

# **Bishop Lloyd Middle School**

5524-31 Street  
Lloydminster AB T9V 1W1  
Tel: (780) 875-6239  
<http://bishoplloyd.lpsd.ca>

**Principal: Mr. Aaron Canfield**

**Vice Principal: Mr. Derek Armstrong**



# **LANCER PRIDE**

# **STUDENT HANDBOOK**

2024/2025

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## 2024-2025 STAFF LIST

Our staff extends a warm welcome to all new and returning students for 2024- 2025. 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.

<b>Office Staff</b>			
Mr. Aaron Canfield	Principal	Mrs. Carolyn Tichkowsky	Front Office
Mr. Derek Armstrong	Vice- Principal	Mrs. Kathy Luchynski	Front Office
<b>Instructional Staff</b>			
Mrs. Christine Popowich	6-1	Mrs. Lindsay Hines	TST
Mrs. Stephanie Hurd	6-2	Ms. Tricia Smith	E.S.T.
Mr. Justin Saulnier	6-3	Mrs. Pam Newman	E.S.T.
Mrs. Amy Hiron	6-4	Mr. Bryce Pearn	Counselor
Mrs. Patti Tremmel	7-1		
Mrs. Mindy Crooks	7-2	<b>Support Staff</b>	
Mr. Brad Holfeld	7-3	Mrs. Sarah Smith	Lib. Tech.
Mrs. Poppy Jeffery	7-4	Mr. Wes Herring	EA
Mr. Brad Rawluk	7-5	Mrs. Wyn Daniels	EA
Mrs. Amy O'Connor	8-1	Mrs. Sarah Maw	EA
Mrs. Randelle Scott	8-2	Mrs. Sharmayne Williams	E.A
Mr. Michael Moser	8-3	Mrs. Tanya Wysoskey	EA
Miss Meaghan O'Grady	8-4	Mrs. Courtney Power	EA
Mr. Derek Hyland	8-5	Mrs. Kelsey Mountney	EA
Mr. Brad Rawluk	I.A.	Mrs. Nicole Harvey	EA
Mrs. Krista Coish	Home Ec	Mrs. Amanda Spence	EA
Mrs. Randelle Scott	French	Mrs. Amy Pierce	EA
Miss Katelyn Jardine	Band		EA
			EA
			EA
<b>Maintenance Staff</b>			
Miss Robina Ross			
Ms. Christy Papango		<b>Servery Staff</b>	
Ms. Sherry Pollard		Ms. Norma Watchel	

## 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. Beginning in September 2024, Bishop Lloyd transitioned to be a Grade 6-8 middle school. 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

Positive	Respectful	Involved	Determined	Excellent
At BLMS, we approach each day with a positive mindset, embracing our school spirit and values.	We treat one another with care and respect, always honoring the rights of others to be happy, free, and accepted for who they are.	We come to school with enthusiasm and a willingness to engage fully in all activities.	We finish what we start, even when it's challenging, and persist in our efforts to succeed.	We strive for excellence in all aspects of school life, including 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>• Focus 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>• Keep trying even when things are hard.</li> <li>• Complete your tasks.</li> <li>• Set goals and work toward them.</li> </ul>	<ul style="list-style-type: none"> <li>• Always look for ways to improve.</li> <li>• Strive for excellence in everything you do.</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

8:28- 8:30 Warning Bell  
 8:30-8:45 Advisory  
 8:45-9:30 Period 1  
 9:30-10:15 Period 2  
 10:15-10:30 Break  
 10:30-11:15 Period 3  
 11:15-12:00 Period 4  
 12:00-12:45 Lunch  
 12:45-12:50 Warning Bell  
 12:50-1:30 Period 5  
 1:30-2:10 Period 6  
 2:10-2:20 Break  
 2:20-3:00 Period 7

## Early Dismissal Schedule - 2:00 PM

September 11  
 October 9  
 November 20  
 December 11  
 January 15  
 February 12  
 March 12  
 April 9  
 May 14  
 June 11



# **MIDDLE SCHOOL PROCEDURES & REGULATIONS**

## **School fees**

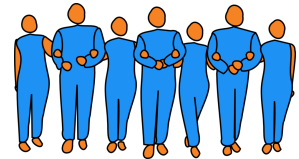
School fees offset and support programs in our school. Every student pays a basic fee of \$30. An additional fee for band is \$20 and a yearbook is \$40.

## **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 start the day with their advisory period in their homeroom.

## **Advisory**

Each morning, after announcements, you will be involved in a homeroom activity for 15 minutes. During this time you will work with your classmates, learning skills and making connections.



## **Fundraising**

This year we will be selling coupon cards for \$20. While we encourage students to sell as many cards as they can, each student will be expected to sell one card. 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.

## **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.

## **Elective Classes**

All students will participate in Home Ec. and Industrial Arts. All Grade 6 students will participate in Band, while Grade 7 and 8 students will choose between Band and Performing Arts.

## **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 evening meetings each 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. Smith and Mrs. Newman**

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 Counsellor: Mr. Pearn**

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

### **Targeted Skills Teacher: Mrs. Lindsay Hines**

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

### **Transition Room: Mr. Herring**

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 and ESTs.

## **EXTRA-CURRICULAR**

We offer a wide variety of extra-curricular activities. Some may include:

### **Clubs & Activities**

- Art Club
- Drama Club
- Jazz Band
- Student Council
- Yearbook

### **Athletics**

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

### **BLMS Sports Team Guidelines:**

#### **General Philosophy**

- Enhance academic programs through sports.
- 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.
- Maintain 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.
- School and team rules must be followed.



## **“A” Teams**

Competitive teams; selection of athletes 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 6, 7, & 8 students have the opportunity to make an A Team.

## **“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. The expectation is that students participate in practice on a regular basis. 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 create a plan with your teachers.

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

- Teachers will talk to the student and make a plan. The plan may include one of the following: Being assigned to the Study Hall (over lunch hour), meeting in the classroom with the teacher before or after school, or providing an extension. This is to be agreed upon between teacher and student.
- Incomplete assignments will also be communicated to parents through the Edsby Parent Portal. Additional contact home may be made for students with a pattern of incomplete assignments.
- If interventions still results in the work missing or being incomplete a Past Due may be assigned.

## **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 very 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 or log the absence through Edsby Parent Portal to confirm the absence and the reason.**

If a student is absent without notification from a parent or guardian, the school will attempt to call or message home.

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

- *Students who are chronically absent will be referred to the School Administration and/or the LPSD 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.

Late arrivals to class are tracked daily, weekly and monthly. If students are struggling with arriving to class on time, the administration will work closely with the student to make improvements.

**If students arrive late at school, they must sign in at the office to notify secretaries of their arrival.**

## 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 designated time, please proceed into the school to sign out your child.

## Lunch

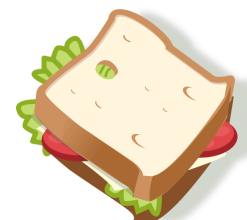
We encourage students to stay at school for lunch hour, as it is a supervised, safe environment. If choosing to stay, students are expected to eat their lunch in their **designated lunchroom**. Students will remain in the lunch room for 15 minutes to eat and then be dismissed by the supervising teacher. Then, students can enjoy activities in the school, socialize with friends indoors, or go outside, staying on the school grounds.

We are a closed campus during the lunch hour. **Students must have parental permission to leave the school grounds to go home for lunch.** Students who have parental permission to go home for lunch must make the decision at the start of the lunch hour and remain off of school property until the end of the lunch hour. Parents are also welcome to pick up their child to spend lunch with them. **Under no circumstances** are students permitted to leave campus to “hang out” with people in the neighborhood or at the neighboring eateries without **parental supervision**.

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

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

- Sunflower Seeds
- Slushie type drinks
- Energy Drinks (ex. Red Bull, Monster, Prime)



## **Dress Code**

School is a semi-formal environment; therefore students must be dressed to reflect the environment, and be suitable for the activity taking place.

### **Specifically:**

- Items that display messages of explicit language, violence, drugs/alcohol, inappropriate signs or symbols and/or that are sexual in nature, messages that are biased on the basis of race, creed, religion, color, sexual orientation, status, physical size, or age are not permitted.
- Clothing must cover private areas and undergarments. This includes tops and bottoms that provide adequate coverage while sitting, standing, or participating in school activities.
- Hats, bandanas, and hoods are not permitted in the school. Please remove it at the front door.

If students do not meet expectations they will work with administration to come up with a solution.

### **Other:**

Many staff, students, and bus drivers have scent sensitivities. We encourage stick deodorant and discourage the use of body sprays, colognes, and perfumes. Clean footwear is a necessity and the footwear must be a type that will not mark the school floors.

## **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.

## **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 an LPSD Medical Form has been completed and signed. Please contact the homeroom teacher or office for more information.**

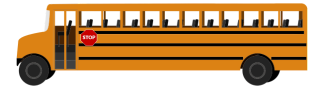
## **School Textbooks**

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 textbook 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 the drivers is expected
- Remain in your seat facing forward at all times
- Keep the bus clean and free from litter
- Food & drinks are not permitted onboard
- 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
- Bus privileges may be lost due to continuous misbehaviours

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

## Technology

**Personal Technology** (Cell Phones, tablets, smart watches, headphones etc.)

Grade 6, 7, and 8 students will **leave their cell phones inside their lockers during the instructional day** with access to their phones during break and over the lunch hour. 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 during class time. If students need to contact parents, they may use the office phones with permission.

**Pictures and Videos** - Students are not permitted to take pictures or videos on their personal devices at school. This is to respect all individuals' space and privacy.

**Use of personal technology is prohibited in areas where there is an increased expectation of privacy (ex. washrooms, changing rooms, private counselling rooms)**

**Social Media** – Students must use social media (Instagram, X, Snapchat, etc) in a respectful manner. Any disrespectful or irresponsible social media use that impacts the school day/environment, during 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, or RCMP involvement.

**If you are not meeting personal technology expectations, you will be asked to hand your device into administration for 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 Technology User Agreement. Permission from a staff member to use school technology is required.

Prior to printing, please check with your teacher.

*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 and have their binders, materials and lunch with them.
- 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/school division 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
- Smoking/Vaping in sight of or on school property
- Intimidation/bullying towards students and staff (including the inappropriate use of social media)
- Consistent documented disruptions (to the teaching/learning environment)
- Sexually inappropriate acts
- Refusing a reasonable request of a staff member
- Theft/vandalism
- Inappropriate or indecent exposure
- 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

