

**EAGLE BUTTE HIGH SCHOOL**



**HOME OF THE TALONS**

**Student Agenda 2025/2026**

**Mrs. Rocheal Howes, Principal  
Mr. Greg Elgie, Vice Principal  
Mr. Lyall Foran, Vice Principal**

**1150 Eagle Butte Road  
Dunmore, Alberta T1B 0J3  
Phone: 403-528-1996  
24-Hour Attendance Line: 403-528-1996, Ext. 8**

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# Eagle Butte High School

## **“Giving our students ROOTS and WINGS”**

“Roots to know where home is and wings to fly away and exercise what’s been taught them.” Jonas Salk



*Eagle Butte High School is a community of learners working together in a positive and engaging environment.*

Forging Futures  
Kindling Hearts  
Igniting Minds

## EBHS STAFF DIRECTORY 2025/2026

<b>Administrative Staff</b>	<b>403-528-1996 - Extension</b>	
Principal	Rocheal Howes	2001
Vice Principal	Greg Elgie	2003
Vice Principal	Lyall Foran	2002
School Counselor	Sheldon Wihnan	2018
School Counselor	Heather Laturnas	2037
Student Wellness Counsellor	Tanya Ridgedale	
<b>Administrative Assistants</b>		
Main Office	Cheryl Kelly	2000
Main Office	Tellisa Cairns	2033
Business Office	Vicki Elgie	2004
Work Exp. Office	Laurie Hausauer	2043
Library Technician	Amber Renschler	2005
<b>Education Assistants</b>		
Stacey Allen	Trina Webb-Butler	2012
Kristine de Blois	Jazmin White	
Alison Newman	Angela Woodward	
<b>Maintenance</b>		
Brad Funk	Donna Porter	2025
Cristina Morales	Erwin Cardona	
<b>Instructional Staff</b>		
Aasman, Kianna	Smith, Darryl	
Akkerman, Kate-Anne	Sotropa, Trisha	
Ballantyne, Kameko	Stockley, Pam	
Brost, Tenelle		
Burzminski, Brooklyn		
Dola, Darren		
Encinas, Jocelyn		
Fisk, Leanne		
Funk, Dawn		
Gebhardt, Elizabeth		
Jalbert, Rayanne		
Jans, Ty		
Kannekens, Quinn		
Krause, Joyce		
Langill, Ian		
Leung, Cassandra		
Longmore, Sean		
Marshall, Dana		
Marshall, Kelly		
McConnell, Sean		
Payeur, Scott		
Pickett, Brady		
Rose, Ingrid		
Rozdeba, Katelyn		
Sauer, Jerrid		
Schiebelbein, Cory		
Sauer, Jerrid		

## School Year Summary 2025/2026

September 1	Labour Day Holiday
September 2	First Day of School
September 11	Last Day for Timetable Changes
September 16	School Pictures
September 18	Post-Secondary Parent and Student Info Session 7 p.m. @ EBHS
September 30	Truth and Reconciliation Day (No School for students)
October 8 (Wed)	Parent Teacher Interviews 3:30 - 6:00 p.m.
October 9 (Thurs)	Parent Teacher Interviews 5:30 - 8:00 p.m.
October 10	Division PD, No School for Students
October 13	Thanksgiving Day Holiday
October 21	School Picture Retakes (a.m.)
October 21	Grad Meeting @6:00 p.m. MHC
	Post-Secondary Booths @ MHC
October 24	Awards Ceremony – 2:00 p.m.
November 3	Midterm Report Cards
November 5	Remembrance Day Ceremony
November 7	District Day – No School for Students
November 10	SI Day - no students
November 11	Remembrance Day Holiday
December 19	2:00 p.m. dismissal
<b><i>December 20 - January 4</i></b>	<b><i>Christmas Holidays - No School</i></b>
January 19 - 27	Final Exam Week (tentative to AB Ed.)
January 28	Semester II Begins
January 30	Semester I Final Report Cards
February 9	Last Day for Timetable Changes
<b><i>February 16 - 22</i></b>	<b><i>Spring Break - No School</i></b>
<b><i>February 19- 20</i></b>	<b><i>Teacher's Convention</i></b>
March 4	Grade 12 Parent/Grad Info Meeting @ EBHS
March 11	Grade 9/New Student Open House 6:30-8:30
March 18 (Wed)	Parent Teacher Interviews 3:30 - 6:00 p.m.
March 19 (Thurs)	Parent Teacher Interviews 5:30 - 8:00 p.m.
March 20	SI Day - No School for Students
<b><i>April 3– April 12</i></b>	<b><i>Easter Vacation</i></b>
April 15	Midterm Report Cards
April 24	SI Day
May 15	SI Day - No School for Students
May 18	Victoria Day Holiday
May 29 - 30	Graduation
June 10	Athletic Banquet
June 12 - 23	Final Exam Week (tentative to AB Ed.)
June 26	Last Staff Day

## **SCHOOL DAY SCHEDULE**

<b>Period</b>	<b>Time</b>	<b>Length</b>
1	8:50 - 10:05	75 min.
2	10:10 - 11:25	75 min.
<b>3 (TAG)</b>	11:30 - 12:05	35 min.
Lunch	12:05 - 12:45	40 min.
4	12:45 - 2:00	75 min.
5	2:05 - 3:20	75 min.

## **FEE SCHEDULE**

Specific course and grad fees must be paid by **September 29, 2025**.

Non-payment of fees (including charges for damaged/lost books) could result in the restriction of student privileges such as participation in extra-curricular and graduation activities. All outstanding balances from previous years will be carried forward. Payments can be made by MasterCard, Visa, cash, cheque, or post-dated cheques. Please make cheques payable to "Eagle Butte High School" and remit to the Eagle Butte High School Business Office, or call 403-528-1996, Extension 2004 to make alternate payment arrangements. As well, School Cash on-line is now available to make payments. Please go to the Parent Link on the EBHS Website to access.

### **Option Course Fees: (Cost for each class taken)**

<b>Art</b>	<b>\$ 25</b>
<b>Cosmetology</b>	<b>\$ 50</b>
<b>Food Studies</b>	<b>\$ 57</b>
<b>Industrial Technologies</b>	<b>\$ 46</b>
<b>Physical Education 10</b>	<b>\$ 42</b>
<b>Physical Education 20</b>	<b>\$ 60</b>
<b>Physical Education 30</b>	<b>\$ 60</b>
<b>Sports Performance</b>	<b>\$ 68</b>
<b>Wildlife</b>	<b>\$ 60</b>
<b>Yearbook (optional)</b>	<b>\$ 35</b>

### **Graduation Fee** **\$ 100**

(Includes costs for ceremony invitations, graduation gowns, caps, tassels, and decorations). **Any/all course fees, library fines, and grad fees must be paid to participate in graduation activities.**

## **School Fee Reduction/Waiver and Refund Process**

1. Principals have the authority to reduce or waive school fees for families who encounter financial hardship. A payment plan can be agreed upon between the principal and parents to assist with financial difficulties.
2. The school fees are subject to the following reduction/waiver and refund provisions:
  - a. School Fees may be reduced or waived upon a parent's confidential application (Appendix Form) to the principal, with documentation demonstrating financial difficulty (i.e. recent tax return, T4's, pay stubs, loan documents etc.). When assessing reduction or waiver of school fees, the families' prior year taxable income will be compared to the Statistics Canada Low Income Cut-Off for five person households in rural areas under 10,000 people, as provided by the Secretary-Treasurer. All completed fee exemption/payment plan forms and supporting documents are to be forwarded to the Secretary-Treasurer.
  - b. When a student, who has paid a non-basic instructional materials and services school fee, transfers to another school jurisdiction during the school year, a pro-rated refund per month shall be paid upon application for the refund.
  - c. When a student transfers to another school jurisdiction during the school year, the school shall reimburse any unused fees that were paid for non-curricular goods and services fees. Non-curricular goods and services fees:
    - i. Are not refundable where a service has been performed or a product has been received; and
    - ii. Shall be refunded on a per month pro-rated basis, to a student who transfers to another school jurisdiction during the school year, where the activity covered by the fee extends over a period of time and where the student is present only for a portion of that time.

## **DAY TO DAY OPERATIONS**

The following are important policies in the daily life of all students.

1. EBHS is considered a responsible campus. Students arriving late or leaving early must sign in at the office. All absences are expected to be excused by a parent. Students in Grade 12 who have spares may leave the school grounds at that time.
2. Students in Grades 10 and 11 are required to take a full timetable.
3. Hats may be worn in the halls. Hats are not to be worn during instructional time unless permission has been granted by the supervising staff member.
4. Food is permitted in classrooms at the discretion of the teacher.
5. The student gathering area is the main lunch area. Students are allowed to eat outside and are expected to clean up after themselves.
6. The EBHS motto is “Giving Our Students Roots and Wings”. The school will do the best it can to provide a caring and stable environment in which students can build skills in order to graduate and be confident of their futures. Students can help themselves by meeting the expectations in the following three areas:
  - Respect - to self, peers, and all adults in the building;
  - responsibility - to self, to one’s work, and to one’s teachers;
  - results - an honest effort is expected. This will help to ensure success.

## Parking Lot Regulations:

### Rules:

- a. **The speed limit is 15 km per hour in the parking lot.**
- b. Cars must be properly parked only in the designated parking lanes.
- c. Students are not allowed to park in the visitor parking, staff parking, handicap parking, or bus loading zones at any time.
- d. The direction of exit for all vehicles is counter clockwise. Drivers are reminded they must enter and exit in the right hand lane.
- e. Drivers are also reminded that buses have the right of way when pulling out to exit the bus loading zone.
- f. Car owners are reminded that littering the parking lot will result in disciplinary action.
- g. Vehicles parked illegally or improperly and/or in non-designated parking areas may result in disciplinary action, which could include towing and parking violations – fines/charges will be the responsibility of the owner of the vehicle.
- h. Grade 10 students are not permitted to park in the school parking lot due to lack of available parking spots, unless **special permission** has been granted by the Vice Principal.

Anyone driving in an inappropriate manner may be required to turn in his/her keys for the duration of any number of days to the office. Additional consequences may include vehicle suspension from the school grounds, suspension from school and/or reports of offences to the RCMP.



## **TAG GUIDELINES**

TAG movement is a privilege, not a right. It is considered part of our “instructional day”. Below are the guidelines to follow. Failure to follow these guidelines will result in discipline through the office:

1. The purpose of TAG is to: allow students to hear daily announcements; track student attendance; do homework; receive help from teachers; hold assemblies; distribute school documentation; complete registration forms, surveys, etc...
2. Occasionally, students will be allowed to leave their TAG area with the use of a special pass given out by the teacher.
3. All TAG teachers will read daily announcements and take attendance at the start of TAG. No students should be leaving their TAG until approximately ten minutes into the period.
4. If you wish to leave TAG...
  - you can only sign out to a teacher if you are registered in their class for that semester;
  - indicate your destination on your Sign Out slip
  - your TAG teacher will initial and “time” your slip;
  - when you arrive at your destination, the “receiving” teacher must also initial and “time” your slip;
5. The Learning Commons Area is to be used for signing out books or possible photocopying. If you wish to use the Learning Commons Area during TAG, the reason you are going must be included on your slip; the librarian must sign your slip when you arrive.
6. You may NOT be allowed to leave TAG, including Flex Days, if...
  - you have assignments/work not handed in for other classes;
  - you are not passing a particular class;
  - you have unexcused absences that you have not cleared through your TAG teacher;
  - you have outstanding forms (registration, surveys, etc.);

- your TAG teacher has “grounded you” for not following TAG guidelines.
7. “Flex” Day – on occasion, students may be involved with more “flexible” options for movement during TAG. Areas to move to may include the gym, the cafeteria, the Learning Commons Area or leaving the school grounds. **The flexible nature of this day is a privilege NOT a right.** Teacher requests for students to complete assigned work or other duties supersedes any/all flex opportunities.

NOTE: Students are not allowed in the parking lot during TAG without signed, teacher permission.

## **LIBRARY SERVICES**

Students and teachers are encouraged to use our library area for recreational reading or research. Materials may be borrowed for a 2-week lending period.

Textbooks are signed out through the library at the beginning of each semester. Any outstanding items from the previous semester **MUST** be accounted for, either by payment or return, before checkout privileges are reinstated.

## **SCHEDULING AND TIMETABLE CHANGES**

Students will be timetabled for the next school year during the spring of each year. Students should make every effort to choose a program that will not require timetable changes. Timetable changes will be made only after the student has provided reasons acceptable to the school, and after the parent or guardian has agreed to the requested change. Timetable changes need to be requested within the appropriate timeframe for each semester – see school year summary for dates.

## **STUDENT COUNSELLING SERVICES**

Counseling services are provided to assist students in obtaining maximum benefits from their school experience and to develop their potential to the fullest. Appointments to see the school counselors can be scheduled with the office secretary. Our counselors will provide assistance in the following areas:

**Academic Advising:** to help plan school programs based on students' needs and abilities.

**Personal Counseling:** to assist students in learning to cope with the demands on their lives. A Student Wellness Counsellor is available to meet with individual students.

**Career Planning:** to assist students and parents in obtaining information regarding career decisions, applying for post-secondary education and in making the school-to-work transition.

## **STUDENT RECOGNITION PROGRAM**

Eagle Butte High School recognizes students for outstanding contributions in the classroom, school and community. Eagle Butte staff select students throughout the year to be recognized with a certificate and gift.

## **EBHS EXTRACURRICULAR ACTIVITIES**

Eagle Butte High School has many different clubs and sports activities that our students can enjoy. We have something to suit every personality. Eagle Butte offers our students the following for extra-curricular activities:

Girls Volleyball	Archery
Boys Volleyball	Book Club
Girls Basketball	Chess Club
Boys Basketball	Choir
Badminton	Drama
Baseball	GSA Club
Cross Country Running Team	Student Council
Curling	Video Games Club/
Football	E-Sports
Golf	Fitness Area (initial orientation required)
Rugby	
Rodeo	
Soccer	
Girls Softball	
Track & Field	

**\*\*Activities and Clubs are dependent on student interest and numbers.**

**Don't sit back.....GET INVOLVED!!!**

## **PROCEDURES**

### **RESPECT, RESPONSIBILITY, RESULTS**

“What I am going to be is up to me”

#### **I. Student Code of Conduct**

**The Board believes students have rights within the school, but should not infringe upon the rights of others in the school.**

##### **Students shall:**

1. Be diligent in pursuing their studies.
2. Attend school regularly and punctually.
3. Co-operate fully with everyone authorized by the board to provide educational programs and other services.
4. Comply with the rules of the school and/or school bus.
5. Account to their teachers for their conduct.
6. Respect the rights of others.
7. Be accountable for their guests' actions.
8. Be dressed appropriately and in a manner which is not a health or safety hazard.
9. Treat school property with due care and respect.
10. Refrain from the use of alcohol or toxic substances, and refrain from smoking, vaping or using chewing tobacco on school property or at school sponsored events. This includes personal vehicles on school property.
11. Refrain from the use of any substance in an abusive manner.
12. Refrain from using profane language.
13. Treat all persons with courtesy and respect.
14. Act with academic integrity at all times.

### **Dress Code\***

Students at Eagle Butte High School are expected to dress in a way that is appropriate and fitting for the educational environment of the school and for making a smooth transition to the workplace. Extremes of styles and clothing that contain offensive language, hate, discrimination, violence, inappropriate themes, and other symbols that are not appropriate for school will not be allowed. Discussions on an individual basis can occur when dress code is an issue.

\*NOTE: Grad Coveralls are not allowed to be worn during the school day – unless designated by the school.

## **II. Attendance**

### **School Board Policy**

**The School Board expects students to attend school regularly to benefit fully from the educational opportunities available in the schools.**

### **Promise of Eagle Butte High School:**

To help each student in fulfilling the requirements for an Alberta Education High School Diploma by being supportive, encouraging, firm and friendly.

### **Student Responsibilities:**

Students are considered to be fully responsible for themselves, and they know that everything they do, or don't do, is **BY CHOICE**. They will take credit for success as well as failure.

### **Students shall:**

- 1. attend school regularly, and on time;**
2. be diligent in studies by doing the best work possible;
3. account for absences;
4. make up work upon return from absences;
5. follow the attendance guidelines.

### **Attendance Guidelines**

All student absences must be verified by a parent/guardian by a telephone call, using the link online or by coming into the office. This can be done by phoning the **24-hour attendance line at 403-528-1996, Ext. 8** on or before the day of the absence. However, since the automated dialer is activated each evening, a call after the absence will excuse the absence, but will still result in a phone call home. Parents may choose to call the day of or the day before a known absence to avoid the system calling your home. Calls to the school must be received before 3:00 p.m. the day of the absence to avoid a call home. On FLEX Fridays or Thursdays, calls **MUST** be received by the 3:00pm the day **BEFORE FLEX** to excuse any absences that may affect FLEX.

1. Each teacher shall complete attendance daily. Teachers shall reinforce the necessity of regular attendance as a prerequisite for academic achievement.
1. The administration shall contact the parent by notice upon the 8<sup>th</sup> absence. The school counsellor may arrange to meet with the student.
2. Upon the 13<sup>th</sup> absence, a second notice will be sent from administration, with possible follow up by administration.
3. Administration may contact the parent on or around the 17<sup>th</sup> absence. At that time, the student's program will be discussed, and the student may be placed on a contract specifying conditions for continued enrolment at EBHS, as well as anticipated success. Broken contracts may lead to an alternative education program not at Eagle Butte High School (i.e. Coulee Collegiate or SAHS). Students with numerous absences due to medical issues may be asked to produce a physician's note indicating the specific days absent, as well as the possibility of future absences -- helping to postpone the initiation of an Attendance Contract.

- Note: 22 or more absences in any course may result in removal from school. The student may be put on an alternative program as per Board policy (i.e., Coulee Collegiate or SAHS).

*Please Note: Students placed on Attendance Contracts in a particular semester will have their attendance monitored more closely in the next semester for another Attendance Contract at or around the 13<sup>th</sup> absence. This 13<sup>th</sup> absence contract consideration will remain in effect until a student has no attendance issues for an entire semester.*

### **Lates**

It is expected that students should be ready for class with all materials in hand at the designated time for each class to begin. Consequences for being late to class will be dealt with by the classroom teacher first.

If a teacher has attempted to alter a student's tardy behavior with little or no improvement, and that student has acquired a minimum of five lates in that particular class, the student may be put on a late contract. A late contract involves receiving a detention from the administration for every late, in any class, that the student incurs for the remainder of the semester.

### **Truancy**

Administration will contact the student and/or parent on each occasion when a student is truant from class. Truancy is considered to be any absence that has not been excused by the parent or teacher. Truancies are tracked for the full year.

Consequences for truancies are as follows:

Truancy 1 – 3 noon-hour detentions

Truancy 2 – In-school-suspension and 3 additional noon-hour detentions

Truancy 3 – Contract for Success with school administration and parents, in-school-suspension, and 5 noon-hour detentions  
Truancy 4 – Discussion/removal from Eagle Butte High School with the development of an alternative program, if possible.

### **Missing Assignments**

Students who are absent for any reason (illness, extra-curricular, co-curricular, vacations, etc.) are still responsible for missed assignments. All assignments (tests and quizzes included) **MUST** be made up as soon as possible. At the very least, upon the student's return to school, the student should be taking the initiative to discuss with each classroom teacher a mutually agreed upon time for the completion of any/all missing work.

If acceptable progress is not made for turning in missing work, then it is **recommended** that one, or a combination of the following possible strategies, be used:

1. Set up a student assignment/test completion timeline
2. Assign the student a homework detention\*
3. Use counseling or peer tutoring to try to deal positively with the problem
4. Provide alternative assignments/tests where it is reasonable and appropriate
5. Contact parents
6. Administration interventions

\* If a student does not come for a detention at the assigned time, as requested by the teacher, the student may be referred to office administration.

### **III. Tobacco/Vaporizer**

Eagle Butte High School is a tobacco-free campus and as such, use of any and all tobacco-related products (both smoking or chewing, including vaporizers) is strictly prohibited anywhere on school property, except for the single, designated area on the east end of the school property. All students, regardless of age, are

not allowed to smoke or chew tobacco, or use a vaporizer in our school building or anywhere on school grounds, except for the designated area mentioned above... This includes private vehicles parked on school property. Students who are caught in breach of this policy will have the following consequences:

- **First Offense:** 3 noon-hour detentions (through the DT Room) letter sent home to the parent explaining the immediate consequences and the discipline for further violations (parent signature must be on the letter and brought back by the student).
- **Second Offense:** In-school suspension for the remainder of the day, full noon-hour detentions (a minimum of 5 full noon-hour detentions), letter sent home for parent signature and/or possible parent meeting may be established.
- **Subsequent Offenses:** In-school suspension for the remainder of the day, parent contact and possible parent meeting, as well as any combination of detentions, and/or further suspensions, as deemed appropriate by school administration.

Other than students on spare, students caught using tobacco products and/or vaporizers, or leaving campus to use tobacco products and/or vaporizers during class time or during breaks between classes will result in the consequences above.

**Note: Use of marijuana in any form is strictly prohibited at any time and in any place on EBHS property.** (If medicinal marijuana has been prescribed by a physician – complete disclosure/approval with Administration must be made in advance before any such use at school and/or on school property.)

#### **IV. Harassment & Bullying (PRSD A221)**

EBHS is committed to providing students and staff with a safe and caring learning environment in which all individuals are treated with respect and dignity. Harassment includes behaviour which may be verbal, physical, deliberate, unsolicited and/or unwelcome. The behaviour need not be intentional in order to be considered harassment. It is sufficient that the student knows that the behaviour is offensive and unwelcome. These acts may include, but are not limited to:

- verbal abuse or threats
- unwelcome physical contact
- unwelcome or inappropriate remarks, jokes, gestures, innuendos or taunts
- displaying of racist, derogatory or offensive pictures or materials
- sexual invitations, requests or demands, whether indirect or implicit
- intimidation
- coercing or influencing third parties to harass others
- inappropriate use of cell phones, cameras or other electronic devices

Consequences for harassment may be as follows:

Harassment 1 – referral to school counsellor for discussion/tracking;

Harassment 2 – referral to school administration; the student may receive detentions and/or a school suspension; Parental contact may take place;

Harassment 3+ – following a review of the third or more offense, the student may receive any combination of detentions, school suspensions, and/or recommendation for expulsion. Parental contact will take place.

The administrative team may move to any step in this process as they deem reasonable given the circumstances. They may also initiate a risk/threat assessment and the involvement of the RCMP where necessary.

## **V. Alcohol & Substance Abuse (PRSD A211)**

A student who is suspected of being under the influence, in possession of, or in the act of providing alcohol, drugs **(including marijuana)** or toxic substances at school or at a school sponsored activity, will immediately be given an in-school-suspension for the remainder of the school day or activity, as well as an out-of-school suspension ranging from 1 to 5 days depending on past history and the seriousness of the situation. Students providing alcohol, drugs **(including marijuana)**, or toxic substances for other students may also be recommended to the School Board for expulsion. Students whose behaviour, during alcohol/drug related incidents, becomes abusive or students who are repeat offenders may also be recommended to the School Board for expulsion. Involvement of the RCMP may also be required where deemed necessary by school administration. (For complete School Board Policy, please see Policy A211 on PRSD website)

## **VI. Student & Locker Search (PRSD A203)**

EBHS is very proactive in maintaining an environment that is safe and conducive for learning. If there are reasonable grounds, a student may be directed to empty pockets, purse, knapsack, etc. However, under no circumstances may school personnel conduct a physical search of a student.

In more general terms, student and school property, including school lockers, may be subject to unannounced searches from time to time, as determined by school administration. Such a search may take place with or without the student being present, depending on circumstances indicating the need for such action. The overall goal of this policy is not to invade the privacy of students, but rather to ensure a safe and clean school environment. (For complete School Board Policy, please see Policy A203 on PRSD website)

## VII. Cell Phone

www.myprps.com

# Prairie Rose Public Schools Personal Mobile Device Procedures

*We ignite minds by creating cultures of academic excellence, kindle hearts by prioritizing wellbeing, connection and service, and forge futures by cultivating curiosity, wonder and possibility.*

To support learning in Prairie Rose School Division we have developed the following procedures for the use of personal mobile devices. Please refer to the [Ministerial Order \(#14, 2024\)](#) for legislative information.

### Personal Mobile Device Definition

*"Personal mobile device" means any device that can communicate or access the internet, such as a cell phone, tablet, laptop or smart watch*

### Personal Mobile Device Procedure

1. During class time personal devices are powered down and in your bag, in your locker, or the space provided by your teacher and not on your person
2. Headphones and ear buds are not in use during instructional time
3. No personal devices can be used in washrooms or change rooms
4. Teachers will indicate if there are specific learning situations which support personal devices and/or ear buds or headphones
5. Schools may allow students in grades 7 through 12 to access their personal devices during breaks and/or lunch

### How can I access my child if I need to contact them?

*In the event of an emergency you can contact your child through the school office. Every classroom has a phone and the office can connect with the classroom so you can communicate with your child. They are also able to access their phones on break and at lunch for non-emergent messages. Not immediately replying to direct messages will be an adjustment for everyone.*

### What will happen if my child is struggling with the new guidelines?

*Staff members will reach out to parents/guardians to work collaboratively to help your child understand the new guidelines. School administration will support if they continue to struggle. Consequences will align with each schools practices for non-compliance and may result in a restriction on having a personal device at school.*

### Why are these procedures being implemented?

*Alberta Education undertook a survey between April 16th and May 3rd, 2024. Following this engagement process with Albertans, details of which can be found on the [Cellphone use in Schools: Alberta Education page](#), Ministerial Order (#14/2014) [Standards for the Use of Personal Mobile Devices and Social Media in Schools](#) was established.*

### What if a student has a medical condition that is supported through the use of a personal mobile device?

*An example of a student using a personal mobile device to support a medical condition would be an app to monitor/measure blood sugar levels if diagnosed with diabetes. In such a circumstance exceptions to use will be made to procedures through connecting with the school principal to ensure the students needs are met in the school environment.*

Students signed into the sick room or that are on an in-school-suspension will turn their phone over to administration.

Students who choose to violate the cell phone procedures may be given the following consequences, depending on the timing of the offense and previous related discipline issues:

- **Initial Offense:** Teacher asks the student to turn off the device and put it away. The teacher uses the opportunity to “teach” the student about a more appropriate time/place for such actions.
- **Cell Phone #1:** Cell phone turned in to the EBHS staff at the time of the incident and turned over to the office. Student may pick up the item at the end of the day after a discussion with administration about further consequences should another violation take place.
- **Cell Phone #2:** Cell phone is turned in to EBHS staff at the time of the incident and turned over to the office. Students will be required to turn their cell phone into the office at the start of the day for 5 consecutive school days. Student may pick up the item at the end of the day after a discussion with administration. Failure by students to comply with this consequence will be considered defiance, resulting in further, more severe consequences. Administration will contact a parent/guardian and explain the immediate consequence, as well as future consequences... if required.
- **Further Offenses:** Cell phone turned in to EBHS staff at the time of the incident and turned over to the office. Depending on the timing of previous cell phone violations, other discipline issues, etc., future consequences may include, but are not limited to, any of the following: In-school and/or Out-of-school suspension(s), longer time intervals for confiscation of the device at the office, parent meeting before returning to regular classes, cell phone contract, etc.

**\*\*REMINDER** THAT CELL PHONES ARE NOT ALLOWED IN HALLWAYS/BATHROOMS DURING CLASS TIMES. **\*\***

**PLEASE NOTE:**

Any use of a cell phone that is deemed inappropriate by EBHS staff (i.e., inappropriate photographs, recording/videotaping, harmful messages, etc.) will result in confiscation of the device, possible consequences as listed above, and/or more severe consequences, including the possibility of police involvement.

Students do NOT get a fresh start with this procedure at the start of a new semester.

***Students bringing cell phones to school do so at their own risk. Prairie Rose School Division, its faculty/staff are NOT responsible for any damaged, missing, or stolen cell phones. Any use or misuse of such devices will be the sole responsibility of the person who brought the item to the school initially --- this includes any and all financial responsibility.***

***Students borrowing school owned devices from school libraries are responsible for repair costs or replacement costs if damaged or lost.***

### **VIII. Out-of-School Suspensions**

When a student receives an out-of-school suspension the following steps will be taken by school administration:

1. Parents will be informed of the suspension by phone call;
2. A formal suspension letter will be provided to the parents/guardians;
3. Students who are suspended from school are also NOT allowed to participate in any school events/activities, or to be on school property, until the start of the next school day. This includes all extra-curricular activities, school sponsored functions and graduation activities.

## **IX. Academic Honesty**

Eagle Butte students are expected to always act with academic integrity and to use their own knowledge to demonstrate authentic learning. We expect our students to be honest and ethical in their schoolwork. Academic dishonesty, of any kind, is a serious offense and will be dealt with on a case-by-case basis by the teacher and/or administration.

Examples of academic dishonesty include, but are not limited to:

- Taking someone else's work or ideas and passing them off as one's own including:
  - copying from another student
  - copying/downloading from the internet
  - taking and/or sharing pictures of assessments
  - use of any Artificial Intelligence (A.I.) programs like, but not exclusive to, ChatGPT or Photomath
- Anything copied either in whole, in part (even if just brief parts like the main idea or one example or sentence), or in concept. This also includes the rewording of sentences or ideas to make it look like your own work
- Those who allow their work to be copied/share their work are aiding in the process and therefore JUST AS RESPONSIBLE AND LIABLE to be held to the same consequences as the student who handed in the plagiarized work.

Depending on the severity of the violation, the offending student(s) may suffer any or all of these consequences in consultation with the teacher and/or Administrator's discretion. Consequences include, but are not limited to:

- Redoing the assignment
- Parent contact
- A mark of zero on work submitted
- Detentions
- Referral to the administrator
- Phone must be handed in to the office - see cell phone procedure

## **X. Eagle Butte High School Final Exams-**

### **Non-Diploma Exams**

1. All students shall remain in the exam room for a minimum of one hour.
2. The only reasons for not writing a final exam as scheduled are illness and emergent circumstances. Verification of illness through a doctor's note may be required. Parents must clarify all emergent circumstances through school administration. Arrangements to write the exam are the responsibility of the parent/student. An arrangement to write the missed exam should be made with school administration at the time (or as close to it) that the school is notified that the student will be missing the exam.

### **Student's Final Grade Appeal Procedure**

*Appeal Procedure: Based on Prairie Rose Public Schools Student Evaluation Policy.*

1. A student or parent/guardian may request a teacher's review of the assigned final standing that a student received in a course. In this event, the teacher will meet with the student and parent/guardian to review the course mark at any point in the school year at a mutually convenient time, as soon as reasonably possible.
2. The student may then request, in writing, that the Principal review their final standing.
3. Finally, the student may then request, in writing, that the Superintendent review the assigned final standing. The decision of the Superintendent shall be considered final.

**The right of an appeal may be exercised by a parent or guardian acting on the student's behalf.**

## **XI. Diploma Exams**

1. Diploma examinations are written at EBHS. All students currently enrolled in diploma examination courses will be registered for the examinations through EBHS.
2. Students who are registered at EBHS are expected to complete diploma examinations in the courses they are registered in before credits will be awarded.
3. Students not currently enrolled in a diploma examination course, but eligible to write, must register with Alberta Education through the principal/counselor. Application forms are available through the counselling department. The application process shall be completed as outlined in the General Information Bulletin: Diploma Examinations Program.
4. Students who have previously written a diploma exam may apply to rewrite the diploma exam. Application forms are available through the counselling department. A rewrite fee must be paid. Please see your counselor.
5. Students who are registered in an advanced English or Social course may choose to write the general course diploma exam rather than the advanced exam. This decision should be made as soon as possible. The student will receive a mark in the general course only. (Note example: Advanced Course - English 30-1, General Course - English 30-2). In order to be eligible for this, the student must maintain an average of no less than 40% in the advanced course and/or have the recommendation of the classroom teacher.

## **XII. Graduation Requirements, Procedures, and Expectations**

**It is the philosophy of Eagle Butte High School that the culmination of one's public-school education should be celebrated with a graduation ceremony hosted by the EBHS school community. However, this celebration must be earned. It is considered a privilege offered by the school. This privilege is not earned by merely attending EBHS.**

The graduation ceremonies are held on the Friday and Saturday of the second full weekend in May. The formal cap and gown ceremonies will be held Friday, the banquet and dance on the Saturday. Any other activities must be organized and supervised by parents. It is strongly advised that if there is a parent-planned activity, it should occur after the dance on Saturday.

Students who have a realistic opportunity of meeting the Alberta Education High School Diploma Requirements are eligible to participate in the Eagle Butte High School graduation ceremonies. The counsellors will prepare a preliminary list of students who qualify for graduation in March. Students who are at risk of not meeting the requirements will be informed in person and their parents in writing. At this time, the criteria for graduation eligibility will be clearly defined. The list of students placed on the tentative graduation list will be reviewed by the administrative team immediately following the second semester mid-term report. Any of these students who do not meet the criteria established will not be eligible to participate in the graduation ceremonies until the following school year. Criteria may include, but are not limited to, the following:

- Course requirements – minimum report card mark of 50%;
- Distance Education/Correspondence courses completed outside of the school day – all courses must be completed in full with a passing final grade by the midterm report card date (i.e. students completing courses not during a designated class time at EBHS);
- Work Experience – a minimum of 50% of the required hours logged by the report card date.

## **XII. Honor Roll Recognition**

There are three categories of Honour Roll recognition.

1. EBHS Honour Roll - It is the philosophy of Eagle Butte High School that all students, regardless of grade and program, be eligible for academic recognition.

Honor Roll will be a credit weighted calculation of 80% average or better of all classroom courses at Eagle Butte High School excluding Work Experience, Special Projects, RAP, Green Certificate, Distance Education and challenged courses. This is based on the policy of Day to Day Operations of which the principal has final approval. Grade 10 and 11 students must have a full timetable.

Calculations from courses will be made by credit/weight. Five credit courses will receive a weight of five (5), individual CTS modules will receive a weight of one (1). Students must have completed a minimum of 5 CTS credits in their CTS/Option course in order for those course marks to qualify in the honor roll calculation.

EBHS Honor Roll students will receive recognition in the following manner:

- a. Students will receive a certificate at our Annual Awards' Ceremony in October
- b. Honour Roll plaque to be displayed in the school

Students who have attained Honor Roll status for 3 consecutive years leading to graduation will be invited to wear a gold cord at graduation. The grade 12 calculation will be based on teacher awarded marks from semester 1 and midterm marks from semester 2.

Note: Students who register at EBHS for at least one full year, but not for 3 consecutive years, will be considered for Gold Cord on a case-by-case basis by the Administration of the school. It is

the responsibility of the student to ensure their particular situation is considered for such an attainment.

## 2. Due Diligence Award *(Starting in 2018-2019)*

*\*Due to ongoing government changes to credit funding, Due Diligence Awards will follow whatever criteria is listed in the agenda of the year the student enters high school\**

Eagle Butte High School is proud to have these awards for students in their graduating year. The Due Diligence Award recognizes students for going above and beyond the normal school day/year of earning credits. The award is based on the following criteria:

Work Experience Credits Earned*	Bursary Amount
2 Work Experience Levels ➤ Minimum 5 credits earned at each level	\$150.00**
3 Work Experience Levels ➤ Minimum 5 credits earned at each level	\$300.00**

\*\* All funding for these bursary awards comes from non-government sources (i.e., vending machine profits, rental rebates, community donations, etc.) Eagle Butte plans to honor the Due Diligence Bursary, however, due to changes in revenues generated by the school, this could change going forward.

Students earning 140 credits or higher will be recognized at the Formal Graduation Ceremonies with a teal cord presentation.

Students completing RAP/Green Certificate/other courses leading to 140+ credits will be eligible for a \$150.00 Bursary (unless already awarded for Work Experience).

Due Diligence students will receive recognition in the following manner:

- a. Bursaries will be presented at our annual Awards Banquet in October
- b. A plaque to be displayed in the school

**PLEASE NOTE: To qualify for any bursary/award, the student MUST GRADUATE from Eagle Butte High School. Moreover, at least 75% of a student's total credits must be earned at EBHS in order to be considered for a teal cord presentation at graduation.**

### 3. Alexander Rutherford Scholarship (*Top Academic Standing*):

The Alexander Rutherford Scholarships for High School Achievement recognize and reward exceptional achievement at the senior high level and encourage students to continue their studies. The scholarships are based on scholastic achievement in Grades 10, 11 and 12 with **\$400, \$800** and **\$1300** awarded respectively for an average of 80% or higher; or, **\$300, \$500** and **\$700** for an average between 75% and 79.9%.

Applicants for the Alexander Rutherford Scholarships for High School Achievement must be Canadian citizens and Alberta residents. Generally, this means the student's parents must be Alberta residents at the time the student applies for the scholarship. The student must also plan to enrol or be enrolled full-time in a post-secondary program (in or outside of Alberta) of at least one semester in length. The minimum average required for consideration at each grade level is 75% on courses specified below. All courses for scholarship purposes must have a minimum three-credit value. Work Experience can be used. Students can qualify for all or a portion of the scholarship. Averages will **NOT** be rounded up for scholarship purposes.

Students apply for the scholarship online once all marks have been reported to Alberta Education. For most students this is the August following high school graduation. If students would like to use summer work experience marks, they must wait until marks appear on their Detailed Academic Report (early October). Students can apply only once.

#### **Grade 10**

Average of **75% to 79.9%** in 5 subjects - **\$300.00**

Average of **80%** or higher in 5 subjects - **\$400.00**

- English 10-1 or 10-2
- **TWO** of the following:
- Math 10C;
- Science 10;
- Social Studies 10-1 or 10-2;
- a Language at the Grade 10 level;

- Any **TWO** other courses with a minimum three credit value at the Grade 10 level including those listed above and courses created by combining any three introductory CTS modules.

### **Grade 11**

Average of **75% to 79.9%** in 5 subjects - **\$500.00**

Average of **80%** or higher in 5 subjects - **\$800.00**

- English 20-1 or 20-2;
- **TWO** of the following:
  - Math 20-1 or Math 20-2;
  - Science 20;
  - Biology 20;
  - Chemistry 20;
  - Physics 20;
  - Social Studies 20-1 or 20-2;
  - a Language at the Grade 11 level;
- Any **TWO** other courses with a minimum three credit value at the Grade 11 level including those listed above and courses created by combining any three intermediate CTS modules.

### **Grade 12**

Average of **75% to 79.9%** in 5 subjects - **\$700.00**

Average of **80%** or higher in 5 subjects - **\$1300.00**

- English 30-1 or 30-2;
- **TWO** of the following:
  - Math 30-1 or Math 30-2;
  - Mathematics 31;
  - Science 30;
  - Biology 30;
  - Chemistry 30;
  - Physics 30;
  - Social Studies 30-1 or Social Studies 30-2;
  - a Language at the grade 12 level;
- Any **TWO** other courses with a minimum five credit value at the Grade 12 level including those listed above and combined advanced CTS courses.

### **XIII. Co-Curricular Regulations**

#### **Background**

The large majority of students at senior high school behave in a most responsible manner. They have an appreciation and respect for property, and they respect the rights of others. There are a few students, however, who behave in an unacceptable manner at school-sponsored functions, sometimes because they are under the influence of alcohol or other drugs.

Administration from the city's secondary schools have developed regulations to govern student behaviour at inter-school functions.

#### **Regulations**

Action will be taken when a student exhibits any of the following unacceptable behaviors during a co-curricular activity:

- drinking, being under the influence of, or in the possession of alcohol;
- using, being under the influence of, or in the possession of illicit drugs (**including marijuana**);
- creating a disturbance or creating a risk for other persons or property.

#### **Procedures**

1. The secondary school principals will review regulations annually to ensure that proper and adequate supervision will be provided on a consistent basis at all schools.
2. The host school or governing league will, upon violation of the regulations, follow these guidelines:
  - a.) determine if the violator is a student at one of the Medicine Hat and area secondary schools;
    - i.) if a student, contact will be made with parents, police, or both depending upon the nature and severity of the violation;
    - ii.) if a non-student, police may be contacted.

3. The principal of the host school or league executive member will notify the principal of the appropriate school on the next school day. This notification should carefully outline the facts, details, and circumstances of the incident.

### **Consequences**

The Quad School Policy will be followed for violations at co-curricular events:

Administrators from the area's four secondary schools have developed regulations to govern student behavior at inter-school functions. Students and parents shall be notified of these regulations.

#### Regulation:

**Action will be taken when a student exhibits any of the following unacceptable behaviours during a co-curricular activity:**

- a) Drinking, being under the influence of, or in the possession of alcohol; or
- b) Using, being under the influence of, or in the possession of illicit drugs (**including marijuana**); or
- c) Creating a disturbance or endangering others.

#### Consequences:

**Violators of this regulation may receive a minimum of:**

- a) A three (3) day suspension from school. This suspension may be reduced to one day and twelve hours of service to the school, and
- b) A three (3) month suspension from all co-curricular activities. This suspension may be reduced by up to one-half by providing a service to the school at the rate of 20 hours of service per month of reduction. This service must be completed prior to any reduction taking place. The first half of the suspension must be served in any case. A suspended student under this policy will be

allowed to take part in his/her graduation exercises/ceremony.

Appeal:

**Suspensions under this regulation may be appealed to the Superintendent. Upon such a request being made, the school administrator will supply all pertinent information to the Superintendent.**

**FOIPP (Freedom of Information & Protection of Privacy Act)**

Prairie Rose School Division No. 8 does not require your consent to record, tape, or display your child's work provided this material is used in the school or at a school board site. We do, however, post our newsletter on our school website and often display work in the community and in the local media and therefore require your permission to do so.

We will require a new FOIPP form to be signed and returned to the school each year.

**COMPUTER USE**

The use of the internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Therefore, we require all staff and students to sign a Computer Use Agreement before they are allowed computer rights and internet privilege. This contract must be signed yearly and be on file before any computer or internet use is allowed for the school year.

## Help Is Out There!

You never know when you or someone you know will need these supports. Take a picture on your phone and the numbers will always be with you.



24 Hour Crisis Resources	
Kids Help Phone	1-800-668-6868
Kids Help Phone <i>Texting</i> Number	Text CONNECT to 686868
Distress Centre Crisis Line	1-800-784-2433
Connect Teen Line	403-264-8336
Connect Teen Line <i>Texting</i> Number (evenings & weekends)	587-333-2724
Out is OK	1-877-688-4765
Child Protection Crisis Line	1-800-638-0715
Community Resources	
AHS Access Addiction & Mental Health	1-888-594-0211
Medicine Hat Family Services (counseling)	403-504-8026
Alberta Child and Family Services	403-529-3607
Inn Between Youth Shelter	403-529-6367
Al-Anon/Alateen/Alcoholics Anonymous	403-527-8252
Eagle Butte FSLW - Tanya Ridgedale	403-502-2126
McMan Youth, Family & Community Services	403-527-1588
Root Cellar Food & Wellness (formerly Food Bank)	403-528-4313



August 30, 2025

Dear Parents/Guardians:

**Re: Fair Notice and Process, Assessment of Risk to Others (ARTO)**

In Prairie Rose School Division No. 8, the safety of our children is a top priority. Along with our community partners, we are committed to keeping our schools safe for students and staff. The community partners, as members of the Southeast Alberta Regional Assessment of Risk to Others (ARTO) committee, have developed a plan for responding to all situations in which students may be posing a threat to themselves or others, which includes all staff, must report all threat related behaviours.

**What is the purpose of an Assessment of Risk to Others (ARTO)?**

The Assessment of Risk to Others (ARTO) is designed to be proactive in developing intervention/safety plans that address the emotional and physical safety of those involved; to ensure a full understanding of the context of the threat; and to begin to understand the factors that contribute to the threat-maker's behaviour.

**What behaviours warrant an Assessment of Risk to Others (ARTO) to be initiated?**

A threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the Internet, or made by gesture. Every threat must be taken seriously, thoroughly investigated and a response and follow through completed.

**What is an Assessment of Risk to Others (ARTO) Team?**

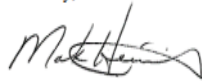
Each school has a multi-disciplinary ARTO team that includes the school administration, school-based counselors and support staff, and may also include district resource staff and community partners (i.e. police, mental health practitioners). It is important for all parties to engage in the ARTO process. If for some reason there is reluctance to participate in the process, by the threat-maker or the parent/guardian, the threat assessment will still continue to ensure a safe and caring learning environment for all.

**What happens in an Assessment of Risk to Others (ARTO)?**

The process of a ARTO begins when threat making behaviours are reported. The ARTO protocol is then activated. Interviews will be held with the student(s), the threat-maker, parents, and staff to determine the level of risk and develop an appropriate response to the incident. An intervention plan will be developed and follow-up meetings will occur, as deemed necessary, to ensure that interventions are supporting all those involved.

This letter is intended to serve our community with fair notice that we, as a school division, will not accept “no response” to a threat in our schools. We are proud to be able to provide this level of support to our school communities and we are fortunate to have the commitment of our community partners. If there are any questions, please feel free to contact your school administrator, or further information can be found on the division website.

Sincerely,



Mark Heinrichs  
Deputy Superintendent of Schools

The model presented reflects the thinking and work of J. Kevin Cameron, Director of the Canadian Centre for Trauma-Informed Practices; [www.cctatr.com](http://www.cctatr.com).

**I have read the information contained  
in this guide.**

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**Student's Signature**



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**Parent/Guardian's Signature**

**NOTES:**