



**Family Handbook**  
2023

# Handbook 2023-2024

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## WELCOME

Lakefield is an excellent school with a wonderfully connected group of staff, students, families and community partners. At Lakefield we all work towards making our school a great place to learn and be involved. We share in the responsibility of creating a welcoming and well-organized school that promotes high academic achievement, positive and inclusive behaviour, healthy living, and responsibility for our school, community and environment.

At our school we promote an atmosphere of respectful open-mindedness and flexibility among our staff and students. We embrace the challenges and the gifts that go hand in hand working with the children and families that we serve. We will be supportive of one another so that we can all feel a sense of pride and fulfillment in the daily work that we do.

Ashley Dobbin  
Principal

Julie McNamee  
Vice Principal

## Vision

To provide an orderly, positive and enriching environment for academic and social growth.

## Mission

Our Mission is for all members of the Lakefield School community to reach their maximum potential.





## Lakefield Elementary School Staff

2023-2024

**Mrs. Ashley Dobbin, Principal**

**Mrs. Julie McNamee, Vice-Principal**

### Kindergarten

- Mrs. Denise Arseneau
- Miss. Kennedy Cosman
- Mrs. Gillian Kaye

### Grade One

- Mr. Neil Martell
- Mme. Megan Hume
- Ms. Kenzie Kier
- Mr. Peter Wallace (1 & 2 combined)

### Grade Two

- Mme. Amy Hubbard (2 & 3 combined)
- Ms. Aleah Palmer
- Mme. Maria Georgoudis

### Grade Three

- Mr. Kurt Frank
- Mrs. Nicole Thompson (3 & 4 combined)
- Mme. Kerry Underhill

### Grade Four

- Mme. Angela Little
- Ms. Katelyn Clark
- Mme. Michelle Chisholm (Gr 4 & 5 combined)

### Grade Five

- Mme. Denise Bendixen
- Mme. Stephanie Bourque
- Mme. Candace Patterson

### Music

- Mr. Josh Britten

### Physical Education

- Mr. Sean Kelley

### Resource and Methods

- Mrs. Patti Doyle
- Mrs. Robyn Moore
- Mrs. Julie McNamee

### Guidance Counsellor

- Mr. Trevor Shea

### Literacy Champion

- Mrs. Tracey Meahan

### Educational Assistants

- Mrs. Kim Anderton
- Mrs. Courtney Burchill
- Mrs. Judi Chandler
- Mrs. Susan Comeau
- Mrs. Patsy Dobbin
- Mrs. Millie Fitzgerald
- Mrs. Willa Forestell
- Mrs. Shawn Galbraith
- Mrs. Kim Legere
- Mrs. Doris Mallaley
- Mrs. Pam Northrup
- Ms. Kara Pitre
- Mrs. Robyn Robertson
- Mrs. Krista Shaw-Therault
- Mrs. Deena Sutton

### Custodians

- Mrs. Allyssa Garner
- Mr. Bruce Kyle
- Ms. Melissa Eldridge

### Administrative Assistants

- Mrs. Pam Whittaker

## SCHOOL MASCOT/ SCHOOL COLOURS

We are the Lakefield Lions and our school colours are blue and gold. Our school mascot is named "Leo the Lion".

## LAKEFIELD ELEMENTARY SCHOOL IMPROVEMENT PLAN – See detailed plan in the Appendices

**Goal #1:** Students and Staff are actively involved in establishing and maintaining school-wide expectations in an inclusive school environment.

**Goal #2:** Teaching teams will collect and use data to develop and set goals to help students become autonomous learners.

**Goal #3:** Global Competencies- Students will develop Global Competencies through cooperative learning opportunities in the classroom, Maker Space, and outside settings.

## SCHOOL DAY SCHEDULE

Below is an overview of our daily schedule. Homeroom teachers will send home a copy of their individualized class schedule.

<b>Primary- Kindergarten – Grade 2</b>	
7:50-8:05	Students Arrive – supervision begins
8:15-9:50	Learning block 1
9:50-10:05	Outside Time
10:10-11:45	Learning block 2
11:45-12:05	Lunch Break
12:05-12:30	Outside Time
12:35--1:35	Learning Block 3
1:40	Dismissal
<b>Upper Elementary- Grade 3 – Grade 5</b>	
7:50-8:05	Students Arrive- Supervision begins
8:15-9:50	Learning block 1
9:50-10:05	Outside Time
10:10-11:45	Learning block 2
11:45-12:05	Lunch break

12:05-12:30	Outdoor play
1:00-2:40	Learning Block 3
2:40	Dismissal

### ARRIVAL/DEPARTURE- STUDENTS

Staff begin morning supervision at 7:50am. Students may arrive at school between 7:50 and 8:05am. Students have outside play time from 7:50-8:05am. The students then enter the school and get ready for their day.

### Morning drop off procedure

Any family who chooses to drive their child(ren) to school has two options.

The two options are:

- 1) Between 7:50am-8:05am use the drop off lane in between the two staff parking lots. Your child will then proceed on the sidewalk to their designated play area.
- 2) You may pull into the parking lot in front of the main entrance, park your car and walk your child to the sidewalk. Please **do not** use the bus lane.

These procedures are in place to ensure safety of all students. They are only as effective as the willingness of everyone to adhere to the rules. Thank you for your cooperation. The safety of all students is our top priority.

All doors are promptly locked at 8:15am. All students arriving after 8:15am need to enter the school through our main doors at the front of the building. The Administrative Assistant will buzz the student in. Any students who arrive after 8:15am need to sign in at the office before going to their homeroom class.

K-2 aged students are dismissed at 1:40pm and Grades 3-5 students are dismissed at 2:40pm. Students are escorted to their buses by teachers. Students are not permitted to travel on a different bus than their assigned one for play dates. Walkers, leave through the back door. Families picking their child up can also do so at the back door. A teacher is on duty and there is a drive-thru style pick up for students.

When a student needs to be picked up early from school the parent or guardian should notify the homeroom teacher. Parents or guardians should report to the office to pick up their child and the administrative assistant will call the child down to be picked up. The school must receive verbal or written consent for any person other than the parent or guardian to pick up a child early from school.

### ASD-S BUS CONVEYANCE POLICY

Anglophone South School District follows a Conveyance Policy where students are transported by bus only to home addresses. One alternate location may be considered as long as this is a location which is used daily, and it is within the Lakefield School zone. A "Request Additional Address" form must be filled out. This form is available at:

<https://forms.office.com/Pages/ResponsePage.aspx?id=318rTdLEEUmHCWjML0Zcn3zrK4iFzufe9f96zjZV0zZUNURITjIORVE2OExCRVVOMEtRT044S0gwSS4u>

Specific information about bus accessibility can be found on the Anglophone South School District Bus Planner Website. Families are encouraged to subscribe to bus planner at: <https://asdsbp.nbed.nb.ca/>

### ASSEMBLIES

Each month we host school-wide assembly for our students. The assemblies typically align with the concepts and goals taught during our monthly guidance lessons. Themes include how to use your WITS to resolve conflict, kindness, resilience, diversity respect etc.

### BIRTHDAYS

At Lakefield we love to celebrate! Student birthdays will be recognized at the end of each month. A monthly birthday video will be posted on our school's Teams page for all classes to view at their leisure. Students will be invited to the office following the video to receive their "birthday surprise".

### BULLYING AWARENESS, PREVENTION AND INTERVENTION

Each Fall our Guidance Counsellor will visit classrooms so that students learn about navigating conflicts/boundaries in a healthy manner. Students will also learn to identify what constitutes bullying behavior and work on tools and strategies to respond appropriately. Students are encouraged use their "WITS"

**W**- Walk Away

**I** -Ignore

**T**- Talk it out

**S**- Seek Help

*Bullying is a form of repeated, persistent and aggressive verbal or physical behavior directed towards another person that is intended to cause fear or harm to that person. Bullying occurs when there is a real or perceived imbalance of power.*

### BUS DISCIPLINE

The safety of all students who ride on our school buses is a matter of concern to the staff at Lakefield. Bus transportation is a privilege that can be revoked for any student whose behaviour is unacceptable.

The following procedures are followed when students are reported for bus misbehaviour:

- The student(s) and witnesses may / will be interviewed by the administration to provide an accurate account of the incident.
- Following an investigation, the student may/ will receive one or more of the following consequences: a verbal warning, a warning letter and /or a letter of bus suspension.

There are two classes of offences for which a driver can file a bus report on students.

- Class One offences can result in a verbal warning, a written letter of warning, or an immediate suspension of bus privileges. Examples may include: noisy behaviour, switching seats, spitting, or other similar offences.

- Class Two offences are more serious and usually will result in a one-to-five-day suspension of bus privileges. Examples may include: offensive language, physical aggression, or vandalism.

### **CANTEEN**

During the last week of each month the Lakefield Canteen will run before the first recess. Each day of the week will be designated to a different grade level to purchase snacks at the canteen. Grade 5 students have the opportunity to visit the canteen any day of the week. Students are invited to bring up to \$2 for the canteen to purchase a snack of their choice and support year end field trips and celebrations at our school. There is also an opportunity for grade 5 students to volunteer to assist with organizing the canteen each month. Student are encouraged to bring their money in a bag with their name on it.

### **CASHLESS SCHOOLS**

Lakefield Elementary School continues to offer School Cash Online as the preferred method of payment for most school fees including student fees. It is important that all families pay their school fees or we will not have the funds available to schedule special events and opportunities that all of our students enjoy.

School Cash Online shows all the school fees available to your student for purchase. You can then view and choose to purchase these fees online through payment methods, including credit cards and visa debit. You can also stay informed of upcoming events and keep track of which school fees require your attention.

**Register today** – a simple task that takes two minutes – by visiting [asds.schoolcashionline.com](https://asds.schoolcashionline.com). All you will need your child's first name, last name and date of birth to register. Should you encounter any difficulties, you can use the parent help desk at 1 (866) 961-1803 or by visiting [schoolcashionline.com/Home/Support](https://schoolcashionline.com/Home/Support) or call our school administrative assistant at 506-847-6212.

### **CHILD ABSENCES FROM SCHOOL/ SAFE ARRIVAL/ATTENDANCE MATTERS**

At Lakefield one of our greatest priorities is ensuring that all students arrive safely at school each day. To enhance our existing absence-checking procedure, we use a Safe Arrival system. This reduces the time it takes to verify student attendance, makes it easy for families to report your child's absence and easy for staff to respond to unexplained student absences.

With Safe Arrival, you are asked to report your child's absence in advance using any of these three convenient methods:

1. Using your mobile device, download and install the SchoolMessenger app from the Apple App Store or the Google Play Store (or from the links at <https://go.schoolmessenger.ca>). The first time you use the app, select Sign Up to create your account (use the email address you have on file with the school). Select Attendance then Report an Absence.

2. Use the Safe Arrival website, <https://go.schoolmessenger.ca>. The first time you use the website, select Sign Up to create your account. Select "Attendance" then "Report an Absence."

3. Call the toll-free number 1-833-219-9065 to report an absence using the automated phone system.

These options are available 24 hours/day, 7 days a week. Future absences can be reported at any time.

In addition, we will use the School Messenger Communicate automated notification system to contact families whose child is absent when the absence was not reported in advance. The automated notification system will attempt to contact families at multiple contact points until a reason is submitted for the absence. If our system is unable to reach the designated contacts, office staff will follow up.

When you report your child's absence in advance using the SafeArrival toll-free number, website or mobile app, you will NOT receive these notifications.

### **ATTENDANCE MATTERS**

Anglophone South School District has an Attendance Matters policy. When your child is well, they should be attending school daily. Arriving at school on time and attending regularly contribute to your child having a successful and positive school experience both academically and socially. Students who miss more than 10% of the school year are considered to have chronic absenteeism. Letters are sent from the school each term in accordance with the Education Act to advise families of the amount of time missed.

### **COMMUNICATION**

It is very important that we have clear communication between school and home. The administration will communicate a weekly message to families via e-mail. We will also send a monthly calendar of important dates for the upcoming month. It is understood that the opportunity for a child's major learning experiences occur in the home, particularly during the preschool years. It is also recognized that a good working relationship between the school and the home can only be to the benefit of the child. The staff at Lakefield undertakes to maintain a high level of communication and dialogue with the families of the children in our charge. Communication may take the form of meetings and conferences, phone communication, notes, letters, and weekly or monthly newsletters.

### **CUSTODY ARRANGEMENTS**

It is important for the school administration and classroom teacher to be aware of any custody arrangements, and if there are any court orders prohibiting a parent or other adult from having contact with the child. A copy of the specific court order must be in the child's school record. In some cases, parents who have children under joint custody request that both parents receive copies of the school report cards and other documents. Parents or guardians should inform the homeroom teacher if this is the preferred arrangement.

## DEPARTMENT OF SOCIAL DEVELOPMENT PROTOCOLS

As Educators working with a vulnerable population, we have a legal duty to report suspected cases of child abuse without delay. Failure to report such information is an offense under the Education Act. Child Abuse can include Sexual Abuse, Physical Abuse, Physical Neglect and Emotional Maltreatment. All types of abuse are subject to intervention under the Family Services Act.

## EXPECTATIONS OF OUR STAFF

To the best of our ability, our staff will:

1. Provide a safe, orderly environment where every child has an opportunity to learn to his/her potential.
2. Encourage the social, emotional, physical, and academic growth of our pupils by providing a variety of educational opportunities.
3. Keep families informed about the progress of their children, both through formal and informal means.
4. Respect children as young persons who come from various backgrounds and who bring different abilities to school.
5. Model appropriate attitudes and behaviours for our students.
6. Provide discipline, which is based on our training.
7. Base decisions on what we believe to be in the best interest of the child.

\*If families need to discuss an educational concern, they should contact their child's teacher and set up an appointment. Appointments will take place in the form of a telephone conversation, virtual meeting, or an in-person meeting. After connecting with the homeroom teacher, if families are not satisfied with the outcome of the meeting, they may contact the administration.

## EXTRACURRICULAR ACTIVITIES, CLUBS and FIELD TRIPS

In recognition of the educational value possible from well-planned travel, it is the intent of the staff at Lakefield Elementary to encourage the participation of our classes in worthwhile educational excursions. Families will be sent a consent form at the beginning of the school year for all field trips. Families will be sent reminders of upcoming field trips and volunteering may be requested depending on the nature of the trip.

## FIRE DRILL AND EMERGENCY MEASURES

In the Fall we practice our emergency procedures. We will have a minimum of three practice drills. The first will be an announced drill. The second will be an announced drill to staff only, and the third will be an unannounced drill when a member of the Fire Department comes to the school to evaluate our fire drill procedures. When the fire alarm is sounded, everyone must exit the building. Guidelines for behaviour include walking and remaining calm and quiet while exiting the building. When the drill is completed, administration will advise staff that it is safe to return to the building and then classes may proceed back into the school. We will also practice an off-site evacuation. As a school we will walk to Chris Saunders Elementary, located 1.5 km away at 187 Pettingill road as our off-site location. Other arrangements for those students with mobility issues or limitations will be made. We will be certain to communicate with families when we have our practice drills.

A Lockdown drill is practiced once at the beginning of the school year. This drill is announced to all students and staff, and is discussed in each class by the homeroom teacher. When the announcement is made for the school to go into a lockdown, classrooms will follow their reviewed procedures and remain in place until the announcement is made to notify everyone that the drill is over. We communicate the importance of these drills in a sensitive manner, explaining to children that we have ways that we stay safe both inside and outside the school building.

A hold and secure occurs when there is a disruption in the building that needs to be mitigated, and requires classroom teachers to close their doors and carry on with normal classroom activities and routines. An announcement will be made when classes can reopen their doors and students can reenter the hallways.

## FOOTWEAR

While in the school clean shoes / gym sneakers are to be worn by all students. Velcro sneakers are best for the younger children who cannot tie their shoes independently. By adhering to this policy, we will greatly assist with reducing sand, water, mud and dust in the building. Wearing the proper footwear will help us to keep our building clean.

## HOME & SCHOOL COMMITTEE/ VOLUNTEERING

We are very lucky to have an active group of parent and family volunteers. Our Home and School Committee meets once per month in the evening. This dedicated group plans amazing events and fundraisers throughout the year. Funds raised go towards initiatives such as playground improvements, field trips, year end celebrations, adding technology to the building such as iPads and supplies for our STEAM room. The executive committee consists of the following members:

- Jen Shepard- President & Book Fair Co-ordinator
- Melissa Daly- Hot Lunch Coordinator & Library Coordinator
- Melissa Crilley- Staff Appreciation Coordinator & Holiday Workshop Coordinator
- Dan Hennessey- Treasurer
- Kelly McMillan- Secretary
- Julie McNamee- School Administrator Representative
- Neil Martell- Teacher Representative
- 

Each Fall we send home a volunteer survey that will detail many opportunities to get involved at LES. This includes but is not limited to- helping out on a committee, volunteering in the library during your child's scheduled library time, helping with annual yard clean up, helping with various special events throughout the year. We encourage anyone who has any interest at all to complete the volunteer information form so you're included on communication and different opportunities. We welcome anyone who is interested in helping out in any capacity to attend the first meeting of the year to learn more about the various roles and chances to be involved. The first meeting is **September 25<sup>th</sup> 2023 at 6:30pm** in the Library



## HOMEWORK

Homework can allow families and teachers to work together as partners to support children as learners. As a general guideline, homework is assigned at a maximum of 10 minutes per grade level. The following is a guideline:

Kindergarten	10 minutes daily
Grades 1	10 minutes daily
Grade 2	20 minutes daily
Grade 3	30 minutes daily
Grade 4	40 minutes daily
Grade 5	50 minutes daily

Note: Many of our teachers do not assign homework on weekends. **Teachers are not obligated to assign homework.**

## HOT LUNCH/MILK PROGRAM

Thanks to a group of dedicated parent volunteers, students have the option of ordering milk daily and a variety of food items Monday to Friday. Orders are taken monthly. The ordering system is online and is open from the 10<sup>th</sup>-20<sup>th</sup> of each month to place orders for the upcoming month. Here is how to get started:

1. Go to **Lakefield.hotlunches.net**
2. Click on "click here to register"
3. Enter access code **LEHL**
4. Complete the rest of the registration form including your email
5. Click "Register Now" at the bottom of the page
6. Follow the instructions to add each child in your family who attends Lakefield. Then click "Orders"
7. Place your order

The payment system is called Bambora, which is a secure online checkout (We do **not** use School Cash Online for hot lunch). This is the only payment option available for hot lunch.

All questions/concerns regarding Hot Lunch can be communicated to our Hot Lunch Coordinator (parent Volunteer) Melissa Daly. She can be reached via E-mail at: [lakefieldhotlunch@gmail.com](mailto:lakefieldhotlunch@gmail.com)

## LIBRARY

Our library has a wonderful selection of books that our students can check out on a weekly basis. Rented library books must be returned to the library before another book can be checked out for a student. Lakefield is very appreciative of our family volunteers who help keep our library organized and running smoothly. There will be an opportunity to volunteer as a helper for your child's scheduled library time. Our Library is open for students beginning in October and ending in May.

## LICE

In order to contain the spread of lice at school, students whose hair has adult lice and/or eggs (nits) will have their parent or guardian called to come and take the student home. We

recognize that having lice is not a sign of uncleanliness and always act in a gentle manner keeping the child's feelings and privacy in mind. We regret having to take this action, but lice are highly transmittable as well as costly and time consuming to get rid of. Therefore, the school must ask the family to keep the child(ren) home until all live lice and nits have been removed. It is necessary to remove all nits or eggs as not all nits are killed by treatment. If nits are found the student will remain in the classroom until taken home; however, if live lice are observed, the child will be removed from the classroom. Whenever nits or lice are found at school or when a family informs the school that his or her child has lice, a letter will be sent home to families of all children in the same class advising them to check their child(ren) for lice.

## LOST AND FOUND

Items are stored on hooks downstairs beside the music room. Before each parent teacher meeting, we will lay out lost and found items in the lobby and classes will visit for students to retrieve lost items. In an effort to keep our Lost & Found items to a minimum, families are asked to write their child's name on all items, including sweaters, jackets, sneakers, and water bottles. Any items remaining are donated to local community groups.

## MEDICATIONS, ALLERGEN FREE ENVIRONMENT, COMMUNICABLE DISEASES/EXCLUSION FROM SCHOOL

The school will do its utmost to work with the home regarding medical prescriptions which are to be administered during the school day. Staff members will supervise students taking medication provided the following parameters are observed:

- 1) For all students who take medication regularly or occasionally, an official form must be completed explaining the details of the medication. **Please note that it is a policy of the Department of Education that we cannot administer medication unless this form is on file at the school.** This form is available at the school.
- 2) The school is not to be held responsible for long term storage or lost medicine.
- 3) Medicine must be kept in the original container from the drug store.

**Important Note:** Medic Alert Forms must be completed for all students with serious health issues as soon as possible.

## Allergen Free Environment

Lakefield Elementary School is a **nut free and scent reduced environment**. We **must** have everyone's cooperation by:

- not sending any food product containing nuts (please check labels carefully).
- not wearing perfumes, strong deodorants, body sprays and hair sprays (please recognize the seriousness of allergies. Due to our commitment to providing a safe learning environment for all, these expectations must be strictly enforced).

## Communicable Diseases & Exclusion from School

In the best interest of the student body, all families are asked to respect the Department of Health guidelines regarding communicable diseases (See Attached).

### **OUTDOOR PLAY**

On most days, students will play and learn outside. This may be during some physical education classes, during early morning drop off (7:50am), during morning recess (15 minutes) and at noon (25 minutes). Families are asked to ensure that children are dressed appropriately for going outdoors. When weather does not permit outdoor activities due to extreme cold or rain, we will have an “inside day” at our school. The decision for an “inside day” will be made by the school administration in consultation with the teaching staff. As per the ASDS weather policy, students will remain indoors when the temperature outside is colder than -20 degrees Celsius with the windchill.

### **PARENT SCHOOL SUPPORT COMMITTEE**

A Parent School Support Committee (PSSC) will be established for our school in September. A formal election will be held (if required) to fill the membership requirements. The mandate of the PSSC is to assist in the creation and monitoring of the School Improvement Plan. The Principal is responsible for establishing the PSSC, attending all meetings and working with this group. This committee meets in the evening 6 times per year. We welcome and encourage any parents/guardians to reach out to express interest in this committee.

### **PARKING**

The best location for families to park is at the front of the building adjacent to the bus lane. We also have a limited number of free spaces in our staff parking area.

### **PBIS- POSITIVE BEHAVIOUR INTERVENTIONS AND SUPPORTS**

At Lakefield we are a PBIS school, and you will probably hear lots about this from your child. PBIS stands for Positive Behaviour Interventions and Supports, and it is a system whereby students are given the opportunity to learn and practice our commonly agreed upon schoolwide expectations. Students are positively reinforced for mastering the expectations and demonstrating the positive behaviours.

Students learn about our school code of conduct- **ROAR (Respect Others, Accept Responsibility)** in all of our school environments including classrooms, hallways, outside and eating times. When students go above and beyond demonstrating mastery of skills, staff will reward them with a **ROAR** Referral.

Following PBIS training, if there is unsafe student behaviour outside, students will receive a referral to the Restorative Room. The Restorative Room occurs once a week with our Guidance Counsellor during recess or noon time. Our Restorative Room is intended to be a time to reflect on behaviours and make a plan for improvements. Families will receive a copy of the completed reflection page to sign and return.

### **What is a ROAR Referral?**

- When a staff member witnesses a student who is consistently meeting and/or exceeding the expectations laid out in the School-Wide Expectations, they may write

that student a ROAR Referral. Students will be called to the office to have their picture taken and posted on our ROAR wall. They also have their referral card and a small prize to take home. Each month we also celebrate all of these students on our video announcements and a draw will take place for extra prizes/rewards.

### **PLAYGROUND EXPECTATIONS**

It is the expectation that all children play in a safe and respectful manner during outside time. Outside, students are expected to be “**Hands Off, Words Off, Feet Off.**” Staff supervising are diligent in their supervision; circulating constantly and monitoring student interactions. Students who are not following our outside expectations may be given a verbal warning first. Next, students may be told to sit out for a period of time that is deemed appropriate.

Incidents involving significant behaviour are reported to the office for further investigation, consequences, and communication with families. As a proactive measure all teachers will train students on playground expectations at the beginning of the year.

Significant behaviours include:

- Profane language directed towards another person
- Property damage
- Physical aggression

When students play outside there are 3 zones.

- Our K/1 students enjoy the structure behind the portable classrooms, as well as a wooded area.
- Our Grade 2/3 and Grades 4/5 students take turns sharing the field and basketball court as well as the spider structure and wooded area.
- Each Friday (or the last day of the week) we offer a “free play Friday” where students can play in any zone they want.

### **POLICY 711**

Policy 711 is the Healthy School Food Environment policy. The goal of the policy is “supporting a healthier school food environment helps students attain their full potential by providing them with the skills, social support, education and environmental reinforcement they need to adopt lifelong healthy eating behaviours and attitudes;” Only foods of high nutritional value are to be offered and sold at school. The full policy can be viewed at: <https://www2.gnb.ca/content/dam/gnb/Departments/ed/pdf/K12/policies-politiques/e/711A.pdf> As per direction from the superintendent a school can identify 2-3 special occasions when we may offer foods of a lower nutritional value. We ask that families respect the policy and refrain from sending food into the school that is intended to be shared with the class.

### **PROGRESS REPORTS/ PARENT TEACHER CONFERENCES**

Three formal report cards will be issued per child each year; formal Parent/Student/Teacher Conferences will be scheduled after term one and term two Report Cards. Participating in parent teacher conferences is encouraged, but not mandatory. Families can choose the meeting format by attending in person or virtually on Microsoft Teams. Families schedule their



own appointment time by booking online, and families will be sent the link a week in advance of reports going home.

Term one reports will go home late November or early December, term two reports will go home late March or early April and term three reports will go home on the last day of school in June. Classroom teachers may also send home an informal progress report to families prior to the formal report cards each term. These informal reports are intended to provide families with an update on their child's progress in mathematics and literacy.

### **SCHOOL CLOSURES / INCLEMENT WEATHER**

The options are as follows:

1. Schools are open as usual, and no announcement will be made.
2. Schools are closed for the day with the appropriate announcement being relayed to the radio stations as well as on the ASD-S Twitter account and on the ASD-S website by 6:00am - 6:30am.
3. Some schools in the area are closed and the announcement will be made via the radio station as outlined above.
4. Buses are delayed one hour with all schools in ASD-S opening on time. Teachers are expected to be in their classrooms at the regular time, whenever possible, and to provide supervision and instruction i.e. of a remedial or review nature. Attendance will not be taken until the buses arrive.
5. Schools may be closed early if weather conditions deteriorate seriously during the day. In this case, schools will be informed by District Office personnel, and families will be informed via School Messenger. This option will be exercised very rarely since road conditions are often better at the end of the school day when transportation crews are expecting students to be dismissed.

You are urged to listen to the radio, check the ASD-S website or Twitter page early in the morning during inclement weather conditions so that you can be informed of the school closings. Also, you are reminded to check the walking conditions in your area before your child(ren) is/are going to school, then you ultimately have the final decision as to whether or not to send your child(ren) to school, either walking or on the bus. Additionally, school bus drivers are encouraged to exercise caution and their own discretion when encountering unfavorable road conditions in their area.

#### **School can also be closed for other reasons**

Closures may happen under clear sunny skies due to a problem with power, water or something more severe. If the problem occurs through the night, the school may be closed for the day, and announcements will be made through local radio stations. If the problem occurs through the school day, the school may need to be closed early, and students will be sent home early.

- **If closing early, it is essential that we have emergency closure information so that in an emergency, we know how to get in touch with you and where to send your child – a place where it is guaranteed that there will be someone home.** For the sake of the

safety of your child, please be diligent in completing this section of the information form very carefully. Although we trust this will never happen, please be sure to discuss with your child what procedures to follow if he/she arrives home and no one is there. Thank you for helping us keep your child safe!

### **SCHOOL CLOTHING**

Lakefield Elementary school clothing can be purchased through the following link <https://lakefield.entripyshops.com/>. There is a wide selection of tee-shirts, hoodies, crew necks, and jackets. Show your Lakefield Lions pride by wearing your school clothing proudly.

### **SCHOOL SUPPLIES AND FEES**

All students are expected to arrive on the first day of school with a complete list of supplies. The list of supplies is posted on our school website. Families who need support with school supplies are asked to please contact the school at 506-847-6212 and we can discuss supporting you with this.

In addition to our school supply list there is a small fee for all students. This covers the cost for art supplies, special projects and presentations as well as transportation for field trips.

### **SCHOOL WEBSITE & TWITTER ACCOUNT**

There is an abundance of information found on our school website and we encourage you to become familiar with it. The link is <https://secure1.nbed.nb.ca/sites/ASD-S/1943/Pages/sun3.aspx>

Additionally, we frequently like to showcase and celebrate student learning and engagement through our Twitter page. Please follow us! Our twitter handle is @lakefield\_Elem

We welcome any suggestions you may have or information you'd like to see highlighted through our social media platforms.

### **STUDENT LEADERS**

Students in grade 5 are given the opportunity to become a school leader and help staff and other students. There are a variety of leadership roles such as: ROAR Leaders, Kindergarten Helpers, Green Team, and Peer Helpers.

# Appendices

# Communicable Disease Resource

for

Educators, Parents and Caregivers



Compiled by Horizon Public Health Communicable Disease and Healthy Learners  
September 2022 Revised

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## Introduction

This document contains links to fact sheets and New Brunswick Guidelines on the prevention and control of communicable diseases and infestations. It is intended for school administrators, teachers, and parents.

**Please note that this document does not replace timely medical consultation and Public Health reporting – such actions may still be required to appropriately assess the situation and/or by legislation.**

### 1. New Brunswick Public Health and Education Acts

The responsibilities for reporting of communicable diseases can be found in the NB Public Health Act Regulation 2009-136 and the NB education Act for school administrators

- a. <http://laws.gnb.ca/en/showdoc/cr/2009-136>
- b. [http://laws.gnb.ca/en/showfulldoc/cs/E-1.12/#anchorga:s\\_32](http://laws.gnb.ca/en/showfulldoc/cs/E-1.12/#anchorga:s_32)- section 20 (1) and (2)

### 2. Excluding Students from School for Disease Control

#### a. Responsibility of School Principal

It can be necessary for students to stay home to help prevent spread of disease. Please refer to the general “[School Exclusion Guidelines](#)”, as well as consultation with Public Health as needed. Additional measures may also be taken to control communicable diseases, at the discretion of the Regional Medical Officer of Health in consultation with the school principal, such as increased cleaning procedures or limitation of school gatherings.

#### b. Authority of the Medical Officer of Health

In a situation where risk is sufficient (such as during outbreak or with certain diseases of national public health significance), the Regional Medical Officer of Health could, under the *Public Health Act*, take any measures necessary (e.g. excluding certain pupils from school) in the interest of infectious disease control.

### 3. Provincial Communicable Disease and Infestation Information

Links to resources on signs and symptoms of common infestations and communicable diseases.

[Community- Acquired Methicillin -Resistant Staphylococcus Aureus](#) (CA-MRSA)

[COVID-19 GNB](#)

[Communicable Disease Fact Sheets](#)

[Insects and Mites](#)

\*\*If your child has an undiagnosed rash or skin condition, they should be evaluated by their health care provider before returning to school.



#### 4. Methods to Help Decrease the Spread of Germs

Hands spread an estimated 80 percent of common infectious diseases like the common cold, COVID-19 and influenza. Disease-causing germs are easily removed with good [hand washing](#) technique. [Hand sanitizer](#) is a good option when hands are not visibly dirty, or soap and water are not easily accessible.

Germs can spread through respiratory droplets ([coughing, sneezing](#)).

#### 5. Routine Precautions (Universal Precautions)

Bodily excretions, blood and body fluids from any person may contain micro-organisms that can cause illness. Take extra care to prevent contact whenever you need to clean up these substances. Routine precautions (Universal Precautions) include wearing gloves, careful cleaning, and proper handwashing. See [Appendix A](#)

#### 6. Childhood and School Immunization Program in New Brunswick

- New Brunswick Routine [Immunization Schedule](#)
- Proof Of Immunization as per [Policy 706](#) or the Immunization exemption [form](#) for school entry
- School Immunization Program. Information about school vaccines and protecting youth can be found here [Office of the Chief Medical Officer of Health](#).

#### 7. Influenza Like Illness Reporting

As influenza season approaches Public Health is required to conduct seasonal influenza surveillance in schools throughout New Brunswick. In the fall, local Public Health offices send reminders to school principals regarding reporting of Influenza Like Illness (ILI). Timely reporting assists Public Health with early detection of potential outbreaks. When such events are identified, it allows for prompt initiation of control measures aimed at limiting the spread of infection.

For more information on Reportable Diseases in N.B. and contact information refer to the [Notifiable Diseases and Reportable Events Poster Saint John Area](#)

#### 8. When to keep a child home from school

A sick child who goes to school will find it hard to learn and may not get the rest and fluids they need to get better. They can also give infections to other children and staff.

**Keep children home if:**

- Fever:** Fever of 38°C (100.4°F) or higher. A fever usually means your child's immune system is fighting an infection. Before they come back to school, their fever needs to be gone for 24 hours without using fever reducing medication.
- Diarrhea:** [Diarrhea](#) is frequent bowel movements and loose or watery stool. Children need to stay home until 48 hours after last diarrhea stool.
- See [exclusion guidelines](#)

Teach children to wash their hands often, and to cough or sneeze into a disposable tissue or their elbow. You can help your child stay well by getting them a flu shot and routine immunizations, giving them a balanced diet, helping them to be active outdoors and making sure they get enough sleep.

#### Appendix A



**Universal Precautions**  
(often called routine practices)

To avoid getting infected with HIV, Hepatitis B or C or another communicable disease, use the following precautions when you come into contact with any body fluids or fecal matter. In order to be safe and not to discriminate, assume that everyone is infectious.

**cover cuts**  
If you have cuts or open sores on your skin, cover them with a plastic bandage.

**Wear gloves**  
If there is any risk of coming into contact with blood or other body fluids, wear latex gloves. Gloves should only be worn once and disposed of in a plastic garbage bag.

**Wash hands**  
Wash your hands with soap and hot water for at least 20 seconds after you have had contact with blood or other body fluids, after going to the bathroom, before preparing or eating food, and after removing latex gloves. Use hand lotion to help keep your hands from becoming chapped or irritated. Intact skin is your first defense against infection!

**Discard garbage**  
Use caution when disposing of garbage and other waste that may contain infected materials or used needles. Discard material soiled with blood or other body fluids in a sealed plastic bag.

**clean up**  
Spills of blood or other body fluids should be cleaned up with a fresh mixture of household bleach (1 part) and water (9 parts). Paper towels should be used and disposed of in a plastic garbage bag. Remember to wear latex gloves during clean-up.

**Wash clothes**  
Soiled items should be stored in sealed plastic bags. Wash soiled clothing separately in hot soapy water and dry in a hot dryer, or have clothes dry-cleaned.

Need more HIV information and resources?  
Contact: CATIE (Canadian AIDS Treatment Information Exchange) at 1-800-263-1638  
E-mail: info@catie.ca  
www.catie.ca

Published by the Canadian Public Health Association, 2002.  
This publication has been reprinted by CATIE, 2010.

CATIE: Ongoing Centre Catalogue No: AT-10661



**ANGLOPHONE SOUTH SCHOOL DISTRICT  
SCHOOL CALENDAR – 2023-2024  
June 2023**

<u>MONTH</u>	<u>DATES</u>	<u>EVENTS</u>
September	4	Labour Day – Statutory Holiday – <b>NO CLASSES</b>
	5	First Day for <b>Grades 1-5</b>
	5	Transition Day - First Day for <b>Grade 6</b> and <b>Grade 9</b> (Schools with combined levels [Elementary/Middle, Middle/High, K-12] will communicate their transition plan)
	5/6	Transition Days - First Day for <b>Kindergarten</b> (half of students attend on either day. Schools will communicate plan)
	6	First Day for <b>Grades 7-8; 10-12</b>
	22	Positive Learning Environment Day – <b>NO CLASSES</b>
October	2	National Day for Truth and Reconciliation – <b>NO CLASSES</b>
	9	Thanksgiving Day – Statutory Holiday – <b>NO CLASSES</b>
	10-13	Registration for Students Entering Kindergarten in 2024-2025
	13	School Improvement Day – <b>NO CLASSES</b>
November	3	Professional Learning – <b>NO CLASSES</b>
	13	Remembrance Day – Statutory Holiday – <b>NO CLASSES</b>
	20	9-12 - Report Cards Issued
	24	K-8 - Professional Learning/Report Card Preparation – <b>NO CLASSES</b>
	24	9-12 - Parent/Teacher Interviews/Professional Learning – <b>NO CLASSES</b>
December	4	Reports Cards Issued K-8
	8	K-8 - Parent/Teacher Interviews/School Improvement Planning – <b>NO CLASSES</b>
	22	K-12 - Last Day of Classes for students ( <b>HALF DAY</b> )
	25-30	Holidays – <b>NO CLASSES</b>
January	1-5	Holidays – <b>NO CLASSES</b>
	8	First Day for Students
	22-26	Assessment/Demonstration of Learning/Course Recovery Week – <b>HIGH SCHOOL ONLY</b>
	29	Turnaround Day – <b>NO CLASSES - HIGH SCHOOL ONLY</b>
	30	Turnaround Day – <b>NO CLASSES – HIGH SCHOOL ONLY</b>
	31	Semester 2 Begins and Report Cards Issued – <b>HIGH SCHOOL ONLY</b>
February	19	Family Day – Statutory Holiday – <b>NO CLASSES</b>
March	4-8	March Break – <b>NO CLASSES</b>
	25	K-8 - Professional Learning/Report Card Preparation – <b>NO CLASSES</b>
	29	Good Friday – Statutory Holiday – <b>NO CLASSES</b>
April	1	Easter Monday – Statutory Holiday – <b>NO CLASSES</b>
	11	K-12 - Report Cards Issued
	15	K-12 - Full Day – Parent/Teacher Interviews/Professional Learning – <b>NO CLASSES</b>
May	3	NBTA Council Day – Provincial - <b>NO CLASSES</b>
	6	NBTA Branch Meeting Day – <b>NO CLASSES</b>
	20	Victoria Day – Statutory Holiday – <b>NO CLASSES</b>
June	10-14	Assessment/Demonstration of Learning/Course Recovery – <b>HIGH SCHOOL ONLY</b>
	25	K-12 - Last Day for Students – Final Report Card Day ( <b>FULL DAY</b> )

# SCHOOL IMPROVEMENT PLAN



**GOAL #1:**  
Students and staff are actively involved in establishing & maintaining school-wide expectations in an inclusive school environment



**LION LEADERSHIP**

- Expand student leadership opportunities
- Monthly assembly led by students to celebrate achievements



**PART of the PRIDE**

- Acquire teaching materials and resources that reflect our diverse population
- Diverse literature used & embedded within the classrooms



**HEAR me ROAR\***

- Staff to establish what the school code-of-conduct ROAR means for inside & outside the building common spaces



\*ROAR- RESPECT OTHERS ACCEPT RESPONSIBILITY

# SCHOOL IMPROVEMENT PLAN



**GOAL #2:**  
Teaching  
teams will  
collect &  
use data to  
develop and  
set goals to  
help  
students  
become  
autonomous  
learners

- 🦁 **PLC\* & ASSESSMENT**
  - Each PLC will work together to create & use a midpoint checklist for reporting on literacy and numeracy each term
  - LES will establish an internal assessment plan with common tools to be used at each reporting period for literacy & numeracy
  - Administration & Resource will meet weekly with PLCs to support in establishing goals for students based on data that is collected, analyzed & interpreted

- 🦁 **AUTONOMOUS LEARNERS**
  - Students are involved in establishing a goal that they work on in a guided group for targeted literacy & numeracy instruction
  - PLCs will send home a common welcome note at the beginning of the year to learn more about each student in each class
  - PLCs will use common tools to learn more about learning styles & interests of students to enrich the learning

\*PLC- PROFESSIONAL LEARNING COMMUNITY



# SCHOOL IMPROVEMENT PLAN



**GOAL #3:**  
Students will  
develop  
Global  
Competencies  
through  
cooperative  
learning  
opportunities  
in the  
classroom,  
Maker Space,  
& outside  
settings

- 🦁 **OUTDOOR EXPLORATION**
  - LES will establish an outdoor learning committee
  - All students will have structured outdoor learning opportunities each month with their buddy class
  - Staff will participate in Professional Learning on outside education
  - LES will establish additional outside learning spaces

- 🦁 **INNOVATION**
  - Classes will develop Global Competencies by accessing the Maker Space on a monthly basis to complete projects/activities with our STEAM\* Staff Coach
  - LES will have Technology Student Leaders and a Maker Space Club
  - Staff and students will develop Global Competencies by completing a monthly STEAM challenge
  - The school will develop a system for accessing and sharing required resources

\*STEAM- SCIENCE TECHNOLOGY ENGINEERING ART MATH







# Family Handbook 2023

