

# Lakefield Elementary School

<https://secure1.nbed.nb.ca/sites/ASD-S/1943/Pages/sun3.aspx>



# Handbook 2025-2026

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## **WELCOME**

Welcome to Lakefield School! We pride ourselves on being an outstanding educational community where our dedicated staff, students, families, and community partners are deeply connected. Together, we strive to foster a nurturing environment that supports academic excellence, positive behavior, and inclusivity.

At Lakefield, we embrace a culture of respect, open-mindedness, and adaptability among both our staff and students. We recognize the challenges and rewards of working with our students and families, and we are committed to supporting each other to ensure everyone feels pride and fulfillment in their daily contributions.

Join us as we embark on another year of learning, growth, and community at Lakefield Elementary School. Together, we will continue to build on our successes and create a welcoming and enriching environment for all.

Ashley Dobbin  
Principal

Jessica Verner  
Vice Principal

**Vision**

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

**Mission**

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



**Lakefield Elementary School Staff  
2025-2026**

**Mrs. Ashley Dobbin, Principal**

**Mrs. Jessica Verner, Vice-Principal**

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**Kindergarten**

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

**Grade One**

- Mme. Sarah Beman
- Mme. Julia Golding
- Mrs. Kenzie Keir
- Mrs. Diana Dawes

**Grade Two**

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

**Grade Three**

- Miss Chelsea Campbell
- Mme. Chisolm (3 & 4 combined)
- Miss. Kate Clark (3 & 4 Combined)
- Mme. Kerry Underhill

**Grade Four**

- Mme. Angela Little (4&5 combined)
- Mrs. Nicole Thompson

**Grade Five**

- Mme. Denise Bendixen
- Mme. Candace Patterson
- Mr. Jamie McNamee

**Music**

- Mr. Josh Britten

**Physical Education**

- Mr. Sean Kelley (full time)
- Mrs. Jessica Verner (part time)
- Mr. Neill Martell (part time)
- Mrs. Karina Cowan (part time)

**Resource and Methods**

- Mrs. Patti Doyle
- Mrs. Robyn Moore

**Guidance Counsellor**

- Mr. Trevor Shea

**Behaviour Intervention Mentor**

- Mrs. Jillian Chown

**Academic Support Teacher**

- Mrs. Tracey Meahan

**Steam Specialist**

- Mr. Neil Martell

**EAL Mentor**

- Mr. Alan Lamb

**Educational Assistants**

- Mrs. Courtney Burchill
- Mrs. Judi Chandler
- Mrs. Susie Comeau
- Mrs. Millie Fitzgerald
- Mrs. Willa Forestell
- Mrs. Shawn Galbraith
- Mrs. Michaela Graham
- Mrs. Kim Legere
- Mrs. Doris Mallaley
- Mrs. Heidi Mitchell
- Mrs. Pam Northrup
- Mrs. Kara Pitre
- Mrs. Jocelyn Richard
- Mrs. Robyn Robertson
- Mrs. Krista Shaw-Therault
- Mrs. Jennifer Vautour

**Custodians**

- Mrs. Allyssa Garner
- Mr. Patrick Timmone
- Mr. Robert Timmone

**Administrative Assistants**

- Mrs. Pam Whittaker

## **SCHOOL MASCOT/ SCHOOL COLOURS**

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

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

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

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

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

## **SCHOOL DAY SCHEDULE**

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

<b>Kindergarten- Grade 5</b>	
7:45-8:00	Students Arrival
8:00-10:20	Learning block 1
10:20-10:35	Outside Time
10:40-12:20	Learning block 2
12:20-12:40	Lunch Break
12:40-1:00	Outside Time
1:00-2:15	Learning Block 3
2:20	Dismissal

## **ARRIVAL/DEPARTURE- STUDENTS**

Staff begin morning supervision at 7:45am. Students may arrive at school between 7:45 and 8:00 am. Students have outside play time from 7:45-8:00am. The students then enter the school and get ready for their day.

### **Morning drop off procedure**

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

*The two options are:*

- 1) Between 7:45am-8:00am use the drop off lane in between the two staff parking lots. Your child will then proceed on the sidewalk to their designated play area.
- 2) You may pull into the parking lot in front of the main entrance, park your car and walk your child to the sidewalk. Please **do not** use the bus lane.

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

All doors are promptly locked at 8:00am. All students arriving after 8:00am need to enter the school through our main doors at the front of the building. The Administrative Assistant will buzz the student in. Any students who arrive after 8:00am need to sign in at the office before going to their homeroom class.

Students are dismissed at 2:20pm. Students are escorted to their buses by teachers. Students are not permitted to travel on a different bus than their assigned one for play dates. Walkers, leave through the back door. Families picking their child up can also do so at the back door. A teacher is on duty and there is a drive-thru style pick up for students.

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

### **ASD-S BUS CONVEYANCE POLICY**

Anglophone South School District follows a Conveyance Policy where students are transported by bus only to home addresses. One alternate location may be considered as long as this is a location which is used daily, and it is within the Lakefield School zone. A "Request Additional Address" form must be filled out. This form is available on the ASD-S Website within the Parent Portal of Bus Planner: <https://asdsbp.nbed.nb.ca/>

Specific information about bus accessibility can be found on the Anglophone South School District Bus Planner Website.

### **ASSEMBLIES**

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

### **BIRTHDAYS**

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

## **BULLYING AWARENESS, PREVENTION AND INTERVENTION**

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

**W**- Walk Away

**I** -Ignore

**T**- Talk it out

**S**- Seek Help

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

## **BUS DISCIPLINE**

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

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

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

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

- Class One offences can result in a verbal warning, a written letter of warning, or an immediate suspension of bus privileges. Examples may include: noisy behaviour, switching seats, spitting, or other similar offences.
- Class Two offences are more serious and usually will result in a one-to-five-day suspension of bus privileges. Examples may include: offensive language, physical aggression, or vandalism.

## **CANTEEN**

During the last week of each month the Lakefield Canteen will run before the first recess. Each day of the week will be designated to a different grade level to purchase snacks at the canteen. Grade 5 students have the opportunity to visit the canteen any day of the week. Students are invited to bring \$2-\$4 for the canteen to purchase a snack of their choice and support year end field trips and celebrations at our school. There is also an opportunity for grade 5 students to volunteer to assist with organizing the canteen each month. Students are encouraged to bring their money in a bag with their name on it.

## **CASHLESS SCHOOLS**

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

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

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

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

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

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

1. Using your mobile device, download and install the SchoolMessenger app from the Apple App Store or the Google Play Store (or from the links at <https://go.schoolmessenger.ca>). The first time you use the app, select Sign Up to create your account (use the email address you have on file with the school). Select Attendance then Report an Absence.
2. Use the Safe Arrival website, <https://go.schoolmessenger.ca>. The first time you use the website, select Sign Up to create your account. Select "Attendance" then "Report an Absence."
3. Call the toll-free number 1-833-219-9065 to report an absence using the automated phone system.

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

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

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

## **ATTENDANCE MATTERS**

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

## **COMMUNICATION**

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

## **CUSTODY ARRANGEMENTS**

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

## **DEPARTMENT OF SOCIAL DEVELOPMENT PROTOCOLS**

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

## **EXPECTATIONS OF OUR STAFF**

To the best of our ability, our staff will:

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

7. Base decisions on what we believe to be in the best interest of the child.

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

### **EXTRACURRICULAR ACTIVITIES, CLUBS and FIELD TRIPS**

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

### **FIRE DRILL AND EMERGENCY MEASURES**

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

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

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

### **FOOTWEAR**

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

## HOME & SCHOOL COMMITTEE/ VOLUNTEERING

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

- Jen Shepard- President & Book Fair Co-ordinator
- Melissa Daly- Hot Lunch Coordinator & Library Coordinator
- Dan Hennessey- Treasurer
- Kelly McMillan- Secretary
- Ashley Dobbin- School Administrator Representative
- Jessica Verner- School Administrator Representative

Each Fall we send home a volunteer survey that will detail many opportunities to get involved at LES. This includes but is not limited to- helping out on a committee, volunteering in the library during your child's scheduled library time, helping with annual yard clean up, helping with various special events throughout the year. We encourage anyone who has any interest at all to complete the volunteer information form so you're included on communication and different opportunities. We welcome anyone who is interested in helping out in any capacity to attend the first meeting of the year to learn more about the various roles and chances to be involved. The first meeting is **September 22<sup>nd</sup> at 6:30pm** in the Library

## HOMEWORK

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

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

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

## HOT LUNCH/MILK PROGRAM

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

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

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

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

## **LIBRARY**

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

## **LICE**

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

## **LOST AND FOUND**

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

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

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

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

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

### **Allergen Free Environment**

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

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

### ***Communicable Diseases & Exclusion from School***

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

### **OUTDOOR PLAY**

On most days, students will play and learn outside. This may be during some physical education classes, during early morning drop off (7:45am), during morning recess (15 minutes) and at noon (20 minutes). Families are asked to ensure that children are dressed appropriately for going outdoors. When weather does not permit outdoor activities due to extreme cold or rain, we will have an "inside day" at our school. The decision for an "inside day" will be made by the school administration in consultation with the teaching staff. As per the ASDS weather policy, students will remain indoors when the temperature outside is colder than -20 degrees Celsius with the windchill.

### **PARENT SCHOOL SUPPORT COMMITTEE**

A Parent School Support Committee (PSSC) will be established for our school in September. A formal election will be held (if required) to fill the membership requirements. The mandate of the PSSC is to assist in the creation and monitoring of the School Improvement Plan. The Principal is responsible for establishing the PSSC, attending all meetings and working with this group. This committee meets in the evening 6 times per year. We welcome and encourage any parents/guardians to reach out to express interest in this committee. There will be an orientation/ information session on Wednesday **September 17<sup>th</sup> at 6:30pm** in the Theatre

## **PARKING**

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

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

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

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

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

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

- When a staff member witnesses a student who is consistently meeting and/or exceeding the expectations laid out in the School-Wide Expectations, they may write that student a ROAR Referral. Students will be called to the office to have their picture taken and posted on our ROAR wall. They also have their referral card and a small prize to take home. Each month we also celebrate all of these students on our video announcements and a draw will take place for extra prizes/rewards.

## **PLAYGROUND EXPECTATIONS**

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

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

Significant behaviours include:

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

When students play outside there are 3 zones.

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

## **POLICY 711**

Policy 711 is the Healthy School Food Environment policy. The goal of the policy is “supporting a healthier school food environment helps students attain their full potential by providing them with the skills, social support, education and environmental reinforcement they need to adopt lifelong healthy eating behaviours and attitudes;”

Only foods of high nutritional value are to be offered and sold at school. The full policy can be viewed at: <https://www2.gnb.ca/content/dam/gnb/Departments/ed/pdf/K12/policies-politiques/e/711A.pdf> As per direction from the superintendent a school can identify 2-3 special occasions when we may offer foods of a lower nutritional value. We ask that families respect the policy and refrain from sending food into the school that is intended to be shared with the class.

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

Three formal report cards will be issued per child each year; formal Parent/Student/Teacher Conferences will be scheduled after term one and term two Report Cards. Participating in parent teacher conferences is encouraged, but not mandatory. Families can choose the meeting format by attending in person or virtually on Microsoft Teams. Families schedule their own appointment time by booking online, and families will be sent the link a week in advance of reports going home.

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

## **SCHOOL CLOSURES / INCLEMENT WEATHER**

The options are as follows:

1. Schools are open as usual, and no announcement will be made.
2. Schools are closed for the day with the appropriate announcement being relayed to the radio stations as well as on the ASD-S Twitter account and on the ASD-S website by 6:00am - 6:30am.
3. Some schools in the area are closed and the announcement will be made via the radio station as outlined above.
4. Buses are delayed one hour with all schools in ASD-S opening on time. Teachers are expected to be in their classrooms at the regular time, whenever possible, and to provide

supervision and instruction i.e. of a remedial or review nature. Attendance will not be taken until the buses arrive.

**5.** Schools may be closed early if weather conditions deteriorate seriously during the day. In this case, schools will be informed by District Office personnel, and families will be informed via School Messenger. This option will be exercised very rarely since road conditions are often better at the end of the school day when transportation crews are expecting students to be dismissed.

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

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

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

- **If closing early, it is essential that we have emergency closure information so that in an emergency, we know how to get in touch with you and where to send your child – a place where it is guaranteed that there will be someone home.** For the sake of the safety of your child, please be diligent in completing this section of the information form very carefully. Although we trust this will never happen, please be sure to discuss with your child what procedures to follow if he/she arrives home and no one is there. Thank you for helping us keep your child safe!

### **SCHOOL CLOTHING**

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

### **SCHOOL SUPPLIES AND FEES**

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

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

## **SCHOOL WEBSITE & TWITTER ACCOUNT**

We have limited access to our website for updates. All important information will be communicated via School Messenger; however, please feel free to use the website where there are still many relevant links and documents. The link is <https://secure1.nbed.nb.ca/sites/ASD-S/1943/Pages/sun3.aspx>

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

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

## **STUDENT LEADERS**

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

