

**Welcome to
Liverpool Street Elementary School**

Student Name: _____

STUDENT HANDBOOK 2022-23

Our School Website: <http://liverpooelem.nbed.nb.ca/>



**Mrs. Sandi Boles
Administrative Assistant**

**Mrs. Kelly Parks
Principal**

**Mrs. Jennifer Kelly-Milner
Vice-Principal**

**50 Liverpool Street
Fredericton NB, E3B 4V4
Telephone: (506) 453-5434
Fax: (506) 453-2630
District Home page: asd-w.nbed.nb.ca**

This agenda belongs to:

NAME: _____

SCHOOL: _____

TEACHER: _____

HOURS OF INSTRUCTION

**Supervision of bus students begins at 7:45am, upon the arrival of the first bus. **

Monday, Tuesday, Thursday, and Friday

7:45 am	Student drop-off begins
8:15 am	Entrance Bell/Class Begins
10:05 am- 10:25 am	Morning Recess
12:00- 12:20	Lunch
12:20- 12:50	Afternoon recess
1:45	Grade 2 Dismissal
3:00 pm	Dismissal

Wednesday *

7:45 am	Student drop-off begins
8:15 am	Entrance Bell/Class Begins
10:05 am-10:20 am	Morning Recess
11:45 am	Dismissal

Liverpool Street Elementary School Mission/Vision

BE RESPECTFUL, BE SAFE, BE RESPONSIBLE.

LIVERPOOL STREET SCHOOL
Mission Statement/ Énoncé de mission:

BE RESPECTFUL
SOIS RESPECTUEUX

BE SAFE
SOIS PRUDENT

BE RESPONSIBLE
SOIS RESPONSABLE

LIVERPOOL STREET SCHOOL
Vision Statement/ Énoncé de vision:

To empower all learners to work together and instill a desire for lifelong learning
Permettre à tous les apprenants de collaborer et d'avoir le désir d'apprendre tout au long de la vie.

Liverpool Street Elementary School Website: <http://liverpooelem.nbed.nb.ca>

Please see our website for upcoming events, newsletters, school supply lists, PSSC information, school hours, staff and important information regarding Liverpool Street Elementary. The calendar of upcoming events is updated regularly.

School Calendar 2022-2023



ASD-W SCHOOL CALENDAR – PUBLIC 2022-2023

MONTH	DATES	EVENTS	NUMBER OF DAYS FOR STUDENTS	NUMBER OF DAYS FOR TEACHERS
August	29	Full Administration Day – School Based		
	30	NBTA Council Day – School Based		
	31	NBTA Council Day – School Based	0	3
September	1	Professional Learning Day K-12 (full day)		
	2	Full Administration Day – School Based		
	5	Labour Day	19	21
	6	First Day of Classes		
October	10	Thanksgiving Day		
	11-14	Registration for Students Entering Kindergarten in 2023-2024	20	20
November	11	Remembrance Day		
	14	Report Cards Issued 9-12		
	18	K-8 Full Day – Professional Learning (Report Cards ½ day; School Based PL ½ day)	20	21
	18	9-12 Full Day – Parent/Teacher Interviews (½ day); School Based PL (½ day)		
December	1	Report Cards Issued K-8		
	2	K-12 Full Day School Improvement Planning		
	9	K-8 Full Day – Parent/Teacher Interviews (½ day); School Based PL ½		
		9-12 Professional Learning Day (Full Day) School Based	15	17
	23	Last Day of Classes (Full Day)		
	26-30	Holidays		
January	2-6	Holidays		
	9	First Day for Students		
	23-27	Assessment/Demonstration of Learning Week - High School Only	17 (K-8)	17
	30	Turnaround Day – High School Only (No School for High School Students)	15 (9-12)	
	31	Turnaround Day – High School Only		
February	1	Semester 2 Begins - High School Only		
	20	Family Day	19	19
March	6-10	March Break		
	24	K-8 Full Day – Professional Learning (Report Cards ½ day; School Based ½ day)	17 (K-8)	18
April	6	Report Cards Issued K-12		
	7	Good Friday		
	10	Easter Monday	17	18
	14	K-12 Full Day – Parent/Teacher Interviews (½ day), (PL ½ day)		
May	5	NBTA Council Day – Provincial		
	15	NBTA Branch Meeting Day (<u>ALL ASD-W schools</u>)	20	22
	22	Victoria Day		
June	12-16	Assessment/Demonstration of Learning Week - High School Only		
	12-23	Course Recovery - High School Only		
	23	Last Day for Students – Final Report Card Day (K-12)	17	19
	26	Full Administration Day – School Based		
	27	Full Administration Day – School Based / Last Day for Teacher		
Total Number of Days for Students			181 (K-8)	
Total Number of Days for Teachers			180 (9-12)	195

Blue – Teacher Work Day, No Classes for Students

Orange – Turnaround Days, No Classes for Students in Grades 9-12 Only

Green – Holidays for Teachers and Students

Pink – Opening Administrators' Meetings (Note: Additional Administrator Meeting dates will be forthcoming)

Updated May 4, 2022



LIVERPOOL STREET ELEMENTARY

50 LIVERPOOL STREET, FREDERICTON, NB, E3B 4V4
TEL: 506-453-5434 FAX: 506-453-2630

School Fee: Liverpool Street Elementary has a school Fee of \$60.00. The preferred method of payment is through School Cash online. <https://anglophonewest.schoolcashonline.com>. Our school purchases all school supplies needed for the year with the student fee and it also covers a student agenda, special supplies for projects, music consumables and Phys Ed consumables.

School Library: Students at Liverpool Street Elementary School will benefit from the school library, where they will be able to borrow books. (Due to the high cost of library books, it is necessary for the school to charge parents for replacement of lost or damaged books in accordance with their age and condition.)

Homework: Homework is assigned at the discretion of the classroom teacher and will vary between grade levels. If a parent has concerns regarding homework activity, it is best to contact the classroom teacher to discuss the concerns. Keep in mind that all children will benefit from reading and being read to every night!

Evaluation: Assessment is ongoing, and a variety of assessments are used to monitor student achievement. Report cards during the 2022-2023 school year will be sent home 3 times. Parent-teacher interviews will be conducted 2 times in the school year. Please feel free to contact your child's teacher at any time if you have concerns about your child's progress. Regular communication is crucial for student success at school!

School Behavioral Expectations

Behavioral Expectations are outlined in EECD Provincial Policy 703 – Positive Learning and Working Environment and the Provincial Student Code of Conduct Guidelines.

Provincial Student Code of Conduct

As a student,

- I am responsible for my own behavior to the best of my abilities.
- I will be responsible for my own personal choices.
- I will respect others' differences, ideas and opinions and treat everyone fairly.
- I will not tolerate bullying of any kind and I will report bullying when I have knowledge of it.
- I will do whatever I can to help those around me who may be struggling.
- I will respect the school's rules.
- I will attend my classes, do my homework, and be prepared and on time.
- I will behave in a way that is empathetic, responsible and civil to those around me.
- I will resolve my conflicts in a constructive manner.
- I will treat school property and the property of others with respect.



Dear Parents/Guardians

Your children have been or will be working with a wonderful program called Zones of Regulation. This is a school wide program to help teach students self-regulation strategies. This program will empower students to recognize and communicate how they are feeling. They will learn and apply strategies or tools to help them move between zones. Below is a brief description of what each zone might look like.

Blue Zone- When children are in the blue zone their body is running slow, such as when they are tired, sick, sad or bored. This is when their body and/or brain are moving slowly or sluggishly.

Green Zone- When children are in the green zone; their body and brain are ready to learn. They may feel happy, calm, focused and ready to learn. This is the zone that students generally need to be in to complete schoolwork and for getting along with others.

Yellow Zone-When children are entering the yellow zone, they are starting to lose control. The yellow zone describes when they start to lose control such as when they are frustrated, overwhelmed, silly, wiggly, excited, nervous or surprised.

Red Zone- When children are in the red zone, they are out of control, have trouble making good choices, and may be unsafe. Children may experience anger, rage, explosive behavior, panic, or terror when in the Red Zone. Being in the Red Zone can best be explained by not being in control of one's own body.

This program is a wonderful learning tool that can be used at home and school, and your children will be excited to share their strategies and breathing techniques with you as they learn them!

Mme. Fournier, our school Guidance Counsellor, will be visiting classes to help teach strategies (tools) for students to use.

The ZONES of Regulation®			
BLUE ZONE Sad Sick Tired Bored Moving Slowly	GREEN ZONE Happy Calm Feeling Okay Focused Ready to Learn	YELLOW ZONE Frustrated Worried Silly/Wiggly Excited Loss of Some Control	RED ZONE Mad/Angry Terrified Yelling/Hitting Elated Out of Control

SCHOOL POLICIES AND INFORMATION

1. **Attendance:** Regular attendance is stressed. The Education Act requires students to be at school. A written reason is required for any absence from a parent/guardian. **The note should accompany the student on his or her first day back to school and may be written in the student agenda**, even if you have already notified the school by telephone. Please advise the school of your child's absence by calling 453-5434 by 8:45 AM. We operate a Safe Arrival program and will be calling to check on the well-being of students. Emails are also acceptable.

2. **Appointments with teachers:** Due to social distancing and respecting health regulations, please arrange for phone call conferences with your child's teachers.

3. **Student Arrival:**

- Bus students are supervised from the time their bus arrives at school in the morning. Our first bus arrives at 7:45am.
- Walkers or students who are dropped off should not arrive until 7:45 AM
- **Student Departure:** In order to maintain a safe and orderly environment, parents and caregivers **are to wait outside by portables for their child.**
- **Further information on parent pick-up, drop off during the day will be available in the Fall.**

Our school thanks you in supporting us in keeping our building a safe and positive learning environment for all. We are a Closed campus. This means that the doors to our school are locked when the students are in class. Please ring the doorbell at the front door for admittance.

4. **Emergency Contact Numbers:** It is extremely important that we have an alternate emergency phone number for your child. This is used when school is cancelled during the day because of weather, as well as in case of sickness or emergency. Emergency contact forms are sent home at the beginning of each school year.

IF THERE IS ANY CHANGE OF EMERGENCY CONTACT NUMBERS, PARENTS' WORK NUMBER OR HOME NUMBERS DURING THE SCHOOL YEAR, PLEASE ENSURE THE SCHOOL IS NOTIFIED. We must be able to reach you at any time in case of emergency!

5. **Allergy Alert:** Some students and/or staff of Liverpool Street Elementary suffer a range of allergy triggers. **Products containing nuts are not permitted at school, as we have some severe allergy cases. We request that you respect our attempts to provide a scent-reduced environment.** Smoking is not permitted by Provincial Policy on any school property. If your child suffers from life-threatening allergies, please ensure that your child's teacher is aware of the condition and emergency treatment, and that a medical form, as per Policy 704, is completed by school staff.

6. **Medication:** All prescribed medication must be **blister-packed** by a pharmacist and delivered to the school office by an adult. A medication form needs to be completed by the parent and signed also by the doctor. It is the parent's responsibility to fill out the medical form and have it signed by the doctor. Non-prescription medicine may be administered at the school if necessary. A note must accompany this giving the teacher or designate permission to administer this. No medication should be given directly to a child for him/her to take without adult supervision.

Hot Lunch Program:

Our hot lunch provider is Chartwells. All orders and payments are placed online. No need to send cash or cheques with your child anymore. Now you can choose your child's meal up to two months in advance and pay conveniently online by visiting: www.CafZone.ca

- Select your meal options at home in a computer, tablet or your phone. Simply create a profile for each child and you can peruse through options at your leisure.
- In the event that a meal was pre-purchased for a day your child may be absent, you can submit a credit requests up until 9am on that date to receive a credit to your account. You can submit through the website with our Contact Us/Credit Request section.

Ordering is easy!

- 1) Create an account on CafZone.ca and add each child's profile with their school and grade.
Important- If your child is returning to the same school, please go into your account and change their grade level and teacher.
- 2) By selecting this button "A-la-carte" you will be able to select your dates and meal choices.
- 3) Add orders for one or multiple children and proceed to Check Out.
- 4) You will receive a confirmation email of your order.

Bus Information

If you are looking for a bus number for your area, go to the ASDW website, choose transportation at the top of the page, and follow the directions for Fredericton Area.

The complete Afternoon Bus Stops Policy is posted online and can be viewed at www.asd-w.nbed.nb.ca.

If you have any questions or concerns, please contact your local pupil transportation department at:
Fredericton Education Centre – 453-8143
Oromocto Education Centre – 357-4256
Woodstock Education Centre – 325-4498

An Important Message to Parents – School Closures Because of Weather Conditions

Anglophone West School District is committed to the safe and efficient transportation of students. The district recognizes it may be necessary to cancel bus runs, close schools, or delay school opening to ensure students are not endangered by hazards brought on by poor weather and road conditions.

Approximately 22,901 students attend 69 schools in the following areas: Perth-Andover, Bath, Florenceville-Bristol, Canterbury, Centreville, Debec, Plaster Rock, Hartland, Grand Falls, Burtts Corner, Millville, Nackawic, Edmundston, Woodstock, Chipman, Coles Island, Minto, Cambridge Narrows, Gagetown, Geary, Fredericton Junction, Burton, Oromocto, Lincoln, Upper Miramichi, Doaktown, Stanley, Harvey, McAdam, New Maryland, and the greater Fredericton area.

276 school buses transport approximately 15,000 students, travelling more than six million kilometers each school year. When a decision is made to close school, delay school opening, cancel bus runs, or delay bus runs, safety is the paramount factor.

Options Considered

- **Schools open as usual:** no communication required
- **All schools closed for the day:** see “Communication” section below
- **A school or schools in a particular zone of the district closed:** see “Communication” section below
- **All school bus routes delayed by one hour:** On these occasions, all schools in the district will open at their regular time to receive walking students and drop-off students. Students arriving late will not be penalized.
- **Schools may be closed early** on days when it is anticipated that weather conditions may deteriorate significantly. It is important that parents have alternate arrangements for their children if they or another adult will not be at home to receive the students. Please ensure that the school has up-to-date contact numbers for parents (work numbers, cell numbers, etc.) and at least one emergency contact. It will be announced that buses will run their afternoon runs one, two, or three hours earlier than usual, whatever time is determined.

Important Notes

There may be occasions when a particular bus route is hazardous because of varying weather conditions throughout the district. In cases where the bus driver has a safety concern, he or she has the responsibility to recommend either the cancellation or delay of his/her particular bus run.

On days that the weather or road conditions are poor, **parents may exercise their prerogative to keep children at home**. Students will not be penalized for such absences; however, parents must provide a written excuse to the student’s teacher when the child returns to school.

There are times when school buses run late for reasons unrelated to weather. Individual school buses expected to be more than 20 minutes late will be announced whenever possible. Parents are responsible for the safety of their children at the stop until the bus comes.

School Zones - please note we are zone 6

1. Edmundston
2. Perth-Andover, Plaster Rock, Grand Falls,
3. Centreville, Florenceville-Bristol, Bath, Woodstock, Hartland, Debec
4. Canterbury, Nackawic, Burtts Corner, Millville, McAdam, Harvey
5. Stanley, Boiestown, Doaktown
6. **Greater Fredericton Area (including New Maryland, Keswick Ridge, Nashwaak Valley)**
7. Oromocto, Geary, Burton, Lincoln, Sunbury West
8. Chipman, Minto
9. Cambridge Narrows, Coles Island, Gagetown

Decision Process

The Superintendent of Schools makes the decision to keep open or close schools after district transportation personnel provide current information about weather and road conditions. The school district transportation department has access to current weather and road conditions throughout the district through the Department of Transportation and Infrastructure road supervisors, a contracted weather information service provider, as well as other internet sites. Inclement weather predictions are monitored closely throughout the evening and again from 5:00 a.m. onward.

Communication

It is a school-based decision to use voice-messaging, if available. Parents should not rely on this means of notification for information about school closures. **Announcements will be made on local radio stations, through a recorded message that can be heard by dialing the district public information line at 1-888-388-4455 (toll free) or 453-5454 any time after 6:00 a.m., and by checking the district website at www.asd-w.nbed.nb.ca.**

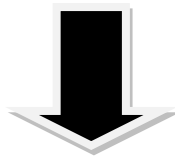
The following is a list of radio stations that will be notified of a school closure/delay for announcements:

• CBD – CBC Radio One	91.3 FM	Saint John	• CIKX – K93	93.5 FM	Grand Falls
• CBZ – CBC Radio One	970 AM	Fredericton	• CINB – NewSong FM	96.1 FM	Saint John
	99.5 FM	Fredericton	• CIOK – K100	100.5 FM	Saint John
• CFAI – 101 Rock 105	101.1 FM	Edmundston	• CIXN – Joy FM	96.5 FM	Fredericton
• CFRK – Fred FM	92.3 FM	Fredericton	• CJCW	590 AM	Sussex
• CFXV – 105 FM FOX	105.3 FM	Fredericton	• CJCJ – CJ 104	104.1 FM	Woodstock
• CHSJ – Country 94	94.1 FM	Saint John	• CJPV	90.5 FM	Fredericton
• CHWV – The Wave	97.3 FM	Saint John	• CJRI	94.7 FM	Fredericton
• CIBX – Capital FM	106.9 FM	Fredericton	• CJYC – 98.9 Big John	98.9 FM	Saint John
• CIHI – UP 93.1	93.1 FM	Fredericton	• CKHJ	1260 AM	Fredericton

PARENT SCHOOL SUPPORT COMMITTEE (PSSC)

The PSSC works in an advisory capacity with the school administration. This committee addresses broad issues related to the education of all children in the school, with the goal of enhancing student learning. Elections for term positions on this committee are held in September of each school year.

PARENTS & STUDENTS PLEASE SIGN BELOW



We are looking forward to an exciting school year!

We, _____ and _____
student signature parent signature

have read and agree to respect the policies and expectations of Liverpool Street School's Student Handbook.