

Glenmary School Handbook



**8801-96 ST
Peace River, Alberta
T8S 1R6**

**Telephone: 780-624-5656
Fax: 780-624-3730**

Our Website address is:
<https://gms.hfcrd.ab.ca/>

WELCOME TO GLENMARY SCHOOL

Welcome! If you are attending Glenmary for the first time, we are most anxious to make you feel at home. If you are returning for another year of studies, welcome back! The school and the staff are here to assist you in your educational and spiritual development. It is our sincere hope that your school term will be enjoyable and rewarding. The people in our school and community have an outstanding tradition of perseverance, leadership, and integrity. Our Glenmary Saints are committed to making our school a safe and caring learning environment. We are proud of you! Have a great year!

BIENVENUE A L'ÉCOLE SECONDAIRE GLENMARY

Bienvenue! Si vous fréquentez Glenmary pour la première fois, nous avons hâte de vous faire sentir comme chez vous. Si vous êtes de retour pour une autre année d'études, bon retour! L'école et le personnel sont ici pour vous aider dans votre développement éducatif et spirituel. Nous espérons sincèrement que votre rentrée sera agréable et enrichissante. Les gens de notre école et communauté ont une tradition exceptionnelle de persévérance, leadership et d'intégrité. Nos Saints de Glenmary sont engagés à faire de notre école un environnement d'apprentissage sûr et bienveillant. Nous sommes fiers de vous ! Ayez une merveilleuse année !

SCHOOL MISSION

"Meeting the needs of all learners in a Catholic Environment"

SCHOOL VISION

We work collaboratively to ensure that all students are inspired to achieve success and fulfillment as engaged thinkers and ethical citizens with an entrepreneurial spirit in a Catholic community guided by Christ.

Block Time Schedule

Warning Bell	8:47am
Block 1	8:50 – 9:32 am
Block 2	9:32 – 10:14 am
5 Minute Break	
Block 3	10:19 – 11:01 am
Block 4	11:01 – 11:43 am
Prayer & Announcements 11:43 - 11:48 am	
Lunch Break 11:50 am – 12:35 pm	
Warning Bell	12:35 pm
Block 5	12:37 – 1:19 pm
Block 6	1:19 – 2:01 pm
5 Minute Break	
Block 7	2:06 – 2:48 pm
Block 8	2:48 – 3:30 pm

School Operation

Student Fees ** Subject To Change **

Yearbook (optional)	\$60.00 - \$70.00
Grad Fee (All Grade 12 students)	\$125.00
Band Rental	variable

Services Available

Career Counseling

Career Counseling: The aim of the guidance department is to assist all students to make educational and career choices which will lead to their personal satisfaction both as individuals and as members of society. Career Counselors are equipped to help in the following areas: academic studies & skills career planning & practical career experiences.

Personal Counseling

Personal Counseling: Glenmary provides personal counseling support for its students in the following areas; stress, anger management, anxiety, depression, peer conflicts, harassment, study skills/organization, grief and loss, suicide prevention, access to out-of-school specialists and community resources.

Glenmary Learning Commons

Glenmary Learning Commons strives to be an inclusive, flexible, learner-centred, space for collaboration, inquiry, imagination and play to expand and deepen learning. Students and staff are encouraged to use the Glenmary Learning Commons to access material, it is open each school day from 8:30 am to 4:00 pm. When using the Learning Commons area students and staff are reminded that it is a shared space and should be used accordingly.

Cafeteria

The cafeteria is currently closed and seeking a new food service provider. When the cafeteria reconvenes, the cafeteria will serve a variety of healthy options every week at a reasonable price. The menu will be shared with students via social media and will also be added to the Glenmary School website.

School Emergency Procedures

Fire Drills

Emergency procedures and evacuation routes are posted in each classroom. They are shown on a map in each classroom along with procedures to follow during a fire drill. Tampering with the fire alarm system and fire fighting equipment is an indictable offense.

Emergency Evacuation Plan

- 1) If there is sufficient warning, the school would not be opened.
- 2) If there is sufficient warning while school is in progress, students will be picked up by buses that will transport them to PRHS or home if permitted. After all students have been dismissed, teachers are free to take care of their domestic situation.
- 3) In the event of an emergency evacuation, the following procedures will be followed:
 - a) All students and staff will be notified of the need to evacuate the school.
 - b) Students will then be allowed to go to their lockers to pick up clothing necessary for the weather conditions. All students on spares will assemble in the cafeteria and a staff member will be placed in charge of them.
 - c) Students and staff will reassemble in their same classrooms where an attendance sheet will be filled in.
 - Upon notification from the main office all students and staff will walk up to PRHS.
 - d) A designated staff member (support staff) will transport (using school transportation) any handicapped student or students who could not walk to PRHS.
 - e) The designated school administrator will remain behind to ensure the school is completely evacuated. An administrative designate will be in charge of students and staff at PRHS until released by the principal or the director of evacuation.
 - f) Due to the anticipated congestion of traffic, **students will not be allowed to leave in their vehicles** unless sufficient warning is given.
 - g) All staff will remain in charge of their students until released by the school principal (or his designate) or the head of evacuation.
 - h) **Once all students are in a safe environment, parents will be contacted via PowerSchool, phone or radio**

Lockdown Procedure

Our school practices these procedures twice during the school year.

Religious Celebrations / Activities

Students registered at Glenmary School are required to attend all Faith Retreats (this includes students who are present during the time of the activity – those on spares included).

Course Outlines

Each student will receive a brief outline of the objectives, content and evaluation procedure for each course that they take. The courses offered at the school have been developed according to the requirements of Alberta Education. Parents are expected to review each subject course outline to become familiar with curriculum coverage, assessment and learner expectations.

Report Cards

Junior High will have three reporting periods in the academic year. Printed reports can be requested through the school office. A final report card will be mailed home at the end of the year.

Senior High will have two reporting periods per semester. Printed reports can be requested through the school office. A final report card is mailed home at the end of the year.

For updates of student academic progress see the PowerSchool Parent Portal.

French Immersion Program

We offer a French Immersion Program from grades 7-12. In Jr. High, the Immersion students study the core subjects in French with an added French Language Arts class. In Sr. High, the students must complete Études Sociales and French Language Arts only. Students completing this stream will be recognized for their achievement at our graduation ceremony.

Indigenous Program

The Goals of the Indigenous program at Glenmary School are:

1. **Quality Learning Opportunities for All**
 - a. Reduce barriers that may prevent Indigenous learners from high quality learning.
 - b. Recognize the value of indigenous knowledge.
 - c. Foster a greater appreciation and understanding of Indigenous peoples
2. **Excellence in Learner Achievement**
 - a. Increase the attendance, retention and graduation rate of our Indigenous students.
 - b. Indigenous learners demonstrate high standards.
 - c. Indigenous learners are well prepared for lifelong learning.
3. **Learners are well prepared for participation in post-secondary studies and the labour market.**
4. **Effective working relationships**
 - a. To increase the involvement of Indigenous families at Glenmary School.
 - b. Respect the role of Elders and community resource people and welcome them to Glenmary School and develop meaningful relationships.

Junior High Course Requirements

Courses for study in the Junior High School fall into two categories: core and complementary.

- **Core Courses** – These are compulsory and include - **English Language Arts, French Language Arts (French Immersion program only), Mathematics, Social Studies, Science, Physical Education, Religion, Health & Life Skills.**
- **Complementary Courses** – May include: **Band, Art, Foods, Science Experiments, Student Leadership, Travel and Tourism, Computer Science Discoveries, Learning Strategies, Construction.**

Senior High Course Requirements

To earn an Alberta High School Diploma, please access the following Alberta Education link:

[Alberta Graduation Requirements](#)

Glenmary Graduation Requirements

While graduation is seen as the culmination of twelve years of education, the type of activities undertaken in its celebration must be significant, in good taste and within the legal constraints of the law. Above all, no student should be at risk because of the type of activity undertaken.

In general, the activities are divided into two parts: the part that is organized by the school community and the part that is organized by the parents and students. The part organized by the parents is outside the realm of responsibility of the school. If a before/after grad activity does not involve alcohol, then the school may be involved.

Graduation activities organized by the school may be subject to change from year to year and traditional formats should not be assumed.

Commencement Ceremony Requirements

The school community has the responsibility to organize an event to recognize the achievements of their students who have completed or have the ability to complete the requirements for graduation as recognized by Alberta Education.

In order to take part in the school-based ceremonies, each student must be eligible to graduate from the program in which they are registered. This means:

- Be on track to satisfy the requirements for a diploma as per Alberta Education by April 30th
- Continue to maintain a passing grade leading to the commencement ceremony

Graduating Glenmary students must meet Religious Studies requirements:

- Students registering in Grade 10 must complete Religious Studies 15, 25 & 35 as well as 25 Christian Service Hours and the reflection project.
- Students registering in Grade 11 must complete Religious Studies 25 & 35 as well as 20 Christian Service Hours and the reflection project. .
- Students registering in Grade 12 must complete Religious Studies 35 as well as 12 Service Hours and the reflection project.

In order that the students are well aware of those qualified to take part in the ceremonies, students will be notified. A student may appeal the decision, as per Administrative Procedure 360.

Student Achievement and Recognition

Junior High Academic Awards

There will be awards ceremonies at the end of Terms 1, 2 and 3. Terms 1 and 2 awards will be given for:

- Honour roll (80 - 89% average in all Core subjects and religion)
- Honour roll with Distinction (90% + average in all Core subjects and religion)

Certificates will be awarded for each of the above.

In the FINAL TERM, awards will be given as well as the following for the entire year:

- Outstanding Scholar Award: Awarded with a medal to a student achieving honor roll and/or a combination of Honor roll with distinction in all 3 terms.
- Outstanding Scholar with Distinction Award: Awarded with a medal to a student achieving honor roll with distinction in all 3 terms.
- French Immersion Award: ONE award 7-8-9 combined
 - Presented to the French Immersion student who has embraced the French culture as evidenced by their participation and commitment to the program.
- Indigenous Peoples award: ONE award 7-8-9 combined
 - presented to a Jr High Indigenous student who has shown themselves to be, overall, the individual who has given the most to Glenmary. Areas to be considered are, first and foremost, academic standing, growth, maturity, leadership qualities, and extra and co-curricular activities.
- Student of the Year for EACH grade 7-8-9 (3 medals)
 - Presented to a junior high student who has shown him or herself to be, overall, the individual who has given the most to Glenmary. Areas to be considered are, first and

foremost, academics standing, maturity, leadership qualities, and extra and co-curricular activities.

- Most Improved Student for EACH grade 7-8-9 (3 medals)
 - Is presented to a student who has shown the most recognizable improvement with academic standing, total maturity, attitude towards education and the community in general.
- Christian service for EACH grade 7-8-9 (3 medals)
 - Presented to a student in each grade who exhibits leadership representing every aspect of the school, community and parish including maturity, strength of character, responsibility, and most importantly models faith and spirituality.

Senior High Awards

There will be awards ceremonies at the end of Semesters 1 and 2. Semester 1 awards will be given for:

- Honour roll (80 - 89% average in all subjects)
- Honour roll with Distinction (90% + average in all subjects)

At the end of semester 2, awards will be given for:

- Outstanding Scholar Award: Awarded with a medal to a student achieving honor roll and/or a combination of Honor roll with distinction in both terms
- Outstanding Scholar with Distinction Award: Awarded with a medal to a student achieving honor roll with distinction in both terms
- French Immersion Award
- Indigenous Peoples award for all grades 10-12 combined
- Student of the Year for EACH grade
- Most Improved Student for EACH grade
- Christian service for EACH grade
- CTS awards: ONE for all grades combined in each of the three strands
 - Health, Recreation and Human Services (Cosmetology, Esthetics, Foods, Exercise Science)
 - Media, Design and Communications (Digital Media)
 - Trades, Manufacturing and Transport (Construction, Metal Work)
- Fine arts awards: ONE for all grades combined in each of:
 - Music
 - Visual arts
 - Drama/theatre

Other Recognition:

- For completion of Green Certificate, RAP, French immersion, Work experience
- Métis sash
- Any student or group competing at a provincial competition representing our school
- Scholarships
- Team athletic banners

The recipient of the Governor General Award will be given to the grade 12 student with the highest average in all courses according to the availability of the recipient.

Code of Conduct

- We are a community of learners who are here to learn, grow, and become respectful, responsible citizens.
- Students shall meet the expectations for school behaviour while on school property or involved in school sponsored or related activities.
- People learn best in an environment that is welcoming, caring, respectful and tolerant.

Students are to conduct themselves so as to reasonably comply with the following:

1. Be diligent in pursuing their studies;
2. Attend school regularly and punctually.
3. Cooperate fully with everyone authorized by the Division to provide education programs and other services.
4. Comply with school rules.
5. Account to their teachers for their conduct;
6. Respect the rights of others.
7. 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;
8. Refrain from, report and not tolerate bullying or bullying behavior directed toward others in school, whether or not it occurs within the school building, during the school day or by electronic means;
9. Positively contribute to the student's school and community.

Where a student has evidenced unacceptable behavior, the following are grounds for suspension or proposed expulsion and in some instances the police will be contacted:

1. Open opposition to authority.
2. Willful disobedience.
3. Habitual neglect of duty.
4. Use of improper or profane language.
5. Conduct potentially injurious to other students and/or school staff members.
6. Willful damage to school property.
7. Use of tobacco/e-cigarettes on school property.
8. Activities which interfere with or threaten the orderly functioning of school activities or activities sponsored or approved by the Division.
9. Use of or being under the influence of alcohol, cannabis, or drugs at school or school functions.
10. Having in possession at school or school functions, drugs, drug paraphernalia, alcohol, knives, guns or other weapons (police must be contacted).
11. Participating in hazing or initiation practices whether on or off school property.
12. Participating in any bullying behavior whether on or off school property.
13. Participating in any harassment behavior on or off school property.
14. Having in possession and/or distributing intimate images with or without the person's consent.
15. Any circumstance that threatens the safety and well-being of a student or staff member at school or during a school-sponsored activity.

Consequences

When determining consequences, administration will follow [Administrative Procedure 350](#) (Student Conduct and Discipline):

During a suspension the student will be provided work from the school to prevent disruptions in the learning process. The student is accountable for completing the work during the suspension. Students who are given an out of school suspension will meet with administration upon their return in a

reinstatement meeting. During this meeting it will be determined what supports will be offered to the individual during the remainder of the school year.

School Property

Deliberate damage to personal or public property will not be tolerated. Vandals will be responsible for paying for all damage. Furthermore, they may receive either an out-of-school or in-school suspension. Flagrant vandalism will result in RCMP involvement with possible charges being laid. Flagrant vandals may also face expulsion from school.

Smoking

It is the official policy of H.F.C.R.D. #37 and Glenmary School to discourage smoking among staff and students. Therefore, **our building and school grounds are designated smoke-free at ALL times**. This school practice includes the use of e-cigarettes, vapes and any other tobacco product.

Official Dress Code

The Holy Family Catholic Regional Division believes that proper dress for staff and students is an important aspect to creating a positive and safe Catholic learning environment that is consistent with our mission and values. HFCRD schools are respectful places and therefore both students and staff are expected to dress accordingly. Dress codes at our schools are not meant to infringe upon any individual's rights to freedom of expression, regardless of the body that God has given you.

At Glenmary School, all students, regardless of their gender, are expected to abide by the following:

- ❖ Offensive or suggestive slogans and advertisements are not acceptable. References to tobacco, drugs or alcohol, clothing with messages that are vulgar, profane, disruptive, offensive, threatening or provocative are not permitted.
- ❖ All tops should cover underwear at all times. Straps should be the only piece of undergarments that are visible. Crop tops must be the same length or longer than three finger-widths placed along the waistband of bottoms. Spaghetti straps and strapless dresses are allowed as long as no undergarments are visible (with the exception of a strap).
- ❖ All bottoms should cover underwear at all times. Skirts, dresses, skorts, and shorts must be the same length or longer than the student's arms when fully extended and fists are closed. Bottoms are not to be see-through. Rips and/or tears are to abide by the length rule (closed-fist) .
- ❖ Proper footwear must be worn (Science Labs, PE Class, Shop Class, Foods Class)
- ❖ All headwear must be removed during the National Anthem and all prayers, with the exception of headwear deemed religious or medical.

The key message for appropriate attire is common sense and decorum coupled with respect for our school.

Procedure:

- 1) Ask the student to change in a private conversation.
- 2) If the student does not have an appropriate change of clothing, they will be sent to the office to make arrangements with the home.
- 3) Students will be sent home or placed in isolation by school administration.
- 4) Students will only be allowed back in class once they have met the school dress code.

Plagiarism

Each case of plagiarism will be dealt with in a way that will allow for the education of the individual in question. Discussions with the student will determine the student's understanding of plagiarism and how their actions are to be considered so. This will be conducted by the teacher and administration. If willful plagiarism has been concluded, the following steps will be enacted:

1. The work in question will not be graded. The student will need to repeat the work.
2. Additional offences will result in disciplinary consequences such as suspension. Suspension length will vary based on the type of offense and the level of truthfulness when provided evidence is compelling; as well the grade level of the student will be considered.
3. When it has been determined that a student has plagiarized, a letter will be sent home (accompanied by a phone call) that will indicate the charge and the potential of future consequences, as well as instructions as to the expectation to redo any of the plagiarized work.

Plagiarism undermines the idea of academic integrity and those who engage in it cause harm to themselves and their academic community. Education of how to avoid and eliminate plagiarism will be continually offered within our school.

School Attendance Practice

All students are expected to attend school religious celebrations.
Students under the age of 16 are required by law to attend school regularly.

Glenmary School follows:

School Division [Administrative Procedure 330](#):

And the Alberta Education Act, which can be found at [Alberta Education Website](#)
Students are required to attend school regularly and punctually. It shall be the responsibility of students and parents/guardians to ensure compliance with this requirement and the responsibility of schools to ensure that students and parents/guardians are informed promptly when the attendance of students is not satisfactory.

Generally, only sickness or other unavoidable causes, and in some cases, extended travel are recognized as valid reasons for absence from classes. This includes Medical and Dental appointments and School Sponsored events.

- Excused absences are defined as illness, medical and dental appointments, death in the immediate family, religious holidays, emergencies, field trips and absences sanctioned by a school administrator.

Attendance is recorded during each period of the school day. You can monitor attendance each day through the Parent Portal on PowerSchool. Our school staff and automated School Messenger system will phone home for students who are marked with an unexcused absence.

When a student reaches 10% absences, a meeting will occur between the student and school administration. A letter will be sent home to the parent(s)/guardian(s) stressing the importance of attending school and the consequences of truancy.

When a student reaches 15% absences, a meeting will occur between the student, parent(s)/guardian(s) and school administration. An Attendance Improvement Plan will be developed. The student will be referred to the school's Learning Support Team (See AP 330 Appendix)

When a student reaches 20% absences they will be referred to the Attendance Officer of the Division.

1. Parents should call the school at 780-624-5656 to inform of a student absence. If it is outside of school hours, the answering machine will record your message. Parents can also report absences with the SafeArrival - School Messenger app on the [school website](#)

2. Parents wishing to take their child out of school for an extended period of time must complete the **Student Travelling During Instructional Time Form**. This [Report an Absence form](#) can be obtained from the school office, and on the school website
3. Students leaving or returning to school during the school day due to appointments must sign out or in at the general office. **It is expected that an appointment note will be attained by the parent/guardian from the appropriate source.** If the parent/guardian experiences difficulty in attaining this documented note, please notify our office.
4. Students who become ill while at school should report to the General Office. The school will contact a parent or emergency contact person before the student is allowed to go home or alternate arrangements will be made for the student's comfort and safety.

Jr. High Attendance

- Students under the age of 16 are required by law to attend school regularly.
- Students who are repeatedly late for class will be dealt with through catch-up time or other means.
- **On-campus rule: All Jr. High students must remain on school grounds during school operation time.**
- Junior high students are required to have a note from their parent/guardian in order to leave school grounds for lunch hour. We request that parents/guardians email the school **by 11:00 am** for same day notes. If you wish, you can provide one email detailing that your child has permission to leave school grounds at lunch for the school year. Please use the following email, gms@hfcrd.ab.ca.
- Parents/Guardians must contact the office to inform us the student is being picked up during instructional time.

Parents may obtain an attendance profile from the School Attendance Officer at any time upon request.

Sr. High Attendance

When a student has accumulated at least 5 absences (excused or unexcused) in a course, that teacher will contact home to discuss possible courses of action with the parent/guardian.

Internet Use and Personal Electronic Devices (PEDs)

Glenmary School follows Administration Procedure 145 (Digital Citizenship) which can be accessed via the link below:

[AP 145](#)

Parking

Student vehicles must be parked in designated student-parking areas. Vehicles illegally parked in the staff parking lot or in fire lanes will be towed away at the owner's expense.

Buses

Bus students must remember that they are under the school's jurisdiction from the time they leave home in the morning until they return home in the afternoon. All bus regulations must be adhered to as set out by Peace River School Division #10 Transportation Division.

Visitors

All visitors must report to the main office to collect a visitor's tag. Parents are encouraged and welcomed to visit Glenmary School.

Clean Footwear

Clean footwear in school is a must. Every student needs both indoor and outdoor footwear. We are proud of Glenmary; let's keep it looking great!

Food & Beverages

Glenmary School follows Administrative Procedure 196 (Nutrition) that can be accessed via the link below:

[AP 196](#)

Eating is NOT permitted in the gym.

Students are expected to use appropriate table manners, keep eating areas clear, use microwaves properly, dispose of all garbage, and treat everyone with respect.

Students Spares

Sr. High students are to respect the instructional areas of their peers and teachers. Hallways MUST be clear of students. A student who has a spare is encouraged to do the following:

- Use the library for study
- Use the courtyard/cafeteria for quiet gathering

Culture**Student Council**

Student Council is a group of Glenmary students that promote school culture and encourage school spirit amongst all students and staff. It is made up of a diverse representation of students in Grades 7-12, and is supervised and guided by one or more teacher liaisons. Student Council supports the planning and holding of various events throughout the school year, such as Spirit Weeks, Pep Rallies, Tazmas Week at Christmas, Year End BBQ's, and many more.

Our Lady of Peace Church

Our Lady of Peace parish priest, Father Nel works with the staff and the Spiritual Formation Team to provide Catholic rituals and spiritual mentorship within the school. Father visits the school regularly, both for masses and to assist teachers in instructing individual classroom lessons/lectures.

Project PEACE

Project PEACE is a collaborative effort to provide school-based mental health services to Peace River youth. The project aims to identify gaps that may exist in health prevention and promotion in an effort to provide appropriate mental health services. The main objective of the project is to increase awareness of services being provided in Peace River and to facilitate access to those services. The project is designed with an interagency approach in mind, with services being provided at the school site, when possible. Referrals will be made to partner organizations when appropriate.

Co/Extra Curricular Program

A. A major effort is made by staff members, Student Council, and individual students to provide many interesting and diverse activities at Glenmary School. Students are encouraged to participate and contribute to the "Spirit" of our school. These include:

- **Fine Arts:** Band, Drama and Art
- **Athletics:** Fitness, Volleyball, Basketball, Badminton, & Track and Field
- **Other:** Yearbook, Jr./Sr. High Student Councils, youth conferences and retreats, Grad Committee.
- **Community:** Football, Hockey, Swimming, Dance, 4-H, Air Cadets, Interact and other sport teams/clubs

B. Extra Curricular Guidelines

At Glenmary we believe that Extra-Curricular activities, including athletics, enhance a students educational experience. However we believe that our students are students first and therefore, academics is our priority.

To be eligible to participate in one of our Extra-Curricular programs, including our sports teams, students must have a good attendance record and good academic standing. Students' marks and attendance are monitored regularly, if a student participating in Extra-Curricular goes below the acceptable standard for academics and attendance, he/she will be given a warning and will be provided a list of supports available. The student will then be given two weeks to improve. If there is no improvement and no effort shown to improve, the student will be suspended from the activity/team for a set amount of time. If the lack of effort continues, the student will be removed from the activity/team for the remainder of the school year. As stated above, to be eligible to join or try out for a program and/or a sports team, students must have a good attendance record and good academic standing.

C. Academic Cafe

During lunch, Monday to Friday, from 11:48 - 12:35 for students to work independently or receive academic help from a teacher or adult.