



Loch Lomond School Student Handbook

25 Evergreen Avenue

Saint John, New Brunswick

E2N 1H3



Loch Lomond School

Mission

Our mission is to foster scholarship, leadership and responsible citizenship / Notre mission est de favoriser l'érudition, le leadership et la citoyenneté responsable.

Vision

Loch Lomond School endeavors to know each child's strengths and challenges, and to adjust the learning to this end / Loch Lomond School s'efforce de connaître les forces et les défis de chaque enfant, et d'ajuster l'apprentissage à sur mesure.

Bell Schedule



7:50 am	Morning supervision begins.
8:15 am	Homeroom
8:30 am	Classes begin - Students tardy following
10:00 am	3-5 Recess
10:15 am	K-2 Recess
10:30 am	Classes resume
12:00 pm	3-5 outside and K-2 Lunch
12:20pm	K-2 Outside and 3-5 Lunch
12:45 pm	Classes resume
1:45 pm	K-2 Dismissal
2:45 pm	3-5 dismissal

Arrival / Dismissal Routines

For the safety of our students, we are reminding parents and guardians that when they are dropping off their child/children to drop them off in the roundabout– just in front of the school. (This avoids you from entering the school yard where the buses are arriving). If you are picking up your child afterschool, please park in the designated parking area or on Evergreen Avenue and walk to the back of the school where students are being dismissed.

When coming into the school to pick up a child or to drop something off – again park your car and come into the school office. **A reminder - the speed limit in the school area is only 30 km /h and parents should slow down even more when approaching the school yard.**

- Visitors to the school **must** sign in at the Office.
- **Loch Lomond School is a “Scent Sensitive” school.**
- **Loch Lomond School is a “Nut Free” school.**
- Please sign out your child if you are taking them out of the school during regular school hours (A written note is helpful to teachers so that they are aware.).
- It is important that you meet your K-2 child at the bus stop. The bus driver will not let students off unless there is an adult to accept them.

Code of Conduct

LIONS
ACADEMIC CODE

At Loch Lomond School , I will learn:

Leadership Skills
Interpersonal Skills
Organizational Skills
Numeracy, Literacy and Science
Social Responsibility

*I am responsible for my learning.
Je suis responsable de mon apprentissage.*

ROAR
BEHAVIOUR CODE

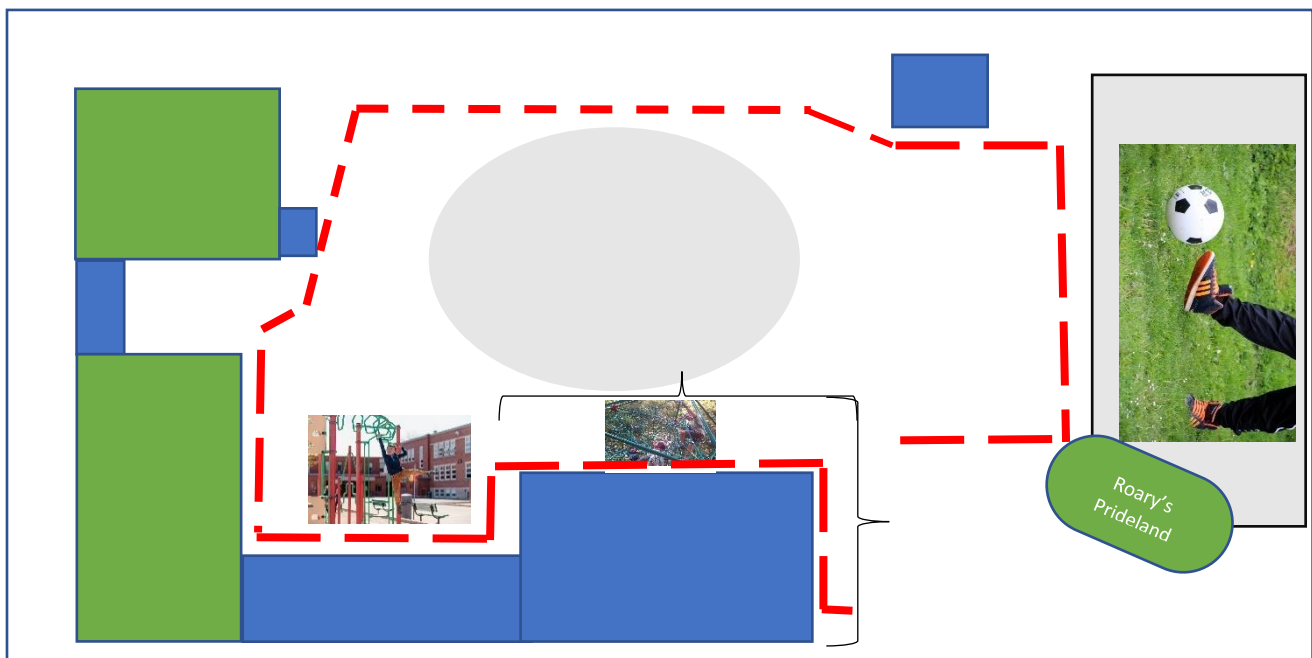
Loch Lomond Lions *R.O.A.R...*

**Respect Others and
Accept Responsibility**

*I am responsible for my behaviour.
Je suis responsable de mon comportement.*

Playground Loch Lomond School

Playground Boundaries - - - - -



- 1) All students are to go outside at recess and lunch break. During cold or wet weather, students will remain inside.
- 2.) Students will respect others, their property, and personal belongings.
- 3) Some equipment will be closed in the winter (including the hang glider) due to icy conditions
- 4) In the winter, students must slide down hills on their bum in ski pants and should remain off icy surfaces or snowbanks
- 5) **General playground rules**
 - Keep your hands and feet to yourself
 - Play safely on the equipment
 - Use appropriate language
 - Take turns
 - Respect the playground boundaries and ask permission if you need to go out of bounds
 - Rocks, apples, and snowballs stay on the ground
 - Include others in your games
 - Climb **UP** the Rock Wall
 - Slide **DOWN** the slides only and move away quickly once down.
 - Keep lines moving on the equipment.
 - Play on it – only if you can reach it
 - The spider net and monkey bars are used for swinging / climbing only.
 - Tag games are to be played in the field, bus turn around or at safe distance from the equipment.
 - Balls are for the field or pavement
- 6) When lined up, quiet students will enter the school in an orderly fashion.



Loch Lomond School

Behaviour Matrix

Area	Respect others	Accept Responsibility
Classroom	Listen to the speaker / teacher Take turns Share Use good manners (positive language and tone) Quiet voices	Be tidy Be organized Respect other's property Follow instructions Take ownership
Hallway	Walk on the right side of the hall and stairs Quiet voices Be a helper Walk single file Wave to acknowledge friends	Be tidy Eyes to the Front
Library	Quiet voices Share Clean up Sit properly	Be tidy Put books away Handle books with care
Gym	Listen to the speaker / teacher Follow Directions Share / take turns Play as a team Freeze when the whistle blows	Follow instructions Good sportsmanship Wear proper footwear
Innovation Lab	Quiet voices Share Clean up Sit properly	Be tidy Log off computers Use materials wisely without waste Use only designated web sites
Playground	Let everyone play Take turns Follow playground rules	Listen for the Bell Line up when the bell rings Take ownership
Music	Listen to the speaker/ teacher Instruments in rest position during instruction	Handle instruments with care Follow instructions
Washrooms	Respect other's privacy Quiet voices Flush toilet	Wash your hands with soap Feet on the floor Be tidy
Bus	Quiet voices Listen to the Driver	Feet on the floor No food Bottom to Bottom, Back to Back Move out of your seat only when entering or leaving the bus

Hands off



Feet off



Busing Guidelines



Bus Safety

- 1.) Be on time and never stand on the street or road while waiting for the bus.
- 2.) Speak quietly when the bus is in motion.
- 3.) Students shall be picked up and discharged only at the bus stops approved by the district and school.
- 4.) Do not cross the road behind the school bus.
- 5.) Occupy seats assigned by the driver or principal.
- 6.) Do not throw anything on the floor of the bus. Help the driver keep the bus neat and clean.
- 7.) Eating and drinking are not permitted on the school bus.
- 8.) Be courteous to the driver and fellow passengers. Rough and loud conduct will not be permitted and will result in a bus violation being submitted to the principal.

Changes in Transportation

ASD-S Transportation Dept. states, “For safety reasons, PLEASE do not send requests to the school asking for your child to go on a different bus after school UNLESS it is an emergency or for an extended period of time.”

We CANNOT allow a child to go on a different bus because they want to go to a friend’s house after school. Parents/Guardians may request to have their child/children delivered to an alternate address. Students MAY be permitted to travel to an alternate address providing all of the following conditions are met:

- a “Request for Alternate Transportation” form, with parent/guardian’s signature is submitted through the ASD-S website.
- The service requested is to be applied consistently to the same locations and o the request can be accommodated by an existing route and stop; and
- the school bus has space for extra passengers.

Evacuation Procedures

In accordance with the Superintendency Emergency Preparedness Plan, we would like you to be aware that every possible precaution is being taken to ensure the safety of your child. We are cooperating with local authorities, Anglophone South School District, and the Emergency Measures Organization in this activity.

Our school has prepared a Comprehensive Safety Plan that is designed to safeguard your child against emergencies and disasters. In the event of an emergency with sufficient warning, children will be sent home. In some emergencies, it will be best to retain the children and seal the building to ensure safety. If, on the other hand, we need to evacuate the building, then we will go to the Saint John Airport.

It is very important that we have access to our telephone lines to communicate with emergency services. If there is an emergency – please do not contact the school. We will convey all necessary information to you by Talk Mail, Twitter (which is on the website too) and through the local radio stations. Also, we would need to keep the driveway in front of the school free for emergency vehicles and for school buses.

It is our hope that a disaster will never occur; however, the implementation of the Comprehensive Safety Plan will ensure the health and safety of your child under all anticipated emergency conditions.

Communication

There is an abundance of information found on our school website and on teams. We encourage families to become familiar with it. The link is <http://web1.nbed.nb.ca/sites/district8/schools/lochlomond/Pages/default.aspx>

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

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

We also send weekly voicemails to parents, and monthly newsletters outlining upcoming events.

Inclement Weather



ANGLOPHONE SOUTH SCHOOL DISTRICT

SCHOOL CLOSURES DUE TO INCLEMENT WEATHER

Anglophone South School District is committed to the safe and efficient transportation of students and recognizes that it may be necessary to cancel a bus run(s), close school(s), or delay school opening to ensure students are not endangered by hazards brought on by poor weather or road conditions.

Our decisions must be made prior to 6:30 a.m. and they are based on the forecasts we have, and information we are able to collect on road conditions.

The following options are considered when deciding what to do during inclement weather situations:

1. Schools are open as usual in which case no announcement will be made.
2. All schools are closed for the day with an appropriate announcement being relayed to:
 - the local radio stations prior to 6:30 a.m.
 - the District [website](#)
 - follow us on [Twitter](#) @ASD_South
 - the District Information Phone line – for school closures (toll free:1-855-535-7669 [SNOW]).
 - subscribe online for [email notifications](#) and choose the Parent Portal

Parents are encouraged to access the above noted methods early in the morning, particularly on days when the weather is inclement.

3. Schools are closed by Education Centre (Hampton Education Centre, Saint John Education Centre, St. Stephen Education Centre). Schools within an Education Centre may be closed depending on conditions.
4. School bus runs are delayed one/two hour(s). **On these occasions, all schools will open at their regular time to receive students. Students arriving late will not be penalized.**
5. Schools may be closed early on days when the weather conditions are anticipated to deteriorate significantly during the day. Every effort will be made to notify parents by telephone for students in Kindergarten to Grade 5. We use media, voice mail and email. Families are reminded of the importance of ensuring alternate arrangements are in place for their child(ren) in cases when they or another adult will not be available to be home.

During the winter months, there may be occasions when the condition of a particular road along a bus driver's route is hazardous. Individual school bus drivers have a responsibility to recommend to their supervisor either the cancellation or delay of their individual bus runs should they have a safety concern. Whenever possible, notice of a late bus or a cancelled bus run will be announced on the radio and posted on the Website.

While the loss of valuable instruction time is always a concern, the safety of students is paramount. The decision to close schools is always made with this in mind.

If schools remain open, and as a parent/guardian you feel that conditions in your area are not safe for your child to go to school, then ultimately you have the final decision whether or not to send your child to school.

Absences on these days will not be a factor in a student's attendance record.

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District Information Phone Line: 1-855-535-7669 [SNOW]

Follow us on twitter http://twitter.com/ASD_South

District Website: www.asd-nhed.nh.ca

Safe Arrival & Attendance

September, 2018

Dear Parents/Guardians,

In ASD-S one of our greatest priorities is ensuring that all our students arrive safely at school each and every day.

To enhance our existing absence-checking procedure, we are introducing *a new, more efficient* student absence reporting system called **Safe Arrival**. This new system will reduce the time it takes to verify student attendance, make it easy for you 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 3 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. 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 **SchoolMessenger Communicate** automated notification system to contact parents whose child is absent when the absence was not reported in advance. The automated notification system will attempt to contact parents 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.

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

Starting **September 10th**, please report absences in advance using **Safe Arrival** instead of sending notes or calling/emailing the school.

Thank you for your patience and cooperation as we implement this new system.

School Cash Online



SchoolCashOnline

For safety and efficiency reasons, Anglophine South School District would like to reduce the amount of cash & checks coming into our school. Please join the thousands of parents who have already registered and are enjoying the convenience of paying ONLINE! It takes less than 5 minutes to register. Follow these step-by-step instructions to begin to receive email notifications regarding upcoming events involving your child(ren).

NOTE: If you require assistance, select the *SUPPORT* option in the top right hand corner of the screen.

Step 1: Register

- If you have not registered, please go to the *School Cash Online* home page <https://ASD-S.schoolcashionline.com/> and select the "Get Started Today" option.
- Complete each of the three Registration Steps
**For Security Reasons your password, requires 8 characters, one uppercase letter, one lowercase letter and a number.*



Step 2: Confirmation Email

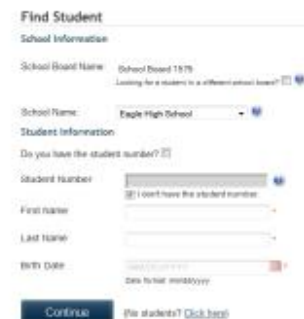
A registration confirmation email will be forwarded to you. Click on the link provided inside the email to confirm your email and *School Cash Online* account. The confirmation link will open the *School Cash Online* site prompting you to sign into your account. Use your email address and password just created with your account.



Step 3: Find Student

This step will connect your children to your account.

- Enter the School Board Name.
- Enter the School Name.
- Enter Your Child's First Name, Last Name and Birth Date.
- Select *Continue*.
- On the next page confirm that you are related to the child, check in the *Agree* box and select *Continue*.
- Your child has been added to your account.



Step 4: View Items or Add Another Student

If you have more children, select "Add Another Student" and repeat the steps above. 8 children can be added to one parent account. If you do not wish to add additional children, select "View Items For Students" option. A listing of available items for purchase will be displayed.

WITS Program

Loch Lomond School will be again using the WITS anti-bullying program this year. Here is an article to explain some of the concepts that will be covered:

WITS FAQ

1. What are the WITS Programs?

The WITS Programs bring together schools, families and communities to create responsive environments that help children deal with bullying and peer conflict. WITS has two parts:

1. WITS Primary Program – Teaches Kindergarten to Grade 3 children to **Walk** away, **Ignore**, **Talk** it out and **Seek** help when faced with peer conflict. The acronym also provides a common language that children and the adults around them can use to talk about and respond to problems.
2. WITS LEADS Program – A more grown-up program designed for Grades 4-6 students, which teaches more complex problem-solving strategies: **Look** and listen, **Explore** points of view, **Act**, **Did** it work? and **Seek** help. LEADS trains students to become WITS Leaders who can help younger children with their problems.

Teachers reinforce the programs by reading popular children's books, which emphasize WITS and LEADS messages, to their students. We also encourage students to use their WITS and LEADS skills to deal with problems and hope you will too!

Want to know more? Explore the WITS website at www.witsprogram.ca.

2. How can I help my child use WITS to solve problems?

Your child can likely recite the WITS acronym but may need help putting it in action. Use the tips below with your child to explore how WITS can help with peer conflict problems.

- **Walk away:** Role-play walking away from the situation. Ask: What would happen if you walked away? Would it solve the problem? If not, try another strategy.
- **Ignore:** Discuss ways to ignore, like leaving the situation or withdrawing eye contact. Ask: What would happen if you ignored? Would it solve the problem? If not, try another strategy.
- **Talk it out:** Suggest statements to use to talk it out with the person bothering him or her. Sometimes saying "Stop" is enough. Maybe a joke would help. Ask: What would happen if you talked it out? Would it solve the problem? If not, try another strategy.
- **Seek help:** Suggest other adults your child could ask for help, like a teacher. Ask: What would happen if you asked another adult for help? Would it solve the problem? If not, who else could you seek help from?

Want to know more? Explore the Using WITS with Your Child section of the WITS website at www.witsprogram.ca/families/using-wits-with-your-children/.

3. How can I get my child talking about peer conflict and bullying?

When it comes to talking to your child about peer conflict and bullying, once is not enough. Children need multiple opportunities to learn information and apply it in their lives. So how do you start the conversation?

- Children may feel their situation is unique and that you wouldn't understand. Share a story about how you were teased or left out as a child. What did you do? Did it work? Who helped you?
- Pick a book from the WITS book list at www.witsprogram.ca/schools/book-lists/, read it with your child and start a discussion. What WITS or LEADS strategies did the characters use? Did the book remind you of anything similar that has happened in real life?

Sometimes the best way to get your child talking is through teachable moments. When watching TV or movies, talk about characters' actions and how they resolved conflicts. When your child experiences conflict with a sibling or a friend, ask which WITS strategies might help.

Want to know more? Explore the Using WITS with Your Child section of the WITS website at www.witsprogram.ca/families/using-wits-with-your-children/.

4. How can I support WITS at home?

The WITS Programs are designed to reach beyond schools to protect children from peer victimization wherever they are. Parents play a critical role by teaching children to use their WITS in a variety of situations. So what can you do to support WITS at home?

- Use WITS and LEADS to help your child solve conflicts and deal with your own. Use the language when watching TV or movies to talk about how characters handle problems.
- Talk about WITS reminder gifts. Through WITS, community leaders visit classrooms and drop off gifts, such as bookmarks, pencils and posters. When your child brings home these gifts, ask: Who gave you this? What did the visitor talk about?
- Praise your child when you observe him or her using WITS or LEADS strategies. Ask: How did you decide which strategy to use? How did you feel when it worked?

Want to know more? Explore the Using WITS with Your Child section of the WITS website at www.witsprogram.ca/families/using-wits-with-your-children/.

Home / School Connections

Lost and Found

Lost and Found Elementary students tend to lose their belongings at school. Because many children have similar items, children can sometimes have difficulty identifying their own. Our Lost and Found area, which is in the breezeway, is often left with many unclaimed articles. If you label all of your child's belongings, perhaps we can keep these losses to a minimum. We ask you to periodically check our Lost and Found area as we do donate items that are not picked up.

Communication

It is recognized that a good working relationship between the home and school can greatly benefit the child. The staff at Loch Lomond School want to encourage this type of relationship through communication in the form of newsletters, notes, and phone calls when needed. We also recognize that there may be a need for parents to meet personally with a teacher, and we encourage this. If a meeting needs to be scheduled, please contact the teacher to set up a time.

Parent School Support Committee

This is a support committee comprised of parents, community, teachers, Home and School, District Education Council, and the school Principal. Meetings are open to the public and the dates, times, locations and agenda are jointly prepared by the PSSC Chair and the Principal.

Home and School Association

Loch Lomond School has a Home and School Association. If you are interested in attending the meetings, please check the monthly newsletter for dates and times. Parent Volunteers – The school needs volunteers to ensure the continued success of programs and events such as fundraising, field trips, Fun Day, library, athletics, and Yearbook. Please discuss volunteering with your child's teacher, the school, or your Home and School Association. Provincial

policy requires that all volunteers in the public school system must have knowledge of Policy 701 (the Policy for Protection of Students) and present a validation form as well as a current police record check prior to volunteering at school. Parents who will be driving children to extracurricular events need to have \$2,000,000.00 liability insurance, a criminal record check and a note from the parent of the child you are transporting. These forms are available at the office.

Homework

Homework provides students the opportunity to practice the skills they have learned at school. Parents can help by ensuring that students have a quiet work area. Bring homework supplies to the workplace and plan a homework time. If you are finding homework challenging for your child, please do not hesitate to contact your child's teacher.

Personal items

We ask that personal electronics such as cellphones, IPODs, MP3 players or electronic games remain at home. We do not have lockers and things can go missing or get broken quite easily. Occasionally, teachers may request students bring to school a toy, book or a personal item pertaining to a school activity. Otherwise, please do not permit your child to bring toys or other valuables to school. Children who lose a favourite toy can become very upset. Sometimes a child lends a new toy to a friend and the toy becomes lost or damaged. Toys and valuable items are best left at home.