



## **Georges P. Vanier School**

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# 2026-2027 Student Handbook

## Bienvenue/Welcome!

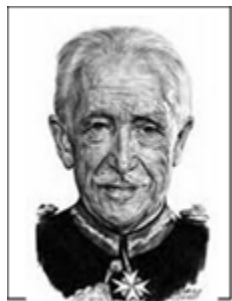
Bienvenue à l'École Georges P. Vanier! L'année scolaire 2025 - 2026 promet d'être une année dynamique et riche en défis. Notre école connaît une très bonne réputation qui est due, en grande partie, au calibre élevé des élèves qui s'y inscrivent. Nous sommes très fiers du niveau de succès atteint par nos jeunes dans les domaines académiques, athlétiques et artistiques. A Vanier, nous sommes dévoués au développement intégral de l'individu. Nous espérons que vous vivrez une année scolaire fertile en expériences enrichissantes et en succès.

The 2026 - 2027 school year will be an exciting and challenging one here at GP Vanier. The fine reputation our school enjoys is a direct result of the high quality of students that Vanier serves. We are very proud of the academic, social, artistic, and athletic successes that our students experience. We sincerely hope that you will make every effort to become part of the Vanier community. As a staff, we are committed to total individual development and hope that you will experience a successful and rewarding school year!

## About Georges P. Vanier School

Welcome to students attending Georges P. Vanier, we are eager to make you feel welcome. The school and staff are here to assist you in your development. It is our sincere hope that your school year will be enjoyable and rewarding.

### HISTORY OF GP VANIER



Construction of Georges P. Vanier School was completed in 1960; the school was named for Georges Phileas Vanier who served as Canada's Governor General from 1959 until 1967. He served in World War I and II and became a Major General in the Canadian Armed Forces. As well as having a distinguished military career, Vanier served as Canadian Ambassador to France from 1945 to 1953.

Our school colors are blue, white, and silver. Our team's name is "Lynx".  
Our 50<sup>th</sup> Anniversary was celebrated on May 27, 2010  
Our 60<sup>th</sup> Anniversary was in May of 2020  
Our 70<sup>th</sup> Anniversary will be May of 2030  
Our Bilingual Program started in September 1984

### EDUCATIONAL PHILOSOPHY

**CBE Mission Statement:** Each student, in keeping with their individual abilities and gifts, will complete high school with a foundation of learning necessary to thrive in life, work and continued learning.

## Our Vision:

One School, Many Communities, Endless Possibilities  
Une école, plusieurs communautés, des possibilités infinies

Georges P. Vanier School offers 4 distinctive programs: English Program, Continuing and Late French Immersion Programs, and Learning & Literacy Program. We celebrate learning and personal accomplishment which results in people taking pride in and assuming responsibility for themselves and their school.

At Georges P. Vanier, we strive to ensure that everyone is treated with dignity and respect in an atmosphere of solution-oriented problem solving where the best interests of students are paramount.

## General School Information

### SCHOOL TIMES

**Monday to Thursday:** 9:00am – 3:38pm

**Friday:** 9:00am – 12:30pm

### Office Hours

Monday to Thursday: 8:30am – 4:00pm

Friday: 8:30am – 1:30pm

### BELL SCHEDULES

| MONDAY - THURSDAY |               |
|-------------------|---------------|
| Doors Open        | 8:45          |
| Warning Bell      | 8:55          |
| PERIOD 1          | 9:00 – 9:49   |
| PERIOD 2          | 9:51 – 10:40  |
| Nutrition Break   | 10:40 – 10:45 |
| PERIOD 3          | 10:45 – 11:34 |
| PERIOD 4          | 11:36 – 12:25 |
| Lunch             | 12:25 – 1:06  |
| Warning Bell      | 1:04          |
| PERIOD 5          | 1:06 – 1:56   |
| PERIOD 6          | 1:58 – 2:47   |
| PERIOD 7          | 2:49 – 3:38   |
| Dismissal         | 3:38          |

| FRIDAY and other designated days |               |
|----------------------------------|---------------|
| Doors Open                       | 8:45          |
| Warning Bell                     | 8:55          |
| PERIOD 1                         | 9:00 – 9:27   |
| PERIOD 2                         | 9:29 – 9:56   |
| PERIOD 3                         | 9:58 – 10:25  |
| PERIOD 4                         | 10:27 – 10:54 |
| Nutrition Break                  | 10:54 – 11:03 |
| PERIOD 5                         | 11:03 – 11:31 |
| PERIOD 6                         | 11:33 – 12:00 |
| PERIOD 7                         | 12:02 – 12:30 |

### CLOSED CAMPUS

Students are generally **not** permitted to leave the school grounds at lunch breaks. For students who live near the school, and have a parent at home during the day, a request can be made for the student to go home for lunch. Please call the school office for more information.

## **Days of Note**

| <b>SEMESTER 1 (SEPT 1 – FEB 1)</b>                  |                                                        |
|-----------------------------------------------------|--------------------------------------------------------|
| August 24 <sup>th</sup>                             | School Office Open<br>(Modified Hours)                 |
| Aug. 26, 27, 28                                     | Teachers in                                            |
| Aug 31                                              | First day of school                                    |
| September 7                                         | Labour day – no classes                                |
| September 25 <sup>th</sup>                          | Non-instructional Day – no classes                     |
| September 30 <sup>th</sup>                          | National Day for Truth and Reconciliation – no classes |
| October 12 <sup>th</sup>                            | Thanksgiving Day – no classes                          |
| Oct 16 <sup>th</sup> & 19 <sup>th</sup>             | Parent Teacher Conferences                             |
| November 11 <sup>th</sup> – 13 <sup>th</sup>        | Fall Break – no classes                                |
| November 27 <sup>th</sup>                           | Non-Instructional Day – no classes                     |
| December 19 <sup>th</sup> – January 3 <sup>rd</sup> | Winter Break                                           |
| January 4 <sup>th</sup>                             | First day back from Winter Break                       |
| January 29 <sup>th</sup>                            | Non-instructional Day – no classes                     |

| <b>SEMESTER 2 (FEB 2 – JUNE 25)</b>          |                                                                             |
|----------------------------------------------|-----------------------------------------------------------------------------|
| February 2 <sup>nd</sup>                     | First Day Semester 2                                                        |
| February 11 <sup>th</sup> & 12 <sup>th</sup> | Calgary City Teacher's Convention – no classes                              |
| February 15 <sup>th</sup>                    | Family Day – no classes                                                     |
| March 18 <sup>th</sup> & 19 <sup>th</sup>    | Parent-Teacher Conferences                                                  |
| March 20 <sup>th</sup> – 29 <sup>th</sup>    | Spring Break                                                                |
| March 30 <sup>th</sup>                       | Classes resume                                                              |
| April 30 <sup>th</sup>                       | Maatoomsii'Pookaiks, Professional Learning Non-instruction day – no classes |
| May 21 <sup>th</sup>                         | Non-Instruction Day – no classes                                            |
| May 24 <sup>th</sup>                         | Victoria Day – no classes                                                   |
| June 25 <sup>th</sup>                        | Last Day of classes                                                         |
| June 28 and 29 <sup>th</sup>                 | Non-instruction Day & Appeals Day                                           |
|                                              |                                                                             |
|                                              |                                                                             |

## **DRAFT SCHEDULE FOR PROVINCIAL ACHIEVEMENT TESTS**

### **June 2027**

All students are provided with up to double the official scheduled time allotted as noted below if they require it.

| <b>June 2027</b>   |                                |                                                                                                         |
|--------------------|--------------------------------|---------------------------------------------------------------------------------------------------------|
| Monday, May 31     | 9 AM–11 AM                     | Grade 6 Français Langue Première et Littérature/French Immersion Language Arts and Literature Partie A  |
| Tuesday, June 1    | 9 AM–11 AM                     | Grade 9 Français/French Language Arts Partie A                                                          |
| Wednesday, June 2  | 9 AM–11 AM                     | Grade 6 English Language Arts and Literature Part A                                                     |
| Thursday, June 3   | 9 AM–11 AM<br>9 AM–10:20 AM    | Grade 9 English Language Arts Part A<br>Grade 9 K&E English Language Arts Part A                        |
| Friday, June 4     | 9 AM–10 AM                     | Grade 6 English Language Arts and Literature Part B                                                     |
| Monday, June 7     | 9 AM–10:15 AM                  | Grade 9 Français/French Language Arts Partie B                                                          |
| Tuesday, June 8    | 9 AM–10:15 AM                  | Grade 9 English Language Arts Part B<br>Grade 9 K&E English Language Arts Part B                        |
| Wednesday, June 9  | 9 AM–10 AM                     | Grade 6 Français Langue Première et Littérature /French Immersion Language Arts and Literature Partie B |
| Friday, June 11    | 9 AM–10 AM                     | Grade 6 Science                                                                                         |
| Monday, June 14    | 9 AM–9:30 AM                   | Grade 6 Mathematics Part(ie) A                                                                          |
| Tuesday, June 15   | 9 AM–9:30 AM                   | Grade 9 Mathematics Part(ie) A                                                                          |
| Wednesday, June 16 | 9 AM–10:15 AM                  | Grade 6 Mathematics Part(ie) B                                                                          |
| Thursday, June 17  | 9 AM–10:20 AM<br>9 AM–10:15 AM | Grade 9 Mathematics Part(ie) B<br>Grade 9 K&E Mathematics                                               |
| Friday, June 18    | 9 AM–10:20 AM<br>9 AM–10:15 AM | Grade 9 Social Studies<br>Grade 9 K&E Social Studies                                                    |
| Tuesday, June 22   | 9 AM–10:15 AM                  | Grade 9 Science<br>Grade 9 K&E Science                                                                  |

### **FRIDAY SCHEDULE AT VANIER**

A 2-Day schedule will be used again this year. The Friday schedule will follow the regular rotation of school days, and the class periods for each of those days will be 30 minutes in length.

## **Safety Procedures**

### **FIRE AND SAFETY DRILLS**

Periodic fire drills provide students with practice in clearing the building in a safe and quick manner. The fire drill signal is a loud, continuous ring. At this signal, students are to evacuate the building immediately, following the directions posted in each classroom, and line up outside on the upper field for attendance. Remain outside until the signal to return inside has been given and attendance has been completed. Other types of drills are practiced for emergency situations, for which specific instructions will be given. **CBE requires schools to perform 6 drills per school year.**

## **LOCKDOWN**

In case of an intruder in our school or in our neighborhood, lockdown procedures will be in effect. In this instance, students are asked to remain quiet and to sit on the floor where the intruder cannot see them. Teachers are asked to close their locked doors and will wait for an administrator or police officer to unlock it. If a student is not in the classroom during a lockdown, they are asked to remain quiet and to hide in a safe place. Teachers will not open doors at a student's request. With help from our School Resource Officer (SRO) from the Calgary Police Service, students will practice two lockdown situations during the school year. In the event of a lockdown, the CBE will communicate with parents.

If the school must be evacuated, students will be taken to Mount View School at 2004 4 St NE. Our secondary evacuation location is James Fowler High School. In extreme cold weather, we may be able to access the Winston Heights Community Centre for evacuation purposes.

## **Responsibilities and Expectations**

### **GENERAL EXPECTATIONS OF STUDENTS**

- To attend school regularly
- To arrive to school and each individual class punctually
- To do their best work at all times
- To complete all assignments either in class, after school, or for homework
- To seek help from teachers or resources when necessary
- To respect the rights and property of others
- To be polite and respectful
- To keep the school neat and clean
- To be responsible for their own belongings
- To be clean and tidy, both in personal care and dress
- To be responsible for their behaviour, and to behave in a courteous manner
- To replace or pay for any school property which they have destroyed, broken, damaged or lost
- To model proper digital citizenship as defined by the Calgary Board of Education (<https://cbe.ab.ca/programs/technology-for-learning/Pages/Digital-Citizenship.aspx> )

These guidelines are intended to support School Board Policies and regulations to ensure that teachers, students, and parents are aware of what is allowed and expected in the school.

# CODE OF CONDUCT

## Student Code of Conduct

### **PROCEDURES AND CONSEQUENCES FOR MISBEHAVIOR**

As citizens of Georges P. Vanier, students will earn privileges by showing that they are responsible and have respect for the rights and property of others. Responsibilities come before rights. All staff, administration, and students at the school are responsible for the enforcement of the Code of Conduct.

**The following measures will apply to those students who do not respect the CBE Code of Conduct:** Administrative Regulation

- community service, reflection with administration supports
- telephone calls to parents and or loss of privileges such as:
  - Playing on school or intramural teams
  - Attending classes or special activities
  - Participating in field trips and educational tours

**Continued incidents of misbehaviour or major infractions may result in the following consequences:**

- In-school suspension
- Temporary suspension from the school (1-5 days)
- Suspension with recommendation for expulsion from the school

**The following are examples of major infractions:**

- Verbal or written or cyber threats to cause bodily harm or to damage/destroy the property of others
- Causing bodily harm to another person or making threats
- Disrespectful language/behaviour towards any Vanier student or staff member
- Vandalism
- Harassment, bullying, cyber bullying
- Being in possession or under the influence of drugs, alcohol, or tobacco (including e-cigarettes and vape juice)
- Weapons
- Skipping classes or leaving school without permission

### **Transit & Student Drop-Off**

Students who come to school on public transit must follow all Calgary Transit rules. Good conduct while riding transit is essential to the safety and comfort of all passengers.

Students are requested to:

- remain seated while the vehicle is in motion
- not litter or cause damage
- keep voices low so the operator can concentrate
- behave in a manner which does not distract the operator or other passengers
- respond politely to all operator/transit personnel requests

- Swearing and obscene language is not tolerated.

General awareness of traffic and safety by roadways is important for students waiting at City Transit stops. Students need to ensure they are not stepping onto the roadway and must also step back as the bus arrives at the stop.

**Contact for Calgary Transit: 403-262-1000**

Route planning for students can be done at: <https://www.calgarytransit.com/plan-a-trip>

For parents choosing to carpool/drive their child to school, please be aware that traffic rules and common sense should be respected in the area around the school. The preferred drop-off point for students is on 31st Ave. NE. Please do not drop students in the staff parking lot. Students being dropped or picked up during the school day should use the entry doors by the office; it is preferred that parents drop them at the entry area to the staff parking lot. Please do not use our neighbours' driveways to turn around.

**DRESSING FOR SCHOOL**

CALGARY BOARD OF EDUCATION Administrative Regulation 6010 -Standards of Dress and Grooming:

"It is recognized that there is a diversity of opinion in society as to what constitutes suitable dress for school activities. In addition, standards of dress may differ somewhat among schools, depending on the varying standards of communities.

- (1) The principal or designate is encouraged to cooperate with parents and students in the development of standards of dress and grooming.
- (2) The criteria to be used should include standards which will encourage:
  - (a) cleanliness, neatness, and generally positive attitudes;
  - (b) appropriateness for the particular activity; and
  - (c) safety in all activities.
- (3) The principal or designate is responsible for ensuring that standards of dress and grooming are developed using the following guidelines for all students:
  - (a) appropriate clothing suitable for indoor wear,
  - (b) suitable footwear,
  - (c) special physical education clothing as required,
  - (d) special protective clothing in shops as required,
  - (e) hair that is neat and well-groomed and does not represent a hazard in work areas,
  - (f) appropriate makeup.
- (4) Students may wear faith-based jewelry, objects and articles of clothing at school and during school sponsored activities, as long as they are worn discreetly, do not have a proselytizing message, and meet the standards of this regulation.

(5) Students are not permitted to wear articles of clothing, jewelry or accessories that indicate or suggest membership in a sorority, fraternity, secret organization or unauthorized student group or gang.

(6) The principal may determine which articles of clothing, jewelry or accessories indicate or suggest membership in a sorority, fraternity, secret organization or unauthorized student group or gang.

(7) The principal may require any student not conforming to dress standards to return home and change to suitable clothing before being admitted to class. Parents are responsible for ensuring their child is properly prepared for learning daily. This includes ensuring students are dressed appropriately for school according to the above regulation. GP Vanier School promotes positive character; part of this is our belief in a 'dressed to work' concept. Dress respectfully for an active school environment, and comfortably for a variety of settings, which also means finding a reasonable equilibrium between individual freedom of expression and communal standards and expectations. Students may need to sit on the floor, or present in front of others which may present wardrobe challenges.

In some school environments, for example the Foods and Construction Labs, dressing safely is also important – students may not wear bare feet, loose clothing or open-toed shoes. All students will change into gym strip for PE classes unless directed otherwise by their PE teacher. School Staff will determine on a case-by-case basis if a student dress is problematic and will seek guidance from the school administrators. Students who are found to be dressed inappropriately for school may be asked to change their clothing. From time to time, Dress Policy is reviewed by School Council and staff with input from students through Student Voice. This is also governed by our administrative regulation 6010.

## **ILLEGAL SUBSTANCES**

Smoking or vaping is not permitted in the school, on the school grounds, or across the street in front of neighbouring property. Smoking (vaping) is illegal for anyone under the age of 16 and is therefore always prohibited. The possession and/or consumption of any illegal substance, including cigarettes, e-cigarettes, alcohol, and drugs is not permitted. Students caught smoking or using illegal substances will be sent home and must return with one or both parents/guardians to school before re-admittance. Suspension may be a consequence and police intervention may also be required for a student caught smoking or using illegal substances.

## **UNSAFE BEHAVIOR ON SCHOOL PROPERTY**

- Running in building or sliding down banisters
- Pushing, kicking or tackling
- Horseplay/ Tag games indoors
- Spitting
- Throwing or propulsion of any object including snowballs

## **DISRESPECTFUL LANGUAGE**

We strive to maintain a culture of respect for all. Students have the right to be treated respectfully and have a responsibility to treat all others with respect. Disrespectful language is regarded as unacceptable on school property. If students engage in disrespectful language, teachers will contact home, and administration may become involved as a part of the CBE Progressive Discipline Regulation.

## **HARASSMENT**

Harassment is defined as any persistent behavior that humiliates or harms another person.

At GP Vanier, we support students in learning appropriate ways to communicate and interact. Our expectation is that students will always adhere to the CBE Student Code of Conduct.

## **VALUABLES**

Students are discouraged from bringing valuable items to school. Unfortunately, over the years, items have been stolen. As much as we would like to have a perfectly safe environment, thefts do occur. We do our best to solve thefts, but sometimes there is no resolution. The school will not be held responsible for lost or damaged property. We advise students riding bicycles or scooters to school to use bike racks and a sturdy lock.

## **PROHIBITED ITEMS**

These include (but are not limited to): lighters, matches, knives, laser pointers, drugs, alcohol, cigarettes, e-cigarettes, drug paraphernalia, and any item that could be considered a weapon or is being used as a weapon including bb guns, and 'airsoft' pellet guns. Possession of these items could result in suspension and possible expulsion.

The use of skateboards, scooters, e-scooters and rollerblades on CBE property is prohibited. If a student uses one of those items as a method of transportation, they need to store them in the office – not their locker.

## **BACKPACKS**

Student backpacks must be kept in lockers.

## **LOCKERS**

Students' lockers are not their personal property. The use of stickers, markers or any other permanent change made to the lockers is not permitted. Students must use a school issued lock on their lockers. All Georges P. Vanier students are provided with the use of a hall locker. It is the student's responsibility to keep the lock combinations a secret, and to keep both spaces neat and tidy. Students are expected to keep lockers in good condition. If a lock gets damaged or lost, a \$10.00 fee will be required to obtain a replacement. No open food is permitted in lockers as mold can easily grow.

**IMPORTANT: The locker and lock are the property of the CBE and can be checked by the school administration as deemed necessary.**

## **LUNCHROOM**

Our cafeteria offers a full range of hot and cold food at reasonable prices. Students are expected to keep it neat and tidy by putting garbage and recycling in the appropriate receptacles. We offer healthy lunch choices including fresh fruits and vegetables on the menu. The cafeteria menu is posted monthly on our website and daily on cafeteria bulletin board. If you have suggestions for our cafeteria menu, don't hesitate to let us know! Many students bring lunch from home or supplement their lunch from home with selections from the cafeteria.

## **ACCESS TO HALLWAYS DURING CLASSTIME**

Students must ask permission to leave the classroom during class times. It is expected that students are prompt when using the washroom or retrieving necessary supplies from their locker, also they are not to use their mobile device.

## **ATTENDANCE/LATE**

The School Act states that school attendance is compulsory for all students under the age of 16. We are required to keep accurate records of student attendance and to investigate student absenteeism. **Parents/guardians are asked to call the school by 9:00 am to excuse and explain the student's absence or to advise us of lateness.** Students who arrive late must stop at the office to sign in and receive a late slip. Our automated phone system will be calling home to notify parents when students are absent or late (unexcused). When students need to leave the school early for appointments, they will require a note or phone call from a parent or guardian, and they need to sign out at the office.

## **LATES FOR CLASSES**

Attendance will be taken at the beginning of each period. It is required that all students attend class prepared and on time. If a student is late for class, an automated notification will be sent home. Repeated problems will result in teacher consequences and a conversation with family.

## **LEAVE OF ABSENCE/FAMILY VACATION**

The school does not encourage students to take extended vacations/leaves during the academic year. If a student will be missing three or more days for reasons other than illness, the parents/guardians are requested to obtain an Extended Absence form from the office. It is suggested that these forms are completed at least one week before leaving. Parents need to note that extended absences will affect student results and assessment.

## **PARTICIPATION IN PHYSICAL EDUCATION**

The Government of Alberta has mandated daily Physical Activity. If a student is unable to participate in Phys. Ed for a medical reason, a doctor's note will be required.

## **PHYSICAL EDUCATION DRESS EXPECTATIONS**

G.P. Vanier gym strip (t-shirts and shorts) may be purchased from the school. Shorts, t-shirts, sweats, and hoodies with the school logo are sold at Physical Education Office or online. We encourage students to purchase GP Vanier gym strip, but it is not mandatory. The school will provide a code for parents which will be sent through school messenger; purchased items will be delivered to the school. School gym strip also acts as a uniform for some school athletic teams. Students may also choose to buy their own gym attire from an alternate source. Students must wear proper gym attire to participate in physical education. Proper gym attire consists of a T-shirt and shorts (different from the clothing the student wears to school) as well as proper athletic shoes. Low cut, scoop or V-neck shirts and tank-tops are not permitted as gym attire. If a student chooses to wear these inappropriate clothing, they will be asked to change into a loaner set. Failure to bring proper gym attire may result in disciplinary consequences should the situation become recurrent.

## **PERSONAL MESSAGES**

Students will not be called out of class for personal messages unless it is deemed an emergency or crisis. Messages will be communicated to students at class time change, or at lunchtime by paging the student to the office. We will do our best to help you pass information to your son or daughter, but we will also try not to interrupt classes unless it is necessary. Students will **not** have access to their mobile devices during class time as per the Ministerial Order. It is recommended you communicate through the office with time-sensitive messages or emergencies.

## **Student Achievement and Evaluation**

### **HOMEWORK ASSIGNMENTS**

Each of the areas listed below should be part of your regular homework routine:

- a. Students can access Google Classroom/D2L to view homework assignments and handouts for core subjects.
- b. Completion of work not finished in class.
- c. Completion of long-term assignments. If an assignment is due in 2-3 weeks, work on it regularly. Do not leave it until the night before it is due.
- d. Review of work taken each day. Studies have shown that 70% of material learned is forgotten within three days if there has been no review.
- e. Study for exams and tests. Students should review daily.
- f. Students should be prepared to study and/or review schoolwork regularly.

### **TUTORIALS**

Teachers are available for extra help outside classroom hours. Teachers will set and post their own dates and times for help.

### **REPORTING STUDENT ACHIEVEMENT**

All CBE K-9 schools report student achievement relating to the curriculum stems connected to their courses. The indicators and teacher comments within the CBE

assessment protocol will reflect student's achievement and understanding of the curriculum concepts.

It is important that students complete their assignments to demonstrate their understanding of the curriculum outcomes. When students do not complete their work or if the work is not reflective of their potential, they may be required to work with their teachers outside regular classroom hours.

### **The report card ensures:**

The result on the report card reflects current achievement of curriculum outcomes marks reflect learning, and not a reward for good behavior or compliance.

Teachers will keep families updated on assessments and evaluation, as well as school attendance through Power School (<https://sis.cbe.ab.ca/public/home.html> ).

If you have questions at any time regarding assessment and reporting, please visit or email your teachers. Please do not wait until parent-teacher interviews to ask a question or solve a problem. The curricular outcomes are the same for all students (with the exception of students, who may have outcomes modified or adapted to their learning needs), but teachers respond to the learning needs and styles of all their students to assist them in achieving those outcomes.

### **Plagiarism, Copying, and Cheating**

Plagiarism, copying, and cheating is not acceptable.

**Plagiarism:** Plagiarism is when a student hands in material as his/her own that has come from another source, most often another student or the Internet. When a teacher suspects plagiarism, they will usually go to the Internet and search, using key phrases in the student's paper until the original paper can be found. Plagiarism is stealing, stealing someone else's ideas and passing them off as your own. It does not enhance the student's knowledge of a subject matter, and it causes teachers to waste valuable time tracking down the original source. Teachers deal with plagiarism at an individual level. The parents are contacted, and the student will work with the school to show their knowledge in a different way. Usually, when a student has been caught plagiarizing, (s)he/they do not repeat the mistake. If a student is referred to the office for repeated plagiarism, parents will be contacted and more serious measures will be taken, including possible suspension from classes until the situation can be resolved.

**Copying:** Copying homework, for whatever reason, is also not beneficial to a student's learning. Homework and assignments are designed to enhance student learning and provide opportunities to demonstrate what they have learned. This does not happen if a student is copying someone else's work. To combat copying, our policy is: when a teacher sees one of their students copying someone else's work, both students will have a conversation with the administration in the office and a phone call to parents.

**Cheating:** Cheating on exams or other schoolwork will not be tolerated. Students and parents need to take a pro-active stance towards cheating on exams, tests and assignments. If students have completed all assignments, paid attention in class, and reviewed the material, taking exams should not be a stressful experience that warrants

cheating. Bringing notes or other aids to a test or exam indicates that the student is not prepared. If a student feels unprepared for an exam, we highly recommend that the student speak to their parents and contact the teacher to see whether postponing the exam is possible. We would rather have a student write an honest exam a day later than resort to cheating. Cheating on an exam, test or assignment will result in a conversation with the administration in the office and a phone call home to guardians.

### **EXTRA-CURRICULAR ACTIVITIES**

Participation in extra-curricular activities is a privilege for our students in good standing. We expect that students who participate are adhering to the CBE Student Code of Conduct.

<http://www.cbe.ab.ca/GovernancePolicies/AR6005-Student-Code-of-Conduct.pdf>

### **INTRAMURALS**

Intramurals will be offered regularly in the gym. PE staff will determine the activities and post a schedule.

### **CLUBS**

Clubs will be offered to all students during the lunch hours. Details regarding specific clubs and their meeting times will be communicated through the daily bulletin. Club offerings will vary from year to year based on student interest and staff availability.

### **THE LIBRARY**

Students wishing to use the library must be under the supervision of a teacher. Books may be signed out for a two-week loan period. Students with overdue books may not sign out additional books until the late books are returned or paid for if the book has been lost.

#### **Library Expectations:**

- To sign into the library at the front desk if not under the direct supervision of a teacher.
- To be always respectful to the library staff.
- To treat all resources, books, cameras, computers, headsets with respect as per the technology expectations.
- To use a quieter tone of voice when in the library area.
- To be engaged in work when in the library (if the student is not under direct teacher supervision, student must have permission from their teacher).
- To push in chairs and clean the workspace before leaving the library.
- To use the couches and chairs appropriately

#### **\* Eating and drinking is prohibited in the library**

**\*\* Students who are not able to meet these expectations will be sent promptly back to class and risk losing the privilege of using the library.**

## Electronic Devices

### EXPECTATIONS FOR USE OF ELECTRONIC DEVICES

**Parents are the owners of their child's technology and are responsible for monitoring use.**

**Students are expected to keep their mobile devices in their locker during the school day.**

**Washrooms and locker rooms are no-phone zones. Students may not bring their devices into washrooms or change rooms, even before and after school.**

**Vanier is an "Away for the Day" School, and this complies with Ministerial Order (#014/2024).** This means that students leave their cell phones and earbuds turned off and, in their lockers, if they are brought to school. These devices may not be used during the school day without staff knowledge. We strongly encourage students to leave their devices at home. Administrative Regulation 6008 outlines the Student Personal Mobile Devices policy.

#### **MOBILE DEVICE PROBLEMS – Cell Phones are owned by Parents**

**1<sup>st</sup> Infraction:** The teacher will send the student to the office to turn in their phone and have a conversation with an administrator. The device will be returned to the student at the end of the day, and an administrator will contact their guardian. Upon request of the guardian's phone will be kept in phone locker during the day at school for two weeks.

**2<sup>nd</sup> Infraction:** The teacher will send the student to the office to turn in their phone and review the initial conversation regarding the Ministerial Order. The device will be returned to the student at the end of the day, and the guardians will be notified. The student's phone will be kept in the phone locker during the day for 2 weeks (or more).

**3<sup>rd</sup> Infraction:** The teacher will send the student to the office to turn in their phone. It will be stored securely in the school office. The Parent/Guardian will be contacted, and the school will work with the family to put in place a support plan for the student. There is a possibility that the student will be suspended.

#### **ASSISTIVE TECHNOLOGIES**

Assistive technologies will not be permitted for personal entertainment, recreation, or communication during class time. Inappropriate use of assistive technologies may result in confiscation of the device or student suspension. A contract and a detailed document (*Electronic Networkable Devices and Network User Agreement*) may be sent home to provide you with all the information needed.

Students are often given the opportunity to demonstrate their learning using technology tools. To ensure proper use of assistive technologies and safety for all students, the below guidelines have been established:

Unauthorized acts include but are not limited to:

- Listening to music/videos during instruction
- Texting, messaging, and gaming during class
- Sharing of usernames and passwords
- Plagiarism of on-line content
- Use of someone else's CBE account or access to network
- Recording, sending, sharing, posting, or displaying offensive messages or pictures
- Use of obscene language
- Cyberbullying, harassment, insults or attacks on another person or their reputation
- Trespassing in other peoples' folders, work or files
- Intentional accessing, recording, posting, sending, sharing, or downloading of inappropriate material
- Assuming the identity of another person to gain information
- Viewing webpages through a proxy server (using any method of viewing a webpage which is blocked by the CBE.)
- Running an application/program from a memory stick/jump drive
- In any way moving, opening hardware or computer accessories
- Any attempt and/or threats to harm a person
- Downloading copyrighted material or unlicensed software
- Posting or publishing of personal information about oneself or others without the supervision and consent of a staff member
- Use of technology or the network to access sites / software not approved by staff
- Using technology during exams

Prohibited Sites/Apps include and are not limited to:

- Vulgar or lewd depictions of the human body
- Any adult content
- Violent acts
- On-line gambling
- Social networking sites (such as Facebook, Twitter, Snapchat, Instagram, etc.)
- Sites that encourage the use of illicit or illegal substances
- Sites that advocate hatred or violence against an identifiable group
- Sites promoting criminal activity
- And many more, see the link below for the complete list

This is in coordination with Responsible Use of Electronic Information Resources:

<https://www.cbe.ab.ca/GovernancePolicies/AR1062.pdf>

## **VIOLATION OF THE CBE AND GEORGES P. VANIER DIGITAL POLICY**

Our expectation is that our students will become educated and responsible digital citizens. If, however, students breach any of the above, each situation will be dealt with on an individual basis and may result in:

- Restriction or loss of technology privileges
- Restriction of use or confiscation of personal device
- School-based disciplinary consequences; and/ or
- Police intervention and/or legal action

We also expect students to demonstrate respectful and appropriate digital citizenship when they are not at school. We ask students to be respectful to others in all activities, in or out of school, on-line and in person.

**If you need to contact your child during class time (even in the case of an emergency), please direct your call through our main office at 403-777-7460.**

## **EXPECTATIONS WITH SUBSTITUTE TEACHERS**

Most school days, there is a substitute teacher in the building. We depend on substitute teachers to fill in for teachers who are absent for various reasons. We treat substitute teachers as guests in the school, and we expect students to be even more polite and even better behaved than usual since the substitute teacher does not know names, routines, or procedures. Teachers will establish protocols for students to follow when they have a substitute teacher, and students will be held to a high standard of behaviour.

## **PARENT - STUDENT - TEACHER CONFERENCES**

Formal report cards are issued two times a year, in February and June. Parent-Student-Teacher Conferences are scheduled twice a year (October and March) to communicate student achievement and areas of growth. Core subject teachers will post marks for assignments, projects, quizzes and tests, on PowerSchool to inform parents and students about the results received. Parents may contact the school at any time to discuss their child's progress. For students with Individual Program Plans, an early opportunity to connect with teachers to plan for the year will occur in September.

|                            |                                                      |
|----------------------------|------------------------------------------------------|
| September 10 <sup>th</sup> | Open House/Meet Vanier (6:00pm-7:30pm)               |
| October 16 <sup>th</sup>   | Parent/Student/Teacher conferences (afternoon)       |
| October 19 <sup>th</sup>   | Parent/Student/Teacher conferences (9:00am – 2:00pm) |
| March 18 <sup>th</sup>     | Parent/Student/Teacher conferences (evening)         |
| March 19 <sup>th</sup>     | Parent/Student/Teacher conferences (9:00am - 2:00pm) |

During the school year, parents may make arrangements with teachers to meet to discuss student issues and concerns. These conversations should be preceded with a plan and agreement on the date and time which works for all involved. Please do not

plan “drop-in” meetings; these are often not successful due to time constraints and extra-curricular activities.

## Awards and Assemblies

### SCHOOL AWARDS & REQUIRED CRITERIA

At Georges P. Vanier School, we recognize the diversity of our students and celebrate their specific strengths. Students will be recognized at the end of the year.

In grade 9 students can receive the following awards:

- Social Leadership
- Academic Leadership
- Artistic Leadership
- Athletics Leadership

Kiwanis Watch Awards Program – students who have demonstrated diligence and strong positive citizenship are recognized by the Calgary Kiwanis Club for their dedication to the school community.

Gary Weimann Award for Community Service - This scholarship of \$500 is given to two grade 9 students each year in honour of Gary Weimann, a former chair of the Vanier school council who passed away in 2006. However, his legacy lives on through this award. To be eligible, students must submit an essay in May, outlining their commitment to community service. Brochures with more information are available in the office.

### ILLNESS AT SCHOOL

When a student becomes ill at school, they should notify the classroom teacher, who will send or take them to the office. If the student seems seriously ill, the parents will be notified and allowed to go home accompanied, preferably, by the parent.

Under NO circumstances should a student who ill remain in the washroom without contacting the office. Students not able to remain in class must report to the office. If they are too ill to return to class, the best and safest place is at home.

### VISITORS

Any visitors must first report to the main office, sign the Visitor Book and receive a visitor pass that must be worn in such a way that it is visible to others. Parents and other relatives must also report to the main office before meeting students. This helps us to keep the school safe for everyone.

## Involvement of Parents and Guardians

Successful, effective schools achieve a strong triangle between the home, the student and the school. We know that good communication and positive relationships between

parents and the school will result in a better education for students. Here are some ways for you to become involved:

### **SCHOOL COUNCIL**

We have a strong, positive, friendly school council at Vanier – and we are always looking for new members. We meet on the last **Tuesday of each month at 7:00** (See calendar). We will have an annual general meeting (AGM) in October this year to elect the new executive. Please consider joining the council – every month or as a drop in. You will enjoy an insider's view of how the school functions and get to know some other parents in the school community.

### **PARENT VOLUNTEERS**

We welcome and encourage parents' involvement and help in the office, library, sports teams, computer lab, classrooms, field trips, etc. Research shows that students whose parents are involved in different aspects of school life achieve more in school. If you are interested in volunteering some of your time, please call the school. Having a volunteer coordinator would be a great asset to our school. If interested in that position, please contact the office in September. We require that you have a current police check conducted for the Calgary Board of Education, but if you have had one completed at another school within the past 5 years, you do not need another.

In rare occasions, more information is required (e.g. fingerprinting). This could cause security clearances to take longer to process. It is highly advisable to fill out a volunteer registration form at the very beginning of the year, and then you will be ready to volunteer when the need arises.

### **SCHOOL COMMUNICATION**

Please regularly check the Georges P. Vanier website for school information, calendars and upcoming events: <http://school.cbe.ab.ca/school/gpvanier/Pages/default.aspx>. The school website will also communicate information from the Calgary Board of Education and community.

### **PRINCIPAL MESSAGES**

A Principal's Message email will be sent weekly and will be updated on the school's web page. This message will contain information regarding events at Georges P. Vanier School. Please ensure you have completed the Calgary Board of Education email distribution requirements or may not receive them. Please see <https://cbe.ab.ca/about-us/policies-and-regulations/casl/Pages/default.aspx>

### **LETTERS AND FORMS**

School communications distributed on paper need to be completed and returned to the office or to teachers in a timely manner. If you have any questions about forms coming home, please check the web page or call the office.

**BULLETIN BOARD**

We have a parent notice board just inside the main entrance to the school. If you have information for other parents, or if you are dropping by the school, look at the board for updated information. All items posted must be approved by the principal.