

*Lakefield Elementary School*

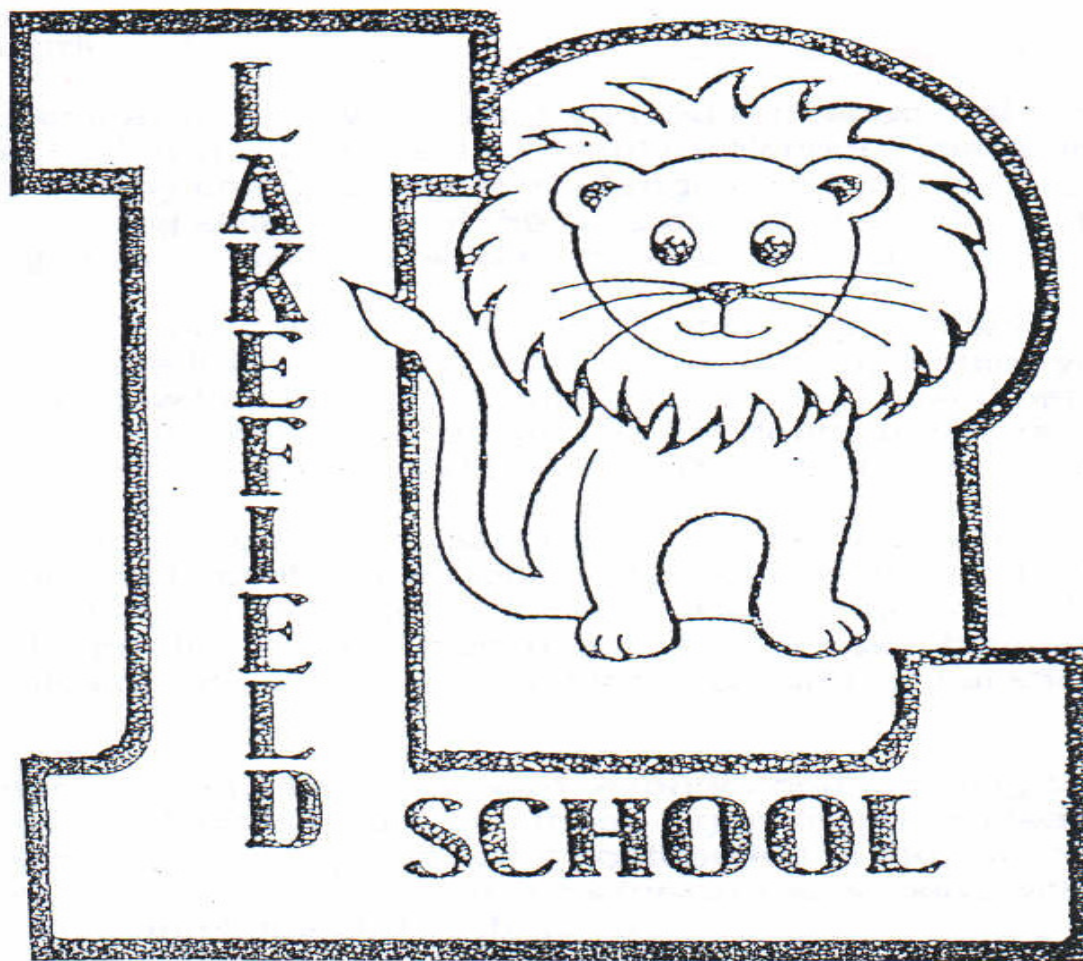
9 Kensington Avenue

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Web: <http://lakefieldelementary.nbed.nb.ca>

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# **INFORMATION HANDBOOK**

## **2009 – 2010**

Principal: Mr. M. O'Neill  
Vice-Principal: Mr. D. Ripley

## **Lakefield Elementary School MISSION STATEMENT**

### **Mission**

Our mission is to provide an inviting, orderly, and enriching environment for learning.

### **Aim**

In partnership with community, parents, and staff, our aim is to foster in all students a desire to learn, to strive for their maximum potential, and to create happy, responsible, contributing members of society.

### **Goals**

We will strive towards the following:

- to teach a core curriculum and creative thinking with flexible teaching methods that meet the needs of each child;
- to foster pride among all students, parents, and community and review and develop policies that contribute to a positive learning environment;
- to foster the belief that learning and self-discipline are the responsibility of the student, while teaching is that of the parents, teachers, and community;
- to ensure that our facilities and grounds are healthy and safe;
- to establish and foster a caring and child-centered environment that is marked by trust, respect, optimism, and a love of learning;
- to offer as broad a program as possible within the limits of available resources.

## **CODE OF CONDUCT**

*At Lakefield Elementary School, we.....*

1. *Work and play safely*
2. *Respect each other and each other's property*
3. *Are always ready and responsible*
4. *Co-operate with one another*

# School Schedule

7:50 – 8:05	Buses arrive; at 7:50 teachers begin outdoor supervision (indoors in bad weather)
8:07	Bell: Students enter and begin morning routines
8:15	Bell: Instruction begins
9:50 – 10:05	RECESS
10:10	Classes resume
11:45	NOON – Lunch
12:05 – 12:30	NOON BREAK – Outdoors
12:35	Classes resume
1:35	Dismissal: Kindergarten, Grades 1 and 2
1:40	K – 2 bus departure
2:35	Dismissal: Grades 3 to 5
2:40	Grades 3 – 5 bus departure

## TO AND FROM SCHOOL

Supervision of students by teachers begins at 7:50 a.m., at which time several teachers go outside to do morning bus and playground duty until the entry bells. During this time there is no indoor supervision. Teachers use this time to plan, to prepare materials and equipment, to consult one another, to make phone calls, and so on. Since teachers are not necessarily in their classrooms while getting ready for the day, and because they need that early morning time to get things prepared for their classes, students should be outdoors with their schoolmates. Children who need to come indoors because of a medical condition or other legitimate reason may go to the supervised classroom (Room 104). This makes it possible for children who should come indoors to do so, while the majority of the children can get some fresh air to start the day and the teachers who are not on duty can complete last minute preparations for the day ahead.

On extremely wet or cold mornings, children go to their classrooms upon arrival at 7:50 a.m. or later, and the duty teachers supervise indoors instead of out.

Children who arrive in the schoolyard prior to 7:50 a.m. are at risk since there is no adult supervision until that time. The doors of the school are unlocked by the custodian well before 7:50 a.m., so it is possible for children who arrive very early to find shelter from extreme wet or cold in the front lobby (but once again, guaranteed supervision begins only at 7:50).

If you are walking or driving your child to school, it would be appreciated if you would bring or send him/her to the play area rather than to the classroom, for several reasons:

- in order to interact with parents or children who come to classrooms prior to the entry bell, teachers must interrupt their preparations for the day, or they can risk appearing rude while they carry on with their early morning tasks. Neither is a comfortable option for teachers;
- the first thing in the morning is a good time for your child to socialize with friends on the playground;
- a few minutes of exercise and fresh air in the morning pays dramatic learning dividends for young children.

## PARKING / STUDENT DROP OFF PROCEDURES

The parking lot at the back of the school beyond the green space is a staff parking area – entry only for long term parking and buses transporting disabled and special needs students. **NO ENTRY FOR STUDENT DROP-OFF OR PICK UP.**

For parents who are driving children to school in the morning, there are several options:

- 1) Park in parking lot where our buses unload, but away from the sidewalk, and escort children to the front of the school where the student can then proceed through the basketball court to their designated play area.
- 2) Arrive before or after buses and let children off on the sidewalk that runs along the side of the school – by the flag poles. Temporary stop; no parking; leave this area as soon as any buses arrives behind you.
- 3) Let children out in the student drop off area located near the green area at the back of the school between the two parking lots. Students proceed to the playground via the sidewalk along the side of the school.

At the end of the day, buses are loaded at the front of the school by the flagpoles. Walkers and students going home by car leave via the back door. Walkers should not linger by the back door or the parking lots; they must clear the area quickly but carefully. Parents who come to the school to drive their children home or elsewhere are asked to park and to come in to get them. We ask that you wait down in our lobby area (**not on the stairs**) until the bell for dismissal sounds. Please do not go down to the classroom before the bell rings. If you need to get your child before the bell, please sign in at the office and then proceed to the classroom. Ensure you talk with the teacher before leaving with your child. **Please do not drive into or block special needs bus circulation around the upper staff parking area at the back of the school.** Thank you!

## SCHOOL BUSES

Students **must** travel on the buses to which they are assigned. Parents/guardians may request to have their child/children delivered to an alternative address. Request forms can be found on the district web page ([www.district6.nbed.nb.ca](http://www.district6.nbed.nb.ca)) or from school office. Students **MAY** be permitted to travel to an alternative address subject to the following conditions:

- If the service requested occurs on a consistent basis (i.e. daily or every Monday)
- If the request can be accommodated on an existing route and stop
- If the bus can accommodate extra passengers.

**Please note** this is a courtesy and services may be withdrawn if conditions change such as route or load levels.

If your child will be using school bus transportation, it is important that he/she begins as soon as possible. District transportation officials adjust bus routes early in the school year to reflect passenger demand.

Certain items are not permitted on school buses for safety reasons and because of space requirements. Such items are as follows: skateboards or scooters; large musical instruments; hockey/game sticks and equipment bags; ghetto blasters; suitcases; skis and ski poles. Ice skates must be in a canvas or kit bag for transporting on the school bus.

Whenever we talk to elementary children about proper bus behaviour, we stress that if the following basic rules are followed then everything will be fine.....

### **School Bus Rules**

*PLEASE:*

1. *Respect each other*
2. *Stay in your seat*
3. *Keep your hands to yourself*
4. *Keep your voices down*

## **SCHOOL FEES (All students)**

The school fee of **\$15.00** per child (maximum **\$30.00** per family) is collected during September. This fee covers the cost of concerts and presentations by professional performers, of the skating program at the arena, and of other incidental school services, but it does NOT cover school supplies such as pencils and notebooks. The school asks for this one time payment of \$15 at the beginning of the year in order to eliminate endless collections of \$1.70 here and \$1.20 there, every time we have a co-curricular activity such as skating or a curriculum-supporting event such as a performer or presenter. This is intended as a convenience for you and to more efficiently handle money at the school.

### **SUPPLIES (K & Gr. 1)**

There is an additional **\$45.00 fee for kindergarten and \$35.00 for grade one** students to cover the bulk purchase of their essential school supplies (there is a difference in the amount due to the extra use of craft supplies needed for kindergarten).

### **OTHER FEES (Early French Immersion / Intensive Grade 5)**

For **Early French Immersion students**, there is also a **\$12.00 Art and Cultural Fee** which covers the cost of several extra French language events designed to enhance their EFI experience.

**Grade 5 students involved in our Intensive French program will participate in these presentations.**

### **OTHER FEES (Grade 3 – 5 Agendas)**

Grade 3 – 5 students will use school agendas for daily homework and messages. The cost for these agendas is \$8.00.

#### **Fee Structure by grade level is:**

**Kindergarten students pay \$60.00 (45.00 + 15.00)**

**Grade 1 students pay \$50.00 (35.00 + 15.00)**

**Grade 2 EFI students pay \$27.00 (15.00 + 12.00)**

**Grades 3 & 4 EFI pay \$35.00 (15.00 + 12.00 + 8.00)**

**Grade 2 English students pay \$15.00**

**Grade 3 – 4 English students pay \$23.00 (15.00 + 8.00)**

**Grade 5 Intensive French students pay \$35.00 (15.00 + 12.00 + 8.00)**

## **SAFE ARRIVAL PROGRAMME**

The safe arrival of your children at school is of paramount importance to us. To assist us in this, we ask for your cooperation by telephoning the school (847-6212) to leave a message to inform us of your child's absence. If we do not receive a call from you, our school secretary will contact you at your home or place of work.

## **YOU CAN HELP US! CALLING THE SCHOOL**

When you telephone the school, you will be greeted by an automated attendant which will provide you with three options:

- 1) press "1" to report a student absence,
- 2) press "2" to leave a message for a teacher or other staff member,
- 3) press "3" to speak with a receptionist.

Office staff will frequently and regularly retrieve the messages and respond to them, **especially early morning and early afternoon**. We appreciate your cooperation in using the system.

## FAMILY SCHOOL CONNECTION

Our talkmail system is a quick, cost-effective way to send messages to you. However, in order to receive the messages you must have the Aliant talkmail service at home. LES families who do not have this feature may miss some of the flow of information from the school. There is no cost to have the service installed via a call to Aliant or to receive messages once you're connected. You only pay when you send a message.

If you already have the Aliant talkmail service but are not receiving any school talkmail messages by October, then your number may have mistakenly been left off the school talkmail list. Please call Mrs. Getson, the school secretary, so that the talkmail telephone number list can be corrected.

If you have another phone company for your home phone services and would like to receive our talkmail messages we ask that you send in your email address stating that you would like to be added to our email distribution list. We will then create the list so that we can send the talkmail via email. Email address can be sent to our Administrative Assistant Mrs. Getson.

## CHILD WATCH

In the interests of preventing a panic attack on the part of your child's teacher, PLEASE inform him/her whenever you come to the school to get your child. Please talk to your child's teacher before heading off from the playground or from the coat area at recess, noon, or at the end of the day. Otherwise, the teacher may not know why your child is "missing" – the result: major stress!

On a similar topic, teachers, teacher assistants and playground assistants on yard duty sometimes find themselves in a difficult situation whenever a parent/guardian who is not known to him/her (i.e., a "stranger") approaches a child on the playground. We ask that parents not be on the play area during our recess breaks (morning & lunch recess) to help ensure the safety of every child.

## CUSTODY INFORMATION

***Please inform the principal about any custody matters affecting your child.***

***Please note:*** By law, schools are required to provide, on request from non-custodial parents, information about a student's education, except when a court order prohibiting access of a parent to a child exists.

If there is a current, valid court order prohibiting access to this child, the responsibility rests with the custodial parent to provide the school with a copy of this document.

## ATTENDANCE

It is expected that each student will attend school as regularly as possible. A permanent record is kept of his/her attendance.

Please inform the school in advance when an absence is planned. In cases where an absence is expected to be of several weeks duration, the school may recommend a program which will support the student during his/her absence.

When a student returns after an absence from school, he/she should present to the teacher an excuse in writing from the parent/guardian. This may also apply in cases of tardiness. Such notes should state the reasons for the absence or tardiness and will be kept on file for the remainder of the school year.

Whenever a student returns to school after an absence, it is his/her responsibility to acquire and to carry out work assignments missed because of the absence.

Cases of unsatisfactory attendance will be referred to the proper authority whenever:

- 1) professional school personnel are unable to remediate the problem,
- OR**
- 2) the principal or vice-principal deem such referral necessary.

## STUDENTS CAN HELP TOO!

There are several things which you can do at home to help us:

- 1) Children should not be permitted to bring walkmans, skateboards, bicycles or expensive toys to school.
- 2) Please label all items of value that your child brings to school, including clothing and school supplies.
- 3) Ask your children to wear proper footwear while at school. This is especially important in case of fire drills. In order to help keep our school as clean as possible, students need a pair of indoor shoes (usually running shoes with non-scuff soles for use in the gymnasium) as well as a separate pair for outdoor wear.
- 4) Send a plastic grocery bag, or something similar, to school for your child to hang on his/her coat peg, in which to keep items such as mittens and hats. Items which are left on the floor are sent to the lost and found box.
- 5) Please advise your children not to leave items in the coat areas after school. The school is in use in the evenings and on week-ends, and children should either take their belongings home or leave them in the classroom.
- 6) Some children's umbrellas have dangerously sharp points around the outside edge. Hats and water resistant jackets are safer and more practical.

## FLUORIDE MOUTH RINSE PROGRAM

The fluoride mouth-rinse program for students in grades K to 5 is scheduled to begin very soon. 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.

## HOT LUNCH PROGRAM

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

Every Tuesday an order form will be sent home with your child in a plastic bag. ***It is very important that you fill in your child's name. Otherwise he/she will be labeled as child X on the bottom of the class order.*** This causes a lot of confusion for the student and the class. You are asked to fill in the order and return the form in the bag along with your payment by Thursday at 10:00 am. **Orders received after 10:00 will not be processed.** If your child is ill and you are unable to meet this deadline, please call the school and leave your order on the message service (847-6212; then 2). Payment can be submitted separately.

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 LES Home & 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 weekly. There are no standing orders.

**\* \* \* \* LAKEFIELD ELEMENTARY SCHOOL RECYCLES \* \* \* \***

## EMERGENCY EVACUATION PLAN

Our school has a detailed Emergency Response Plan which includes school building evacuation procedures in the event of a crisis such as a fire. Among other things, the plan includes procedures for contacting police, fire, and ambulance services, bus transportation officials, School District Emergency Operations Control, and sending information messages to parents/guardians. The plan also includes arrangements to accommodate Lakefield Elementary School students temporarily in other facilities (Quispamsis Middle School, Quispamsis Elementary School, Fairvale Elementary School). Parents/guardians are welcome to borrow a copy of this plan to review it or view it on the web school page.

## ANAPHYLACTIC SHOCK A LIFE AND DEATH MATTER

Every year, Lakefield Elementary School has approximately twenty students who have 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 by observing the following guidelines:

1. Please make sure that your child's hands are washed free of any traces of peanuts, peanut butter, etc. before heading off to school.
2. Please instruct your child about the danger that these products are to some students.
3. Please avoid sending any peanuts, peanut butter, or other products containing peanuts/nuts to school.

It is both a moral and a legal obligation of all who have been informed of the risk to life that exposure to peanut/nut products represents to some children to avoid any behavior or practice that will endanger their lives. Thank you for helping us create a safe environment for all of the children who attend Lakefield Elementary School.

## WEATHER WATCH

Students, especially children at the elementary age, learn better when they have fresh air and exercise on a daily basis. Learning comes to a standstill by late morning on indoor days. For this reason, the students at LES have their recess and noon breaks outside, whenever possible, even in moderately inclement weather. Please make sure that students are dressed appropriately for outdoor play, especially when the weather is misty or fairly cold. Rain gear and snow suits, when appropriate, make being outside safer and more pleasant. Outdoor recess and noon breaks will be shortened or eliminated when it is too cold or too wet.

Once the winter weather begins, please listen to the local radio stations for announcements regarding school cancellation or delayed entry. If a one-hour delay for buses is announced, school will be open at the regular time for those children who can be present. In the event that the weather is questionable and schools remain open, parents must make the final decision whether or not their children attend school.

When storms begin during the day, possibly requiring the closing of schools, please listen for announcements on the radio rather than call the school. Our telephone lines need to be available to receive communications from District Office, and for messages of an urgent nature.

The District 6 Office has established a telephone information line with a recorded message regarding any school cancellations, early closings, etc. The number is 848-7669(SNOW).

**Please make sure that your children have a place to go in the event that school closes early**, and children arrive home earlier than usual. Please discuss this with your children, and also make a plan with them so that they will know what to do should they arrive home to an empty house.