write the times in your Binder Reminder. Spend the most time on the subjects which need improvement. If you follow this procedure, you will find that you are using your time much more efficiently.

Review Your Schedule

When you have completed your assignments, check them off in your Binder Reminder. Then transfer all your unfinished tasks to a future date. Review your schedule of the previous week, learn from it, and develop your best plan for the week ahead!

Writing Essay Tests

- Always write an answer in paragraph form unless the question specifically calls for a list.
- Number your questions exactly as they are numbered on the examination paper. For example, do not change 2 to II or ii.
- If in answering a particular question you run out of time, leave a gap and return to it later if time permits.
- Try to leave yourself enough time at the end to read over what you have written, and to correct any mechanical errors (in spelling, punctuation, etc.)

Writing Objective Tests

- When confronted by a large number of questions in an objective test, do not rush through them in panic. Instead, determine how much time you can afford to spend on each question and pace yourself accordingly.
- Answer the easiest questions first; then return to the ones you have left out. Sometimes the test gives away some of the answers.

- Guess at answers only if there is no penalty for guessing.
- Be on the lookout for words that may provide a clue to the correct answer. Words like "seldom", "generally", and "tend to" often make a statement true; words like "always", "never", and "only" are more likely to make it false.
- Before looking at the possible answers to a multiple choice question, try to form the answer in your mind. Then look at the choices given.
- Do not change an answer that comes to mind first unless you are absolutely sure that it is wrong.

Preparing Written Assignments

When preparing a written assignment in any of your subject areas, be it a short story, research paper, poem, or paragraph, keep some of the following hints in mind:

- Select a topic that can be clearly stated in a sentence or two.
- Research your subject thoroughly, taking careful notes and keeping a list for your bibliography.
- Write up a rough outline of the sub-topics that you wish to cover.
- Prepare a rough draft.
- Discuss your work with others, asking for critical comments and suggestions for improvement at least once.
- Edit and completely re-write your work at least twice.
- Make sure that your final draft looks neat and well organized.

Checklist for Essay Writing

Ask yourself the following question:

- Have I fully understood the purpose of the assignment?
- Have I limited my topic sufficiently?

- Does my introduction include a thesis or clear statement of purpose?
- Have I arranged the parts of my essay in the most effective order?
- Does the first sentence of each important paragraph refer to my thesis in some way?
- Does each paragraph begin with some link to the preceding paragraph?
- Is each paragraph long enough to develop its topic?
- Have I illustrated or supported every statement I make?
- Are the words I have chosen as concrete and specific as possible?
- Do my sentences show variety in length and structure?
- Does my essay come to a strong enough conclusion?
- Have I carefully proofread my work and corrected all errors in spelling, punctuation, and capitalization?
- Have I followed all the instruction regarding the format of the assignment?
- Have I read my written work aloud to check how it sounds?

SAMPLE FOOTNOTES

Book

¹ James Drew, *The Complete Exerciser* (New York: Forthright Publishing Company . 1987) p.24.

Article

² James Drew, "The Fun of Exercising Every Day." *Feeling Fine Magazine*, Jan. 1987. p.p. 12-14.

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Drew. James. *The Complete Exercise*. New York: Forthright Publishing Company. 1987. Available from the Association for Physical Fitness, 350 Jogging Avenue. New York City.

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Smith, John. Raising Guppies for Fun and Profit. www.guppies.com April, 1999.