

**2025-26**  
**École Georges P. Vanier School**  
**HANDBOOK/**  
**MANUEL SCOLAIRE**



**Donnelly, Alberta**

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## **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. Under the above noted pretense and Administrative Procedure 345, the principal may enter a student's locker.
  - 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, Exits and Grade Zones
  - 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.
  - Grades will be assigned zones of the school and/or bathrooms. Students are expected to adhere to their grade level assigned zones throughout the school day.

- Bus Protocol
  - Students may/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 in a safe and orderly manner. .
  - We ask that students are respectful of other vehicles. The area is under video surveillance, and images may be shared with RCMP if illegal activity is suspected or 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.
  - We ask that students keep the student parking area clean and free of garbage and debris. This is your school and keeping it clean and orderly demonstrates your respect for it.
  - Please do not park in front of the west gym doors as this blocks an emergency exit and poses a risk in the event of an emergency evacuation.
  - The parking lot is a first come first served basis. There are no assigned stalls.. Use of the school parking lot is a privilege, not a right, and may be revoked if abused.
- Technology
 

In Accordance with Administrative Procedure 141-"Electronics and Cell Phones" and Ministerial Order 014/2024-"Cell Phone use in Schools"

- Students are welcome and encouraged to use divisional technology where appropriate within the school as provided and assigned to them.
- School provided technology, including Wi-Fi and internet access, is to be used for educational purposes only and must follow the user agreement guidelines.
- Student-owned devices are not to be used during instructional class time, unless otherwise directed by the teacher. Students that choose to bring a device to school are required to leave it in their locker during instructional time or to place it in the designated area provided in classrooms as per teachers classroom expectations.
- 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 HPSD accounts. Students are responsible to secure their own account passwords and are expected to report any potential security breaches.
- Students are responsible for any broken equipment due to disrespectful use.
- Earbuds/earphone usage during class time will be directed by the classroom teacher.
- All personal electronic devices on HPSD property are used at your own risk.
  - **First Offence:** Verbal warning by the teacher to remind the student of the policy and expected behaviour. The cell phone is to be immediately stored away.
  - **Second Offence:** The teacher will take the cell phone or electronic device from the student for the remainder of the period/block. The teacher will contact the student's parents/guardians to inform them of the repeated misuse.
  - **Third Offence:** The teacher will take the cell phone or electronic device from the student for the remainder of the school day. The confiscated cell phone or electronic device will be securely stored in the school office until the end of the day. The teacher will contact the student's parents/guardians once again to discuss the ongoing misuse and to explore strategies for improvement.
- Spares
  - Grade 12 students **ONLY** will be permitted to have spares, depending on their credit count.
  - Grade 10/11 students **ARE NOT** permitted to have spares.

- If students chose to remain on campus during their spare period, they are required to be in a designated and supervised work space (learning commons or Independent Study Room).
- 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. School dishes are to remain inside the school building.
  - JH Students **must** remain on school property in their designated areas
  - SH Students are permitted to leave campus during lunch but are expected to be back on the school premises in time for afternoon classes.
- 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 wearing 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. For security purposes, hoods are not to be worn while in the school building.
  - GPV is a professional place of learning, student attire should reflect a professional student learning environment.
- 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. Your interaction with the building, the staff, and it's contents reflects your connection to it's values and beliefs.
- Illegal Substances
  - Distribution, selling, possession or use of 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 anywhere on school property. Chronic abuse of this rule can lead to suspension and escalating consequences.
- Vape Detectors
  - In accordance with Administrative Procedure 173-"Smoke, Vape and Tobacco Use", Students may not use vaping or tobacco products including electronic cigarette products, while in school, on the school premises, on the school property or during school related functions.
  - HPSD has active Detectors throughout the building. Administrators are notified via email instantaneously.
  - If a student fails to adhere to this Administrative Procedure, the principal shall take appropriate disciplinary action.

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

### [Handbook of Fair Assessment and Reporting](#)

- Attendance-In accordance with HPSD Administrative Procedure 330-"Student Attendance" and the Education Act:
  - As a student, it is your responsibility to attend class regularly and punctually.
  - The Parent/Guardian is responsible for ensuring students attend school regularly.
  - The Parent/Guardian is expected to call or email the school office when students are ill, or have appointments.
  - Student advisory of absence with teachers is required in addition to parents/guardians reporting the absence to the school office.
  - Call-outs from our school messenger program occur daily for every Junior Period and every Senior High Block 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.
  - It is the responsibility of parents and students to inquire about work missed or worked to be completed as a result of the absence.
  - Performance based classes have mandatory attendance requirements
  - Student registrations must be completed and up to date. The current school year registration package must be provided to the school office prior to students attending off campus activities.



- GPV plans and organizes activities throughout the school year. These days are considered instructional days and meet curriculum requirements, students are expected to attend school and participate.
- Should students be absent for extended periods of time, teachers will keep the classwork to complete upon return, or can help the student understand their assignment. When students are absent due to sickness, teachers will do their best to accommodate and adapt the missed work. However, teachers are not professionally responsible for preparing or planning school work for students who are willingly pulled from class by their parents/guardians.
- GPV provides in class, in person learning. Learning is synchronous, therefore, daily attendance is required.
- The HPSD Attendance Officer will work with GPV in accordance to Administrative Procedure 330 to ensure all students are in accordance with the Education Act.
- Maplewood Markbook (EdSembli)
  - Students and parents have access to continuous reporting through EdSembli Family Portal [GPV EdSembli Family Portal](#)
  - Teachers have a professional 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.
  - Report Cards will be issued 4 times in the school year via the [GPV EdSembli Family Portal](#) and in print form delivered via your student.
  - Parents/Guardians and students should have active logins to the EdSembli Family portal, should your access be compromised, please contact the school and we will make arrangements to reset your password, 780-925-3959 or email [gpv@hpsd.ca](mailto:gpv@hpsd.ca).
  - Parents/Guardians can access attendance and fees via this portal.
- Course outlines
  - Will be provided to students.
  - Will include assessment practices, weightings, unit descriptions, curriculum objective references ,and approximate 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 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.
- Study Hall
  - Study Hall is available daily during the lunch period 11:48-12:28. A staff member(s) are present to assist students with their studies.
  - There are several circumstances where a student will access study hall; requiring extra time or support.
  - Teachers may require students to attend study hall to gather incomplete assessments.
    - Students will attend punctually and be ready to learn and actively and diligently engage in the task.
  - Parents/Guardians will be notified should their student(s) not abide by the expectations/opportunities.
- Course Challenges
  - Course challenges may be granted on a case by case basis in consultation with student, parent, teacher, career coach, school administration and meet the criterion outlined by Alberta Education.
- 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. Just cause, and reasonable expectations for success are considerations when determining acceptance of this option.
  - Diploma exams may be rewritten. (Diploma rewrite dates are pre-set by Alberta Education). Consult the career coach and/or school administration for pertinent information regarding this process. There may be additional fees and application deadlines associated with this process.
- Off Campus Education
  - Interested senior high students who meet requirements and prerequisites are welcome and encouraged 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.
- Independent Study/Golden Hills/SafeGen
  - Students can access conflicted courses and/or additional courses via Independent Study, Golden Hills and/or SafeGen.
  - Student Agreements will be signed and enforced.
  - Students in Grade 10/11 WILL NOT be granted spares.
  - A minimum of 5 credits per block is required.

**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.

**4. Students and staff have the right to a safe and caring environment free from bullying**

- 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, according to the [Education Act](#):

- 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.
- [Threat Assessment and Response Protocol](#)  
[Comprehensive School Assessment Threat Guidelines \(CSTAG\)](#)
  - A threat is a communication of intent to harm someone that may be spoken, written, gestures, or expressed in some other form, such as via text messaging, email, or other digital means.
    - An expression of intent to harm someone is considered a threat regardless of whether it is communicated to the intended target(s) and regardless of whether the intended target is aware of the threat.
    - Threats may be implied by the behavior that an observer would reasonably regard as threatening, planning, or preparing to commit a violent act.
    - When in doubt, treat the communication or behavior as a threat and conduct a threat assessment.
- Gay Straight Alliance
  - Georges P. Vanier has a Gay/Straight Alliance (GSA) group that meets regularly for information, advocacy, and activities. All students are welcome to attend. Attendance and participation is voluntary and confidential.

## **5. 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, deadlines, and upcoming events. .
  - 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.
    - Best Practice when communicating concerns and/or questions:
      - Contact the teacher directly, via email and/or phone call.
      - Any concerns brought to the Administration before being addressed directly with the teacher, will be redirected to the teacher.

- If the concerns are not resolved, Administrators may be involved
  - Practice the 24 hour rule, it is best to communicate concerns/questions in a timely manner however also in a regulated and respectful manner. Situation dependent, it is most often best to wait 24 hours prior to addressing concerns/questions.
  - School staff will respond to communication within a reasonable time and within their determined office hours.
- If needing to contact your child, please phone the office to limit time on technology and disruption of learning within the classroom. If child is leaving the premises please come into the office and sign them out directly
- 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 in addition to the student's HPSD email.
  - Alternative delivery methods can be arranged upon parent/guardian request to the school office.
- Georges P. Vanier students have access to the following experts/supports:
  - Wellness Coach
  - Counseling 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 behavior 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,
  - Cooperate 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.
- Daily Conduct
  - GPV is a professional place of learning. Students are expected to conduct themselves in a professional manner.
- 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.
    - For more information about athletics at Vanier, please see *Athletic Code of Conduct*
    - 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, visual arts and culinary arts. We encourage students to explore these opportunities. GPV encourages students to express their interests, new clubs/programs will be considered.
  - Mentorship
  - Gay/Straight Alliance
  - Robotics Club
  - Minecraft Club
  - Youth Reconciliation Council
  - Culture Club
  - Skills Alberta
- Fundraising opportunities are available to parents/guardians/students throughout the school year. The school will communicate these opportunities to families via the email provided on the registration form and social media. GPV will notify families as to which fundraisers are designated for school incentive and/or for individual students.

- 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. Please park on the north side of the street.
  - Upon entering the building all visitors must immediately register at the main office.
  - All visitors must adhere to the school code of conduct, HPSD Code of Conduct and the Education Act, while upholding a safe and caring environment for everyone present in the building.
- 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** enter the office and sign out their child before students are allowed to leave.
  - High school students are welcome to leave school grounds during their spare and/or 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.

## 6. 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/Hours
  - 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.
  - Legacy Hours may begin when students enter grade 10.

- Vanier Cafe and Breakfast Program
  - 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 that are free and offered universally
  - GPV actively communicates via Facebook.  
[GPV Facebook Page](#)
- 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.  
[School Clothing Website](#).
- Graduation Ceremony Requirements/Expectations
  - In accordance with Administrative Procedure 375-”Requirements to Participate in High School Graduation Ceremonies”-Students must:
    - Be enrolled and have a satisfactory level of achievement in the courses necessary to satisfy the requirements for an Alberta Education High School Diploma or Certificate of Achievement.
    - By February 1 of the student’s graduating year, students must have a minimum of .Eighty (80) credits if working towards a Diploma or sixty-five (65) credits if working towards a Certificate of Achievement.
    - By March 1, be registered in any other courses necessary for graduation. If a student presents with fewer than the required credits by the February 1 deadline, principals may allow the student to continue planning on participation, provided that the student has a realistic and attainable plan to meet all other deadlines and requirements.
    - Students enrolled in distance learning courses, Work Experience, RAP, special projects or CTS courses must have 70% of year-long courses and 50% of second semester courses completed by the end of March (confirmation of the course work completed is the responsibility of the student).
    - Four weeks prior to the graduation ceremony, students must have a minimum of 50% in each class in which they are currently enrolled.
    - Students must be in overall good standing with the school on the date of the graduation ceremony.



- Students may participate in only one (1) graduation ceremony in the Division.
- All students are expected to pay a graduation fee for the costs to host a graduation ceremony. These costs will follow the HPSD fee schedule. Students have opportunities throughout the year to fundraise or seek donations to help offset any graduation costs.
- All school fees must be paid in full and/or a plan for payment prior to ceremony tickets being distributed.
- 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. Hours must be completed by May 1 of their graduation year.
- Communication will be ongoing with students/parents/guardians regarding progress.

**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**

**[gpv@hpsd.ca](mailto:gpv@hpsd.ca)**

***All GPV Handbook Code of Conduct expectations are legislated by the Education Act and High Prairie School Division Administrative Procedures.***