



## Dr. A.T. Leatherbarrow Primary School: Handbook

### Vision Statement

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

### Mission Statement

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





2014-2015

Dear DATL 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 develop to 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

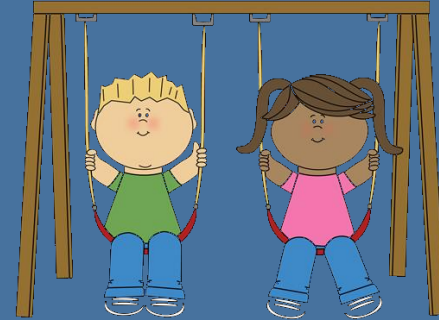
# Welcome to our School!

- When entering the school, please always check in with our Admin. Assistant, Mrs. Long.
- District policy requires that all volunteers have a criminal record check completed.
- Volunteers must sign in at the office and wear a Visitor's tag upon entry.



# Daily Schedule

- 7:50-8:20am Students arrive and go to playground
- 8:20am Students enter building
- 8:25am Morning announcements
- 8:30am Instruction begins
- 10:00am Morning snack
- 10:30am Recess
- 11:50am Noon Recess
- 12:20pm Lunch
- 1:45pm School ends
- 1:50pm Buses begin to load



# 2014-2015 District Calendar

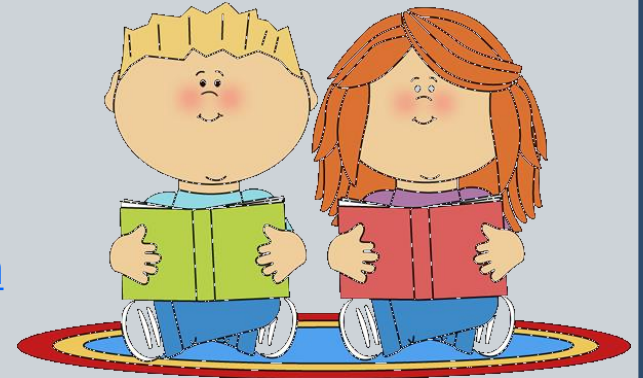
Click on link below for calendar:

[The Anglophone School District 2014-2015 calendar](#)



# Literacy Learning K-2

*Curriculum outcomes are available from the school or at <http://www.gnb.ca/0000/anglophone-e.asp#cd>.*



## Kindergarten

[Reading and Writing Achievement Standards Curriculum](#)

[Reading Achievement Standard](#)

[Writing Achievement Standard](#)

[Understanding Provincial Achievement Standards in Reading and Writing \(brochure\)](#)

## Grade 1

[Reading and Writing Achievement Standards Curriculum](#)

[Reading Achievement Standard](#)

[Writing Achievement Standard](#)

[Understanding Provincial Achievement Standards in Reading and Writing \(brochure\)](#)

## Grade 2

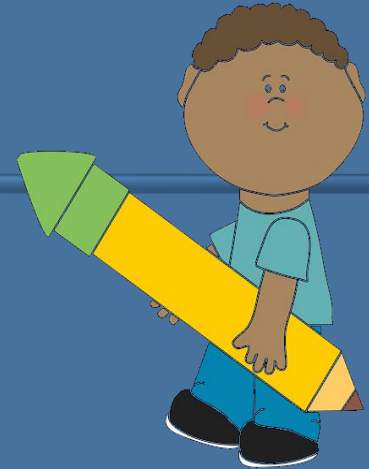
[Reading and Writing Achievement Standards Curriculum](#)

[Reading Achievement Standard](#)

[Writing Achievement Standard](#)

[Understanding Provincial Achievement Standards in Reading and Writing \(brochure\)](#)

# Attendance



- It is important for children to be here and to be on time.
- If your child will be absent or late, please leave a message (child's name, homeroom, and reason) on the SAFE ARRIVAL line 832-6162 before 8:15 a.m.
- Please send a written excuse upon your child's return.



# Communication



We look forward to working with you.

We keep in touch by:

- **Telephone**—in addition to calls we make to parents to plan or celebrate, teachers may be contacted before 8:20am or after 2:00pm
- **Talk mail**—weekly and/or as needed
- **School Website**—<http://web1.nbed.nb.ca/sites/ASD-S/1940/Pages/default.aspx>
- **Monthly Newsletters**—e-mailed and posted to website
- **Teacher Tips**—class website or sent home
- **Parent Teacher/Student Involved Conferences**—twice during school year and/or as needed



# Supplies and Cultural Fee

- \$60.00 fee will be collected in September
- It covers school supplies, skating, swimming, and most performances and activities throughout the year



# When Sending Money

- Put it in a baggie or envelope
- Clearly label it with the child's name, amount, and purpose
- Send the correct amount or a cheque as we can not make change
- No late orders (milk, lunch, book, etc.) are accepted



# Positive Learning Environment

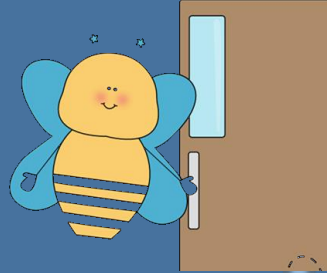
## Our Code of Conduct:

**Be kind**

**Be safe**

**Be responsible**

**Be respectful**



## In school, we use:

- "walking feet"
- "indoor voices"
- "hands off, feet off, voices off"
- proper bathroom conduct

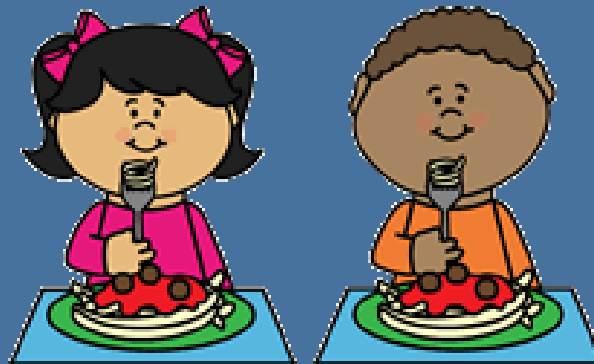
- Student Involvement—Clubs & Activities
- Make it Right Room—Reflection & Skills Training

# Positive Learning Environment

I am ....	All Settings	Classroom	Hallways	Washrooms	Playground	Assemblies
Safe	<ul style="list-style-type: none"> <li>• Keep bodies calm: hands off, feet off, words off</li> <li>• Tell an adult any problems</li> <li>• Ask permission to leave any setting</li> <li>• Never spit, hit, kick or bully another</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain personal space</li> <li>• Wear indoor sneakers</li> </ul>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Stay to the right on the blue line</li> </ul>	<ul style="list-style-type: none"> <li>• Wash hands with soap and water</li> <li>• Keep water in the sink</li> <li>• One person per stall</li> <li>• Quick, quiet, clean</li> </ul>	<ul style="list-style-type: none"> <li>• Use walking feet in the woods</li> <li>• Stop playing when you hear the bell</li> <li>• Use walking feet to get into your line</li> <li>• Use equipment for intended purpose</li> <li>• Wood chips, large rocks and large sticks are for the ground</li> <li>• Participate in school approved games only</li> <li>• Stay in approved areas</li> <li>• Keep body to self</li> </ul>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Enter and exit gym in an orderly manner</li> <li>• Sit "criss cross applesauce"</li> </ul>
Kind/ Respectful	<ul style="list-style-type: none"> <li>• Treat others the way I want to be treated</li> <li>• Follow adult direction(s)</li> <li>• Follow "Give Me Five"</li> <li>• Use polite language</li> <li>• Help keep the school clean</li> </ul>	<ul style="list-style-type: none"> <li>• Be honest</li> <li>• Follow adult direction</li> <li>• Use positive "Filling Bucket" language, no put downs or use of offensive language</li> </ul>	<ul style="list-style-type: none"> <li>• Remove outdoor hats</li> <li>• Remove outdoor footwear at mats</li> <li>• Quiet zone-Walk quietly so others can continue learning</li> <li>• Acknowledge greetings of adults</li> </ul>	<ul style="list-style-type: none"> <li>• Allow for privacy of others</li> <li>• Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Use my words to solve problems</li> <li>• Invite others who want to join in</li> <li>• Enter and exit building peacefully</li> <li>• Share play space</li> <li>• Use polite language</li> </ul>	<ul style="list-style-type: none"> <li>• Be an active listener</li> <li>• Talk only when appropriate</li> <li>• Applaud appropriately to show appreciation</li> </ul>
Responsible	<ul style="list-style-type: none"> <li>• Do what I am supposed to do</li> <li>• Try my best</li> <li>• Be a team player</li> </ul>	<ul style="list-style-type: none"> <li>• Be prepared</li> <li>• Make good choices</li> </ul>	<ul style="list-style-type: none"> <li>• Use walking feet</li> <li>• Return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>• Follow bathroom procedures</li> <li>• Return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>• Be a problem solver</li> <li>• Tell an adult if there is a problem</li> <li>• Learn new games and activities</li> </ul>	<ul style="list-style-type: none"> <li>• Raise my hand to share</li> <li>• Keep comments and questions on topic</li> </ul>

# Nutrition and Sleep

- To learn, children need 10-12 hours of sleep each night, a healthy snack and lunch, and water
- Milk (chocolate and white) is available for purchase and fresh water is available throughout the day
- Proper eating habits are encouraged, and food sharing is not permitted



# Breakfast, Lunch, & Milk

- We provide a breakfast snack program
- Orders for milk (available every day) and pizza (offered on Fridays) are processed the third week of each month
  - Orders are due by Thursday at 2:30 pm—late orders are not processed
  - Change can not be provided
  - Payment for siblings may be returned in one bag but each student must have his/her own order form
  - In the event of a snow day, the missed lunch will be provided at the end of the school year



# Physical Activity

Canadian Guidelines for primary-aged children:

- Enjoy at least 180 physical activity minutes throughout the day
- Limit screen time and prolonged sitting to no more than one hour per day
- Encourage running, jumping, catching, throwing, balancing, and altering their body shape
- More activity = more benefits



# Needed for Active Learning

- Inside sneakers to be left at school
- Appropriate clothes for being physically active in gym and outside
- Outerwear suitable for the weather conditions
- An extra set of clothes left at school
- Toys stay at home unless it is show and tell day

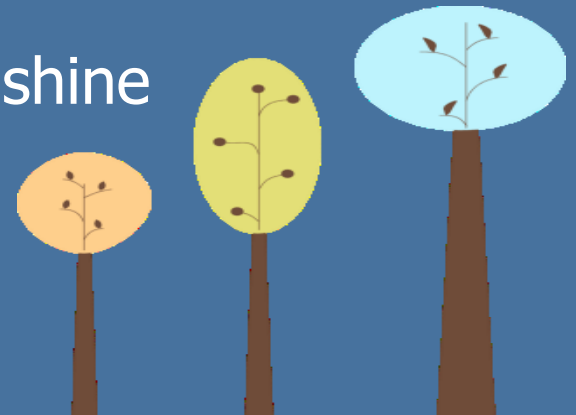




# Mental Fitness

## Building Independence & Self-Esteem

- A positive outlook helps support your child
- Use phrases that express your belief in your child
- Look for opportunities for your child to shine
- Spend time together
- Give your child choices
- Encourage your child to solve his or her own problems
- Acknowledge your child's efforts



# Helping Your Child Be Successful in School

- Help your child with homework by
  - Establishing a quiet place for homework
  - Allowing him/her to practice independently then celebrating what has been learned together
  - Contacting the teacher if he/she is having difficulty with assignments or spending longer than 10-15 minutes a night for each year in primary school (Grade 2 should spend approximately 30 minutes)
- Encourage your child to read every day
- Praise good behavior and social skills
- Teach your child routines and how to handle chores as part of family life



# Illness

- Hand-washing is considered to be the first line of defense against illness
- Please keep sick children at home
- If your child is ill at school, we'll call you
- Please ensure we have two emergency numbers in addition to parents or guardians



# Health Issues & Medication

- Please specify health issues or other special considerations on the student information form
- Please call for forms and/or a meeting for any potentially life-threatening medical condition
- All ASD-S schools are peanut/nut free and scent free
- Medication should be administered at home and will only be given at school on a temporary basis with a written note including the student's illness, dosage, time, frequency



# Scent & Smoke Free Zone

- Smoking is not permitted on school grounds including after hours for school or community functions
- Students, employees, volunteers, and visitors are to refrain from wearing scented products at school



# Emergency Preparedness

- We have an emergency plan that we practice and review on a regular basis. For specific information about this plan, you may contact the office.



# School Closures or Bus Delays

- Listen to the radio, watch the district website or follow their Twitter feed, or call the snow line at 1-855-535-7669
- School may be cancelled early in the morning
- Buses may be delayed but school starts on time
- For early closure:
  - Please have an emergency plan ready and make school and child aware of arrangements
  - Please ensure we know the **best** first contact should we close early for any reason



# Bus Transportation



- Know the bus number your child takes in the morning and afternoon.
- Have a consistent routine with the same bus every day. A note from home is required for any day-to-day changes in the routine.
- If needed, apply for busing to one location other than home (an Alternate Conveyance form is available in the office or on our website under the "Forms" tab).
- Call Transportation at 832-6429 with busing questions.



# Bus Safety

## *School Bus* **Basic RULES**

**New Brunswick**  
Department of Education - Pupil Transportation

- ➔ Obey the driver
- ➔ Respect others
- ➔ Remain seated
- ➔ Keep aisle clear
- ➔ Talk quietly



Violation will result in disciplinary action

- Be on time and wait on the shoulder or sidewalk of your designated stop
- If you need to cross in front of the bus, look in both directions first
- Don't eat or drink on the bus or leave litter behind
- In the morning, go directly into the school
- In the afternoon, always get off the bus at your home or alternate location as scheduled

# Student Drop Off and Pick Up

- Buses arrive from 7:50-8:30 am
- Buses load in the afternoon at 1:50pm until about 2:00pm
- Do not drop your child off before 7:50am when supervision begins
- Students who are being picked up are dismissed after the last bus leaves



# Drop Off and Pick Up Reminders

- Our driveway and parking lots are no-idling zones
- School Street is one-way from HES to DATL and the speed limit is 20km/hour
- The fine for passing a school bus with its red lights flashing is approximately \$300



# Family & Community Partnerships: PSSC



## Parent School Support Committee (PSSC):

- is a committee of 6-12 members elected to ensure that parents' voices are heard in the school improvement process
- focuses on the education priorities facing your school, while the administrators take care of the day-to-day operations

## PSSC Members:

- advise the principal on education quality issues and 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, and at the request of the Superintendent, are involved in performance evaluations of vice-principals, principals

# Family & Community Partnerships: Volunteering



- Volunteers make a big difference in our children's school life.
- Many of our programs could not exist without the help of volunteers.
- Please let us know if you are able to help with any of the following:
  - Library
  - Book Fair
  - Parade Float
  - Home and School
  - Hot Lunch
- All volunteers must have a criminal records check completed.

# Be Confident!

- We are partners in your child's development
- Please feel free to contact your child's teacher or administration
- We are only a phone call away!

