

École Intermédiaire Lawrence Grassi Middle School



“REACH FOR THE PEAKS / ATTEINDRE LES SOMMETS”

Trailblazers Student & Family Handbook

École Lawrence Grassi Middle School
2025-2026
“REACH FOR THE PEAKS / ATTEINDRE LES SOMMETS”

Welcome to and bienvenue à l'École Lawrence Grassi Middle School. Thank you for joining us for the 2025-2026 school year.

Here at LGMS we act as a team for our students and for each other. We value the input of parents and strive to communicate with them the successes of their children; we recognize that parents are the first teachers and are our partners. We value the input of the community and actively seek their input in the school. We are privileged to work and live on Treaty 7 territory, the ancestral home of the Stoney Nakoda, the Tsuut'ina and the Blackfoot and we are in awe of the majestic environment around us. We welcome all students to our school: whether their families have lived here for generations, whether they have recently arrived in Canada, whether they are visiting for a year from abroad and regardless of their gender, gender identity, religion, nationality or abilities. We are strong advocates for young people and we believe in them.

I look forward to working with students, families, staff and community members to build upon all that is amazing about École Lawrence Grassi Middle School. Together we can provide a safe and caring learning environment, where our Trailblazers are encouraged to strive to do their best work and reach their full potential!

Here's to a great year at LGMS. Go Trailblazers!

Kelly Proudfoot, Principal, June 2025

The Legacy of Lawrence Grassi

Our school is the namesake of a well-known local citizen, Lawrence Grassi (1890 – 1980). Mr. Grassi was one of the foremost trailmakers in the Canadian Rockies. He thought like an ancient engineer and wherever he wished trails to take us he constructed them. He loved nature and always brought a generous heart to the task of constructing a trail. He believed the simple technology required for trail construction could promote our pleasure in accessing the splendor of our majestic mountain peaks in the Bow Valley.

“The world needs Grassis. In the realm of the spirit, in the search after truth, in the field of social relationships, in international affairs, we need trail makers – men and women who will seek new paths...” Hansard, 1937

In our school we continue his legacy of finding fresh pathways to learning and constructing new trails of discovery. We are Grassis in the making. Lawrence Grassi has done more than build local hiking trails; he has taught us a way of life. Like him, we must continue to strive to reach for the PEAKS, thus our school motto.

The staff of Lawrence Grassi is committed to one primary purpose: to serve the education needs of all students, including academic, social, emotional and behavioural considerations. Our ultimate goal is to establish a solid base of knowledge, skills, and attitudes necessary for students to become lifelong learners. We recognize that parents are the first teachers and are our partners in forming an integral part of the Lawrence Grassi educational team.

Our Mission Statement

Lawrence Grassi Middle School is a safe and caring school situated in the **HEART** of the mountains. We aim to maximize individual learning for life as we strive for the **PEAKS**.

Each year, our students reflect the inspiration of Lawrence Grassi by striving to reach the peaks of excellence not only academically and physically but also socially and emotionally in their ongoing quest for success.

HEART =	Honesty Effort Attitude Respect Teamwork	PEAKS =	Potential Empathy Acceptance Knowledge Success
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Hours of School Day

Period	Monday - Full Day Friday	Half Day Friday
Supervision	8.20 - 8.40am	
Welcome bell	8.35am	
Home Room & Announcements	8.40 -8.45am (5 min)	
Period 1	8.45 - 9.25am (40 min)	
Period 2	9.25 - 10.05am (40 min)	
Morning Recess	10.05 - 10.20am (15 min)	
Transition	10:20 - 10:25am (5 min)	
Period 3	10.25 - 11.05am (40 min)	
Period 4	11.05 - 11.45am (40 min)	
Period 5	11.45am - 12.25pm (40 min)	11.45 - 12.00 (15 min) Reflection Friday
Lunch Inside	12.25 - 12.45pm (20 min)	
Lunch Recess	12.45 - 1.15pm (30 min)	
Transition	1:15pm - 1:20pm (5 min)	
Period 6	1.20pm - 2pm (40 min)	
Period 7	2.00 - 2.40pm (40 min)	
Period 8	2.40 - 3.20pm (40 min)	

School Office Hours: 8am - 4pm

CRPS Annual School Calendar

July 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



Canadian Rockies Public Schools
2025-2026 Learning Calendar
inspiring hearts • MINDS

CANADIAN ROCKIES
Public Schools

August 2025						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
Su	M	Tu	W	Th	F	Sa
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21	22	23	24	25	26	27
28	29	30				

October 2025						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
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23	24	25	26	27	28	29
30						

December 2025						
Su	M	Tu	W	Th	F	Sa
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28	29	30	31			

January 2026						
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February 2026						
Su	M	Tu	W	Th	F	Sa
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March 2026						
Su	M	Tu	W	Th	F	Sa
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April 2026						
Su	M	Tu	W	Th	F	Sa
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May 2026						
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24	25	26	27	28	29	30
31						

June 2026						
Su	M	Tu	W	Th	F	Sa
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28	29	30				

July 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
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19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Organizational Days for Staff - No Students
First Day/Last Day of School for Students
Winter Break/Spring Break
School Closure in Lieu of Parent/Teacher Interviews
School Closure

Teacher Professional Learning (PL)
ATA Convention (PL) /No School for Students
Holidays
Parent/Teacher/Student Conferences Nov. 7; March 20 a.m. only
Evening Parent/Teacher/Student Conferences Nov 5, 6; March 18, 19

Draft Diploma Exam Dates
First Day of Semester 2 for High Schools
National Indigenous People's Day
Sept. 30th National Day for Truth & Reconciliation

LGMS Student Expectations

RESPECT YOURSELF

RESPECT OTHERS

RESPECT PROPERTY

RESPECT ENVIRONMENT

Students' Responsibilities and Rights

Responsibilities

Students are expected to treat each other and all school personnel with courtesy and respect. They will demonstrate concern and care for the rights and property of others and will respect the rights of others to learn and teach.

Rights

- To come to school and to be treated with respect without fear of harassment
- To attend classes where the behaviour of all individuals contributes to a positive learning environment
- To come to a school that is clean and well cared for by its members

Code of Conduct

Students, staff and families are expected to follow our school's [Code of Conduct](#).

Vandalism or Careless Damage

Students are responsible for paying for damage to school property that results from their careless behavior or acts of deliberate vandalism.

Hallway Courtesy

For the safety of all students in our school, and in order to maintain conditions conducive to learning, certain expectations have been made for hall conduct. It is the responsibility of each student and teacher to maintain these expectations:

- Go immediately to your classes.
- Walk quietly- there is to be no running in the halls at any time.
- Make as little noise as possible at your lockers

Good Neighbour Policy

Students are expected to conduct themselves as responsible members of the neighborhood within which the school is located. Students must be courteous to the families living in the school neighborhood and must be respectful of their property. Any student, who engages in any conduct that disturbs, disrupts, or damages the neighborhood will be subject to discipline. Students are asked to avoid alleys, not cut between houses and not litter the streets and yards of our neighbors.

Parent Involvement

Parents are the first teachers of their children. At LGMS we value the input of parents in the learning of students and we hope to see you in our school working with teachers and staff so that children know that their parents value the work and progress they make every day. Parents are encouraged to serve as advocates for their children. The CRPS Board of Education believes that parents should:

- Become familiar with school programs and policies, and
- Actively support expectations held by staff for the behaviour of students at school and school activities.

In addition LGMS encourages parents to:

- Attend parent-teacher-student conferences which happen twice a year in November and March
- Volunteer in the school if possible all volunteers must complete a Vulnerable Sector Criminal Records check annually prior to volunteering in the school as per CRPS' [Administrative Procedure 490](#)
- Participate in parent programs such as School Council which meets once a month - all parents are members
- Providing a suitable place and a regular time for studying at home
- Regularly reviewing ongoing and upcoming assignments and projects through communication tools such as agendas, teacher websites and other digital communication tools such as Google classroom
- Show an interest in what your child does at school each day

Reporting to Parents

In addition to progress reports, and parent/teacher/student conferences, staff may send notes or emails to parents/guardians, make phone calls or request meetings as a means of communicating strengths or weaknesses in a subject area or changes in student behaviour and/or attitude. Teachers will also communicate regular general updates via email and their google classrooms/websites.

Extra-curricular Activities

An active program of physical education, clubs, music and other activities during the school year is offered during lunch times and after school. We invite and welcome student participation in these programs. Every school activity is supervised by a teacher or volunteer. Please check weekly emails, announcements, or check with teachers for information regarding intramurals and extra-curricular programs.

Library

Our school librarian works with students in developing reading and research skills. Students are expected to conduct themselves in a responsible manner when using the library. Books are signed out for a three-week period. Books must always be signed out when leaving the library. Overdue book lists are published and students must pay for lost and/or damaged books.

Counselling Services

The overall purpose of counselling, like teaching, is to maximize the learning potential of children in the school system. Counselling philosophy operates upon the basic assumption that children who feel capable and worthwhile will gain the maximum benefit from their school experience. Counselling, however, is able to provide a more personalized service than teaching by taking the individual needs and circumstances of each child more fully into account. It also provides teachers and parents with child development expertise to assist them in optimizing the development of the children in their care. Counsellors, working cooperatively with other school personnel, respond to: the developmental needs of children, the factors which adversely affect or interfere with a child's personal learning and development, the major societal problems which threaten a child's well-being and adjustment.

How to ask for help?

Referrals can be made by parents, school staff, other students and the child him/herself. Contact our school counsellor for further details on the referral process.

Right From the Start

Deren Alward with Alberta Health Services/CRPS is our Success Coach and Wellness Mentor working five days per week at LGMS to co-lead programs with teachers and other community collaborators on Mindfulness, Conflicts Resolutions, Bullying, or other topic teachers or students wish to learn and talk about.

Dress Regulations

In our opinion, dress influences the attitudes of students toward themselves and their work. Just as there is a mode of dress suitable for business, professional work, the playing field, the gymnasium or various social activities, there is also a mode of dress suitable for the classroom. Good taste and judgment are among the educational goals we aspire to develop among our students. Students should consider how they present to others in how they dress. This school is a workplace environment that focuses on respect for all, building self-esteem and supporting diversity and individuality. CRPS dress code policy states that the student must be neat, clean and tidy in person and clothes. All clothing with images or slogans must be inclusive rather than racist, sexist or discriminatory and should not promote violence, hatred, use of alcohol or drugs. Students wearing such items will be required to change them if asked by school personnel.

The administration, in consultation with parents and students, reserves the right to disallow any style of clothing at any point during the year.

Physical Education

Running shoes and suitable clothing must be supplied for physical education classes.

Indoor Shoes

All students (Grades 5 to 8) are expected to have a pair of shoes which are to be worn inside only. Shoes must be worn at all times in the school.

Personal Items

Students are responsible for any personal items they bring to school. Any personal items that interfere with the learning or safe and caring environment will be confiscated. It is inappropriate for students to wear headsets in the school, unless directed to do so by a teacher. **The school is not responsible for the loss or damage of these items.** Items that disrupt or interfere in the management of the classroom will be confiscated by the teacher. Lost and Found boxes are located in a number of locations in the school. Students are encouraged to look through these boxes for their lost items. Once every six weeks, Lost & Found items are put on display in the school foyer. Following the display all articles are bagged and sent to 'Goodwill'.

Cell Phones and Other Devices School Policy

Personal digital devices (cellphones, smart watches, tablets, ear buds, etc) are to be in student backpacks/lockers from the start of homeroom until after the last period of the day (this includes morning and lunch breaks while on school property). The district is not responsible for any damaged, lost, or stolen electronic device. **Devices such as tablets and personal laptops with or without plug in headphones may be used as a learning tool during instructional hours, under the direct supervision of a teacher, but not during breaks.**

First week of school students will be given warnings and asked to return their device to their lockers. Students will also, at this time, be reminded of expectations moving forward.

As of September 2, 2025:

First offence - The device being held in the office for the remainder of the day and documented for future reference. The student may pick their device up in the office at this time (3:20 p.m.).

Any further offences: The device will be held in the office and the **student** will notify their parents to pick up the device during school hours (8:30 a.m to 4:30 p.m.)

If a student incurs a significant number of offenses a parent meeting will be arranged with administration to determine next steps.

We encourage all parents to support us in its implementation. **Please refrain from messaging, texting, or calling your child during school hours.** If you need to get a message to your child, please contact the office.

Technology Use Policy and Digital Citizenship

In the annual demographic update parents and guardians complete in September you will read and acknowledge the CRPS 'Technology Use Policy'. CRPS believes that the use of the internet and related technology in our schools should be for educational purposes and under the supervision of a staff member. We seek to protect both students and staff by developing an acceptable use policy that balances freedoms, need for information and the safety of our students and staff. Please consult the [CRPS website](#) for more information regarding useful websites on digital citizenship for parents. Also you can refer to the administrative procedure on technology use in the school division [here](#).

Lockers

Lockers will be provided to students. The school will provide the lock. No other locks are to be used at any time. **If the lock that is supplied to the student is lost or damaged, a replacement cost of \$12.00 will be required.** Lockers are a privilege not a right. Students are expected to use their lockers in a responsible manner, keep them clean and keep their lock codes private. Locker checks can be called at any time by the principal.

Books and Supplies

Books and materials supplied to the student by the school must be returned in good condition. A charge will be made for lost or damaged items.

Bicycles / Boards / Blades

Bicycles must be parked in the bicycle compound at the rear or front of the school. Students may ride bikes on school property as they arrive and leave school grounds but not in any of the parking lots surrounding the school facility, or the running track. Students may not ride bikes (including ebikes), electronic one-wheelers or hoverboards on school grounds during the morning recess or lunch recess. We cannot accept responsibility for any lost or damaged bicycles or accessories. Skateboards, scooters and in-line roller blades may be ridden in designated areas only. Helmets must be worn at all times for these activities. This is for the safety of all students.

Attendance and Punctuality

Regular attendance and punctuality are crucial to student learning. In fact, they are so important that they are listed in Alberta's Education Act. When a student is absent from school, it is important that the school be informed. If a student is absent more than 10% of the school year research shows that this non attendance threshold has a detrimental effect on their learning. If a student has attended school less than 90% of the time in the periodic review by the school then a parent will receive a letter to alert them to the fact regardless of whether attendance is excused or not.

If any student cannot attend school or is late, phone 403 678-6006 and Press 1 to report an absence. You can call this phone number 24 hours a day. The school will send out an **attendance email** reporting students who are late or absent unexcused.

It is the student's responsibility to obtain and complete all missed assignments while absent.

Late Arrivals

Students arriving after the late bell are to report to the office to check in as late. The office staff will provide late slips for late arrivals. They will also then re-mark the attendance to reflect 'late' rather than 'absent'. Lateness is considered not seated in your desk when the attendance is taken and announcements are made. If you know that your child is going to be late and it is for an excused reason, i.e. dentist/doctor appointment, etc. please phone the school attendance line and advise the office.

Early Dismissal

Any students who are required to leave the school for any reason during instructional time should have a note explaining the situation with a parent/guardian signature. All students leaving the school must report to the office on their departure and return. We require parents to come to the front door of the school to pick up their child and sign them out.

Students who consider themselves sick must report to the office after advising their teacher that they are ill and are dismissed by them. Arrangements can be made to phone parents/guardians. A sick room is also available where students may rest. If a parent comes to pick up their child, they must sign that student out in a book at the front desk.

Lunch Hour

Grade 5 & 6 will remain on school property during the lunch hour. Parents must provide written permission for each special occasion (e.g. birthday, grandparent visiting from out of town) their child is to leave the school property. If the student will return home for lunch every day for the year then this information also needs to be conveyed in writing to the home room teacher.

Grade 7 & 8 students may decide with their parents whether they have permission to leave the school grounds during the lunch hour. At the beginning of the school year, parents will be required to indicate this permission is granted on the digital demographic update form acknowledging that their child has permission to leave the school grounds and is aware that during this time the school is not supervising their child. If circumstances warrant, i.e. continual lates after lunch hour, reported disturbance off school property, this privilege may be re-evaluated throughout the school year.

Allergy Awareness: Nut-Restricted Classrooms

To ensure the safety of students and staff with life-threatening allergies to nuts (tree and ground), our school has designated **nut-restricted classrooms**.

While the school is not a "nut-free" facility, a single exposure to nuts can cause a severe, life-threatening allergic reaction (anaphylaxis) in some individuals. All staff are trained to respond to these emergencies.

To help us create a safe environment, we ask that you **do not send products containing nuts (tree and ground) to school with your child if they are in a designated nut-restricted classroom.**

We understand this may require extra care when preparing lunches and snacks. Your cooperation is essential and deeply appreciated in helping us protect the health and safety of everyone in our school community.

Healthy Eating

At LGMS we actively promote and implement the food rating system outlined in the Alberta Nutrition Guidelines of Children and Youth (2012) on all occasions involving food and incorporate information and resources into monthly newsletters to parents. We encourage parents to send their children to school with water only for drinking.

School Safety Procedures

Fire Drills are mandatory under the provincial Fire Prevention Act. They are required six times in the year. Students and staff are to evacuate the building immediately in an orderly manner and only return when given the “all clear”.

A Lockdown drill is required by CRPS once a year. Lockdowns are to be used when there is an imminent threat. If there is a situation which threatens the safety of students and or that is originating within or outside the school and could result in bodily harm a lockdown should be initiated.

Hold and Secure Drills are required by CRPS once a year. The ‘Hold & Secure’ command is given when there is something happening in the neighbourhood that the RCMP advises the school to keep students in the building or when an incident is happening in the hallways (such as a collapse by a student or a staff member). Hold and Secure are used when there is not an imminent threat. Students remain in classrooms but business carries on as normal in the lesson until the all-clear is given.

Assignment Completion Support

One of the goals of the school program is to help students develop responsibility for their own learning. Thus, we emphasize the importance of each student taking a personal responsibility for completing assignments and meeting deadlines.

School work includes:

- Completion of work not finished in class
- Completion of short and long-term assignments
- Study for exams and quizzes

The following supports can be put in place should a student not complete his/her work:

- a. One chance on their own
- b. At break with support from teacher
- c. At break or home with support of parent (call)
- d. Out of class with support of administration

Students who set aside time on a regular basis for homework, studying or reading will see the benefits.

Parents can support their children by providing a suitable place and a regular time for studying at home. Parents can also support their children by regularly reviewing ongoing and upcoming assignments and projects through communication tools such as agendas, teacher websites and other digital communication tools such as Google classroom.

End of Year Awards and Celebrations

Grades 5-8

Grit Award: Academic recognition award that celebrates students who show up every day and works diligently, contributes consistently to their learning and the learning of others, and acts on feedback to improve their learning. (Teacher selected, 1 student only)

Growth Award: Recognition for students who have shown significant growth overall focussed on the whole child. (Teacher selected, 1 student only)

Sportsmanship: Recognition of sportsmanship in which a student demonstrates fair play, teamwork, respect, and an aptitude for leadership across all areas of physical activity. (Teacher selected, 1 only per homeroom) Note: Homeroom teachers of grade 7 & 8 will work with P.E. teacher and AD to determine. Homeroom teachers of grade 5s & 6s will work with the PE teacher to determine.

Arts (Music and/or Visual Arts): Recognition for one student who shines in the arts...this can be in music OR visual arts (Teacher selected, 1 student only)

Grades 5-7

Citizenship/Kindness (5-7)

Students who are respectful, responsible and display community spirit. (student nominated, 1 student only)

Grade 7-8

CTF Award:

An award that celebrates students who work passionately towards learning unique skills, and acts on feedback to improve. (Teacher selected, 1 student from each CTF overall in Grade 7-8 rotation and one from Gr 8 rotation (not per quarter). For Band, one for Grade 7 and one for Grade 8.

Grade 8 Only

The Christina Barr Humanitarian Award Award at Farewell Celebration Evening
1 student from Grade 8, nominated by students

Peter Blaeser Award: Athletics Award Student demonstrating overall excellence in leadership, sportsmanship and skill in both Physical Education and extracurricular sport.