

**École Georges P. Vanier School**  
**HANDBOOK/**  
**MANUEL SCOLAIRE**



**Donnelly, Alberta**

## **School Administration**

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## **Georges P. Vanier School Staff**

**Mrs. Denise Blanchette - Secretary**  
**Mrs. Lorraine Gagnon - Secretary**  
**Ms. Josee Rainville - Financial Secretary**  
**Ms. Jacqueline Maisonneuve - Library Technician**  
**Mrs. Judith Colter - Educational Assistant**  
**Ms. Melissa Meunier - Educational Assistant**  
**Mrs. Diane Martel - Educational Assistant**  
**Mrs. Karey Chabot - Educational Assistant**  
**Mr. Bradyn Heckbert – Educational Assistant**  
**Ms. Connie Sabo - Indigenous Education Coach**  
**Ms. Katie Elwood - Career Coach**  
**Mrs. Kristen Blanchette – Dual Credit Coach**  
**Mrs. Chelsea Hausler - Wellness Coach**  
**Mr. Parker Bonnah - Teacher**  
**Mr. Jessie Benoit - Teacher**  
**Mrs. Angela Carley - Teacher**  
**Mme. Wendy Garant - Teacher**  
**Ms. Lindsay Lehman - Teacher**  
**Ms. Juanita Hohm - Teacher**  
**Mrs. Michelle Pitre - Teacher**  
**Mr. Henri Valiquette - Teacher**  
**Mr. Darcy Servant - Teacher**  
**Mme. Heather Servant - Teacher**  
**Mrs. Robyn Verreault -Teacher**  
**Ms. Shelby Thierstein - Teacher**  
**Ms. Melissa Portelance - Learning Support Teacher**  
**Mr. Ryan Lassardo - Teacher**  
**Mrs. Monique Cloutier-Teacher**  
**Mr. and Mrs. Myrna and Gerry Lanctot - Custodial Staff**

## **École Georges P. Vanier School Student Handbook and Code of Conduct**

École Georges P. Vanier School has a legacy of excellence in academics, athletics, and the arts. We are proud of the diversity of our student population, our dedication to French Immersion programming, and our daily devotion to excellence in teaching and learning. Our staff and students pride ourselves on providing a welcoming, caring, respectful and safe learning environment. Our core values lay the foundations for the following student information, expectations, and code of conduct.

Details within this document are subject to change based on information provided by HPSD, Alberta Education, Minister of Education and/or the Chief Medical Health Officer.

### **1. Respect and integrity are the cornerstones of our school community**

- Language
  - Students and staff shall use respectful language in addressing one another. Use of unparliamentary language such as personal attacks, insults, and obscenities may result in disciplinary action.
- Lockers
  - Each student shall be allocated a locker to store personal belongings. We recommend students have a lock and use it diligently. Locks are available to rent from the school. We will keep combinations on file for access when necessary.
  - Lockers are school property and as such must be free from offensive materials, contraband, illegal substances or paraphernalia, weapons, and/or stolen property. If there is reason to suspect any of these items are present in a student locker, the principal may conduct a locker search. This may be done with or without the student present. If it requires the principal to access a locker and the student has not provided the office with the combination or a key to a personal lock, we reserve the right to remove the lock even if it means destroying it in the process.
  - Students are expected to keep their lockers clean and reasonably tidy. We ask that students please do not use adhesives that leave residue when decorating their lockers.
- Entrances and Exits
  - To restrict congestion in the school hallways, students will use a designated door to enter and exit the school according to grade. Grade 7s, and 8s will have their own separate, designated door and boot room. Other students are invited to use the main doors or gym doors.

- Bus Protocol
  - Students will be assigned a seat on the bus and are expected to respect the reasons for assigned seating.
  - Students are expected to comply with all reasonable requests from the bus driver in order to ensure student safety
- Student Hygiene
  - One effective way to help prevent the spread of illness and to keep yourself and others healthy is to wash your hands with soap and water for at least 20 seconds
    - Before leaving home, upon arrival at school, and before leaving school
    - After using the bathroom
    - After contact with bodily fluids
    - Before and after eating, or handling food
    - Whenever your hands are visibly unclean
  - We encourage students to take breaks when required, use the bathroom when necessary, and wash hands frequently.
  - We ask for your help in keeping our classrooms clean for your safety.
- Student Parking
  - Students are welcome to park their personal vehicles on the west side of the school in the student parking lot.
  - We ask that students are respectful of other vehicles. The area is under video surveillance, and images may be shared with RCMP if damage occurs.
  - We ask that students drive with extra care in and around the parking lot as there is loose gravel and there are often pedestrians, and younger students nearby.
  - Please do not park in front of the west gym doors as this blocks an exit and poses a risk in the event of an emergency evacuation.
- Technology
  - Students are welcome to use divisional technology within the school that is provided to them.
  - School provided technology, including Wi-Fi and internet access, is to be used for educational purposes only.
  - Student-owned mobile devices are not to be used during class time. Students that choose to bring a mobile device to school are required to leave it in their locker during instructional time or to place it in the cell hotels provided in classrooms.
  - Students have signed an agreement stating their commitment to responsible use of technology. Failure to comply with the agreement may

result in technology privileges being revoked including access to Wi-Fi and suspension of HPSPD accounts.

- Students are responsible for any broken equipment due to disrespectful use.
- Spares
  - Students with a spare period are to be in a space designated to work on homework (i.e. learning commons, rotunda)
- Lunch
  - Students are welcome to eat in the lunch room, and classrooms.
  - Students may also eat in hallways and participate in intramurals and activities set up for them at the noon break.
  - Students may eat outside provided they place any trash in the receptacles and do not bring dishes from Cafe Vanier outside of the school.
- Dress Code
  - Clothing that is too revealing, or displays unsavory images, illegal substances for youth, hate literature, promotes sexual promiscuity or derogatory or offensive messaging is unacceptable. Students sporting this clothing will be asked to cover up or wear something else for the remainder of the day. Please be respectful of all students and staff.
  - Students may wear hats in the school at the discretion of the staff. Hoods are not to be worn while in the school building.
- School Property
  - We ask that school property is respected at all times. Please help us to keep the school clean by removing dirty footwear upon entry, keeping litter in its place, recycling, keeping all personal belongings in your locker, and using equipment properly. If damage to school property results from student disrespect, the student may be held financially responsible for expenses incurred to do repairs.
- Illegal Substances
  - Distribution/selling drugs or alcohol
    - Students found to be distributing/selling drugs or alcohol shall be suspended with a recommendation to the Pupil Personnel Committee for expulsion as per Admin Procedure 348
  - Students in possession of and/or under the influence of alcohol, restricted or illicit drugs while at school or during a school function
    - Students found to be under the influence of alcohol or drugs shall be suspended or suspended with a recommendation to the Pupil Personnel Committee for expulsion as per AP 348

- Vaping/Cigarettes/Tobacco
  - Alberta's Tobacco Smoking and Vaping Reduction Act prohibits anyone from smoking or vaping "on a school property, including the building, grounds and parking areas used in relation to the school property" as such students may not smoke or vape on school property.

## 2. **Students and staff strive for life-long learning**

- Attendance
  - As a student, it is your responsibility to attend class regularly and punctually. It is also your responsibility to keep yourself and others safe and healthy.
  - Parents are expected to call or email the school when students are ill, or have appointments.
  - Call-outs from our school messenger program occur daily to inform parents/guardians of their children missing classes. It is the responsibility of parents and students to provide the school with up to date contact information.
- 2. Maplewood Markbook
  - Students and parents have access to continuous reporting through Maplewood Markbook.
  - Teachers have a responsibility to keep the markbook up to date
  - Students and parents/guardians have a responsibility to inform themselves of progress, missed assignments, and respond appropriately.
  - If at any time your access to the Maplewood Markbook portal is compromised, please contact the school and we will make arrangements to reset your password.
- Course outlines
  - Will be provided to students and posted on teacher websites and google classroom
  - Will consist of weightings of assessments, units, and timelines.
- Changes to Timetables
  - All changes to timetables will be made through the principal, vice principal and/or career coach in consultation with parents and students where appropriate.
- Homework
  - It is expected that all students and staff make time each day to read (professional, recreational, or informational) to foster a community of life-long learners.
  - It is expected that there will be some homework in classes and that every possible attempt should be made to complete it. Failure to finish assignments and/or homework at home will result in it being completed during breaks, lunch, or other times during the day.

- Commitment to academics is a priority. Students who are not achieving to the best of their ability may be denied permission to attend or participate in extracurricular activities.
- Course Challenges
  - Course challenges may be granted on a case by case basis in consultation with student, parent, teacher, career coach, and school administration
- Credit Recovery
  - Portions of courses may be redone and rescored on a case by case basis in consultation with student, parent/guardian, teacher, career coach, and school administration.
  - Diploma exams may be rewritten. Consult the career coach and/or school administration for pertinent information regarding this process.
- Off Campus Education
  - Interested senior high students who meet requirements and prerequisites are welcome to take dual credit courses. We also offer work experience, RAP, and Green Certificate opportunities. Information on availability of these opportunities can be obtained from school administration or the career coach.

### **3. We embrace diversity within our school community.**

- Each student and staff member within the Division has the right to learn and work in facilities that promote equity of opportunity, dignity and respect. In accordance with Section 4 of the Alberta Human Rights Act, no person shall
  - deny to any person or class of persons any goods, services, accommodation or facilities that are customarily available to the public
  - discriminate against any person or class of persons with respect to any goods, services, accommodation or facilities because of the race, religious beliefs, colour, gender, gender identity, gender expressions, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation of that person or class of persons or of any other person or class of persons.
- Students and staff have the right to a safe and caring environment free from bullying
  - “Bullying” means repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or distress to one or more individuals in the school community, including psychological harm or harm to an individual’s reputation” (Education Act, 2012).
  - As a school community, we strive to eliminate all forms of bullying:
    - Physical Bullying: pushing, spitting, shoving, hitting, kicking, threatening with a weapon, defacing property, stealing

- Verbal Bullying: mocking, teasing, name-calling, dirty looks, intimidating phone calls, racist, sexist or homophobic taunts, verbal threats, coercion, extortion
- Social Bullying: gossiping, setting up for embarrassment, spreading rumors, exclusion from group, racist, sexist, homophobic alienation setting other up to take the blame, public humiliation
- Cyber Bullying: using the internet, email or text messages to threaten, hurt, single out, embarrass, spread rumors or reveal secrets about others.
- No one program, resource or approach will prevent and stop bullying. It will take a concerted, sustained effort by all students, staff, parents and community members.  
Therefore,
  - Students and parents/guardians are encouraged to disclose acts of bullying to an adult in the school
  - Students and parents/guardians are expected to work in partnership with staff to prevent and respond to incidents of bullying behaviours
  - Students engaging in acts of violence through bullying behaviours will face consequences that are agreed on by school administration and others involved.
- Gay Straight Alliance
  - Georges P. Vanier has a Gay/Straight Alliance group that meets regularly for information, advocacy, and activities. All students are welcome to attend.

#### **4. Healthy relationships and teamwork build a strong learning community**

- Communication
  - Students and parents/guardians are strongly encouraged to keep contact information up to date through our office, as most informational correspondence is relayed through email, text, or phone messages.
  - We do our best to keep our website up to date, and we encourage parents to check <https://gpv.hpsd.ca> for information.
  - Parents are encouraged to email or call teachers with concerns and/or questions. If face to face meetings are appropriate, meeting times can be scheduled that are agreeable to both parties.
  - Report cards will be issued twice per semester and will be sent electronically to the email parents/guardians have provided in their child's registration.
  - Georges P. Vanier students have access to the following experts:
    - Wellness Coach
    - Counselling Consultant

- Career Coach
  - Indigenous Education Coach
  - Learning Success Coach
  - Library Tech
  - Educational Aides
  - Bus Drivers
  - Secretaries
  - Teachers
  - Administrators
- Student responsibilities
  - According to Alberta's School Act, as a partner in education, students have the responsibility to:
    - Attend school regularly and punctually,
    - Be ready to learn and actively engage in and diligently pursue the student's education,
    - 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,
    - Respect the rights of others at the school
    - 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,
    - Comply with the rules of the school and the policies of the board,
    - Co-operate with everyone authorized by the board to provide education programs and other services,
    - Be accountable to the student's teachers and other school staff for the student's conduct, and
    - Positively contribute to the student's school and community.
  - If a student fails to attend to their responsibilities stated above, it may result in disciplinary action.
  - Discipline is dealt with on an individual case-by-case basis as all students are unique and have experienced different circumstances.
  - Disciplinary action taken by the school generally starts with a conversation. Depending on the severity of the situation phone calls to parents and guardians, meetings with students and guardians, and in-school or out of school suspensions may be warranted.
- Opportunities to get involved in Vanier life
  - Sports

- In alignment with ASAA our school offers cross-country running, golf, volleyball, basketball, badminton, curling, track and field, and rugby. Daily intramurals will be scheduled and encouraged in both gyms at lunch.
  - We encourage students to get outside every day and enjoy the fresh air at noon break on days where weather permits.
- Arts
  - Vanier has a robust fine arts program including music, drama, visual arts and culinary arts. We encourage students to explore these opportunities.
- Mentorship and Give-Back Club
- Gay/Straight Alliance
- Robotics Club
- Minecraft Club
- Youth Reconciliation Council
- Culture Club
- Visitors
  - Visitors will be welcomed to the school by appointment please. We ask that anyone wishing to speak to staff call ahead to schedule an appointment. Please refrain from parking on the street directly in front of the school. Parking on the north side of the street is fine.
- School Grounds
  - Junior high students are not permitted to leave school grounds at any time without permission from the principal or vice principal.
    - Junior high students who live in Donnelly and would like to go home for lunch are permitted to do so as long as parental permission has been given beforehand and confirmed with the office.
    - Parents picking up students for appointments, etc. during school hours must notify the office before students are allowed to leave.
  - High school students are welcome to leave school grounds during their spare and at noon break.
  - High school students leaving school grounds at appropriate times should not do so in the company of others who are not permitted to leave.

## **5. We recognize and celebrate our accomplishments**

- Georges P. Vanier School Awards
  - At GPV, we believe it is important to reward not only the academic performance of our students but also the achievements in arts, citizenship, effort, culture, and athletics. Award ceremonies generally

occur during the first week of school for the previous year's award recipients.

- All awards and criteria are posted on the school website
- Daily announcements are made each morning at Vanier and often include accomplishments of students.
- Legacy Project
  - In order to participate in our school valediction ceremonies, all grade 12 students must complete a legacy project. This project requires students to use their strengths and interests to volunteer in their communities and complete projects consisting of at least 25 hours. All projects must have school approval before commencement.
- Vanier Cafe and Snack Bowls
  - Students are encouraged to pack a healthy lunch and snacks. However, we also offer a lunch program that consists of a healthy soup, sandwich and salad options for minimal cost. Check the website for menu and pricing.
  - We are extremely proud that this program is implemented by staff and students and abides by safe food handling protocols
  - Purchasing a lunch card is encouraged and the school also accepts e-transfers.
  - We have daily snacks consisting of veggies and fruit that students can access at break.
  - GPV has a Facebook page! Check it out.
- School Colours
  - Vanier colours are teal, black, and white. Our team name is "The Vipers". Our mascot's name is Van Go! We strongly encourage students, staff, and parents to purchase school clothing from our website, wear school colours, and have pride in their school and teams.

**All inquiries are welcome. Please contact the school with questions, or comments as they arise. Our office is open from 8:30am to 4:00pm Monday to Friday. We encourage you to get the HPSD App, follow us on Facebook, and check our website regularly!**  
**(780) 925-3959**