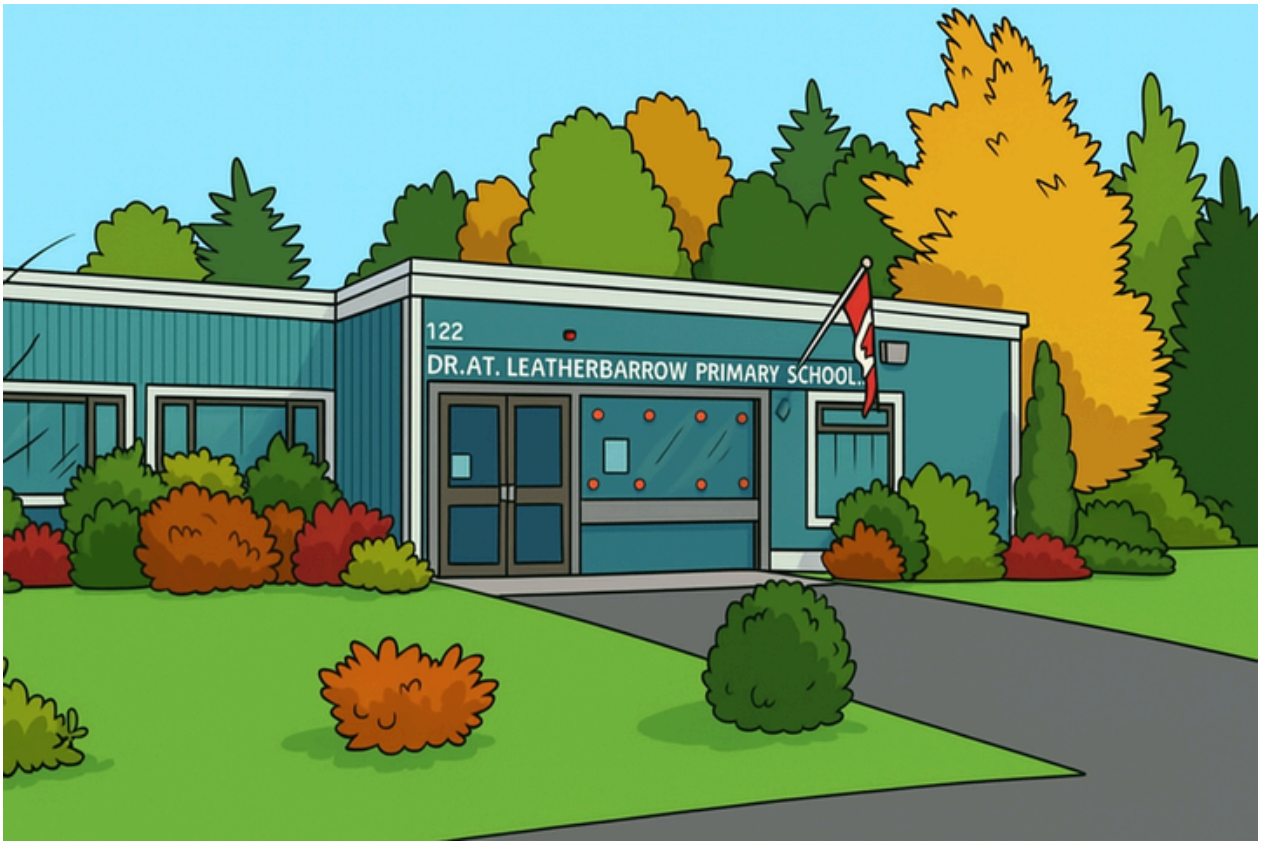
Family Handbook

Dr. A.T. Leatherbarrow Primary School
2026-2027



DR. A. T. LEATHERBARROW PRIMARY SCHOOL

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D.A.T.L.

WELCOME

Dear Families,

Welcome to Dr. A. T. Leatherbarrow Primary School!

We are delighted to welcome you and your child to our school community. At D.A.T.L., we are dedicated to providing a warm, nurturing, and stimulating environment where children can explore, learn, and grow. We believe that childhood education lays the foundation for a lifetime of curiosity, creativity, and academic success.

As a staff, we are committed to working collaboratively to ensure that every child develops 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 journey, and that the best learning happens when we work together and keep communication between home and school open.

This Family Handbook is designed to guide you through our school policies, daily routines, and expectations. We encourage you to read it carefully, as it contains valuable information to help ensure a positive and enriching experience for your child.

If you have any questions or concerns, please do not hesitate to reach out to us. We look forward to a joyful and successful year of learning and growth with you and your child!

Warm regards,

Mr. J. Geraghty
Principal

Mrs. M. O'Brien
Vice-Principal

D.A.T.L. SCHOOL STAFF

Kindergarten Teachers:	Mr. M. Bainbridge, Mrs. Richard, Mrs. Roy, and Mrs. C. Walsh
Grade 1 Eng. Prime Teachers:	Mrs. J. Salgado and Ms. K. Trenholm
Grade 1 French Imm. Teachers:	Mme J. Mitchell et Mme C. White
Grade 2 Eng. Prime Teachers:	Mrs. M. Brown and Mrs. S. Kierstead
Grade 2 French Imm. Teachers:	Mme A. Malone et Mme S. Morin
Resource Teacher:	Mrs. A. Pangborn and Mrs. J. Vautour
School Counselor:	Mrs. M. Dobbin
Academic Support Teacher:	Mrs. K. Rose
Phys. Ed Teachers:	Mr. A. Harriott and Mrs. O'Brien (Outdoor Learning)
Music Teachers:	Mrs. H. Allaby
Administrative Assistant:	Mrs. C. Robichaud
Vice Principal:	Mrs. M. O'Brien
Principal:	Mr. J. Geraghty
Educational Assistants:	Mrs. H. Clark, Mrs. P. Corkum, Mrs. M. Drummond, Mrs. P. Floyd, Mrs. J. Huelin, Mrs. A. Lemieux, Mrs. C. Liberty, Mrs. D. McFarlane Mrs. J. Norrad, Mrs. T. Paquet, Mrs. N. Rennick, Mrs. R. Rattray, Mrs. J. Ryan, Mrs. B. Shephard, Mrs. M. Tayes, Mrs. B. Young
Custodians:	Mr. C. Tayes, Mr. T. Martin,

CONTACT US

(506) 832-6022

122 SCHOOL ST, HAMPTON, NB E5N 6B2

SCHOOL WEBSITE



SCHOOL CALENDAR 2026-2027

ANGLOPHONE SOUTH SCHOOL DISTRICT
SCHOOL CALENDAR – 2026-2027
May 2026

MONTH	DATES	EVENTS
September	**7**	**Labour Day – NO CLASSES**
	8	First Day for **Grades 1-5**
	8	Transition Day – First Day for **Grade 6** and **Grade 9** (Schools with combined levels [Elementary/Middle, Middle/High, K-12] will communicate their transition plan)
	8/9	Transition Days – First Day for **Kindergarten** (half of students attend on either day. Schools will communicate plan)
	9	First Day for **Grades 7-8; 10-12**
	18	School Improvement Planning Day – **NO CLASSES**
	30	National Day for Truth and Reconciliation – **NO CLASSES**
October	**12**	Thanksgiving Day – **NO CLASSES**
	13-16	Registration for Students Entering Kindergarten in 2027-2028
November	**2**	EECD Professional Learning Day – **NO CLASSES**
	11	Remembrance Day – **NO CLASSES**
	20	**K-8** – Report Cards Preparation – **NO CLASSES**
	20	**9-12** – Parent/Teacher Interviews / District Based-School Based Professional Learning Day – **NO CLASSES**
December	**11**	**K-8** – Parent/Teacher Interviews/Professional Learning – **NO CLASSES**
	18	**K-12** – Last Day of Classes
	21-31	Holidays – **NO CLASSES**
January	**1**	Holiday – **NO CLASSES**
	4	First Day of Classes
	25-29	**9-12** – English Language Proficiency Assessment /Demonstration of Learning/Course Recovery
February	**1-2**	**9-12** – Turnaround Days – **NO CLASSES**
	3	**9-12** – Semester 2 Begins and Report Cards Issued
	15	Family Day – **NO CLASSES**
March	**1-5**	March Break – **NO CLASSES**
	12	**K-8** – Report Cards Preparation – **NO CLASSES**
	26	Good Friday – **NO CLASSES**
	29	Easter Monday – **NO CLASSES**
April	**9**	**K-12** – Full Day – Parent/Teacher Interviews/Professional Learning – **NO CLASSES**
May	**7**	NBTA Council Day – Provincial – **NO CLASSES**
	10	NBTA Branch Day – **NO CLASSES**
	24	Victoria Day – **NO CLASSES**
June	**14-18**	**9-12** – Assessment/Demonstration of Learning/Course Recovery
	18	**9-12** – Last Day for Students
	25	**K-8**– Last Day of Students – Final Report Card Day (FULL DAY)



OUR MISSION

Our mission is **Dream**, **Achieve**, **Teach**, and **Learn**. We believe every child should dream big, work hard to achieve their goals, share what they know with others, and keep learning every day.

OUR VISION

At Dr. A. T. Leatherbarrow Primary School, our mission is "**Be your best you!**" This means we try our best every day - being kind, working hard, and making good choices.

Being your best doesn't mean being perfect. It means learning, growing, and trying again when things are hard. At our school, we help each other so everyone can be their best, both in the classroom and beyond.

OUR CODE OF CONDUCT

At Dr. A. T. Leatherbarrow Primary School, we follow our code of conduct every day in all locations: **Be Safe**, **Be Kind**, **Be Responsible**, and **Be Respectful**. These four expectations guide how we treat ourselves, each other, and our school.

The expectation matrix below outlines the fundamental behavioral standards across all areas of our school. This year, we will be updating our matrix as our school has been chosen to work closely with EECD on a Positive Behaviour Intervention and Supports (PBIS) initiative. PBIS helps create a positive school environment by teaching and encouraging good choices, building social and emotional skills, and supporting every child's learning and growth.

Dr. A. T. Leatherbarrow Primary School

Be Your Best You!	Bus	Hallway	Learning Areas	Playground	Washroom	Woods
Be Kind	- Let others sit with you - Use kind words - Keep your hands and feet to yourself	- Help others - Use kind words - Keep your hands and feet to yourself	- Play/work cooperatively - Use kind words - Use manners - Keep your hands and feet to yourself	- Ask friends to play - Share with others - Use kind words - Keep your hands and feet to yourself	- Wait your turn - Use kind words - Keep your hands and feet to yourself	- Ask friends to play - Share with others - Use kind words - Keep your hands and feet to yourself
Be Safe	- Walk - Sit bottom-to-bottom and back-to-back - Report problems to the bus driver	- Walk - Stay to the right - Face forward in line - Stay clear of doors	- Walk - Push in chairs - Demonstrate self-control - Use materials and equipment appropriately.	- Stay in the playground boundaries - Use equipment the right way - Report problems to an adult	- Wash your hands with soap - Report problems to an adult.	- Stay in the woods' boundaries - Use sticks safely - Report problems to an adult.
Be Responsible	- Keep items in your bookbag	- Get ready quickly - Use hooks to hang your belongings - Place shoes neatly against the wall	- Take care of materials - Do your best work - Follow routines - Use whole-body listening.	- Get permission to enter the building - Line up at your spot when the whistle blows - Dress for the weather	- Be quick, be quiet, and be clean - Flush toilet and wash hands - Throw out paper products properly	- Get permission to enter the building - Line up at your spot when the whistle blows - Dress for the weather
Be Respectful	- Listen to the bus driver - Voice Level 2: Low voice	- Be aware of others - Respect others and their property - Go directly to your destination - Voice Level 0: Zero Voice	- Raise your hand - Allow others to learn - Voice Level: As directed by adults	- Take turns - Play fair - Listen to the adults - Voice Level 4: Outdoor Voice	- Respect others' space and privacy - Keep the washroom clean and dry - Voice Level 1: Whisper Voice	- Be gentle with what others create - Step off the trail when people are walking - Only use things that are already on the ground - Listen to the adults - Voice Level 4: Outdoor Voice



HELPING STUDENTS SUCCEED: POSITIVE BEHAVIOUR RESOURCES

Zones of Regulation:
The Zones of Regulation help students learn how to manage their feelings and actions. By understanding their emotions and how they react to what's happening around them, students can make better choices and solve problems more effectively.

Students learn to identify how they're feeling by using four color "zones." Each zone represents a different state of mind or energy level. They then learn strategies to respond in positive, expected ways for each zone. All zones are normal; however, we can use strategies to get to spend as much time as possible in the Green Zone - where we feel calm, focused, and ready to learn.

Blue Zone	Green Zone
Sad, sick, tired, bored, moving slowly	Happy, calm, okay, focused, ready to learn
Yellow Zone	**Red Zone**
Frustrated, worried, silly/wiggly, excited loss of control	Angry, yelling, hitting, terrified, elated, out contol

WITS Program
The WITS program teaches students simple strategies to handle conflicts. WITS stands for:

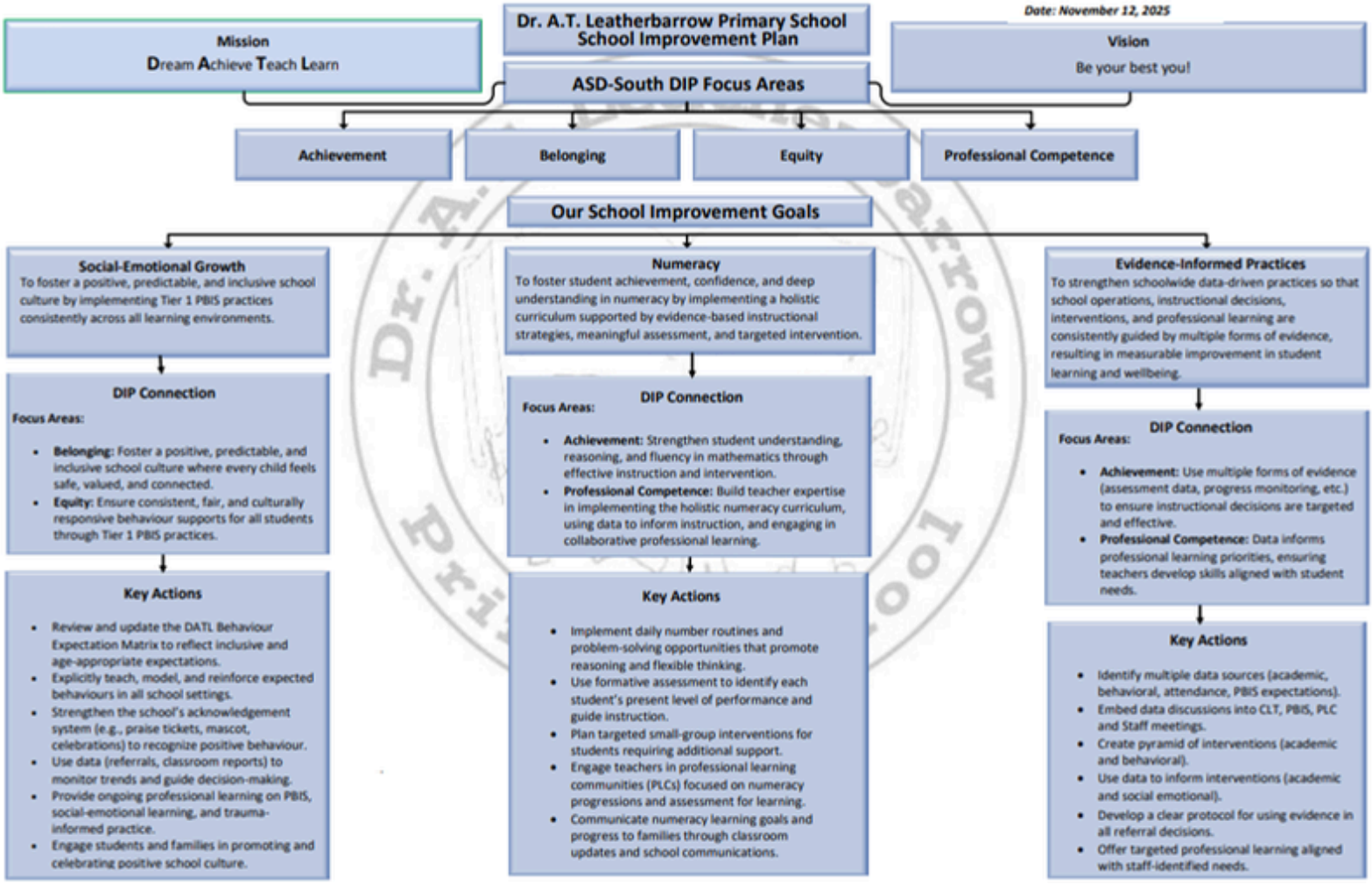


To learn and practice these strategies, we give students real-life scenarios, helping them feel prepared and confident when challenges arise. Students are encouraged to "***use their WITS***" to try to solve a problem on their own before asking an adult for help.

One of the most important steps is "Seek Help," which is finding a safe adult if you can't solve the problem or if things start to get worse.

SCHOOL IMPROVEMENT PLAN

Our School Improvement Plan (SIP) is a roadmap that outlines our goals for helping students succeed and the steps we will take to achieve them. It focuses on improving teaching, learning, and school life for all students. This year, we will be reviewing and updating our plan to make sure it reflects our school's current needs and priorities.



OUR CURRICULUM

The New Brunswick provincial holistic curriculum guides the skills and concepts taught at each grade level and is organized into five program blocks: Early Learning and Childcare, Primary, Elementary, Middle, and High. These blocks focus on learners at different age groups, helping us understand the transitions students experience as they grow and mature.

For children in Kindergarten through Grade 2, learning happens in the Primary Block. At this stage, learners are curious and bring individual interests, abilities, and backgrounds. This block nurtures their engagement by connecting what they already know with new experiences. Learning involves everyday activities like playing, reading, making, and storytelling, fostering curiosity through meaningful, culturally relevant experiences.

Curriculum outcomes are available to parents through the school or online at **curriculum.nbed.ca**. If you have any questions or concerns about your child's learning expectations, please contact their teacher.

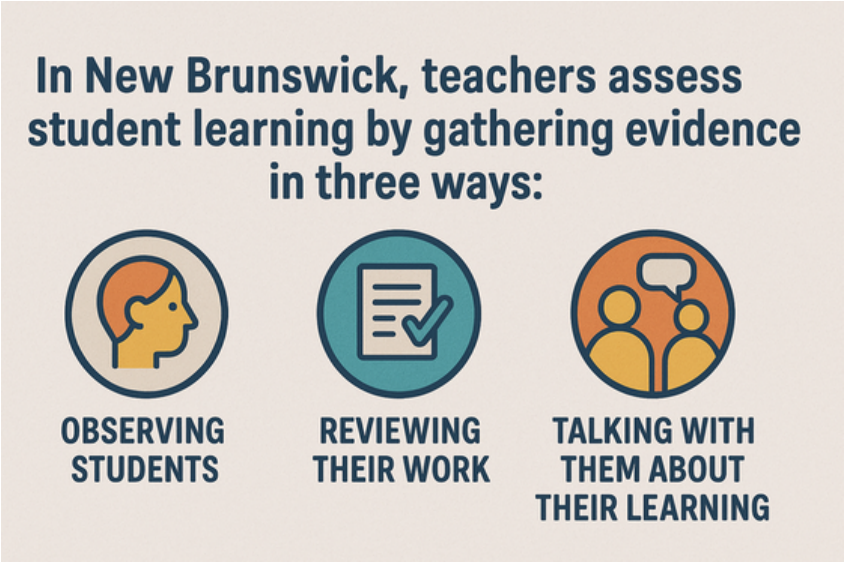


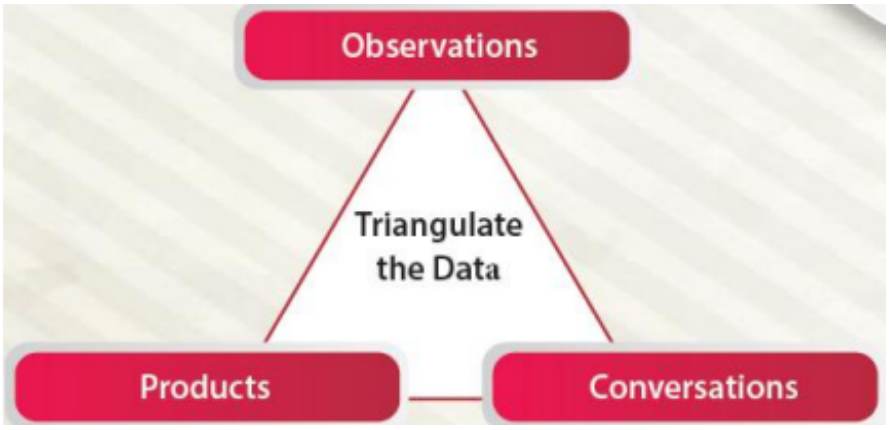
STUDENT ASSESSMENT: TRIANGULATION OF DATA

We use a Triangulation of Data approach to understand each student's learning. This means we look at three kinds of evidence:

1. what we hear from the student in conversations,
2. what we see during lessons and activities,
3. the work they produce.

By looking at all three, we get a clearer and more complete picture of their progress.





ACHIEVEMENT LEVELS

In New Brunswick, teachers assess student learning by gathering evidence in three ways: by observing students, reviewing their work, and talking with them about their learning. They compare this evidence to the curriculum expectations and decide which level on a 4-point scale best describes the student's achievement.

Scale	Provincial Academic Achievement Expectations
4+ **4** **Excelling**	**Student learning and work show:** Strong and/or Excellent Achievement 4+ indicates, in addition to excelling, the learner demonstrates learning that surpasses grade- level expectations. The learner has a *thorough* understanding of outcomes addressed to date and consistently applies learning to new situations. Work surpasses the descriptors in the "Meeting" category but is within the expectations specified for the grade/course.
3+ **3** **Meeting**	**Student learning and work show:** Appropriate and/or Proficient Achievement 3+ indicates the learner demonstrates *consistent* proficiency with meeting learning expectations. The learner independently applies learning to familiar situations and demonstrates aspects of excelling in some learning expectations. The learner has a *solid* understanding of the outcomes addressed to date and often applies learning to familiar situations. Learners maintaining this level will be prepared for work in the next grade/course.
2 **Approaching**	**Student learning and work show:** A combination of Appropriate and Below Appropriate Achievement The learner has some understanding of the outcomes addressed to date and with support, applies learning to familiar situations. Work on identified learning gaps is needed to ensure future success of the learner.
1 **Working below**	**Student learning and work show:** Below Appropriate Achievement The learner has a limited understanding of the outcomes addressed to date and rarely applies learning. Significant improvement in specific areas is needed for the learner to be successful in the next grade/course.
NA (Not Applicable) indicates there is insufficient evidence to *comment** at this current time. A **blank box** indicates the strand has not been taught in this reporting period. **PLP-ADJ** (Personalized Learning Plan – Adjusted Curriculum) indicates adjustments to learning goals as per **PLP-ADJ**. **IND** (Personalized Learning Plan – Individualized) indicates individualization of learning goals. The learner's achievement levels are not based on prescribed grade-level curriculum but on functional individualized goals and outcomes. **EAL** (English as an Additional Language) - Learners who are learning English as an Additional Language (EAL) may receive this notation as a comment on their report card to note that they are learning the language of instruction while working on content.	

INSTRUCTIONAL TIME

With so much important material to cover, protecting instructional time is a top priority. We take steps during the school day to maximize learning time, and parents can support us by following these guidelines:

- If you drive your child to school, please drop them off no earlier than 7:50 a.m. and no later than 8:15 a.m.
- Whenever possible, schedule appointments outside of school hours. If you must pick up your child during class time, please minimize classroom disruptions by asking our administrative assistant to have your child wait in the lobby.
- When picking up your child after school, kindly wait until dismissal at 2:45 p.m.
- To speak with your child's teacher, please send a note, call after 2:45 p.m., or arrange an appointment after school hours.

Thank you for helping us protect valuable learning time. Your cooperation is truly appreciated!





COMMUNICATION BETWEEN HOME AND SCHOOL

We prioritize open and transparent communication with families. Below are the ways we keep parents informed:

A weekly school email through School Messenger with important updates.

A calendar distributed at the start of each month with key dates and activities.

Class updates from teachers (weekly newsletters, emails, or phone calls)

Ongoing communication is key to supporting your child's success. Families are encouraged to keep in touch with their child's teacher regarding academic progress, social and emotional well-being, and any concerns that may arise. If there is a need for a more in-depth discussion, appointments can be scheduled to ensure there is time for a thorough conversation.

The classroom teacher is the family's first and most direct point of contact at the school. They work closely with students every day and are best positioned to address most questions or concerns. If an issue requires the attention of the school administration, the teacher will take the lead in involving them to ensure the matter is addressed appropriately and efficiently. This approach keeps communication focused, coordinated, and supportive for the student.

Please note that teaching staff have limited opportunities to respond to emails during the school day due to their instructional responsibilities. Staff will respond to emails as soon as reasonably possible, typically outside of instructional time. For urgent matters, such as changes to dismissal plans or student pick-up arrangements, please contact the school office directly.

Daily Schedule (School Hours)

7:50 AM — **Soft Start**
Students begin to arrive and have non-structured class activities.

8:15 AM — **Morning Announcements / Morning Meeting**
Messages shared at the start of the school day to inform students and staff about important news, events, and reminders.

8:20 AM — **Classes Begin**
The morning instructional block for student learning begins.

9:45 AM — **Kindergarten Recess**
Time to play, relax, and socialize outside of the classroom.

10:10 AM — **Grade 1 & Grade 2 Recess**
Time to play, relax, and socialize outside of the classroom.

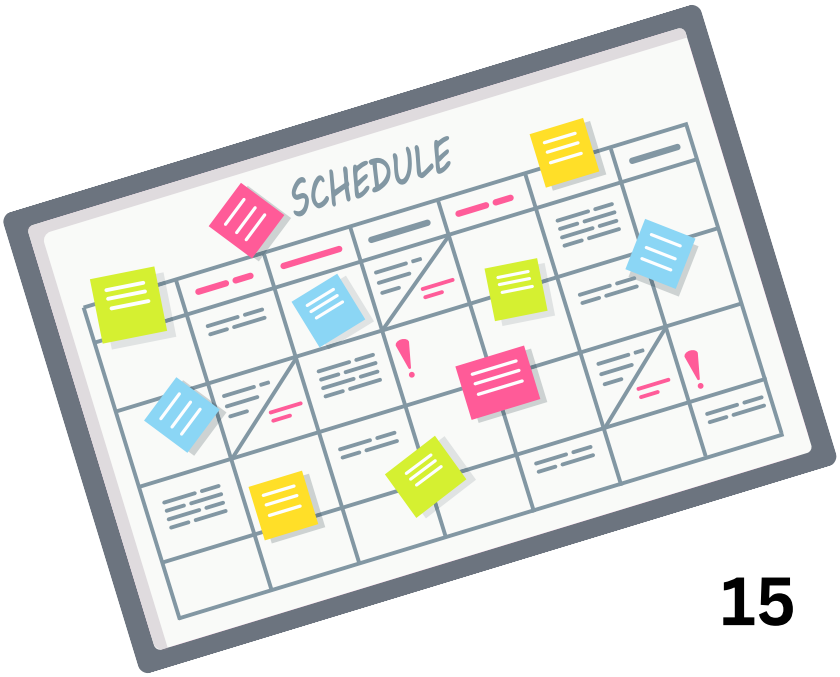
11:50 AM – 12:20 PM — **Kindergarten Lunch / Grade 1 & 2 Recess**

12:20 PM – 12:50 PM — **Kindergarten Recess / Grade 1 & 2 Lunch**

12:50 PM — **Classes Begin**
The afternoon instructional block for student learning begins.

2:30 PM — **End of Day / Dismissal**
The end of the school day - students are dismissed.







SCHOOLMESSENGER®

SAFE ARRIVAL & SCHOOL MESSENGER INFORMATION

At Dr. A. T. Leatherbarrow Primary School, student safety is our top priority. Our Safe Arrival Program helps ensure every child arrives safely each day.

Safe Arrival Program
This program is an absence management system that improves student safety and makes it easy for you to let the school know about your child's absence.

How it works:
This system will contact you each time your child is not in class at the beginning of the day and we do not have an absence reported using the methods below. All parents are required to use this system in our school district to report an absence.

Report an absence using one of these convenient methods:



School Messenger App (Free)



Web and Mobile Web: *go.schoolmessenger.ca*



Interactive Toll-Free Phone 1-833-219-9065



SCHOOL SAFETY GUIDELINES

At Dr. A. T. Leatherbarrow Primary School, the safety of our students is our highest priority. Any situation that could affect a child's safety must be reported to the school administration immediately so that appropriate action can be taken.

To help us keep our school safe, please follow these guidelines:

- Use the Main Lobby Entrance when entering or leaving the building. All other doors stay locked during school hours.
- Sign in at the office if you are going beyond the main lobby. This ensures we have a record of all visitors for student safety.
- Supervision begins at 7:50 a.m. Please do not drop off your child before this time.
- Sign your child out at the office if they are leaving school early or being picked up during the day.

SCHOOL SUPPLIES FEE

Our school supplies fee of $60.00 is payable by the end of September through **School Cash Online** at: https://asd-s.schoolcashonline.com/. This will be available to pay online starting on August 1st at School Cash Online, and cash payments will also be accepted once school starts in September. This fee covers most costs for the school year including classroom supplies like pencils, rulers, scribblers, duo-tangs, erasers, scissors, glue, etc. The school fee also covers the cost of special project materials, performances, skating, swimming, and other special programs.

You are asked to provide a book bag, lunch bag, indoor sneakers, and water bottle for your child as well as 2 boxes of tissue for their classroom.





FIELD TRIPS

Learning often extends beyond the classroom through field trips, outdoor learning experiences, and community-based activities. Families will receive information and permission forms in advance of all off-site activities. Student safety remains our top priority, and all activities follow district and school safety procedures.

HOMEWORK

Homework serves several important purposes: to keep parents informed, to review and reinforce skills learned at school, to prepare students for the next lesson, and to allow deeper exploration of topics beyond what classroom time permits. It is designed to be a positive experience that motivates children to learn and share their knowledge. Additionally, homework helps develop independence, self-discipline, and responsibility. If your child is spending too much time on assignments or struggling with a skill or concept, please don't hesitate to reach out to their teacher for support.

We appreciate your support as it helps to keep you connected to what your child is learning at school.

INCLEMENT WEATHER

Information regarding school closures, delayed openings, and inclement weather procedures is communicated by Anglophone South School District through their **website**.

ATTENDANCE MATTERS

Days Missed	Action Taken
5 days	Call or email from the teacher
10 days	Call, email, or letter of concern from teacher and/or administrator
15 days	Call, email, or letter of concern from administrator and meeting scheduled

Regular attendance is key to your child's social, emotional, and academic growth. A consistent routine helps children develop structure, responsibility, and a strong foundation for learning.

We are committed to working collaboratively with families to take a proactive approach to attendance and punctuality. Please keep the school informed of any circumstances that may affect your child's attendance.

If a student has frequent, unexplained absences, school staff will contact parents/guardians to work together on finding solutions and supporting regular attendance.

Open communication with your child's teacher about tardiness and absences is essential. Whenever possible, please notify the school by phone or email if your child will be late or absent.

HEALTH INFORMATION

Policy 704 (Province of New Brunswick) sets the rules for providing health support to students and explains the responsibilities of parents, school staff, and health care providers.

What Parents Need to Do

- Inform the school in writing of any health conditions your child has that may require action at school.
- Complete the medical section on the Student Information Form at the start of each school year, giving full details.

Medication at School

- Whenever possible, give your child medication outside school hours.
- If medication must be given during school hours:
  - **Temporary medication** (e.g., cough syrup): *Policy 704 - Appendix C: Essential Routine Services* must be completed.
  - **Regular medication** (e.g., Ritalin, diabetes medication): *Policy 704 - Appendix D: Extreme Allergy Management and Emergency Plan* must be completed.

Life-Threatening Conditions

- If your child has a condition like anaphylaxis (requires an Epi-pen), you must meet with school staff to create a written emergency plan.

EMERGENCY PREPAREDNESS

The school has established comprehensive procedures to ensure the safety of all students and staff in the event of a fire, an internal or external threat, or an emergency closure. These safety protocols are regularly practiced with students to ensure everyone knows how to respond calmly and effectively in various situations.

In the unlikely event that a full school evacuation is necessary, students will be safely escorted on foot to Hampton Elementary School, which serves as our designated alternate location. Once the evacuation is underway, parents or guardians will be promptly notified with clear instructions on how to reunite with their children.

Our safety plan includes a variety of emergency drills conducted throughout the school year to prepare both staff and students. These drills include:

- **Fire Drill Evacuations:** Practiced annually within the first two weeks of school to familiarize everyone with evacuation routes and procedures.

- **Lockdown Drills:** Conducted periodically to prepare for situations where the school must secure all entrances and keep students safe inside the building during a potential threat.

- **School Evacuations to an Alternate Location:** Practiced occasionally to ensure readiness for situations requiring moving students offsite.

Families will always be informed ahead of time about upcoming lockdown drills and evacuations to alternate locations so they are aware of the safety measures in place and can support their children's understanding of these important practices.

The school remains committed to maintaining a safe learning environment and regularly reviews and updates its emergency procedures in line with best practices and recommendations from local safety authorities. We encourage families to discuss these safety plans with their children to help reinforce the importance of staying calm and following instructions during any emergency situation.



ALLERGY & FOOD SAFETY

Dr. A.T. Leatherbarrow Primary School is a nut-free campus (no peanuts, tree nuts, or nut-based products).

Parents must disclose food allergies or dietary restrictions.

Students are not permitted to share food to keep everyone safe, especially those with allergies.

SMOKING & SCENT REDUCED POLICY

Smoking and/or vaping is strictly prohibited anywhere in the school building and on school grounds. This rule applies at all times, including after hours during school events (such as Parent-Teacher conferences) and when community groups use the school.

To protect the health of students, staff, volunteers, and visitors, the District has also introduced a scent-reduced policy. We kindly ask everyone to avoid wearing or using scented products while in the school. Custodial staff use only unscented cleaning and maintenance products.

Thank you for helping us keep Dr. A. T. Leatherbarrow Primary School a healthy and welcoming environment for all!

VOLUNTEERS

Classroom Involvement

- **Guest Reader**
  Parents can visit the class to read a story.
- **Special Skills Sharing**
  Parents with unique skills (e.g., music, cooking, art) can lead an activity.
- **Helping with Art & Science Projects**
  Assisting children with hands-on activities.

School-Wide Volunteering

- **Field Trip Chaperones**
  Helping to supervise students.
- **Event Planning Committee**
  Assisting with school-wide events.
- **Fundraising (Home & School)**
  Helping organize fundraising efforts.



The school warmly welcomes parents, families, and community members as volunteers and visitors. Volunteers play a valuable role in supporting the school and enhancing students' learning by sharing skills, helping in the library or classrooms, assisting on field trips, and more.

To ensure student safety, all volunteers must complete and sign a questionnaire as well as provide a recent criminal record check, in accordance with EECD Policy 701.

BIRTHDAYS

We enjoy recognizing students' birthdays in simple and meaningful ways that help each child feel special while respecting the health, safety, and well-being of our school community.

Students celebrating a birthday will be recognized during the morning announcements and invited to the office to receive a birthday sticker. Teachers may also acknowledge birthdays in the classroom through a birthday song or another small gesture.

To help us maintain a safe and inclusive environment for all students, families are asked not to send birthday treats, food, candy, or loot bags to school. This is particularly important given the serious food allergies and dietary restrictions within our school community.

If your child is having a birthday celebration outside of school, we ask that party invitations not be distributed at school unless all students in the class are invited. This helps prevent hurt feelings and supports a respectful and inclusive classroom environment.

Thank you for helping us make birthdays special for everyone while keeping our school community safe and welcoming.

CUSTODY ARRANGEMENTS

Parents and guardians are asked to ensure that the school administration and their child's classroom teacher are informed of any custody arrangements or other legal matters that may affect a student's care, access, or communication with family members.

If a court order or other legal document restricts a parent or guardian's access to, or communication with, a student, a current copy of the legal document must be provided to the school. The document will be maintained in the student's confidential school record and will be followed by school staff as required.

In situations involving joint custody or shared parenting arrangements, families may request that both parents or guardians receive school communications, including report cards, newsletters, notices, and other relevant information. If you would like communications to be provided to more than one parent or guardian, please notify the school office so that we can update our records accordingly.

Families are responsible for providing the school with any updates to custody arrangements or legal documentation as soon as possible. If you have questions or need to update information on file, please contact the principal or school office directly

STUDENT INFORMATION

We value your child's privacy and want to make sure families understand how student information, photos, and videos may be used at school. The school follows New Brunswick privacy legislation, including RTIPPA, the Education Act, and PHIPPA.

Your Consent Matters

Throughout the school year, there may be opportunities to recognize and celebrate students through photographs, videos, school activities, displays, newsletters, or other forms of communication. In certain situations, we need your permission before sharing your child's information.

At the beginning of the school year, your child will bring home a Student Information and RTIPPA Consent Form. This form allows you to decide what you are comfortable with. You can provide or decline consent for things such as:

- School and class photographs
- Yearbooks and school displays
- Birthday cards and special certificates
- Photos or videos in newsletters, on the school website, social media, or other media
- Sharing information with other families for school-related purposes
- Sharing important safety information with school staff, such as allergy information

Please review the form carefully and return it to the school. If the form is not returned, we will assume that consent has not been given.

Changing Your Mind

You can withdraw or change your consent at any time by contacting the principal in writing. Any changes will apply going forward and will not affect information that was previously shared with your permission.

Photos at School Events

At events such as concerts, assemblies, and celebrations, other families or visitors may take photos or videos. The school cannot control how these images are used or shared by others.

TRANSPORTATION, BUSING, AND TRAFFIC SAFETY

Student safety is our top priority. Families are encouraged to use the school bus system provided by the Department of Education. If you drive your child to or from school, please allow extra time and follow all traffic and safety procedures around the school.

School Arrival
Buses begin arriving as early as 7:50 a.m. Students arriving by car should be dropped off directly in front of the school. Please do not drop off students before 7:50 a.m. as there is no teacher supervision before this time.

Afternoon Pick-Up
Please avoid parking in the spaces directly in front of the school or in the pull-off area outside the portable classrooms, as this interferes with bus loading. School Street is a one-way street with a speed limit of 20 km/h. Please drive slowly and carefully around the school at all times. By law, drivers must stop when a school bus has its red lights flashing. Passing a stopped school bus may be reported to the RCMP and may result in fines.

Bus Transportation
Anglophone South School District provides transportation to and from a student's home address. Families may request transportation to one consistent additional address, such as a childcare provider, within the school's catchment area. Requests should be submitted online and may take up to 10 days to process.
Families can view their child's bus route, stop, and schedule through the ***BusPlanner Parent Portal.*** Busing information for the upcoming school year is generally available in late June or early July.

Bus Safety

Students are expected to follow the bus driver's directions, remain seated, use quiet voices, and treat others with respect. For safety reasons, students should not eat or drink on the bus. Unsafe behaviour may result in the loss of bus privileges.

For busing information, alternate address requests, or assistance with BusPlanner, please contact Anglophone South School District Transportation Services at asds.ptms@nbed.nb.ca or 506-658-5603.

Thank you for helping us keep our students safe while travelling to and from school.



LOST & FOUND ITEMS

Lost items are collected and kept in a designated area in the school. Students and families are welcome to check the area for missing belongings.

At Parent-Teacher meetings, lost and found items are placed on tables in the main hallway so families can easily look through them.

Any items that remain unclaimed will be donated to local community organizations after every parent-teacher meeting as well as the end of June.

MASCOT & SCHOOL COLOURS

Our school mascot is Buzz the Bee, and our school colours are blue and white.



OUTDOOR LEARNING/PLAY

Outdoor play is an important part of the school day. It gives children time to move, play, explore, and socialize, while helping them return to class ready to learn.

Students spend time outside each day for free play, in addition to outdoor learning and physical education activities.

We go outside in most weather conditions, including cold temperatures, light rain, and snow. Outdoor learning / play will be moved indoors when:

- The temperature is below -20°C, including wind chill
- There is heavy rain or a thunderstorm

Please make sure your child comes to school prepared for the weather:

Cold weather: Warm layers, hat, mittens/gloves, snow pants, and boots
Rainy weather: Raincoat and rain boots
Warm weather: Hat and sunscreen

PARENT SCHOOL SUPPORT COMMITTEE (P.S.S.C.)

The Parent School Support Committee (PSSC) is a group of parents and community members who work in an encouraging, advisory, and collaborative fashion with the School Principal and staff to ensure the best possible learning opportunities for students of their school.

Your Parent School Support Committee (PSSC) focuses on the key education priorities for our school, while the administrators handle daily operations.

As a PSSC member, you may:

- Advise the principal on matters related to education quality.
- Collaborate with the principal to develop and monitor the school improvement plan.
- Review the school performance report and provide feedback.
- Offer input on the development of school policies.
- Communicate PSSC concerns and updates to the District Education Council (DEC).
- Participate in the hiring process for vice-principals and the principal.
- Assist with performance evaluations of vice-principals and principals when requested by the Superintendent.

Looking to get involved? Please contact the office at (506) 832-6022.



HOME & SCHOOL ASSOCIATION

Our Home & School Association (H&S) is an important part of our school community. It brings families, staff, and the school together to support students and help make our school a welcoming and engaging place to learn.

The H&S supports the school through fundraising, special events, family activities, and projects that directly benefit our students. Funds raised may be used to support classroom resources, student activities, school improvements, and other initiatives that enhance the school experience.

All parents and guardians are welcome to be involved. You do not need to attend every meeting or volunteer for every event...any amount of time or support makes a difference.

We encourage families to get involved, share ideas, and be part of the many ways our school community comes together to support our students.

Together, we can make a difference!



Looking to get involved? Please contact the office at (506) 832-6022.

CLOTHING AT SCHOOL

We encourage children to wear comfortable, weather-appropriate clothing that allows for safe movement, active play, and independent self-care.



General Clothing Guidelines

Comfortable, Play-Appropriate Clothing

- Children should wear loose, breathable clothing that allows free movement.

Weather-Appropriate Attire

- Cold Weather: Coats, gloves, hats, and closed-toe shoes.
- Warm Weather: Lightweight, sun-protective clothing and a wide-brimmed hat for outdoor play.
- Students go outside each day for recess and outdoor learning, except during severe weather conditions (such as heavy rain or extreme cold).

Shoes

- Two pairs of shoes are required:
  - One pair of sneakers to wear inside the school
  - Outdoor pair (such as sneakers or weather appropriate footwear)
- For safety in physical education, dress shoes, Crocs, sandals, flip-flops, or shoes with wheels are not permitted (to prevent injuries).

Extra Clothing Requirement

- Parents must provide a labeled extra set of clothes (shirt, pants, socks, and underwear) in case of spills or accidents.

All clothing and accessories must be labeled with the child's name to prevent mix-ups.

PERSONAL BELONGINGS

Items to Bring Daily

- **Backpack**
  large enough for a lunchbox, extra clothes, and schoolwork
- **Reusable Water Bottle**
  labeled with the child's name
- **Lunch & Snacks**

ITEMS TO KEEP AT HOME

- **Cards, Games, and Toys from home**
  except for special sharing days
- **Electronic devices**
  tablets, smartwatches, phones
- **Expensive or sentimental items**
  the school is not responsible for lost or damaged items



Dr. A.T. Leatherbarrow Primary School

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