

LGS HANDBOOK 2025 - 2026



LLOYD GARRISON SCHOOL
PURPOSE, VISION, AND VALUES

MISSION STATEMENT

Lloyd Garrison School: Learning, Growing, Succeeding

Together VISION STATEMENT

At Lloyd Garrison School, we will provide opportunities for learning that fosters growth and success for each individual learner.

VALUES

At Lloyd Garrison School, we value:

Belonging: Creating mutually beneficial relationships amongst students, staff, parents and community members unites us with common goals.

Excellence in learning: Setting high expectations within a positive environment will lead to high levels of achievement.

Accountability: Ownership and accountability for one's learning and behavior result in academic success.

Respect: Treating others with kindness and dignity and caring for their learning.

Safety: We believe that a safe and caring environment creates emotional and physical safety for all.



GENERAL INFORMATION



VISITORS TO THE SCHOOL

Parents and visitors are welcome at Lloyd Garrison School. Visitors are asked to use the front entrance and are required to report to the school office prior to proceeding to any classroom. Visitors are required to sign in. Please be aware that all entrances are locked at all times as per divisional policy.

CONTACTING THE SCHOOL

The school office is open from 8:30 a.m. to 3:30 p.m. Monday – Friday. The school telephone number is 780-338-3971. During class time, messages may be relayed to staff and students through the office. Staff and students will not be called to the telephone when they are in class, except in the case of an emergency.

LOST AND FOUND

"Found" articles, except for clothing, should be turned in to the office. Clothing should be placed in the "Lost and Found" box. This box is located in the front foyer. Students and parents are urged to check the lost and found box for articles that may have been misplaced.

NEWSLETTERS

A school newsletter will be sent home each month during the school year to inform parents of school activities and school affairs.

TRANSFERS

Parents moving their children to another school during the school year should inform the office. Schoolwork and personal belongings of the child should also be picked up.

SCHOOL COUNCIL

Lloyd Garrison School has a School Advisory Committee. The School Advisory Committee generally meets three times a year, with the dates announced in our newsletter. All meetings are warmly open to all parents and family members. Taking part in the School Council is a great way to get involved, help make changes, and set the direction of the school. The school council is involved in matters relating to the standard of education, student achievement, physical development, and social development of students, as well as the standard operations of the school environment. Whether you can attend regularly or an occasional meeting, your attendance is always welcome.

STUDENT STANDARDS AND DISCIPLINE

Note: The LGS Student Discipline Policy is guided by PRSD Administrative Procedure 350/355 and PRSD Board Policy Appendix 19.

STUDENT BEHAVIOR POLICY

I. Goal of Student Behavior Policy:

- to encourage positive attitudes, good behavior, and respect for others ▪
to provide a safe environment for students.
- address incidents of inappropriate behavior in ways to facilitate corrective action and help the student improve his/her behavior.

II. Guiding Principles:

Lloyd Garrison's Student Behavior Policy is designed to help create a climate of cooperation, academic excellence, respect, and safety for all students. The policy is based on seven guiding principles.

The guiding principles are as follows:

1. **Learn the Behaviors:** In order for students to behave appropriately, they must know what is expected of them. School-wide expectations will be clearly articulated and reinforced in all areas of the school throughout the day. Clear and concise expectations for student behavior will be communicated to the students by all staff using the following strategies:
 - The acronym "**B.E.A.R.S**" will be taught to the students to help them remember the expected behavior.
 - Posters will be displayed in various areas around the school, reminding students of appropriate behavior.
 - Personal copies of the student behavior expectations matrix will be provided to each student to help them with review.
 - A copy of the behavior expectations matrix will be included in the newsletter during the course of the year.
2. **Teach the Behaviors:** Research shows that students learn behavior more effectively if they are taught the appropriate behavior and are given opportunities to practice the behavior. Social skills and positive behaviors will be taught and reinforced on an ongoing basis. Clear and consistent school-wide strategies will be used in the teaching of the appropriate behaviors:
 - The homeroom teacher will teach lessons addressing expectations for

student behavior.

- Lessons addressing expectations for student behavior will also be addressed during monthly assemblies.
- “Positive Behavior Workshops” will be held as needed to review behavior expectations for all students and staff.

3. Reinforce Behaviors: Students respond best when they are recognized for their efforts and accomplishments. Reinforcements and rewards will be provided with high frequency when students demonstrate the expected behavior. Clear and consistent strategies will be used for encouraging and recognizing appropriate behavior.

- Verbal praise will be used to reinforce appropriate behavior.
- “Bear Paw” certificates will be awarded to students exhibiting appropriate behavior.
- Positive office referral will be sent to the office.
- Random prizes will be awarded on a weekly, monthly, and yearly basis to celebrate and recognize appropriate behavior.
- Appropriate student behavior will be recorded, and the information will be shared with his/her parent at parent-teacher interviews.

4. Consistently Respond to Unacceptable Behavior: Students need to be made aware that unsafe, disruptive, and defiant behavior is not acceptable. Consequences will be planned, articulated, and consistently implemented. Clear and consistent consequences will be issued to discourage inappropriate behavior.

- Students will be made aware of the inappropriate behaviors and the consequences associated with these behaviors. Students will learn why this behavior is inappropriate.
- The classroom teachers and administration will work together to help students correct their inappropriate behavior and accept the consequences associated with their behavior
- Through positive dialogue with parents, staff members, and support agencies, students will be provided with the guidance necessary to learn appropriate behaviors.
- Inappropriate behaviors will be monitored and recorded as a means of tracking information and making appropriate changes to assist students in improving their behavior.

5. Involve Parents: Parent support is vital in the development of positive student behavior. The characteristics and philosophy of the behavior plan will be communicated to parents.

- The Student Behavior Policy will be reviewed with the LGS School Council.
- Information regarding positive student expectations will be published monthly in the school newsletter.

6. Provide a Support System: A support system and individual behavior programs will be implemented for students when needed.

- Personnel from the Peace River School Division may be contacted to help with the implementation of a plan.
- Outside agencies may be contacted to provide support and services.
- Functional Behavior Plans will be implemented to assist the student in developing appropriate behavior.

7. **Monitor and Review Policy:** The behavior policy will be monitored and reviewed regularly to ensure that it meets the needs of the students, staff, and parents.
- The Student Behavior Policy will be reviewed with the LGS School Council and the school staff regularly.
 - Data collected regarding student behavior will be used to help monitor and revise the program.

III. Positive Behavior Expectations Matrix:

Positive behavior expectations will be consistently and systematically taught to students using the acronym Lloyd Garrison School “Bears.” Each beginning letter in the word “bears” will be associated with a positive behavior expectation. Designated high-traffic areas of the school will have their own set of behavior expectations that are applicable and appropriate to that environment. The behaviors will be introduced, taught, and reinforced using a common language.

B	Belonging	Be involved and be a friend
E	Excellence	Give your best effort
A	Accountability	Take ownership of your own <u>behavior and choices</u>
R	Respect	Show respect to yourself, others, <u>and property</u>
S	Safety	Think before you act and follow rules to ensure safety for all

IV. Discouraging Inappropriate Behavior

Inappropriate behavior is any behavior that does not create a climate of cooperation, respect, and safety within the school. A matrix of inappropriate behaviors and their corresponding levels has been developed to help students learn about what is not appropriate.

These inappropriate behaviors have been categorized as follows:

- Unsafe Behavior
- Bully Behavior
- Disruptive and Defiant behavior
- Work Habit Concerns
- Attendance Concerns

With each level of behavior, there is a description of the consequences that may be applied as a way of discouraging repeated behavior.

Level 1 - Behaviours and Consequences

Level 1 behaviors are minor rule violations that may result in immediate verbal correction with a possible consequence. Students who engage in Level 1 behaviors will be asked to identify the inappropriate behavior and describe the appropriate replacement behavior. Students may be asked to “show” the appropriate behavior as a way of reinforcing the learning of the appropriate behavior. Students may receive a consequence to discourage the inappropriate behavior from recurring in the future.

Examples of such behaviors: Put-downs, running in the hall, speaking out of turn, disrupting other students' learning, unsafe/rough play, failure to follow classroom/playground rules.

Consequences for Level 1 behaviors may include, but are not limited to:

- Discuss behavior with student
- Loss of privileges
- Detention
- Take a break
- School Service
- Written Assignment
- Parent/Guardian Contact

Level 2 – Behaviours and Consequences

Level 2 behaviors are more serious in nature. Level 2 behaviors will result in immediate verbal correction. Students will be asked to identify the inappropriate behavior and describe the appropriate replacement behavior. A logical consequence will follow to help deter future recurrence of the behavior. Level 2 behaviors include Chronic Level 1 behavior and those behaviors identified as Level 2 behaviors.

Examples of such behaviors: Chronic Level 1 behavior, cheating, and uncooperative behavior with staff.

Consequences for Level 2 behaviors may include, but are not limited to:

- Discuss behavior with the student
- Take a break
- Loss of privileges
- Detention
- Behavior Contract
- Parent/Guardian Contact
- School Service
- Written Assignment
- Student Behavior Form

Level 3 - Behaviors and Consequences

Level 3 behaviors severely impact an environment of cooperation, respect, and safety within the school and are very serious in nature. Students who engage in Level 3 behaviors will be referred to the administration for immediate attention. After consulting with the classroom teacher, parents, and appropriate school personnel, the administrator will issue appropriate consequences and/or facilitate corrective actions designed to help the student improve his/her behavior.

Examples of such behaviors: Chronic Level II behavior, stealing, physical aggression, vandalism, possession of a weapon on school grounds, intimidation/verbal threats, disrespect toward adults, possession/under the influence of illegal substances.

Consequences for Level 3 behaviors may include, but are not limited to:

- In-School Suspension
- Out-of-School Suspension
- Extended Detention
- Parent/Guardian Contact
- Parental Escort at School
- Restitution – making up by doing good deeds for others
- Behavior Plan

STUDENTS' RESPONSIBILITIES All students have the responsibility to:

- Show mutual respect for the care and safety of others at work and play. ▪ Show respect for school staff, parents, and visitors.
- Respect public property and carefully use and return all materials and equipment. ▪ Attend school regularly unless ill or legally excused.
- Come to school with the necessary books and materials.
- Complete all in-class and homework assignments.
- Always use proper manners and language.
- See to it that school information reaches parents' homes.
- Obey all school conduct rules.

THEFT

From time to time, theft occurs on school property during school activities. Parents are urged to have all students' articles marked with some manner of identification. Unless absolutely necessary, students should be discouraged from bringing large amounts of money or valuable articles to school. The school will not be responsible for items which disappear from lockers.

DRUGS

Illegal drugs are not allowed on school property.

STUDENT SERVICES AND FACILITIES

ILLNESS

Parents, please advise the school of student health problems- e.g., allergies, hearing, and injuries, which can affect the student's performance.

The following procedures will be followed when a child becomes ill at school:

1. The school will attempt to contact the parent, guardian, or emergency contact.
2. The child will be made comfortable in the infirmary until the parent arrives.
3. If, for some reason, the parents cannot be contacted and the child's illness becomes serious, an ambulance will be called. Attempts to contact a parent will continue.

MEDICATION

Students who are on medication that they must take during school hours should be treated with the utmost care. We want to avoid any confusion over what is or is not required and avoid other students accidentally taking medication that is not theirs.

The following regulations for the administration of medication should be STRICTLY adhered to.

REGULATIONS

1. Principals shall make every effort to obtain from parents a statement of the child's health at the beginning of each school year, along with information concerning any allergies.
2. Parents may request that medication be administered to a child during school hours. Such requests shall:
 - a. Be in writing; issued by a medical practitioner or pharmacist.
 - b. Specify the time(s) at which such medication should be administered.
 - c. Specify the exact dosage and method of administration.
 - d. Label must be on the bottle showing the exact medication.
 - e. Specify the duration of the treatment.
 - f. Outline procedure to be followed in case of suspected adverse reaction.
3. No employee shall administer any prescription medication to any student unless the above conditions have been met.
4. Wherever possible, parental permission should be obtained before administering any medication to a child where doubt exists that:
 - a. It is necessary.
 - b. It is in the best interests of the child.
5. In an emergency, an employee of the Board is expected to act as a responsible parent in the administration of medication in any form to any child.

EXEMPTION FROM RECESS

Recess is important for all students. If children are ill, they should not be sent to school. Parents must contact the school by telephone if they believe their child should stay indoors at recess due to any health concerns. Indoor recess due to cold or inclement weather is up to the supervisor's discretion.

LEARNING COMMONS (LIBRARY)

Library books are readily available to students and staff. Books may be checked out for a period of a week. To improve book circulation in our library, students are asked to return their books on time. Students who lose or deface library books will be expected to pay for their replacement. Each class will be scheduled for library period(s) on a weekly basis.

SCHOOL ATTIRE

Creating a positive, productive learning environment is one of our priorities. To do this, we encourage all students to wear appropriate and safe clothing.

Expectations:

- Wear appropriate footwear – both inside and outside.
- Running shoes are required for gym classes.
- No black soles.
- Shirts must meet the pants.
- No inappropriate logos/language/situations.
- Shorts of appropriate length should only be worn when the weather permits (spring/summer)

CHEWING GUM / Sunflower seeds

Chewing gum and sunflower seeds are not permitted in school.

TEXTBOOKS

Textbooks are provided for all students. Students who deface or lose textbooks will be expected to pay for their replacement.

LOCKERS

Lockers are assigned to all students. Students are expected to clean their lockers on a regular basis. Students are not to use locks but may use a carabiner or other hook. Please be advised that students' lockers and other property supplied by the school may be subject to periodic inspection by the principal or designate. *(Please note the following Peace River School Division #10 policy)*

PEACE RIVER SCHOOL DIVISION NO. 10 SEARCH OF PROPERTY NOTIFICATION FORM

Please be advised that student desks, lockers and other property supplied by the Board of Trustees, Peace River School Division No. 10, are subject to searches at any time by the Principal or their designate to ensure there are no violations of School board or School Regulations with regard to cleanliness and personal hygiene and to unlawful substances or illegal goods, illegally obtaining goods or personal property, the possession of which on school property is restricted or forbidden by school or Board rules or policy.

TRANSPORTATION

PRSD SCHOOL BUS RIDER RULES

- Be at the bus stop on time and properly dressed for the weather conditions.
- Wait for the bus to come to a complete stop before boarding or leaving your seat to unload.
- Go directly to your assigned seat and sit down. Remain in your seat until the bus has stopped at your stop. The driver will only drop students at their assigned stop or school. Written permission from a parent is required before you may be dropped off at another stop.
- Ask permission of your driver before opening windows. Do not put arms, hands, or heads out of windows.
- Loud and noisy behavior is not permitted at any time.
- Do not interfere with the comfort of other passengers.
- If you must cross the road to get on or off the bus, cross 3 meters in front of the bus. Do not cross until the driver signals to you that it is okay.
- Garbage must be placed in the container provided on the bus or at school. Do not throw anything out of the windows of the bus.
- The aisle in the bus must be kept clean at all times. Place book bags and/or lunch kits on the floor by your feet or on your knee.
- Some sports equipment and other articles may not be carried on the bus. (Examples: skateboards, hockey sticks, broomball, curling brooms, and animals). Ask your driver before bringing anything onto the bus.
- The bus driver is responsible for your safety. In the event of an emergency, follow the driver's instructions immediately.
- Students are responsible for going directly to and staying at their designated bus line.
- All students are responsible to their bus driver and school principal for their behavior. Any violation of these rules may be reported to the principal for disciplinary action.

RESTRICTED ARTICLES NOT TO BE TRANSPORTED

- a. Animals and birds caged or otherwise restrained.
- b. Firearms or ammunition, whether rendered inoperable or not, or a replica thereof, this also includes explosives.
- c. Hockey sticks, ringette sticks, broomball brooms, curling brooms
- d. Skis and poles, whether downhill or cross-country, toboggans, snowboards, sleighs, and snowshoes.
- e. Skateboards.
- f. Flammable substances and materials, which include fuel for camp stoves and Coleman lanterns, even if it is contained in prepackaged LPG containers.

SPECIAL TRIPS: (Extracurricular and Field Trips)

These rules apply to all school bus trips and all passengers on such trips. Passengers on special trips shall additionally respect the wishes and directions of the school-appointed chaperones.

FIELD TRIPS

All field trips approved by the school or the school board are considered a co-curricular part of the school program, and all students are expected to participate in these trips. If, for some reason, a child is unable to participate, parents are asked to communicate this reason to the teacher. In some instances, parents will be asked to contribute a fee to cover some of the costs. i.e., transportation, entrance fees, etc.

FIELD TRIP POLICY

From time to time, during your child's attendance at Lloyd Garrison School, they may have the opportunity to participate in field trips. Field trips provide the students with enriching and stimulating experiences not always afforded to them within the confines of the classroom. Regardless of the area of study, field trips can provide a motivating real-life backdrop to their academic studies. Careful organization and planning are needed to ensure that proposed learning outcomes for each excursion are curriculum-based as well as positively rewarding.

Since the trip, by definition, takes the students outside the confines of the school and the schoolyard, additional care is required to make certain the safety of each individual is not jeopardized. Towards these ends, students must meet the following field trip criteria.

Criteria:

1. All assignments must be complete and up-to-date, and students must be doing well enough in their studies to receive teacher(s) approval for the trip.
2. Students who are at risk of not attending the trip due to behavior concerns will be informed in advance. If time permits, they will be given the opportunity to improve their behavior to an acceptable standard.
3. If a student's behavior is in question due to previous inappropriate actions or attitude, their attendance on a field trip will be contingent upon accompaniment by a parent.
4. Students who are on medication must inform the supervising teacher prior to the trip.
5. Permission forms must be completed, with appropriate signatures, and returned to the school within the specified time.
6. Final field trip attendance will always remain at the discretion of the principal.

Please note the following important items:

Peace River School Division policy states: The use of alcohol or illegal drugs by all participants, including staff members and volunteers, is strictly prohibited during off-site activities, and applies to all off-site activities regardless of the circumstances, the age of the participants or local laws, customs, and culture. All volunteers, staff and students will be expected to follow these guidelines.

All students are expected to conduct themselves in a polite and cooperative manner. If any serious discipline difficulties arise, however, the result will be an immediate

suspension from the trip and the student(s) involved will be sent home. Parents will be held responsible for the costs incurred in transporting their child back to Berwyn.

Although trips complement the regular school program, attendance on a field trip is not a requirement to complete the program of studies. Students who do not attend a trip will be expected to attend school as per usual and there will be no academic penalty for students who do not attend the trip. If there is a financial hardship precluding attendance, parents/guardians are asked to contact the school so alternate arrangements can be made. Considerable time and effort are put into the structuring and formatting of many of these excursions to ensure their success. It is hoped that every student will take advantage of the opportunities for learning, academically and personally, that field trips provide.

STUDENT PROGRAM PROGRESS

ABSENTEEISM

When a child is going to be absent from school, parents are asked to send a note to the teacher prior to the day the student is to be absent. If a child is ill in the morning, parents are asked to phone the school. Should a note or a phone call not be received, the school will attempt to contact the home. Students arriving after 8:55 AM will be marked late. Students arriving after 10:00 AM will be marked as absent for the morning but present for the afternoon.

CLASSROOM ASSIGNMENTS

Children are grouped within their classes according to ability. For each class the teacher, once she/he has determined the skill level of the child in reading, writing and mathematics, may form small groups for instructional purposes based on the child's skill development. Most areas of the curriculum will be presented to the total class.

HOMEWORK ASSIGNMENTS

Students from Lloyd Garrison School are sometimes required to complete their assignments to reinforce concepts taught in class or finish class work. This also gives the parents an opportunity to monitor the student's progress and to assess the child's ability to do independent work. If a child is unable to complete an assignment due to unforeseen circumstances, parents are asked to call the school. Parents' interest, encouragement, and willingness to help with homework provide great incentives to youngsters. Parents can help their children develop good study habits and become independent learners.

INDIVIDUAL STUDENTS

Parents should feel free to contact teachers regarding the progress of their children. Arrangements can be made to meet with teachers between major reporting periods to update the progress the student has made since the last official reporting period. Please contact teachers prior to making a school visit to better enable teachers to give you a complete report.

ADDITIONAL POLICIES

ELECTRONIC DEVICES

Personal devices, including laptops/Chromebooks, phones, and tablets, are not to be used during school hours. If a student is found using a device during school hours, the student will be asked to put it away. If they continue to use it, a phone call will be made to the parents.

Peace River School Division devices should be used for educational use, and users must follow the guidelines and responsibilities outlined in the Digital Citizenship User Agreement.

1. Users are responsible for the content of the data stored on their personal devices when using that personal device in a school.

HEAD LICE POLICY

The objective will be to educate students, parents & staff in methods of detection and eradication of these pests. The school office is equipped to offer advice and educational materials upon request.

Procedures:

1. Throughout the year, when a case of head lice is suspected, volunteers will carry out periodic head checks at the school.
2. When evidence of lice is found, there will be a call and a letter sent home to indicate the problem and request that appropriate action be taken to eradicate the pests.

SCHOOL GROUNDS POLICY

The school recognizes the need for the safety of the students to be assured while they are on the school grounds and under our direct supervision.

Guidelines:

I. TRAFFIC

1. Pedestrians shall use sidewalks unless obstructed.
2. Bicycle traffic to and from school is to be via the street to the west entrance sidewalk. Bicycles will be pushed directly to the bicycle rack using this sidewalk only. All other areas of the school grounds are out of bounds for bicycles.
3. The following vehicular traffic is permitted on the school grounds during school hours in these prescribed areas only
 - street parking for visitors
 - do not park in the bus lane
 - required deliveries and/or pickups in loading zones
 - school buses in bus lanes
 - divisional service vehicles at the necessary entrance
4. Traffic other than buses is not permitted in the bus loop during loading and unloading times.

II. BOUNDARIES:

1. The parking lot is out of bounds for students unless the sidewalk is obstructed. If it is necessary for students to travel through the parking lot, they will proceed directly through the center of the lot, not between the parked vehicles.
2. The west lawn area is out of bounds for play & traffic unless under staff direction and supervision
3. The area north of the gym and along the northwest side of the school grounds is out of bounds unless you are under staff direction & supervision.
4. All treed areas are off limits to student use.

III. PLAYGROUND BEHAVIOR:

1. Students shall respect & obey staff members
2. Students shall show respect & consideration for each other
3. Students shall go directly to the playground when dismissed for recess
4. Students shall not leave the playground area during recess until they have permission from a supervisor
5. No food or drink is permitted on the playground
6. No toys from home shall be permitted on the playground or in the classroom
7. Fighting, including play fighting and wrestling, is not permitted on the playground
8. Throwing snow, stones, sticks, etc., is not permitted
9. Tree and bush areas at the edge of the playground are out of bounds
10. When recess ends, students are to go directly to their class

IV. USE OF EQUIPMENT:

1. Tube slide
 - one at a time
 - wait until the area is clear
 - ride down on the inside only, feet first
 - No climbing on top
2. Tire swings
 - Maximum of 3 at a time in each swing
 - Sitting, with legs inside the tire
 - Head and arms tucked in
3. Balls
 - Use in designated areas only
 - No kicking against fences, walls, or people
 - No intentional kicking of balls on the roof
4. Monkey Bars
 - no walking, sitting, or climbing on top
5. Playhouse
 - no playing on the roof, or jumping off the roof
6. Rock Wall
 - No more than 10 students on the wall
 - No jumping off the top of the wall
 - No Walking/Standing on top of the wall
7. Swings
 - No flipping dismounts/ jumping off the swings
 - No twisting
 - No side to sides

- No running through the swings when in use

8. Glider

- No upside down
- Only one at a time
- No playing on top

V. USE OF FACILITIES: Students are required to treat all areas of the school with respect. Any students engaging in vandalism to school property will be held accountable under the school discipline policy.

1. Classrooms

- Students are required to help maintain the cleanliness of the classroom so that optimal learning can occur.

2. Washrooms

- Students may use the two designated student washrooms in the East and West wing.
- Students are expected to use the washrooms hygienically and courteously.
- Any unsafe or inappropriate behavior in the washroom will result in disciplinary action

3. Hallway/Common Areas

- Students are required to treat these areas with respect.
- Students are not allowed to run in these areas.

4. Gym

- Students are required to wear appropriate non-marking footwear.
- Student use of equipment is to be determined and approved by the supervisor.
- Student access to the equipment storage rooms during the school day is only permitted under the direction of the supervisor.

5. Library

- Students must treat the library and its contents with respect.
- Running, jumping, and climbing are not permitted.
- Students in the library must be under the direct supervision of a staff member or volunteer.



Where Great Things Happen!