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**Principal: Mr. S. Larson**  
**Vice Principal: Mrs. D. Kruchkowski**



# LANCER PRIDE HANDBOOK

2017/2018

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## 2017-2018 STAFF LIST

Our staff extends a warm welcome to all new and returning students for 2017-2018. We are here to provide assistance and support in your academic and personal development. We hope your year with us will be an enjoyable experience that proves to be both rewarding and memorable.

### Instructional Staff

Mr. Shawn Larson	Principal
Mrs. Debbie Kruchkowski	Vice Principal
Mrs. Krista Coish	Home Ec.
Ms. Kristen Lowe	E.S.T.
Mrs. Patti Tremmel	7-2
Mr. Brent Golden	8-2
Mrs. Amy Hiron	8-6
Mr. Derek Hyland	T.S.T
Miss Barb Peterson	9-1
Mr. Luc Fontaine	French
Mrs. Poppy Jeffery	7-5
Mr. Ken Kort	Counsellor
Mr. Garry O'Connor	7-4
Mrs. Amy O'Connor	8-5
Miss Meaghan O'Grady	8-4
Mrs. Denee Keller	7-4
Mrs. Jacquie Pollard	8-1
Mr. Ryan Sklapsky	A.D/P.E.
Miss Kaylin Britton	9-3
Mr. Brad Rawluk	7-3
Ms. Tricia Smith	E.S.T.
Mr. Jeff Sexsmith	I.A.
Mr. Michael Moser	8-3
Mr. Barrett Swendsen	Band
Mr. Luc Maw	9-2
Mrs. Leslie Hyland	7-1
Mr. Tyson Friesen	9-4

### Office Staff

Ms. Ruth Dean	Secretary
Mrs. Kim Bennett	Secretary

### Support Staff

Miss Sarah Dow	Lib. Tech.
Mrs. Jackie Busch	E.A.
Ms. Sharla Courtenay	E.A.
Mrs. Michelle Hrehorick	E.A.
Mr. Wes Herring	E.A.
Mrs. Wyn Daniels	E.A.
Ms. Carolyn Tichkowski	E.A.

### Servery Staff

Ms. Norma Watchel
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### Maintenance Staff

Mrs. Diane Delaire
Ms. Sherry Pollard
Miss Robina Ross

## **INTRODUCTION TO BISHOP LLOYD MIDDLE SCHOOL**

Bishop Lloyd School was opened in 1979 as a Grade 4-9 school. It was named after Bishop George Exton Lloyd, one-time chaplain to the British colony in whose honor Lloydminster was named. In 2001, it became one of two Grade 7-9 middle schools in Lloydminster Public School Division. Although LPSD follows the Saskatchewan Learning Program and Curricula, it is a unique school division in that it draws students from both Saskatchewan and Alberta.

### **Mission Statement**

*Responsible, engaged and empowered citizens.*

### **Motto**

*Live Like a Lancer.*

### **Vision Statement**

*Achieve personal success and become responsible and productive citizens.*

### **Values**

*Positive  
Respect  
Involvement  
Determination  
Excellence*

School Colors: *Blue and White*

Mascot: *Lancer*

## Lancer PRIDE

<b>P</b> ositive	<b>R</b> espect	<b>I</b> nvolved	<b>D</b> etermination	<b>E</b> xcellence
Positive is the way we will approach our daily life at BLMS and the following values.	We treat one another with caring and respect at all times by honoring the rights of others to be happy, free and accepted for whom they are.	We come to school with a positive attitude, full of school spirit and eager to participate whole-heartedly .	We finish what we have started even when it is difficult.	We strive for excellence in academics, athletics and character.
<ul style="list-style-type: none"> <li>• Have a positive attitude</li> <li>• Smile, laugh, and enjoy what you do</li> <li>• Look on the bright side of things</li> </ul>	<ul style="list-style-type: none"> <li>• Respect yourself and others</li> <li>• Respect property</li> <li>• Speak courteously to everyone</li> </ul>	<ul style="list-style-type: none"> <li>• Be involved in school activities</li> <li>• Participate in class</li> <li>• Share your ideas</li> <li>• Include others</li> </ul>	<ul style="list-style-type: none"> <li>• Have a positive attitude</li> <li>• Keep trying even when things are hard</li> <li>• Complete your tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Put 100% effort into what you do</li> <li>• Set goals and work towards them</li> <li>• Always look for ways to improve</li> </ul>

The goal at Bishop Lloyd Middle School is to develop and promote the growth of student self-discipline, to encourage and reinforce appropriate behavior. We believe the responsibility for appropriate behavior in our school is shared by students, staff, and parents.

**Students** have a responsibility to respect the rights of others, be actively involved in their own academic learning and social growth.

**Staff** is responsible for establishing a positive school climate in which structure, support, and encouragement are provided to assist students in developing a sense of self-discipline and responsibility while making a contribution to society.

**Parents** are responsible for establishing a positive learning atmosphere in the home, knowing and supporting school policies/procedures, and encouraging their children to understand and respect them.

## **Bell Schedule**

8:25	First Bell
8:30-8:35	Advisory
8:35-9:25	Period 1
9:25-9:55	RTI
9:55-10:05	Break
10:05-10:55	Period 2
10:55-11:45	Period 3
11:45-12:30	Lunch
12:30-12:35	Advisory
12:35-1:20	Period 4
1:20-2:05	Period 5
2:05-2:10	Break
2:10-3:00	Period 6

## **Early Dismissal Schedule - 2:00 PM**

September 13
October 11
November 8
December 13
January 10
February 14
March 14
April 11
May 9
June 13

## **MIDDLE SCHOOL PROCEDURES & REGULATIONS**

### **School fees**

School fees offset and support programs in our school. Every student pays a basic fee of \$30. An additional fee for band is \$15 and a yearbook is \$30.

### **Morning Exercises**

Following the 8:30 bell, our student announcers will introduce the day and play "Oh Canada". Students will participate by rising for "Oh Canada" and listening to the announcements. Students will then proceed to their first class.

### **Lancer Time**

Each morning, after first period, you will be involved in an activity for 30 minutes. During this time you will be involved in advisory, RTI, service learning projects, cross grade or cross team activities.

### **Fundraising**

This year we will be selling beef jerky. This will be our major fundraiser for the school year. Money that is collected will be used to support activities and events for all students. It will also help support our breakfast program and school beautification initiatives.

## **Instructional Teams**

Your team is composed of your homeroom teacher and the students as well as the homeroom teacher and students of the other class (es) in your team. (See below) It is the 2 or 3 teachers on your team that you will see most often in the day and will be teaching your core classes.

### **Grade 7**

#### **7-12 Team**

Mrs. Hyland  
Mrs. Tremmel

#### **7-345 Team**

Mr. Rawluk  
Mr. O'Connor/Ms.  
Keller  
Mrs. Jeffery

### **Grade 8**

#### **8-12 Team**

Mrs. Pollard  
Mr. Golden

#### **8-345 Team**

Mr. Moser  
Miss O'Grady

#### **8-56 Team**

Mrs. O'Connor  
Mrs. Hiron

### **Grade 9**

#### **9-12 Team**

Miss Peterson  
Mr. Maw

#### **9-34 Team**

Ms. Britton  
Mr. Friesen

## **Option Classes**

All students will participate in Home Ec. and Industrial Arts. Grade 7 and 8 students will choose between Band and Performing Arts. Grade 9 students choose between Arts Education and Band. As well, students participate in 2 of the 6 semestered courses; Advanced Art, French, Outdoor Education, Maker Space, Sports Leadership, or Future Endeavours.

## **School Web Page**

Bishop Lloyd Middle School is online at <http://bishoplloyd.lpsd.ca>. This website includes information about extra-curricular groups, newsletters and upcoming events.

## **Newsletters**

At the beginning of each month a newsletter highlighting events in our school will be emailed to parents. A copy is also available on the school website.

## **School Community Council (SCC)**

The SCC supports and assists our school with its many activities and responsibilities. Its role is to engage in dialogue as well as provide feedback to staff on planning, issues, and programs. The group has noon meetings the third Monday of the month. Elections will be held annually in May.

We invite all interested parents to attend meetings and share their ideas about what would improve our school. If you are able to volunteer for activities, it is greatly appreciated. Please contact the school.

## **STUDENT SERVICES**

### **Educational Support Team: Ms. Lowe, and Ms. Smith**

Our Educational Support teachers (E.S.T.s) provide support for students and staff. Some of their duties include: create and assist with Individualized Education plans, help with assignments and tests, connect students with outside professionals, gather and correlate data related to student performance.

### **School Counselor: Mr. Kort**

We have a full-time counselor who is available to help students with a variety of issues such as: friendship, bullying, family, academic, etc. The school counselor will provide support to families in accessing community resources. Students and parents are encouraged to contact the school counselor any time.

### **Targeted Skills Teacher: Mr. Hyland**

The targeted skills teacher will support students, teachers and administration by working in a problem solving capacity in the focus area of behavior. He will provide small group or individual instruction of targeted strategies for success in the classroom.

### **Transition Room:**

Our Transition Room is there to serve students that are transitioning to our building part way through the school year, have been absent for a long period of time, receive in-school consequences, need a quiet place to work, or need temporary programming outside of the regular classroom. It is supported by a full time EA, case manager, and subject teachers.



## **EXTRA-CURRICULAR**

We offer a wide variety of extra-curricular activities. Watch for our CLUB BLITZ in the fall. Some of the clubs that may be offered this year include:

### **Clubs & Activities**

- Art Club
- Breakfast Club
- Cooking Club
- Drama Club
- Drumline
- Gold Band
- Jazz Band
- Light & Sound Club
- OLIE
- School of Rock
- Student Council
- WE Team
- Yearbook

### **Athletics**

- Archery
- Badminton
- Basketball
- Cross-country Running
- Curling
- Soccer
- Track & Field
- Volleyball

## **BLMS Sports Team Guidelines**

### **General Philosophy of Sports Teams**

- to enhance academic programs through sport
- to develop character, respect, sportsmanship, and self-esteem through commitment, hard work and teamwork

### **Expectations of Players:**

- Players must conduct themselves at all times with honor, dignity, sportsmanship, and respect for others, themselves, and Bishop Lloyd Middle School.
- Players must demonstrate a strong, work ethic and practice acceptable behavior in the classroom in order to maintain their place on the team.
- Attendance at school and practice is required in order to compete.
- Players and parents shall accept the decisions of the coach(es) without defiance.
- School and team rules must be followed. Failure to abide by these rules will result in disciplinary action by the coach or admin.

## **“A” Teams**

“A” teams are competitive and selection of athletics is determined by their skill level, attitude, work ethic and their team consciousness. Before committing to an “A” team, students need to consider time, outside interests, academic responsibility, psychological readiness and team requirements. All grade levels are eligible to play/compete at this level. Each coach will conduct a parent meeting to review specific expectations for the season.

## **“B” Teams**

Students that don't make the “A” team or are not interested in competing at a higher level are invited to play on our “B” teams. The “B” teams compete in exhibition games. The schedule usually consists of one practice and one game per week and when possible, a tournament is organized for athletes to attend. When numbers are possible, a grade 7 team and grade 8/9 team will be formed. If not, then they will be combined. Once the roster is determined then no other members may join. The expectation is that students participate in practice on a regular basis and discuss with their coach ahead of time if they need to miss a practice. Those that attend practice on a regular basis and display good sportsmanship will be invited to attend the games and tournaments.

## **Season & Schedule of Events**

At the beginning of each season, coaches will provide players, parents, and administration with a copy of team guidelines and a team schedule.

## **SCHOOL EXPECTATIONS AND PROCEDURES**

### **WORK EXPECTATIONS**

Completing your work and handing it in on time is an expectation. However, circumstances may come up that will not allow you to meet this expectation and you will need to come up with a plan with your teachers.

#### **Procedures for incomplete work:**

- Allow until prior to advisory day after assignment is due.
- Talk to the student and make a plan. The plan will include one of the following: Being assigned to the catch up room (max 2 days), meeting in the classroom with the teacher or before or after school or providing one more day without teacher support. This is to be agreed upon between teacher and student.
- If assignment isn't complete - home contact and further 3 days is allowed for completion of assignment
- If interventions still results in the work missing or being incomplete a zero may be assigned.
- Teachers and students should work together to address poor quality assessments that reveal evidence that is not accurate (this may mean some assignments need to be redone).

### **ACADEMIC HONESTY**

#### **Academic Honesty?**

Academic Honesty means students do not share, steal, copy, borrow, or use any ideas, thoughts, quotes, images or information from a source or person without proper citation. If students are uncertain or need clarification, they should check with their teacher or librarian.

#### **Consequences:**

Teachers will discuss with the student why the assignment is inappropriate. Students will redo the assignment or do an alternate assignment. Parents and the office will be notified. Consequences will be determined on an individual basis.

#### **Attendance**

Attendance is the key to success. It is difficult for students to keep pace with class activities when they miss school.

**Whenever students are absent from class, a parent or guardian is required to phone the school the same day to confirm the absence and the reason.**

The school will call when students are absent to determine whether or not they are away with parent/guardian permission.

**Students that are away without permission may have consequences for the absence.**

Students who are chronically absent will be referred to the School Division Attendance Officer and/or the Home School Liaison Support, who will review the situation and investigate when necessary.

### **Late Policy**

As part of Lancer Pride it is important that students arrive on time for school.

**If students arrive late at school, they must obtain a late slip from the office before continuing to class.**

### **Leaving School During the Day**

If students must leave school during the day for any reason, parents must call the office to provide the reason and time of leaving. At the time of leaving, **students must check out at the office.**

### **Breaks**

Students are provided with two breaks. Breaks are to be used for getting a drink, using the washroom and getting your books for class. During morning and afternoon breaks, students are **NOT** permitted to leave the school.

### **Lunch**

We encourage students to stay at school as it is a supervised, safe environment. If choosing to stay, students are expected to get your lunch and go to your **designated lunchroom**. Lunch is from 11:45-12:05. At 12:05 a noon supervisor will dismiss you. From 12:05-12:30 you may go outside, visit with friends, or participate in any one of a number of noon activities in the school or on school grounds.

Microwaves are available in all of our classrooms. Lunch can be purchased at the servery. A number of healthy choices are available.

The following foods and drinks are not allowed at Bishop Lloyd:

- Sunflower Seeds
- Energy Drinks (ex. Red Bull, Monster, Full Throttle)
- slushie type drinks

### **Illness or Injury**

If students become ill or injured at school, they should report to a staff member immediately. Parents/ guardians will be contacted by the office.

**If immediate medical attention is needed, students may be taken to the emergency room.**

If students are ill but do not require emergency treatment, they may be placed in the infirmary.

### **Allergies and Medical Needs**

Currently there are no food restrictions at BLMS. Please notify your teacher if you have any allergies so that we can make proper accommodations for you.

For students requiring an epi-pen, inhaler, insulin /snack, or any other medical intervention, we recommend that both the team teachers and office staff have access to the supplies. For students with other medical needs, please inform your teacher. For severe medical needs, a meeting with parents may be required.

Tylenol and ibuprofen CANNOT be handed out to students by school staff.

**For safety and security, any medication (prescription or over-the-counter) must be kept in the office. It can only be provided to students after the release form has been completed.**

### **Dress Code**

Students must be appropriately dressed. Staff will use their discretion in deciding the appropriateness of clothing. This pertains to all school events including dances.

**Examples of inappropriate dress:**

Items that display messages of explicit language, violence, racism, drugs/alcohol, inappropriate signs or symbols and/or that are sexual in nature. Please use common sense.

Any accessory with sharp protruding objects, those that may suggest inappropriate activities or that could be considered a weapon.

**Guidelines to follow:**

- Tank-tops straps must be 1" wide and bra straps must be covered.(lasagna not spaghetti)
- Underwear needs to be covered and should not be showing.
- Back, midriff and chest area must be covered.
- Skirts, dresses, and shorts should be worn with discretion and look respectful for a learning environment.

**Students who are dressed inappropriately will be required to cover-up, change their clothing or will be sent home to change.**

**Headwear**

Hats, headgear ,and hoods are not permitted in the school. Exceptions for headwear will be made on special spirit days and at dances.

**Gym Change**

Students are required to have a change of clothes for Phys. Ed. This needs to include **proper** running shoes (no skater shoes please), shorts or sweat pants, t-shirt and deodorant.

**Lockers**

The lockers and locks belong to the Lloydminster Public School Division. They are not the personal property of the students and are subject to inspection and searching at any time by school administration. You will be provided with a lock. There will be a \$5 charge for any lock that needs to be replaced due to negligent or harsh wear and tear. Students are not allowed to use their lockers to store drugs, alcohol, contraband, items inappropriate for school, and/or illegal items.

## School Textbooks

All textbooks for BLMS students are provided free of charge. However, students who lose or are unduly hard on books will be required to pay for them or the cost of repairs.

Each text is bar coded. Teachers use the code to keep track of who is assigned which book. Books should not be defaced by writing on them.

## LPSD School Bus Regulations

Students are expected to obey the same guidelines that are expected of them at school while riding the school bus. LPSD bus regulations are:

- All riders must be registered in LPSD and ride the bus they are assigned to
- Be at your stop 5 minutes before the departure time
- Respect for drivers is expected
- Remain in your seat facing forward at all times
- Keep the bus clean and free from litter
- Food, drink, and smoking are not permitted on the bus
- Objects are not to be thrown on or at the bus
- Appropriate and respectful language only
- Keep hands and feet to yourself
- Cost for repairs to busses damaged by students will be invoiced to parents/guardians
- Students are responsible to their school's administration while riding the busses
- Inappropriate behavior will be reported to the school's administration

**NOTE:** All LPSD School Busses are equipped with video cameras for your safety and the safety of the bus drivers.

## Technology

**Personal Technology** (Cell Phones, iPods, iPads, Cameras, headphones etc.)

Students may be given an opportunity to use personal technology. Any usage costs accrued will be the responsibility of the student. The school does not accept any responsibility for lost, stolen, or damaged technology. Students must be responsible for the safety of their property.

**Personal technology use is a privilege not a right.** Phones may be used at student discretion during break and noon hour, but not between classes or

during class time. **When students use the washroom, students must leave their personal technology with the teacher until they return to the class.**

**During class time, items must remain off and out of sight until permitted by the teacher. Headphones /earbuds must also remain off and out of sight until permitted by the teacher.**

If students need to contact your parents. they may use the office phones.

**Pictures** - It is preferred that students do not take pictures at school. If students do take pictures at school, permission must be obtained from the person being photographed.

**Social Media** – Students must use social media(Instagram, kik, twitter, Snapchat, etc) in a respectful manner. Any disrespectful or irresponsible social media use, during and/or outside of school hours, may be subject to school discipline. Consequences may include but are not limited to; taking a post off social media, loss of personal technology privileges at school, suspension, community service, or RCMP contact.

**If you are not meeting personal technology expectations, you will be asked to hand your device over** and it will be returned to you at the end of class or the end of the day. If not meeting personal technology expectations becomes a repetitive problem, your parents/guardians will be contacted by the office to pick it up, you may be asked to hand in your device during the school day for a period of time, you may be asked to leave your device at home for a period of time, or other consequences may be put into place as deemed appropriate by administration.

### **School Technology and Computers**

All students in LPSD are required to sign a User Agreement. Students are permitted access computers prior morning classes, from 12:10 pm – 12:50 pm, and from 3:00 pm – 4:00 pm. Permission from a staff member is required.

Prior to printing, please check with your teacher. All printing should be sent to the library.

**NOTE:** LPSD network administrators have the ability to monitor/view your computer use. Any activity that is suspicious will be investigated.

### **Behavior Interventions**

**In-School Suspensions (ISS)** Students are removed from their peers for a length of time and they lose the privilege of breaks and lunch time.



When a student is on an in-school suspension they are expected to:

- Report to the office when they arrive at school with their binders, materials and lunch.
- Complete all work assigned. Bring a book in case work is finished early.
- Demonstrate respect.
- Students may not participate in any school activities that day.

If students do not meet the expectations set out, additional suspension time may be added.

**Out-of-School Suspensions (OSS)** range in length from 1 to 10 days. While a student is on a suspension, their homework will be provided for them. They are not permitted to participate in extra-curricular activities or be on school grounds.

OSS/ISS may be given out to students who are involved in bottom-line behaviors.

**Bishop Lloyd defines “bottom-line” behaviors as those that cannot be tolerated or accepted.**

These behaviors include, but are not limited to the following:

- Swearing at a staff member or student
- Physical assault or fighting
- Theft/vandalism
- Intimidation/bullying towards students and staff (including the inappropriate use of social media)
- Consistent documented disruptions (to the teaching/learning environment)
- Smoking in sight of or on school property
- Refusing a reasonable request of a staff member
- Inappropriate or indecent exposure
- Sexually inappropriate acts
- Bringing to school and/or using contraband (drugs, weapons, etc.) on school property
- Attending school or school events under the influence of alcohol and/or drugs

