

Dr. A. T. Leatherbarrow Primary School



Handbook

Dr. A. T. Leatherbarrow Primary School
122 School St. Box 1100
Hampton, NB E5N 8H1
Website: <http://leatherbarrow.nbed.nb.ca>
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2013/14

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1 PRINCIPAL'S MESSAGE

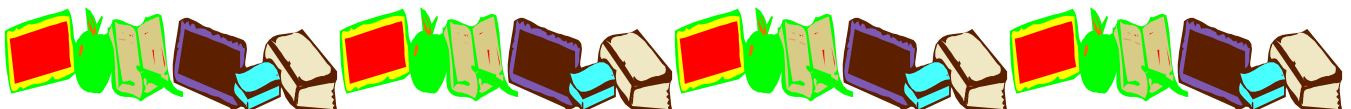
Dear Families:

Welcome to Dr. A. T. Leatherbarrow Primary School! We are happy to have you as active members of our school community! As a staff, we are committed to working collaboratively to ensure that all children will develop their intellectual, social, emotional, physical, and creative potential in a safe and secure learning environment.

We recognize that families, teachers and students are partners in this learning and that optimal education of the whole child can only flourish when we work cooperatively to keep the lines of communication between home and school open.

We invite you to contact us, to discuss any questions or concerns. We look forward to a fun and successful year!

Lisa Jardine
Principal



2 STAFF

Principal - Mrs. Jardine

Vice Principal – Mrs. Davis

Kindergarten

Mrs. Allaby
Mrs. Earle
Ms. Hogenbirk
Mrs. Warman

Grade 1

Mrs. Kingston
Mrs. Landry
Mrs. Peters
Mrs. Wilson

Grade 2

Mrs. Boyle
Mrs. Bursey
Mrs. Howe
Mrs. Salgado

Guidance

Mrs. Fischer

Resource Teacher

Ms. Creighton

Administrative Assistant

Mrs. Taylor

Music

Mr. Britten

Phys. Ed Specialist

Mrs. Brenton

Literacy Teachers

Mrs. Davis
Mrs. Jardine

Custodians

Mrs. Harris
Mrs. Ricketson

**Speech Language
Pathologist**

Mrs. Goss

Educational Assistants

Mrs. Broad	Mrs. O'Leary
Mrs. Daigle	Mrs. Rattray
Mrs. Jones	Mrs. Tayes

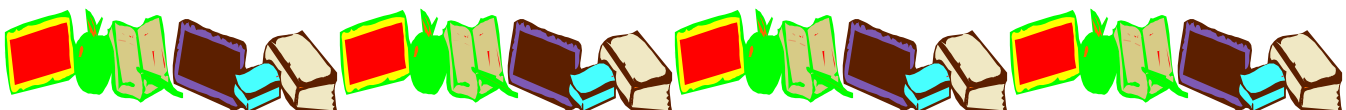


3 SCHOOL HOURS

Our school hours are:

Please do not drop children off **before 7:55 am. Thank you!

8:20	First bell/Bell work
8:25	Morning announcements
8:30	Morning classes begin
10:30 - 10:45	Outdoor supervised morning recess
11:50 - 12:20	Outdoor supervised lunch recess
12:20 - 12:40	Lunch
12:45	Afternoon classes begin
1:45	Students get ready for home
1:50 – 2:00	Buses load



4 SCHOOL CALENDAR 2013-14

ANGLOPHONE SOUTH SCHOOL DISTRICT

2013

September	2	Labour Day – No Classes
	3	First Day for Students (staggered entry for K students – Sept. 3 or 4)
October	10-11	Professional Learning Days for Staff – No Classes
	14	Thanksgiving Day – No Classes
November	11	Remembrance Day – No Classes
	29	Parent Teacher Student Conferences K-12 – No Classes
December	20	Last Day of First Term – Full Day

2014

January	6	Professional Learning Day for Staff – No Classes
	7	First Day for Students
February	17	Professional Learning Day for Staff – No Classes
March	3-7	March Break – No Classes
	28	Parent Teacher Student Conferences K-12 – No Classes
April	17	Professional Learning Day for Staff – No Classes
	18	Good Friday – No Classes
	21	Easter Monday – No Classes
May	2	Provincial Council Day – No Classes
	16	AEFNB & NBTA Meeting – No Classes
	19	Victoria Day – No Classes
June	20	Last Day for Students

5. Vision Statement

Our school community will be encouraged and supported to be the best we can be!

Mission Statement

We will work in partnership with families and the community to provide quality education in a positive learning environment!

We will strive:

- To set and meet high expectations;
- To establish and foster a caring and child-centered environment that is marked by trust, respect, optimism, and a love of learning
- To teach curriculum and creative thinking with flexible teaching methods that meet the needs of each child.

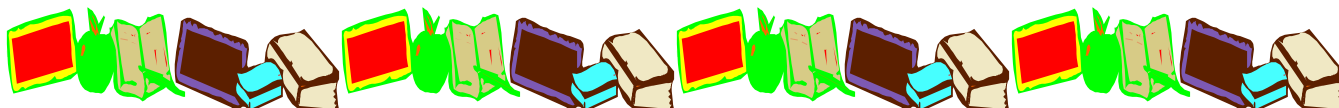
6 PARENT SCHOOL SUPPORT COMMITTEE

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A Parent School Support Committee (PSSC) is a committee of 6-12 members elected to ensure that parents' voices are heard. Parents have always made great contributions to the quality of New Brunswick's schools.

Your Parent School Support Committee (PSSC) focuses on the education priorities facing your school, while the administrators take care of the day-to-day operations.

As a PSSC member, you will:

- advise the principal on education quality issues,
- work with the principal to develop and monitor a school improvement plan,
- review the results of the school performance report,
- advise the principal on development of school policies,
- communicate with the District Education Council (DEC) on PSSC matters,
- have input into the hiring of vice-principals and the principal,
- at the request of the Superintendent, be involved in performance evaluations of vice-principals, principals.



7 SOME THINGS PARENTS CAN DO AT HOME TO HELP THEIR CHILD BE SUCCESSFUL AT SCHOOL

Parents play a very important role in ensuring that their child is happy and successful at school. Here are some important ways that parents can help.

1. Teach your child good manners.
2. Teach your child self-help skills.
3. Give your child a balanced breakfast each morning and a healthy lunch.
4. Make sure your child dresses for the weather.
5. Create and teach routines for your child to follow.
6. Establish a quiet place for your child to do his/her homework.
7. Encourage your child to read nightly.
8. Limit TV time and be selective about the programs your child is watching.
9. Make sure your child receives enough sleep to function well (about 10 –12 hours each night).
10. Discipline consistently and fairly.
11. Praise your child for good behaviour and set good examples for your child to follow.
12. Teach your child how to handle chores and responsibilities that are part of family life.



7.1 CURRICULUM

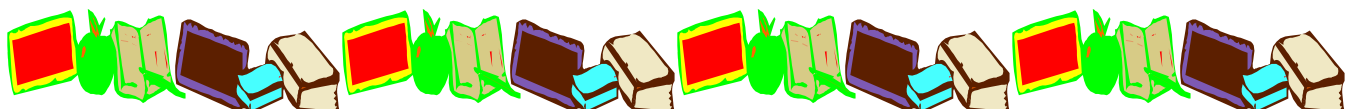
Provincial curriculum dictates the concepts taught at each grade level. Curriculum outcomes are available to all parents through the school or from the Internet at <http://www.gnb.ca/0000/anglophone-e.asp#cd>. If you have any questions or concerns regarding the academic expectations of your child, please speak to his/her teacher(s).

7.2 INSTRUCTIONAL TIME

With the extensive amount of material to be covered by teachers, it is of the utmost importance that instructional time be protected. We take measures within the school day to maintain maximum instructional time. Parents can help in the following ways:

- If driving your child to school, have your child at the school no earlier than 7:55am and no later than 8:20am.
- Attempt to schedule all of your child's appointments outside of school time. In the rare case where you must pick your child up during instructional time, minimize disturbances in the classroom by asking our administrative assistant to have your child sent to the lobby.
- If you are picking up your child after school, please wait in the lobby until the dismissal bell at 1:45pm.
- If you require time to speak with your child's teacher, please write a note to the teacher, phone after 2:00pm or schedule an appointment after school.

***Thank you for helping to protect precious learning time!
Your cooperation is greatly appreciated!***



7.3 COMMUNICATION

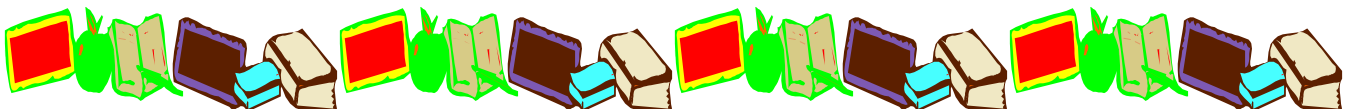
It is very important that we have clear communication between school and home. Our newsletter will inform you of school events. Teachers also send class newsletters, emails or post information on a class website. One effective and well-used method is Talk Mail. We send talk mail messages using Synrevoice.

7.4 HOMEWORK

Students receive some homework on most nights. Homework is designed to reinforce concepts that have already been taught in school. Homework time is meant to be a positive time for your child to show his/her growing skills and receive praise and attention from you.



Our school policy is that children should have approximately 10 minutes of homework for each year they have been in school (example: grade 2 – 20 minutes per night). If you find your child has difficulty with assignments, please contact the teacher, who will be able to make suggestions or adjustments. Please sign the homework each night. We appreciate the time you spend on homework and hope that it keeps you aware of some of the things your child is working on in school.



8 LEATHERBARROW PRIMARY CODE OF CONDUCT

8.1 Code Of Conduct

Dr. Leatherbarrow School has a Code of Conduct for a safe and orderly school.

The Code of Conduct is:

- **Be kind**
- **Be safe**
- **Be responsible.**
- **Be respectful.**

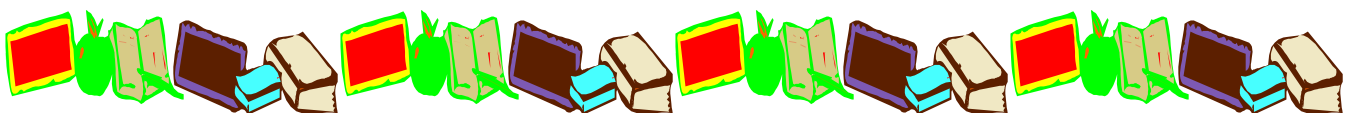


Here are some examples as to what this looks like:

D.A.T.L Primary School Code of Conduct Expectations Matrix

I am	All Settings	Classroom	Hallways	Washrooms	Playground	Assemblies
Safe	<ul style="list-style-type: none"> • Keep bodies calm: hands off, feet off, words off • Tell an adult any problems • Ask permission to leave any setting • Never spit, hit, kick or bully another 	<ul style="list-style-type: none"> • Maintain personal space • Wear indoor sneakers 	<ul style="list-style-type: none"> • Walk • Stay to the right on the blue line 	<ul style="list-style-type: none"> • Wash hands with soap and water • Keep water in the sink • One person per stall • Quick, quiet, clean 	<ul style="list-style-type: none"> • Use walking feet in the woods • Stop playing when you hear the bell • Use walking feet to get into your line • Use equipment for intended purpose • Wood chips, large rocks and large sticks are for the ground • Participate in school approved games only • Stay in approved areas • Keep body to self 	<ul style="list-style-type: none"> • Walk • Enter and exit gym in an orderly manner • Sit “criss cross applesauce”

Kind/ Respectful	<ul style="list-style-type: none"> • Treat others the way you want to be treated • Follow adult direction(s) • Follow “Give Me Five” • Use polite language • Help keep the school clean 	<ul style="list-style-type: none"> • Be honest • Follow adult direction • Use positive “Filling Bucket” language, no put downs or use of offensive language 	<ul style="list-style-type: none"> • Remove outdoor hats • Remove outdoor footwear at mats • Quiet zone- Walk quietly so others can continue learning • Acknowledge greetings of adults 	<ul style="list-style-type: none"> • Allow for privacy of others • Clean up after yourself 	<ul style="list-style-type: none"> • Use your words to solve problems • Invite others who want to join in • Enter and exit building peacefully • Share play space • Use polite language 	<ul style="list-style-type: none"> • Be an active listener • Talk only when appropriate • Applaud appropriately to show appreciation
Responsible	<ul style="list-style-type: none"> • Do what you are supposed to do • Try your best • Be a team player 	<ul style="list-style-type: none"> • Be prepared • Make good choices 	<ul style="list-style-type: none"> • Use walking feet • Return to class promptly 	<ul style="list-style-type: none"> • Follow bathroom procedures • Return to class promptly 	<ul style="list-style-type: none"> • Be a problem solver • Tell an adult if there is a problem • Learn new games and activities 	<ul style="list-style-type: none"> • Raise your hand to share • Keep comments and questions on topic



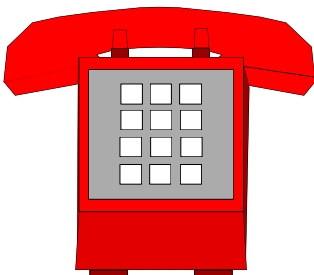
9 PROMOTING SAFETY AND GOOD HEALTH

The safety of our children is of paramount importance to the staff of Dr. A. T. Leatherbarrow Primary School. Anything that threatens the safety of the students at our school must be reported to the administration at once. Appropriate measures will be taken to remedy any safety issue.

- Parents are asked to **enter and leave** the building through the Main Lobby Entrance. All other doors will remain locked during school hours.
- **Anyone proceeding past the main lobby must sign in.** For your child's safety we must have a record of every visitor.
- All children must be supervised at all times. Supervision of students does not begin until 7:55am. Therefore, **no students are permitted to be dropped off until 7:55am.**
- If you are taking your child out of the building, or having your child picked up at any time other than after school, **we ask that your child be signed out at the school office.**

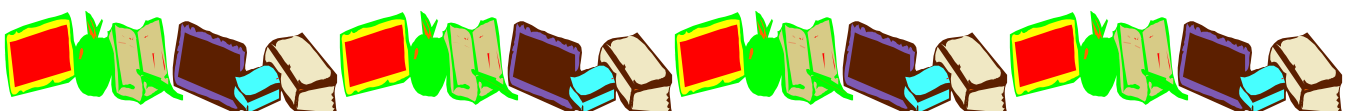
10 SAFE ARRIVAL PROGRAM AND ABSENCES FROM SCHOOL

10.1 Safe Arrival Program Leatherbarrow Primary has a Safe Arrival Program. This is an attendance verification program where parents and the school work together to ensure that our children arrive safely at school. *Child Find New Brunswick* strongly supports the establishment of Safe Arrival Programs.

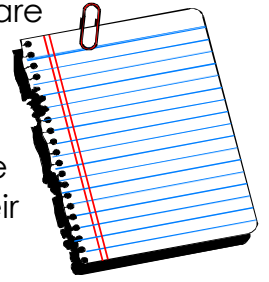


To use the Safe Arrival Program correctly please follow the following procedure:

- Fill out a Safe Arrival form at the beginning of the school year. The form gives contact information for the parents, as well as an emergency contact number.
 - Each time your child is absent from school or late for school, call the **Safe Arrival mailbox at 832-6162.**
 - State your child's name, his/her teacher's name and the reason for the absence.
-
- Immediately following roll call, each teacher sends an absentee list to the office. School personnel and the Safe Arrival Volunteers then check phone messages on the Safe Arrival Mailbox and cross reference them with the absentee lists.
 - Parents of children who are not accounted for are contacted.



- If parents cannot be reached, the emergency contacts are phoned.



It is important that the emergency contact is a family member, babysitter or a neighbour who can make a quick check on the whereabouts of the child. Parents must discuss the program with their emergency contact person.

10.2 Absences from School - A note from the parent/guardian is required each time a student is absent from school. Parents/guardians should arrange for schoolwork to be brought home with a neighbour or sibling. It is expected that each student will attend school as regularly as possible. A permanent record is kept of his/her attendance.

10.3 Change of Information- Parents must notify the school if there is any change in information on their Safe Arrival Form.

10.4 Emergency Information- Parents must notify the school and fill out the appropriate forms if a student has a life threatening allergy, illness, or condition.

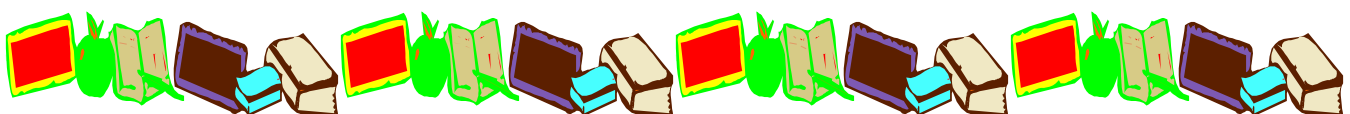
11 SCHOOL BUS TIMES, PARKING AND TRAFFIC

In the morning, the buses begin to arrive as early as 7:55am. Children who are driven by car can be dropped off directly in front of the school or in the designated pull-over area outside the Kindergarten modules. This area is posted as a "No Idling" zone. Please turn off your engine to prevent exhaust fumes from entering the Kindergarten wing. **Please do not drop off children before 7:55am as there is no teacher on duty before this time.**

At the end of the day the children load the buses at the school entrance beginning at 1:50pm.

School Street is closed to through traffic from approx. 1:45pm – 2:05pm to allow for the loading of the buses. Drivers are not permitted by law to pass school buses that have their red lights flashing. Bus drivers and school officials can report this infraction to the RCMP. The fine is approximately \$300.00.

If you wish to pick up your child after school and get away before the buses, it is best to come before 1:40pm and park up the hill beyond the kindergarten modules or in the main parking lot. That way you can leave without being halted by our children heading for the buses. Please do not park in the parking spaces directly in front of the school or in the pull off area outside the Kindergarten modules as this will interfere with bus loading. Note that School Street is one way from Hampton Elementary to Leatherbarrow and one way from Leatherbarrow to Hampton Middle School. The speed limit on School Street is 20 km/hr.



12 SUPPLY FEES

A supply fee of \$60.00 is payable by the end of September. It is also possible to pay the school fee in instalments. Please contact your child's teacher or the school office to arrange payment. This fee covers most costs for the school year including classroom supplies like pencils, rulers, scribblers, duo-tangs, erasers, scissors, glue, etc. The school fee also covers the cost of special project materials, performances, skating, swimming, and other special programs. **Cheques are payable to Dr. A. T. Leatherbarrow School.**



13 SCHOOL BUS SAFETY

All students are expected to ride and get on and off the buses in an orderly and respectful manner. The teachers teach the children about bus safety rules and good behaviour on the bus. The District also provides children with instruction on the bus safety rules and bus evacuation. Please reinforce the rules at home.



13.1 Province of NB School Bus Rules

1. Be on time and never stand in the street or highway while waiting for the school bus.
1. Be quiet while the bus is approaching and crossing a railway.
2. Pupils shall be picked up and discharged only at bus stops approved by the School District
3. Obey the driver promptly and avoid any unnecessary conversation with him/her while the bus is in motion.
4. Do not cross the road behind the bus. Crossings are to be in front of the bus – not nearer than 3 meters and only after looking in both directions.
5. Occupy seat assigned by the driver or other school officials.
6. Obtain approval of the driver to open the Emergency Door or bus windows. Do not throw anything out the windows or extend hands, arms, or legs through openings.
7. Do not throw refuse on the floor of the bus. Help the driver to keep the bus sanitary.
8. Eating or drinking is not permitted on a school bus.
9. The use of tobacco in any form is not permitted on the bus.
10. Be courteous to the driver and fellow passengers. Rough and boisterous conduct will not be permitted on the bus.
11. In case of any road emergency, remain seated in the bus until ordered to evacuate.
12. Wilful damage to the bus must be paid for by the offender.
13. Students delivered to the school by bus must remain on school property.

14. A student not getting off at his/her regular stop or traveling on a different bus must have a detailed note signed by a parent/caregiver for the driver.

13.2 School Bus Misconduct Procedure

When a student is reported for misbehaviour on the bus, the following procedure is followed:

- The bus driver writes a bus violation form for the student. The driver gives the form to the principal. A copy of the form is sent to the student's parents and the District Transportation Supervisor.
- The principal or vice-principal meets with the student. Students are sent to supervised classroom at noon for all bus misconduct violations.
- The first time a student is reported, he/she is given a verbal warning. Students are told that continued unacceptable behaviour will lead to a suspension of school bus privileges.
- Second and subsequent offences will result in a suspension of the student from the bus, (but not from school), for one, three, or five days.
- Serious offences will result in immediate suspension of bus privileges.

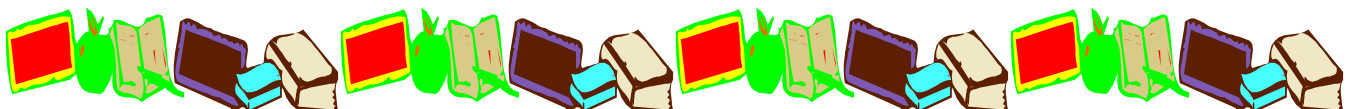
These procedures will be strictly enforced to ensure that the buses are safe.

13.3 Students Taking a Bus to a Different Location

Our School District policy states that a child's home address is his/her primary bus address, and that any other drop off or pick up location. A daycare or a sitter's home is considered an alternate bus address. **Parents can name ONE alternate bus address as long as that location is used on a regular basis (e.g. Everyday; each Monday and Wednesday).** Forms are available at the school office parents to indicate their need for an alternate bus address. District policy does not allow parents to send their child on a different bus to attend birthday parties or play at a friend's house after school. It is important that parents keep teachers fully informed about changes in bus routines. Without written authorization from a parent, children will be sent home on their regular bus.

13.4 School Bus Concerns

If you have any concerns about your child's bus, please call the school office. You may also call the District Manager of Transportation at 848-6685.



14 MEDICATION & HEALTH SERVICES AT SCHOOL

Policy 704 of the Province of New Brunswick determines the standards and procedures required to provide health support services to students and outlines the responsibilities of parents, school personnel and health care providers.

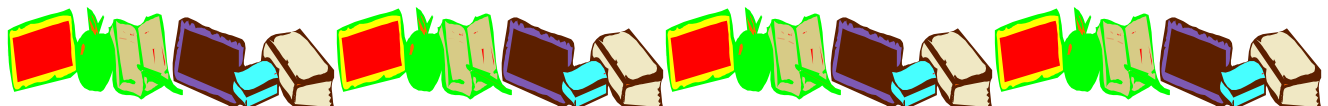
It is the responsibility of parents to inform the school in writing of any health conditions of their child that may require action by school personnel. It is important for parents to give complete medical information for their child on the Student Information Form at the beginning of the school year.

For students requiring medication parents should try to provide their child with medication outside of school hours. When this is not possible, parents requesting school personnel to administer medication or to supervise the child's self-administration of medication must make their request in writing.

For a medicine (non-prescription or prescription) to be administered by school personnel on a temporary basis, a written request must state the student's condition and give instructions that clearly indicate the name of the medication, the dosage and the time /frequency (e.g. Please give 1 teaspoon of cough syrup @11:30).

For a medication to be administered on a regular basis (e.g. Ritalin or medication for diabetes) the parents must meet with school personnel to work out a plan and complete a medical form.

In cases where a student has a life threatening situation (e.g. anaphylaxis requiring an Epi-pen) the parents must meet with school personnel to develop a written procedure to be followed in the event of a medical emergency.



15 ANAPHYLACTIC SHOCK – A LIFE AND DEATH MATTER

Leatherbarrow Primary School usually has at least one student who has been diagnosed with a severe life-threatening allergy to peanuts and/or nuts and peanut/nut products. Exposure to even a very tiny amount of this allergen can cause anaphylactic shock which could result in throat tightness or closing, loss of consciousness and, possible, death.

Our responsibility as a school system and as a caring community is to implement, to the greatest extent possible, school practices that reduce the possibility of exposure to any substance which may cause an anaphylactic reaction. Our staff has been instructed in the correct procedures in response to anaphylactic shock.

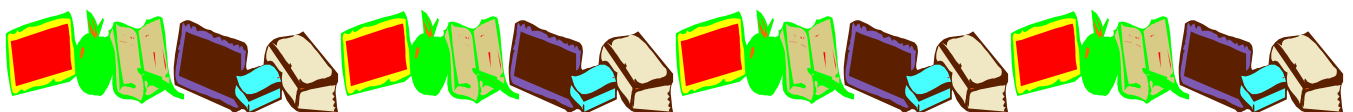
But prevention is, of course, the best approach and, therefore, we are asking for parental cooperation in our efforts to reduce the risk of exposure to peanut/nut products.

We designate one or more peanut-free classroom(s) in our school. We ask that children in these classrooms NEVER bring peanuts, peanut butter, or other products containing peanuts/nuts to school.

We also ask parents of children in these classrooms to:

- Please make sure that your child's hands are washed free of any traces of peanuts, peanut butter, etc. before heading off to school.
- Please instruct your child about the danger that these products are to some students.

Thank you for helping us to create a safe environment for all of the children who attend Leatherbarrow Primary School. Please call the office if you have any questions or concerns.



16 HEAD LICE

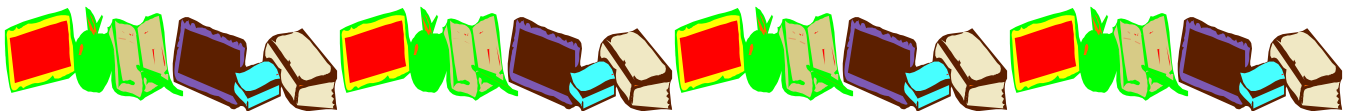
There have been a relatively low number of incidents of head lice at the school in the last few years. However, parents and teachers need to be on alert. The school's policy on head lice and best practices are given below.

- Parents must inform the school immediately if their child has head lice.
- When head lice are found on a child at school, the teacher will phone the parents of the child, and the child is sent home for treatment.
- The parents of all other children in the classroom are notified by letter of the presence of head lice and are asked to do thorough head checks at home.
- Children who have had head lice are checked when they return to school. There must be no lice present if the child is to remain in the classroom.
- If insufficient treatment is causing a child or family to suffer reoccurrence of head lice, the school will offer to contact the Public Health Nurse so that a home contact may be made to offer advice or assistance.

Children are especially susceptible to head lice because they are grouped together more than adults. Head lice do not cause serious illness, but they are annoying and can be expensive to treat. Therefore, it is important that we are on alert and take immediate action when head lice are detected.

The following steps are recommended by New Brunswick Dept. of Health and Wellness:

- Watch for a possible infestation. The most obvious sign is persistent itching and scratching of the scalp. The most popular area of settlement is behind the ears and the nape of the neck.
- If one child has head lice, carefully examine all other members of the family.
- Apply a medicated shampoo recommended for use against head lice.
- Follow the manufacturer's instructions regarding application of the shampoo. Be sure to shampoo the scalp vigorously because lice live in the hair close to the scalp. All products now require a second application 7 to 10 days after the first to ensure that any lice that hatched from eggs which survived the first treatment are also killed. Remove all nits (eggs). This is a difficult step because the nits are firmly attached to the hair. Careful combing with a special comb is required.
- All bedding, brushes, combs, and clothing (especially head wear) that the head lice victim has come in contact with should be carefully cleaned.



17 SCHOOL CLOSURE DUE TO INCLEMENT WEATHER

Anglophone South School District is committed to the safe and efficient transportation of students and recognizes that it may be necessary to cancel bus run(s), or delay school opening to ensure students are not endangered by hazards brought on by poor weather or road conditions.

The following options are considered when deciding what to do during inclement weather conditions:

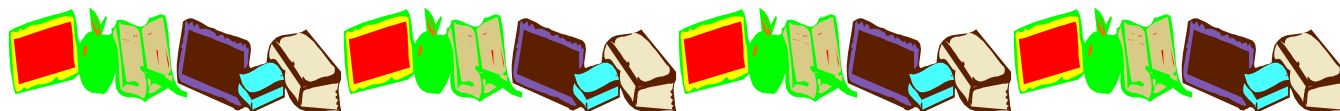
- 1) Schools will remain open as usual. Therefore, no radio announcements will be made.
- 2) All schools are closed for the day. An appropriate announcement will be relayed to radio stations prior to 6:30am for broadcast. Parents are urged to listen to the radio stations early in the morning, particularly on days when the weather is inclement. Parents can also call the "SNOW" line (848-7669) to hear a recorded message.
- 3) Some schools in the district are closed. Appropriate announcements will be made to the radio stations as outlined above.
- 4) Buses are delayed one hour, with all schools in the district opening at their regular time to receive students. Appropriate announcements will be made to radio stations as outlined above.
- 5) Schools may be closed early on days when the weather conditions are anticipated to deteriorate significantly during the day. Every effort will be made to notify parents, and an appropriate announcement will be relayed to radio stations. Parents are urged to ensure that alternate arrangements are in place for their child/children if schools are dismissed early.

During the winter months, there may be occasions when the condition of a particular road along a driver's route is hazardous. Therefore, cancellation or delay of individual bus runs may be required. When possible, this information will be announced on the radio.

While the loss of valuable instruction time is a concern, the safety of students is always paramount. The decision to close schools is made with this in mind. Ultimately, parents have the final decision in an inclement weather situation. If you feel that the walking/driving conditions in your particular area are hazardous, you may choose not to send your child/children to school. Absences on these days will not be a factor in determining a student's attendance record.

Note: Make sure your child knows where to go if he/she is sent home early.

To reach a recorded message regarding school closures, please call the District "Snow" line at 848-SNOW (7669).



18 FLUORIDE MOUTHRINSE PROGRAM



Permission for your child to participate is necessary (fill in the section on the Student Information sheet), and students who are new to the school will be given permission sheets to bring home. This will be kept in the child's file for use in following years.

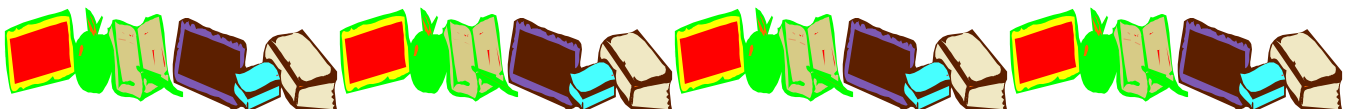
If permission was not granted last year and you wish your child to participate, you may obtain a permission sheet at the school office. If permission from last year is to be withdrawn, please send a note to your child's teacher and instruct your child as to your wishes.

19 NUTRITION

19.1 School District Nutrition Policy

Anglophone South School District has established nutritional guidelines for all schools. The District believes that good nutrition positively impacts students' general wellness, learning and behaviour. The District promotes the availability of foods and beverages that contribute to the wellbeing of children. Some guidelines from the District's policy are the following:

- Students and staff are encouraged to choose foods for snacks and lunches from the four food groups of Canada's Food Guide to Healthy Living.
- Parents and children are encouraged to choose foods from the Best Nutritional Value Category such as: whole grain and enriched products; dark green and orange vegetables; lower-fat milk products; leaner meats, poultry, and fish as well as dried peas, beans and lentils.
- There are no restrictions placed on what parents can include in their children's lunches or what children bring for lunch. However, teachers encourage parents to send healthy lunches and snacks and discourage sending "junk food." Teachers will ask children to eat healthy foods first before eating any "treats" in their lunch.
- Teachers encourage children to bring water to school.
- Drinking chocolate milk as part of school's milk program on a daily basis is allowed under the District guidelines.
- Foods from the Least Nutritional Value Category will not be sold in a school's hot lunch program. This includes the sale of hot dogs and pepperoni pizza.
- Students will be given adequate time to eat their lunch. At Leatherbarrow School the children have almost 30 minutes to eat their lunch which is greater than the time recommended by the District guidelines.



19.2 Food Sent To School

New Department of Health regulations limit home prepared food that we can serve to children other than your own. (This does not apply to anything you send for your own child's lunch.) Please note the text below:

**With regard to bake sales or special occasions events (not on a day-to-day occurrence) where parents or staff would prepare food at home to bring to school and be shared with others, the Department of Health recommends that the following foods not be served: Any food that is capable of supporting the growth of pathogenic microorganisms or the production of toxins. Examples of such foods include: those containing meat, poultry and fish; salads; sliced vegetables or fruits; sandwiches; custards and cream-filled pastries/pies; cheesecakes; unpasteurized milk and juices; homemade eggnog, etc. "Sliced vegetables or fruit that are purchased directly from a grocery store already sliced are acceptable." Please keep in mind that according to Policy 711, "For special occasions, in-school celebrations, holidays, end of the year, etc. Every effort will be made to provide food with moderate or maximum nutritional value."*

19.3 Hot Lunch and Milk Program

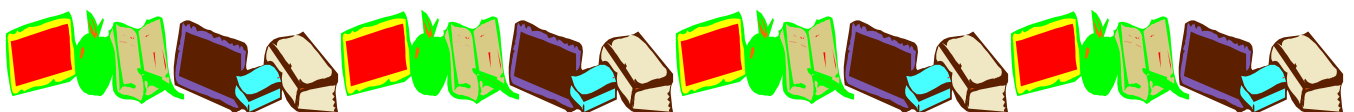
Leatherbarrow School offers a daily milk program beginning the last week of September.

Chocolate milk is 45 cents per carton and white milk is 40 cents per carton. Milk is ordered and paid on a monthly basis.

(Hot lunch days and menu to be announced soon via a notice).

A monthly order form will be sent home with your child around the 20th of each month. **It is very important that you fill in your child's name.** You are asked to fill in the order and return the form along with your payment by Thursday at 9:00 am. **Orders received after 9:00am will not be processed.**

Due to the large volume of orders processed, **change will not** be provided. Cash or cheques will be accepted. Cheques should be made payable to Dr. A.T. Leatherbarrow Primary School. Payment for siblings may be returned in one bag, but each student must have his/her own individual order form. In the event that your child has ordered lunch and is absent from school, simply indicate the absence on the following week's order form, re-order the lunch missed and do not include payment for that re-ordered lunch. Snow days should be processed the same. It is up to the parent to re-order the missed lunch! Orders must be submitted monthly. There are no standing orders.



20 EMERGENCY PROCEDURES

All schools have an emergency preparedness plan. At Leatherbarrow Primary School, our plan is discussed and reviewed by the staff at the beginning of each school year. The plan describes the procedures we will follow for different kinds of emergencies, including loss of water and power, fire, bomb threats, and an intruder in the building. For our emergency preparedness, we practice fire drills several times a year. We also practice a school evacuation to Hampton Elementary School (HES).



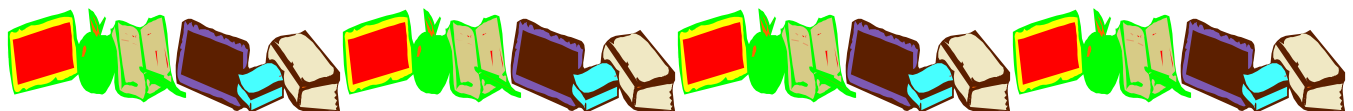
While the safety of the children and staff is paramount, we are also mindful of the need to not traumatize children as we practice on emergency procedure. We will notify parents in advance when we practice a school evacuation to HES and a school lockdown. We ask parents to discuss these procedures with your child.

21 SMOKING AND SCENT FREE POLICY

Smoking is not allowed in the school or on school grounds. This ban is also in effect after hours when the school is used for school functions (e.g. Parent/Teacher conferences) and when it is used by community groups.



In consideration of indoor air quality and the health of students, employees, volunteers and school visitors, the District has also implemented a scent free policy. The policy asks all students, employees, volunteers and visitors to refrain from wearing or using scented products in schools. Custodians are directed to use non-scented cleaning and building products. We ask for your consideration in helping make Leatherbarrow Primary School a scent free environment.



22 SCHOOL CLOTHES

All students need a pair of sneakers to wear inside the school and a pair of sneakers, or other footwear as the weather dictates, for outdoor play.

Their inside sneakers are left at school so that they are always clean and available. It is important that the sneakers have a good tread so that the children do not slip in gym class. Dress shoes, crocs, or flip flops are not safe to wear in gym. The children do not change for gym, so it is important that they wear appropriate clothes for being physically active on gym days.

Please be sure your child is properly dressed for the weather. Children go outdoors for exercise and fresh air at recess and noon except in extremely inclement weather (pouring rain or extreme cold). Outdoor play provides a physical and mental health break for the children.



All children, should have an extra set of clothes so that they can change into dry clothes if they get wet.

23 LOST AND FOUND

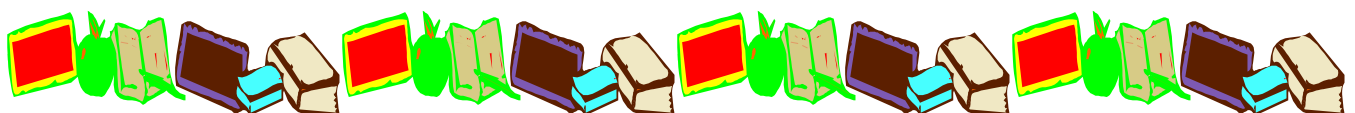


One lost and found box is located beside the main doors in the kindergarten, and another is located near the exit doors to the playground in the main school. It is a good idea to write your child's name on his/her clothes and shoes.

24 VOLUNTEERS

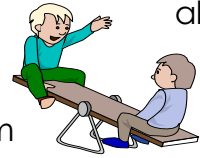


We greatly appreciate the parents and community helpers who volunteer their time and skills to help our school in so many ways. Volunteers make a big difference in our children's school life. Many of our programs could not exist without the help of volunteers. Please contact the office if you are able to volunteer.



25 Friendly Helpers

The school's guidance councillor provides an anti-bullying program to all children.



About 20-30 students in grade two receive more training on problem solving and conflict resolution to allow them to serve as "Friendly Helpers" on the playground. During the recess and noon hour periods, teams of Friendly Helpers are "on duty" on the playground. The Friendly Helpers help other children settle disagreements without fighting by using a mediation process.

Friendly Helpers clearly understand, however, that there are situations they can't mediate and they have been taught to always get a teacher in cases of injury or rule-breaking.

The following are the objectives of the Friendly Helper Program:

- To give our students conflict resolution strategies.
- To help students develop skills in listening, thinking and problem solving which are necessary for all areas of learning.
- To reduce conflict by giving students skills to work out their differences.
- To enhance student self esteem.

26 School Directories

Dr. A. T Leatherbarrow Primary School

122 School Street
P.O. Box 1100
Hampton, NB E5N 8H1
Principal: Lisa Jardine

Tel: (506)832-6022 Main Office
(506)832-6067 Kindergarten Wing
Fax: (506)832-6033
Safe Arrival #: 832-6162

Hampton Elementary School

82 School Street
P.O. Box 1061
Hampton, NB E5N 8H1
Principal: Mary Nagle

Tel: (506)832-6021
Fax: (506)832-6028

Hampton Middle School

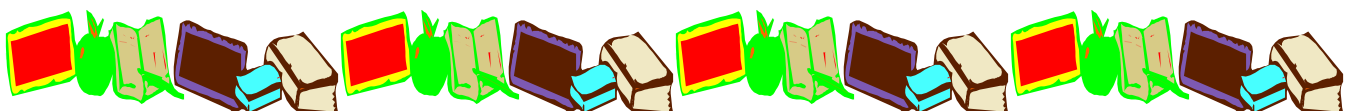
11 School Street
Hampton, NB E5N 6B1
Principal: Theresa Ketchum-Boudreau

Tel:(506)832-6020
Fax:(506)832-3003

Hampton High School

34 Elizabeth Street
P.O. Box 1070
Hampton, NB E5N 8H1
Principal: Celinda Van Horne

Tel:(506)832-6024
Fax:(506)832-6054



28 LOCAL DIRECTORY

Emergency: - Police, ambulance, fire & poison **911**
"Make sure your street number is very visible, and your civic address is correct"

Non-Emergency

Local police Tel: 832-5566
Fax: 832-5417

Environment Tel: 1-800-565-1633

TELE-CARE Tel: 1-800-244-8353
(Symptoms evaluation, health information, 24 hrs a day)

Power Outage & Interruptions – 24 Hr. Service...
Tel: 1-800-442-4436

Town of Hampton

Leisure Services Tel: 832-6102

Ball field Information Tel: 832-6449

Municipal Office.....Tel: 832-6065

Pool.....Tel: 832-6423

Fire Chief.....Tel: 832-6437

Community Centre.....Tel: 832-6117

Community Library.....Tel: 832-3335

Hampton Alliance for Life Long Learning (HALL) Tel: 832-5665

