

KITSCOTY HIGH SCHOOL

2023 - 2024 Handbook

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Kitscoty, Alberta
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www.khs.btps.ca

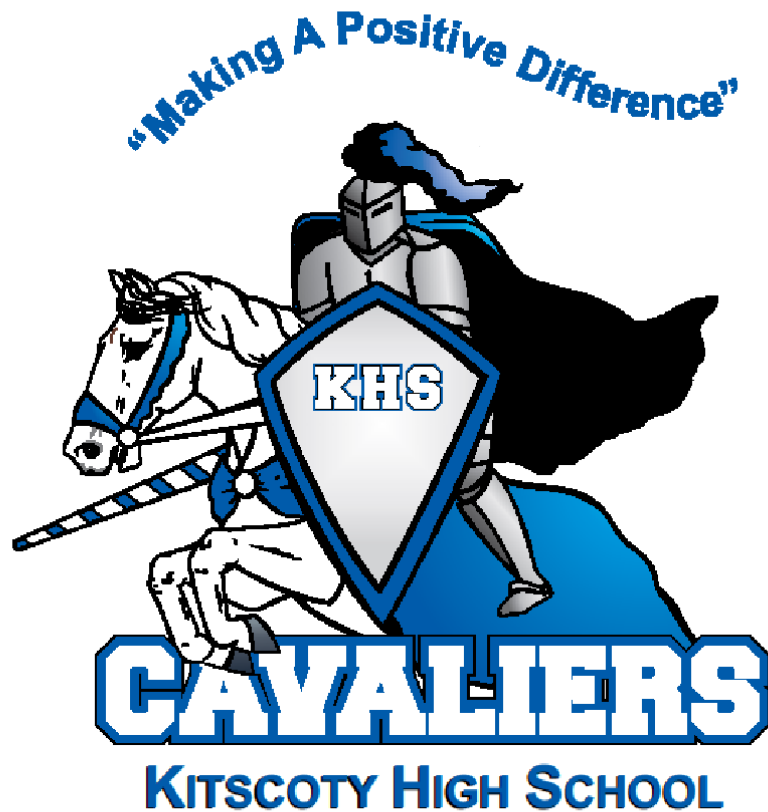


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STAFF LIST

ADMINISTRATION

Mr. Tom Hawboldt-----Principal
Ms. Shannon Bakos-----Assistant Principal

TEACHING STAFF

Mr. Mark Anger
Ms. Nicole Cey
Miss Hailey Ferguson
Mrs. Jolene Haag
Ms. Katherine Krauss
Mrs. Naga Peri
Mr. Darrin Richter
Mrs. Martina Ruston-Carter
Mr. Travis Stachniak
Ms. Jamie Stromberg
Ms. Crystal Tersteeg
Ms. Renee Wallis
Mrs. Chantelle Wunder

SUPPORT STAFF

Mrs. Sharon Earl-----Administrative Assistant
Mrs. Rebecca Carlson-----Learning Commons Facilitator/Administrative Assistant
Ms. Tanis Miller-----Educational Assistant
Mrs. Evangeline Gelech-----Educational Assistant
Mrs. Megan Benjamin-----Educational Assistant
Mr. Zach Wagner-----Educational Assistant
Ms. Brenda Cole-----Custodial
Mrs. Bonnie Jurick -----Custodial

OUTSIDE AGENCIES

Mrs. Kirsten Evans -----VIBE
Mrs. Leah Paul-----Social Emotional Coach

CLASS SCHEDULE

START	END	BLOCK
8:10 am	8:50 am	High School Music
8:50 am	8:55 am	Morning Transition
8:55 am	9:38 am	Block 1
9:38 am	10:20 am	Block 2
10:20 am	10:25 am	Morning Break
10:25 am	11:08 am	Block 3
11:08 am	11:50 am	Block 4
11:50 am	12:30 pm	Lunch Break
12:30 pm	1:15 pm	Block 5
1:15 pm	1:57 pm	Block 6
1:57 pm	2:02 pm	Afternoon Break
2:02 pm	2:45 pm	Period 7
2:45 pm	3:27 pm	Period 8

SCHOOL MISSION

Kitscoty High School – “Making a Positive Difference” *Developing a respectful and caring community of lifelong learners through academics, character, and connections.*

SCHOOL OBJECTIVES

- The fundamental goal of education at Kitscoty High School is to inspire all students to achieve success and fulfillment, and reach their full potential by developing the competencies of Engaged Thinkers and Ethical Citizens with an Entrepreneurial Spirit, who contribute to a strong and prosperous economy and society;
- We value opportunity, fairness, citizenship, choice, diversity, and excellence;
- The educational best interest of the child is the paramount consideration in making decisions about a child’s education;
- The school works in liaison with our community;
- The staff feel a high level of job satisfaction;
- The physical assets of the school are adequately maintained;
- The school operates within the mandated budget.

ADMINISTRATION MESSAGE

The staff are eager to welcome our students back to Kitscoty Jr/Sr High School for the 2023/24 school year. This is going to be a great year! KHS welcomes several new staff to our school and have some staff changes in roles and/or positions. We are excited to see what successes this year holds for our new and returning staff!

The motto of our school is “**Making a Positive Difference**” and we strive to live by that each and every day in all that we do. Our school offers you many opportunities to live out our motto. We are excited for our students as we continue to offer a wide range of **educational and extracurricular** opportunities. Along with all the core courses, we continue to offer Music, French, CTS courses (including Foods, Digital Media & Construction), many off-campus courses through our unique partnership with Lakeland College, and our popular Hockey Canada Skills Academy. Moreover, there are many after school clubs and teams that will again be vying for supremacy on and off the courts. With so much available to you, We encourage you to take part in the “whole school” program, especially the opportunities to develop **leadership**.

Being a smaller rural school we have the opportunity to build community and give each of our students a safe place to learn and grow as a person. Relationships matter and we will strive to build positive ones with all of our school community. We will stress **positive character development** by working with students to provide presentations about values, purpose and hope. We will provide education about global issues that encourage your local and global participation. We will encourage and support you to become *Engaged Thinkers* and *Ethical Citizens* with an *Entrepreneurial Spirit*.

We are pleased to be members of your school’s team and look forward to working with all of you as we continue to build success at KHS. It truly is a great place to go to school and we are grateful for the opportunity to serve you. Communication is vital for a successful school program. Please feel free to contact us with your questions, concerns, and opinions.

Mr. Tom Hawboldt
Mrs. Shannon Bakos

Kitscoty High School Optional Activities

Grade	Activity / Description	Fee
7	Music - Squeak & Squawk	\$20
7-9	CTF (Home Ec/ Ind Ed/Art/Other) additional materials	\$40
7-12	Drama	\$25
7-12	Cross Country	\$20
7-12	Golf - Jr High / Sr High	\$25 / \$50
7-12	Volleyball - Jr High / Sr High	\$100 / \$200
7-12	Curling	\$50
7-12	Basketball - Jr High / Sr High	\$100 / \$200
7-12	Badminton	\$20
7-12	Track and Field	\$20
7-12	Band Instrument Rental	\$100
7-12	Get MAD	\$20
7-12	Field Trips	\$200
7-12	Leadership (Leadership Conference, We Day , Etc)	\$200
7-12	Ski Trip	\$100
7-12	Student Activity Fee	\$10
8-12	Hockey Academy - Jr High / Sr High	\$125 / \$225
8-12	Hockey Academy - Oiler Games	\$150
9	Science Rocket Kit	\$15
10-12	CTS (Ind Ed/Foods/Digital) additional materials	\$100
10-12	Students On-Line Course	\$50 per credit
10-12	Lakeland Off Campus Course Fee	\$120
	Materials Fee	\$75 or \$90
10-12	PE 10 First Aid Course (Certificate)	\$50
	PE 20/30 - Optional Activities (Tennis, Swimming, Laser Tag, Scuba, etc)	\$100

SCHOOL WEBSITE AND SOCIAL MEDIA

You can visit our website at khs.btps.ca where you will find items such as our handbook, newsletter, calendar, extracurricular activities and links to other educational websites. We also will post news and events on our Facebook, Instagram, and Twitter pages.

KITSCOTY SCHOOLS COUNCIL

We have a joint School Council with Kitscoty Elementary School. Parent Council plays a vital role in our education system. Your involvement in your children's education plays an important role in their success at school, at home, and in the community. Through involvement in the School Council, parents have an opportunity to be informed and to influence their child's education on matters relating to the school. With the registration of your child in our school you automatically become a member of our School Council.

The purpose of School Council is:

- To provide a means of communication between parents, students, staff, and the School Division;
- To act in an advisory capacity to our schools on education issues ranging from academic programs to school policies and budgeting.
- Be involved in enhancing our schools through involvement in literacy, promotion, etc.

We invite you to come and see how you can be involved in your child's education. The 2023/24 school year meetings will take place via google meet at dates to be announced. If you would like to join the meeting email kitscotyschools@gmail.com to receive login information.

The fundraising branch of the School Council is called the **Kitscoty Educational Enhancement Society (K.E.E.S.)** and they meet separately to plan fundraising events to support both Kitscoty schools.

If you'd like more information on School Council, there are a variety of ways to contact us:

Kerry Phillips & Christine Popowich - Co Chairs Kitscoty School Council kitscotyschools@gmail.com	Mr. Sean Stromberg, Principal Kitscoty Elementary School Phone: 780-846-2822 sean.stromberg@btps.ca www.kes.btps.ca	Mr. Tom Hawboldt, Principal Kitscoty Jr. Sr. High School Phone: 780-846-2121 tom.hawboldt@btps.ca khs.btps.ca
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If you can't attend the meeting but would like more information, or would like the minutes emailed to you, please contact one of the above. We look forward to hearing from you!

ACADEMICS

1. JUNIOR HIGH COURSE LOAD

Students receive instruction in the following:

- Core courses which include: Language Arts, Mathematics, Science, Social Studies, Physical Education and Health
- Music is a complementary class for students in grade 7-9.
- French is a complementary class for students in grade 9.
- CTF courses which may include: Construction, Foods & Fashion, Communication Technology, Recreation Leadership, Community Care Services, Hockey Academy, Art Digital Technologies, Outdoor Education and Wildlife.

Junior High Classes: Students in our building have various needs and learning styles. Some are more independent and are able to see success with the instructions and assistance from their teachers, but are more able to work on their own in the completion of assignments, projects and daily work. Others are more dependent and require material to be broken down into smaller steps. Teachers do more purposeful guiding through the concepts with them, instead of delivering large amounts of material at one time. This does not reflect a level of intelligence or ability, but instead, reflects a difference in their *learning style*.

GRADE 9 RECOMMENDED GRADES FOR COURSE ENTRY INTO HIGH SCHOOL

- | | | |
|------------------|-----------------|-----------------------------------|
| • Mathematics | Below 50% | Math 10-3 |
| | Above 65% | Math 10-C |
| • English | Below 50% | English 10-2 |
| | 50-70% | English 10-2 recommended |
| | Above 70% | English 10-1 |
| • Social Studies | Below 50 | Social Studies 10-2 |
| | 50-65% | Social Studies 10-2 recommended |
| | Over 65% | Social 10-1 |
| • Science | Below 50% | Science 14 |
| | Above 50% - 60% | Science 14 recommended encouraged |
| | Over 60% | Science 10 |

Notwithstanding the above guidelines, the administrator and staff may make exceptions in individual cases to best fit the needs of any student.

Failing a Grade Level: Students in junior high are expected to demonstrate that they have achieved the skills, attitudes and knowledge necessary to move from one grade to the next. This is typically demonstrated in the attainment of good marks. Students may be considered for grade retention if:

- They have failed at least two core subjects.
- They have missed a significant amount of school time (more than 25 %).

However, the promotion of a student takes into account other factors such as maturity level of the student, chronological age, physical size and previous retention.

2. SENIOR HIGH COURSE LOAD

Grade 10 students are recommended to carry a minimum of 40 credits. Grade 11 students should carry a minimum of 35 credits. Grade 10 and 11 students are encouraged to take a full load. Grade 12 students may take a minimum of 30 credits. They must clearly be eligible to graduate and are encouraged to take 35 credits in their grad year. We also encourage students to take one online course throughout their senior high years as this is a skill they will need going forward.

COURSE REGISTRATION

Each grade 10, 11 and 12 student is required to complete a registration form. The selection of courses chosen by a student may require revision because of problems of staffing and of class size in the school. It is important that the student choose courses realistically so that he/she can successfully cope with them. Students should select those courses that will fulfill the requirements for a high school diploma and which will allow them to exercise their full potential while in high school.

3. ALBERTA HIGH SCHOOL DIPLOMA REQUIREMENTS

Students will be eligible for a high school diploma upon completion of the requirements as established by Alberta Education. Students in the Knowledge and Employability courses (K & E) may earn a Certificate of High School Achievement or a Certificate of Completion upon finishing the courses. Students should acquaint themselves with the requirements for a high school diploma, and also the requirements for any postsecondary program they are considering. Information and clarification can be received from the counselors or administrator.

CREDITS

	Certificate of H.S. Achievement	Diploma
English	15	15
Social Studies	10	15
Mathematics	10	10
Science	10	10
CALM	3	3
Physical Education	3	3
Work Readiness	5	-
Gr.12 courses in addition to Eng. & SS	-	10
Occupational Courses	24	-
Unspecified Credits	-	34
Min. Credits Required	80	100

** Students may earn up to 30 credits in Work Experience, but only 15 will count towards their Diploma.

4. **GRADUATION**

The high school graduation ceremonies mark an important milestone in the lifetime of a person. To some students, it is a stepping stone to university, college or a technical institute. For others, it means the culmination of educational aspirations by which they are ready to assume an adult role in the community. In order to preserve the significance, participation in these ceremonies must therefore be the result of well deserving efforts on the part of the student. It is the policy of Kitscoty High School that a student must be in a position to earn an Alberta High School Diploma in order to take **full** part in graduation exercises.

For grade 12 students to qualify for the Kitscoty High School graduation ceremony in May, they must meet the following requirements:

- a. **enrolled and in good standing in the minimum required credit load of 30 credits**
- b. **acquired 80 credits by March 1st of the year of graduation**
- c. **registered in courses to meet requirements for an Alberta High School Diploma (100 credits minimum, including specific, mandatory courses as set out by Alberta Education)**
- d. **in a position to pass each mandatory course by each 'set point' with a minimum grade of 45%**

When each of the above requirements is met, the student's name will be included on the **Evolving Grad List**. This list will be posted in early September to name the grade 12 students eligible at that point for the graduation ceremony. The **Evolving Grad List** will be posted on **March 1st** and again thereafter **every 2-3 weeks**. The final decision will be made after the final posting (approximately one month before grad). All attempts by the school will be made before that date to help support the student to achieve this goal.

If a student is not meeting the requirements at any posting date, his/her name will NOT appear on the list and will NOT qualify to participate. The student will be encouraged to use the time to do what is necessary to be returned to the **Evolving Grad List** (complete missing assignments, write a missed or failed test after discussion with the teacher, etc.) The **FINAL GRAD LIST** will be posted one month before the actual grad date in May.

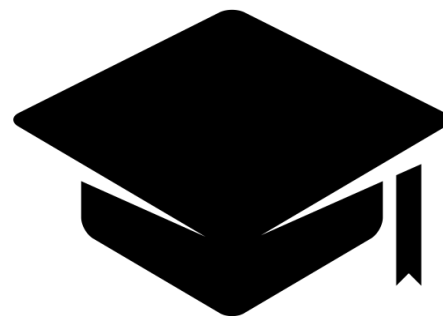
Valedictorian criteria is based on the Rutherford Scholarship. An Average of 80% or higher is calculated from 5 designated courses (Option/Career and Technology Studies may also be considered, see below).

One of:

- English 30-1, 30-2
- Francais 30-1 or 30-2

At least two of:

- Mathematics 30-1, 30-2 or 31
- Science 30
- Social Studies 30-1 or 30-2
- Biology 30
- Chemistry 30



- Physics 30
- A language other than one used above at the Grade 12 level.

Any two courses with a minimum five credit value at Grade 12 level (3000, 6000 or 9000 series) including those listed above and combined advanced CTS courses.

5. **STUDENTS-ONLINE**

Students-Online is an alternative program available to students who wish to complete some additional option courses or who cannot take a course at school due to scheduling conflicts. Students are required to pay \$50 per credit.

Any S.O.L. courses can be taken for extra credit.

- Students must follow the deadlines and schedules set out by Students On-Line.
- If we offer the course and the student chooses not take it (student pays)
- If we cannot offer the course due to timetable and teacher availability (school pays)
- If the student does not finish the course on time, the fee paid to take the course will not be refunded and the student will have to re-register in the course (and pay the new fee) in the next term if he/she wishes to complete it.

6. **VIDEO CONFERENCING**

Kitscoty High School is a leader in the Buffalo Trail Public School Division in offering courses by Video Conferencing. In these courses, teachers deliver live instruction within the classroom and concurrently by video to other students in the jurisdiction that would otherwise not have been offered the course in their timetables. Video conferencing students will be able to interact with students from other schools and ask questions of their teachers in real-time with no delay.

7. **STUDY PERIODS**

Students remaining in school for study periods are requested to proceed to the Learning Commons, to the tables in the front foyer, or other designated areas.

8. **TRANSFER / WITHDRAWAL FROM COURSES**

The school will aid students and parents in the development of an educational program. Students should be happy with, and committed to, the program of studies they select.

Senior High Schedule Changes

- **Withdrawals will not be permitted after two weeks into the beginning of a semester course.**
- The minimum credit limit must still be maintained.
- A student wishing to transfer/withdraw from a class must contact the school counsellor and receive signatures of approval from the classroom teachers, parents and principal.
- The final decision shall be the responsibility of the administration

9. **SPECIALITY COURSES - SENIOR HIGH**

CAREER AND TECHNOLOGY STUDIES

The CTS program centers around five clusters and more than 1000 1-credit courses in 28 occupational areas. Kitscoty High School offers components from the following four clusters

➤ **BIT: BUSINESS, ADMINISTRATION, FINANCE & INFORMATION TECHNOLOGY**

The BIT cluster focuses on the management, marketing and use of electronic technologies to access, use and manipulate information within personal, family, workplace, community and global contexts.

➤ **HRH: HEALTH, RECREATION & HUMAN SERVICES**

The HRH cluster focuses on a vast array of challenging and rewarding careers in health care, community support, recreation, cosmetology, food services, tourism and law.

➤ **MDC: MEDIA, DESIGN & COMMUNICATION ARTS**

The MDC cluster is designed to provide students the flexibility to adapt to various situations relating to design, communication and esthetics. Courses related to art and culture, such as the performing arts, film and video, broadcasting, journalism, writing, creative design, fashion, libraries and museums.

➤ **TMT: TRADES, MANUFACTURING & TRANSPORT**

The TMT cluster focuses on skills and knowledge related to the design, construction, fabrication and maintenance of a product. Courses related to manufacturing, processing, utilities, construction, mechanics, fabrication, trades supervision, trades contracting, logistics, transportation and heavy equipment.

FRENCH

French is available to our students in grades 9 to 11. We offer the French 10, 20 and 30 3-year program which allows students to challenge French 10 when they reach Grade 10 and if successful, take French 20 in Grade 10. They will then take French 30 (3-y) in Grade 11. This is dependent on the schedule and student numbers from year to year.

MUSIC

Instrumental Music is offered year-long for grades 7-12. Grade 7, 8, & 9 bands are complementary courses programmed into the regular class schedule and Senior Band (combined gr. 10 – 12) is offered before the regular school day starts on Monday, Wednesday, & Thursday. All music students perform a Christmas Concert in early December and a Spring Finale in May. Other activities may include performances at festivals, composition projects, and a yearly music field trip!



OFF CAMPUS

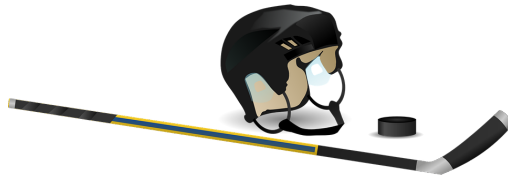
Kitscoty High School offers senior high school programs that take students beyond the boundaries of the classroom. These include:

- **DUAL CREDIT PROGRAM** is offered to eligible students in Grade 11 or 12. Students involved in the program will receive the 3400 series of Career and Technology Studies (CTS) courses in their chosen trade. Once completed the student is then eligible to challenge Alberta's Apprenticeship and Industry Training first period exam. There is a \$500 refundable caution fee and a \$250 material fee. Registered students will require 360 hours of instruction from a ticketed Journeyman instructor to qualify to challenge their first period exam. This is approximately 180 hours of theory and 180 hours of lab/shop time.
- **GREEN CERTIFICATE PROGRAM** - If you work on a farm it is possible to get 16 credits for the Green Certificate Program. You and your employer have to attend an evening orientation session before you can be accepted into the program. You will be given workbooks with skills that have to be mastered, and you will attend three testing sessions at Lakeland College in Vermilion. This experience earns you credit and advanced standing in some college agriculture courses.
- **LAKELAND COLLEGE** offers 2 credit high school courses in Mechanics/Automotive, Welding, Interior Design, Fire School, Carpentry, Electrical, Aesthetics and Hair Styling. These courses require the student to provide their own transportation to get to Lakeland College in Vermilion (Aesthetics and Hair Styling at Lloydminster Campus) for a total of 4 to 5 days. Once there they will receive practical, hands-on training in the course. Students are charged a non-refundable material fee of \$50-\$90 (depending on the course) and a \$120 non-refundable course fee. **If the course is dropped less than ten instructional days prior to the first day of class, the student may be responsible for any extra tuition costs associated with the course.** Students are still responsible for their assignments in KHS courses while they are away for Lakeland courses.
- **REGISTERED APPRENTICE PROGRAM (R.A.P.)** provides credits for students who are interested in pursuing a trade. These students sign up as an apprentice and build hours towards their first year in a particular trade while being paid an apprentice wage. They also get one credit for every 25 hours of work. Students enrolled in RAP can:
 - work as an apprentice in one of Alberta's 50 or more designated trades
 - spend part of the year completing high school diploma requirements and another part of the year working
 - gain experience at an approved work site
 - accumulate hours toward a ticket while attending high school full-time
 - complete health and safety training
 - get a head start on completing the first year of apprenticeship training while in high school
 - transition into full-time apprenticeship program upon high school graduationFor more information, talk to your high school counsellor or visit [Trade Secrets](#).

- **WORK EXPERIENCE PROGRAM** provides an opportunity for students to get high school credit for work placements. Students can explore future career possibilities and develop workplace skills. They will receive one credit for every 25 hours of work. These positions can be paid or unpaid.

HOCKEY ACADEMY

Hockey Academy, part of which is Hockey Canada's Skill developmental program, is offered in Semester One for 80 minutes per day as 5 CTS credits for grades 11-12 and every other day for grades 8-10. The course is open to all Grade 8 - 12 male/female students, who are interested in improving their skills and fitness levels in sports, especially hockey. The program consists of dry land training, classroom sessions and on-ice skill and physical development.



10. EXAMINATIONS

General Policy - All students writing final exams must write them when they are scheduled. Students truant from examinations may be assigned a mark of zero.

Absence from an Exam Due to Illness - Students who are excusably absent due to illness may sit for the examination at a later date. However, the teacher may in some cases waive the exam and assign a mark based on previous work evaluations.

Grade 9 Achievement Exams & Grade 12 Diploma Exams - Provincially administered final examinations must be written by all students enrolled in the following courses: Language 9, Mathematics 9, Science 9, Social Studies 9, English 30-1 and 30-2, Biology 30, Chemistry 30, Physics 30, Math 30-1 and 30-2, and Social Studies 30-1 and 30-2.

12. AWARDS

Honour Roll certificates are presented to every student who achieves an average of 80% and above on their end of term report. There will be an **Honours with Distinction** designation on certificates for students who achieve an overall average of 90% and above.

BUFFALO TRAIL PUBLIC SCHOOLS HONOR PINS CRITERIA

- Grade 7 - 9 must attain a final year combined average of 80% or higher
- Grade 10 - 12 must attain a final year credit weighted average of 80% or higher

ALEXANDER RUTHERFORD HIGH SCHOOL SCHOLARSHIP

- **Grade 10**
Average of 75.0% to 79.9% in 5 subjects - \$300
Average of 80% or higher in 5 subjects - \$400
- **Grade 11**
Average of 75.0% to 79.9% in 5 subjects - \$500
Average of 80% or higher in 5 subjects - \$800
- **Grade 12**
Average of 75.0% to 79.9% in 5 subjects - \$700
Average of 80% or higher in 5 subjects - \$1300

Average is calculated from 5 designated subjects (Options/CTS courses may also be considered) For more information go to:

<https://studentaid.alberta.ca/scholarships-and-awards/alexander-rutherford-scholarship/#page2017>

LOCAL SCHOLARSHIPS

- KHS Staff Sponsored Scholarship \$500
- Rutherford Scholarship up to \$2500
- John Nicol Memorial (Varies)
- Violet Page Memorial \$1000
- Kitscoty & District Agricultural Society \$1000
- Kitscoty Legion \$500

Kitscoty High School Awards

Each fall we will provide students with an awards ceremony which recognizes their achievements from the year prior. Students are eligible to receive awards in the following categories:

Academic Grade Awards

Awarded to the student with the highest academic average in each class/subject. Each recipient is awarded a medal.

Most Improved Student Awards

Award based on academic and personal growth improvement over the academic year. Each recipient is awarded a medal.

Citizenship Awards

A student in each grade who is seen to be a caring and productive member of the school community, treats others with respect, follows the expectations of the school and volunteers to assist others within the school. Each student is awarded a medal.

Highest Overall Average

Awarded to the student with the highest overall academic average for the grade. Each student is awarded a medal, certificate and Kitscoty High School provides a financial award.

Athletics Awards

Junior High and Senior High Male & Female Athlete Awards

This award is based on extracurricular involvement and excellence in athletics for the academic year. Each student is awarded a medal.

Cross Country and Track & Field Award

Presented in memory of Audra Scott. This award is presented to the student who has excelled in both cross country running and track and field. Recipients receive a keeper plaque donated by the Scott family.

Scholarships

APEGA

Association of Professional Engineers & Geoscientists of Alberta

Awarded to the grade 9 student who has the highest combined average in Mathematics 9 and Science 9.

Violet Page Scholarship

Awarded to the graduating student with the highest average in grade 12.

John Nicol Scholarship

Awarded to two or more students who are planning to attend a post secondary institution.

Award is based on financial need, a demonstrated strong academic effort in school classes and has been seen as a good citizen of the school and community. Students must submit an application to be considered.

Donald King Memorial Scholarship

Awarded to the student that demonstrates wittiness, great social skills, athleticism, artistic abilities and executes a serious effort in the social dance unit of Physical Education. Award is sponsored and donated by the King family.

Kitscoty High School Staff Scholarship

Awarded to the graduating student who is planning to pursue post secondary education in a program related to education. Recipients receive a cheque.

Governor General Medal

Awarded to a graduating student with the highest combined average of grade 11 and grade 12 courses.

Buffalo Trail Public Schools Honor Pins

Awarded to each student who achieved an overall weighted average of 80% or better for the academic year.

SCHOOL POLICIES AND GUIDELINES

1. ATTENDANCE

The administration and teaching staff of Kitscoty High School firmly believe a strong correlation exists between consistent student **attendance** and a successful learning experience. The **attendance policies** exist to promote a beneficial educational experience for all students. It's the **responsibility of the parent to notify the office** using the [website attendance tab](#), by phone, e-mail (khs@btps.ca), or a note when the student will be absent from school.

Student attendance is marked and reported to the office for each class. When students arrive late or leave early, they **must** sign in/out in the book located on the office counter. The school must have confirmation that the parent/guardian knows and gives consent to **every absence**.

If a parent does not **contact the office by 9:30 AM** they will receive a phone call from an automated messaging system asking them to contact the school regarding their child's absence. If a parent does not make contact with the school they will receive another call **at 6:00 pm**.

Parents or guardians shall be notified by the school staff should a student's **attendance** concerns become apparent. Extreme cases may be sent on to the district truancy officer.

A student is always responsible for classroom work missed during their absence.

Students who become ill while at school should report to the office. The school will ensure contact is made to a parent or emergency contact person before the student is allowed to go home. Alternative arrangements will be made for the student's comfort and safety if we are unable to make this contact.

2. SWIFTK12

Kitscoty High School uses an Automated Messaging System. This telephone and email system is used to inform parents about student absences that have not been explained and to inform parents of meetings, events, and other happenings in the school.

3. EXTENDED STUDENT ABSENCES

One of the greatest contributing factors affecting student achievement in school is regular and consistent attendance in classes. Illness, medical appointments and family emergencies are often unavoidable situations where students will need to be absent from school. When students are absent for small amounts of class time, catching up on missed material is usually manageable within a short time of return to classes.

Students are sometimes absent for extended periods of time, for example:

- family vacations or holidays
- medical reasons
- high school Lakeland College courses

This often creates learning situations that are more difficult for both students and teachers to manage. With this in mind, Kitscoty High School has established a framework for these situations.

If a student is absent from classes for an extended period of time (more than a few days), then the following guidelines will be followed:

Student's Role:

- access the missed material either by contacting the teacher or accessing the class digital platform
- complete any required work that was missed within one week of returning to school.
- access a “study buddy” who may supply notes that were given and can recall the discussions that took place.
- discuss with the teacher, at an appropriate time, what was missed and the expectations of work completion.

Parent's Role:

- make an appointment to discuss with school administration and/or teachers either before leaving, upon return, or both, to discuss the expectations for the completion of the missed work.
- support the student and monitor their progress in completing the work within one week of returning to school.
- communicate with the school and support the teachers in working with the student to catch up on missed material.

Teacher's Role:

- collect material for the student that was covered in class during the absence. This may include, but is not limited to; handouts, assignments, readings, home study suggestions, review materials, quizzes, instruction sheets and/or information on classroom activities.
- material will be placed in a paper folder for students to access upon their return and/or in the class digital platform (Hapara or Google Classroom) for them to access while they are away.
- provide extra help at noon hour or after school, when available, but limited to specific questions about specific topics (not re-teaching the entire content).
- monitor student progress and communicate with parents during the week of return.
- due to the nature of class planning and instruction, work that will be covered during the missed school days will not be available to students in advance of the absence.

In the event the student is having difficulties catching up after one week of the date of return, then the following may be implemented:

- assigned noon hour or after school time.
- suspension from extracurricular activities until the work is completed.
- pull out of complementary classes to catch up on core course work.

It should be noted that while the student is absent, some parts of the learning process are difficult to place in a folder. Classroom discussions, demonstrations, group work, guest speakers, hands-on activities or participation oriented activities (music, physical education, industrial arts, food studies, etc.) will be missed.

4. CODE OF CONDUCT

Kitscoty High School is committed to providing a safe and secure environment in which students may flourish and therefore will not condone any behaviours that endanger the moral or physical well-being of its students and staff. KHS operates on the premise that all students

have the right to learn and that the school environment will help guide students towards responsible behaviour. It is expected that students, while in the school or participating in school sponsored activities, behave in an appropriate manner. *The pursuit of excellence includes the pursuit of good behaviour.*

STUDENT RESPONSIBILITIES: *Section 12, School Act*

“A student shall conduct himself or herself so as to reasonably comply with the following code of conduct:

- (a) be diligent in pursuing the student’s studies;
- (b) attend school regularly and punctually;
- (c) cooperate 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 the student’s teachers for the student’s conduct;
- (f) respect the rights of others;
- (g) ensure that the student’s conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;
- (h) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means; (i) positively contribute to the student’s school and community.”

STUDENTS ARE TO:

- walk quietly and safely to and from all activities
- avoid the use of profane language and inappropriate gestures
- be in classrooms during regular class times, on time, and leave only with teacher’s permission
- bring all required materials (student agenda, pens, pencils, binder, textbooks, etc.) to class
- keep school desks, lockers and classrooms in good order
- adhere to school dress code
- contribute to a positive school reputation by demonstrating appropriate behaviour during assemblies, performances, field trips, sporting events, and dances

GENERAL SCHOOL RULES:

- Bullying – which includes physical, verbal, sexual and cyber bullying; is not tolerated.
- Fighting / assault / physical aggression with the intent to injure are not tolerated.
- Items which can be viewed as weapons are prohibited.
- Sale, possession or use of alcohol, drugs, cannabis or tobacco products (including chew and vapour inhalers) at school or school sponsored events is prohibited.
- Theft, vandalism, and disrespect of personal and public property are not tolerated.
- Any sexual, religious, ethnocultural and/or racial slurs, and harassment are not tolerated
- Swearing or use of profane and/or offensive language is not tolerated.
- Any behavior or dress that violates reasonable expectations of modesty is not tolerated
- Energy drinks and sunflower seeds are prohibited.
- For any student conduct situation involving weapons, violence, or threat-making behaviour, school-based Violence Threat Risk Assessment (VTRA) teams will be convened prior to a student being suspended or expelled from the building. VTRA

protocols will be followed to ensure the risk of further violence or self-harm have been identified and minimized.

The staff and administration are committed to responding to any form of harassment or bullying. The high school will respond strongly and appropriately with respect to any infractions of the above actions or behaviours on school property or during school-sponsored or related activities. Students found in violation of the above rules may face suspension or the possibility of expulsion.

5. DISCIPLINE GUIDELINES

The focus of handling any discipline issues at Kitscoty High School shall be to:

1. Help the student identify inappropriate behavior
2. Help the student solve any problems created by this behavior
3. Help the student identify positive replacement behaviors
4. Leave the student's dignity intact

The KHS "Encouraging Appropriate Behaviors" Guidelines will be used to assess and deal with all discipline matters. Factors such as age, grade, nature and severity of the misbehavior, emotional stability and past history will be considered when action is taken.

6. PERSONAL ELECTRONIC DEVICES

BTPS recognizes that appropriate and responsible use of personal electronic devices enhances student learning. At no time should these devices interfere with an individual's right to privacy, the student's right to a safe and caring environment or the teaching and learning process.

- All personal electronic devices must be turned off and out of sight during instructional times or in spaces where instruction is occurring, except with the specific permission of the principal when their use is planned, purposeful and educationally motivated.
- Use of electronic devices is prohibited in change rooms and washrooms and therefore they must be turned off and out of sight. Appropriate signage is posted to this effect.
- The use of personal electronic devices shall not: interfere with student learning; compromise personal safety or the safety and well-being of others; infringe upon an individual's right to privacy; interfere with the operation of the jurisdiction.

Should a student contravene this policy the electronic device will be confiscated, turned over to the school principal, and stored in the school office.

- On the **first occurrence**, the device will be confiscated, turned over to the school principal and returned to the student at the end of the school day.
- On the **second occurrence**, the parent/guardian will be contacted by the principal and the electronic device will be returned to the student at the end of the school day.
- **Subsequent infractions** will require a meeting between the principal and the parents/guardian prior to the return of the electronic device. **Disciplinary action** will be subject to the school discipline policy.

It is an expectation that all visitors will respect this policy. Those that contravene this policy will be asked to comply or to leave the building and may be subject to disciplinary action under Board policy and the School Act.

7. COMPUTER / INTERNET

We attempt to offer students the widest possible access to up to date technology in and out of the classroom during regular school hours. Computer use is a privilege and student use is governed by BTPS policy. Students will bring the Computer User Agreement home at the beginning of the school year and parents must sign it to grant their child full computer access. This policy will include access to our wireless network, which students can connect to using personal electronic devices. The school reserves the right to enter students' school accounts, including email, at any time and terminate access in the event of irresponsible use.

8. DAMAGED / LOST BOOKS

Students are assigned a textbook at the beginning of the semester in most classes. It is their responsibility to look after this book and hand it in at the course's completion.

Any textbook, which has been abused, has pages or cover missing, or has been lost, will be charged to the student. A book 5 years old or less will be valued at a new price for replacement, while half the cost of an older book will be charged.

9. DOWNTOWN PRIVILEGES

Students may go downtown at noon, unless a note has been received from the parent indicating otherwise. High school students with spare periods may go downtown unless their parents ask the school to revoke these privileges. These privileges are dependent on students completing coursework as assigned and maintaining passing marks commensurate with their abilities.

10. DRESS CODE

Our goal is to create a space where student attire does not interfere with the health or safety of any student, and that attire does not contribute to a hostile or intimidating atmosphere for any student. We consider school to be a professional working environment for students and staff. To this aim our school has developed the following guidelines:

- Please ensure that clothing is free of advertising of alcohol, drugs, inappropriate language or a lifestyle that is inappropriate for the school environment.
- Clothing should not promote hate or hostile/intimidating situations.
- Please ensure that waists, chests and behinds of all students, regardless of gender, are covered while standing, sitting, or bending over.
- Underwear should not be visible.

These guidelines are consistent with other schools in the area. Students who are improperly dressed will be asked to cover up or be sent home to change. We respectfully request that students observe these guidelines.

11. **EMERGENCY / SAFETY PROCEDURES**

➤ **FIRE DRILL**

Students are to walk out quickly and quietly through the designated exits. A map is posted in each room indicating the proper exits. Once outside the building, classes will convene at designated areas where attendance will be taken.

➤ **LOCKDOWN**

In the case of an event which threatens the health and safety of students and staff in our building (an example of which could include an armed intruder), it may be deemed necessary to go into a state of “lockdown”.

If this is the case, a very distinct alarm will sound. This alarm is much different than our standard bells or our fire alarm. It can be recognized by the repeated recorded voice which states “Lockdown, lockdown, lockdown now.”

Several drills are practiced during the course of the school year.

➤ **ONE SCHOOL ENTRY**

Once bells have gone for the first period of the day, all entrances to the school are locked with the exception of the main doors by the office. All visitors are required to check in at the office upon arrival.

12. **ENERGY DRINKS**

Kitscoty High School is promoting a healthy lifestyle for our school environment. In keeping with our healthy choices philosophy, it is school policy to **not allow energy drinks**.

13. **INAPPROPRIATE LANGUAGE**

At Kitscoty High School, we strive to nurture a positive and respectful environment. We have a no swearing policy. In the event that a staff member hears a student use profanity or inappropriate language, they are to inform the parents and send the student to the office for the remainder of the class period, where an administrator will meet with them. The second instance may lead to an in-school suspension and the third instance may lead to an out-of-school suspension.

14. **STUDENT VEHICLES**

Students are to respect the fire/bus lane by driving slowly and cautiously, and not passing buses. Students in vehicles are not to disturb classes with loud music or other noise. Student parking is available in designated areas only. Students are **not** welcome to park in the arena or church parking lots or in the fire/bus lane. Students who park in the community hall parking lot should remain respectful of bylaws, traffic laws and of the community. It is a privilege to park there. If traffic rules are not obeyed sanctions may include removal of parking privileges and notification to parents and/or RCMP. Students in grades 10 - 12 will be expected to participate in a parking lot clean up, with a revolving schedule of one grade per month.

15. **ALCOHOL, TOBACCO, INHALANT AND CANNABIS FREE ENVIRONMENT**

Kitscoty High School is an alcohol, tobacco, inhalant and cannabis free school. The above substances will not be allowed at any time within the school building, the bus or on Buffalo Trail Public Schools school grounds as per [BTPS Procedure 901BP](#).

16. VIDEO SURVEILLANCE

To help ensure the school has a safe and caring environment, hallways and common areas are monitored by a closed circuit video system. The system will be used mostly to deter theft and inappropriate behavior.

CULTURE OF THE SCHOOL

1. FOOTWEAR

Students are required to have clean and dry footwear in the school. A second pair of running shoes is required for Physical Education in the gymnasium.

2. FRONT FOYER

The Front Foyer is a designated common area for our school. Students are asked to help preserve the academic atmosphere of our school while here.

3. LEARNING COMMONS

The Learning Commons is a place for learning, research, intellectual discussion, technology and access to academic resources and support. Students and staff are encouraged to make use of these spaces to work, study, collaborate and learn. Students using the Learning Commons during spares should come prepared to work or read. **Food and drinks are not allowed at any time.** Students will be allowed to use the learning commons after hours *only* with teacher permission and supervision.



4. LOCKERS

- Students will be assigned the use of a hall locker and a PE locker.
- Student's sign a Locker Use Agreement that states BTPS has the right to search a locker without notice or permission of the student.
- **All lockers require a school supplied lock. Do not share locker combinations!**
- BTPS is not in any way responsible for loss of articles stored in the student's locker.
- Students are asked to treat their lockers with respect. Any decorations should be put up in a way that will be easy to remove as next year's students may not have the same taste in locker decor.

5. OFFICE PHONES

In the event that a parent needs to contact their child (ex. family emergency) students will be called to the office to take a phone call.

A courtesy phone, located in the front foyer, is available for student use during breaks, spares and after school.

6. STUDENT SERVICES

COUNSELLING

Students have an opportunity for counselling in the school in three main areas:

- **Registration and Course Selection:** The counsellor is responsible for registering high school students, helping with course selection, enrolling and withdrawing students and planning schedules. Work Experience, Registered Apprentice Program (RAP) and Students Online courses are all handled through the counsellor's office.
- **Career Counselling:** Students can see the counsellor for help with exploring possible careers, making career decisions, enrolling in post-secondary institutions, gathering transcripts and learning about and applying for scholarships.
- **Personal Counselling:** The office of the counsellor can offer counselling for different levels of needs including *Supportive Counselling* promoting self esteem and hope and encouragement. There is also *Problem Solving* and working through one particular issue, decision or struggle. If a student's issue requires a longer or ongoing process or is more involved and needs deeper guidance, the proper referrals and support in the transition to those professionals is also offered by the counsellor's office.

INCLUSIVE EDUCATIONAL SERVICES

All kids can learn, but not all kids learn in the same way, at the same time or at the same rate. Learning is an individual process. Developing the most effective program for a student depends on his or her individual needs. The type of programs implemented for students with special needs is determined by what the student's abilities, strengths and needs are. The different types of programming used at Kitscoty High School are differentiated instruction, adaptation, curriculum modification, individualized programming and Knowledge & Employability programs.

The Inclusive Learning program at Kitscoty High School uses a collaborative team approach involving school staff, outside agencies, parents and students to create the best learning environment for all students. Together, as a team, we will establish a positive learning environment for your child. Please contact the office for details regarding your child's specific requirements.

Social Emotional Coach

The Social Emotional Coach (SEC) Program is designed to help children, youth and families achieve school success. SEC counsellors teach various strategies in the areas of life and social skills, peer related issues, emotional and behavioural skills as well as family issues. To access services parents can contact our school office, a teacher, or the SEC directly at the school.

VIBE

VIBE is one of the province-wide Mental Health Capacity Building Programs in Schools. Vibe is one of the sites that received annualized funding from AHS. It uses an integrated, multidisciplinary team approach in providing promotion, prevention and early intervention

addiction and mental health services to children, youth and their families within Kitscoty High School, Kitscoty Elementary School, J.R. Robson High School, St. Jerome's School, Vermilion Elementary School, Vermilion Outreach School, School of Hope and Clandonald School.

VIBE's mission is to work to promote mental health in children, youth, families and individuals in the community who interact with children and youth. VIBE's role in Kitscoty High is to bring programming to students based on their grade level and need. Our programming focuses on reducing anxiety for students by teaching the concepts and skills related to being more mindful.

Our programs include: *Building Mental Wellness, Study Skills, Developmental Assets, Self Esteem, Seven Habits, Social Skills, Hope, Conflict Resolution, Diploma Prep, Strong Interest Inventory, Mental Toughness and Mentorship.*

All of our programs are free and are usually delivered in Health class. Every program has a list of curricular outcomes that it meets in each grade. VIBE is in KHS one day a week. If you have any questions about VIBE, please feel free to contact the school office and we can put you in touch with our VIBE coach.

7. EXTRA CURRICULAR ACTIVITIES

We believe that extracurricular programs are an integral part of the whole educational experience of the student. Participation in extracurricular programs contributes to the development of self-confidence and to the establishment of desirable interpersonal skills. Our students are ambassadors for our school and because of this must be above reproach at all times. It is expected that they will act like ladies and gentlemen that we will all be proud of. Students involved in these programs are responsible for missed work when attending extracurricular activities. Student's behavior in the classroom and incomplete homework assignments are some of the factors determining whether the student can participate in an extracurricular activity. **Parent drivers for extracurricular activities must fill out a form and supply a copy of their driver's license.**

INTRAMURALS

At noon throughout the year, we offer intramural activities for the students. Some activities are very competitive; some are fairly informal. Some activities offered are volleyball, indoor soccer, belly baseball, floor hockey, badminton, and basketball. The award structure for our program rewards participation as well as winning. Individuals gather participation points, as well as "win" points throughout the year. They can also achieve points for officiating. At the end of the year awards are given to outstanding individuals.

LEADERSHIP TEAM

Each year, members of the student body from Grades 7-12 are encouraged to volunteer for the Leadership Team. The Leadership Team is then responsible for administering student functions throughout the school year. They plan and run school dances, activity days, great grade challenges and fundraising activities. Money from fundraising goes towards sports, field trips, Graduation and other student centered activities.

SPORTS

Kitscoty High School is a proud member of the Alberta Schools Athletic Association. This organization represents 400 Alberta High Schools. Our policies emphasize sportsmanship, fair play, and lifelong learning.

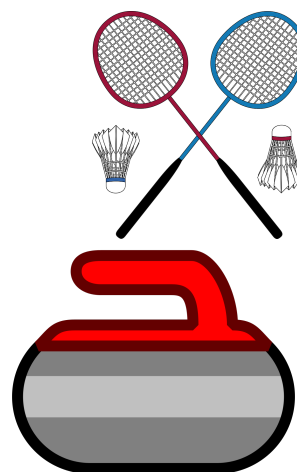
All players, because of their position on the team, are now in the public eye. It is expected that each and every one of the team members will be conscious of improving his/her citizenship in all ways possible within the school. In addition, team members are expected to be punctual and courteous in and out of class and make every effort to maintain acceptable marks.

Eligibility to play: Students must attend Kitscoty High School in order to participate on a team. Students must further remain “in good standing” to participate on an extracurricular team. This means a student must adhere to the following:

- Students must maintain passing grades. Students who are failing two courses may be removed from the team until such time as their grades have improved to passing.
- Students must maintain a good attendance record.
- Students must not be habitually late for class.
- Students must demonstrate appropriate behaviour – those students involved in incidents that include suspensions from school may lose their eligibility to play.
- Fees must be paid.

Fees: Fee to participate will be set each year and will reflect costs for tournament entries, BTPS, District, Zones, and Provincials fees, referees, transportation, etc. Players must pay the fee prior to playing any games. This fee is non-refundable.

Player Conduct: Players are expected to conduct themselves appropriately. They must display good sportsmanship and good behaviour at all times. Students are representing the school and any student who fails to conduct him or herself as good representatives are subject to removal from the team as well as to such discipline from the school as is appropriate.



SCHOOL MAP

