

**Francis Patton Primary**

**A Lighthouse School**

Embrace the Courage to Lead

**Live, LEARN, LOVE, LEAD**



**SCHOOL ADDRESS**

**191 North Shore Road, Hamilton Parish, CR03**

**Telephone: 441 478-3303**

[**www.moed.bm/FP**](http://www.moed.bm/FP)

 **Principal: Mr. Todd G. Fox B.A., M.Ed.**

**HANDBOOK**

***Francis Patton Primary School Staff of Excellence***

Mr. Todd G. Fox Principal

Ms. Shanika Parfitt Acting Deputy Principal

Mrs. Melvina Warren Counselor

Mrs. Irma Steede Administrative Assistant

**TEACHERS of Excellence**

Miss Alandra Swan Primary 1

 Primary 2

Mrs. Aleisha Obas Primary 3

Mrs. Heather Foggo Primary 3

Ms. Brendal Santucci Primary 3

Mrs. Giselle Richards Primary 3

Miss Angelika Marshall Primary 4

Mrs. Jodie Rudo Primary 5

Mrs. Jeanna Mae Furbert Primary 5

Mr. Colwyn Burchall Primary 6

Ms. Florence Sharpe Art and P.E.

Mr. Chayce Smith Health and P.E.

Mr. Rashae Bean Music

Dr. Judith Bartley Learning Support

Ms. Nikkisha Ming Reading Specialist

Ms. Tiffany Trott Educational Therapist

**CUSTODIANS of Excellence**

Mr. Leon Landy

Mr. James Raynor

 ***MISSION STATEMENT***

At Francis Patton Primary School, we develop leaders, ONE child at a time.

***VISION STATEMENT***

We **LIVE** by striving for excellence.

We **LEARN** by working hard in school and always doing our best.

We **LOVE** by caring for all people, places, things and situations.

We **LEAVE** a legacy by sharing our ideas and school with others and being able to make a difference in the world

***SCHOOL CREED***

With God’s help, I can become anything I want to be. I am ambitious, I am intelligent and I am proud.

***SCHOOL MOTTO***

Live, Learn, Love

Our theme is **LEADERSHIP**

**2020-2021 School Theme**

Embrace the Courage to Lead

***School Song***

We the pupils of Francis Patton School

Daily live, learn and love to value each and every rule.

We’ve met your expectations and now set our aspirations, to do all to our best ability.

With God’s help I can be anything.

Soar to heights as if I had the wings of a longtail.

I am ambitious, intelligent and yes, I am proud.

Francis Patton we’ll sing your name out loud.

To our colors of red, gold and blue

We will run, leap, and cheer and to you ever be true.

With our heads lifted high, we’ll sing of you with pride.

Francis Patton we will e’er be on your side.

With God’s help I can be anything.

Soar to heights as if I had the wings of a longtail.

I am ambitious, intelligent and yes, I am proud.

Francis Patton we’ll sing your name out loud.

 Written and musically composed by:

Ru-Zelda Nesbitt-Severin

***Francis Patton Primary School Uniform***

**Francis Patton has a school uniform which the students are expected to wear at all times unless notified to the contrary. Uniforms at this time can be purchased at SideKicks in Washington Mall.**

|  |  |
| --- | --- |
| **Boys** | **Girls** |
| **Uniform Uniform** |
| Blue shorts or trousersBelt (black or brown)White school shirtNavy vest, V-neck sweater School tie Navy socksBrown or black shoes | Navy skort, skirt or pantsWhite school shirtNavy vest, V-neck sweater, or cardigan Navy socksBrown or black shoes School tie  |
|  |
|  |  |

**PE UNIFORM** - solid white or black sneakers, solid white ankle socks, FPPS PE uniform, FPPS PE tracksuit

**DRESS CODE**

1. Correct uniform must be worn when travelling to and from school. Students should take pride in their appearance and make every effort to be neatly dressed with shirts tucked in and socks pulled up.
2. Hair should be clean and neat. Hairstyles should not call undue attention to a child e.g. spikes, dyed hair, etc... Braids should be neat and tidy.
3. Girls only, may wear one pair of small gold stud earrings. The use of make-up and nail polish is not permitted.
4. Grub day attire should be modest – bare midriff, earrings, flip flops and make-up are not permitted.

***GUIDELINES FOR EXCELLENCE IN PARENTING***

**Eagerly anticipate your child’s school.**

**BE POSITIVE!**

Familiarize your family with school policies by:

* Attending PTA meetings and other school-wide events.
* Acquainting yourself with the building and school grounds.
* Volunteering to help.

Join the Francis Patton School PTA. Here you will become better acquainted with your child’s teacher, principal and other members of staff. This is also an excellent way to meet and network with the parents of your child’s classmates.

Attend as many school activities as possible. Let your child know that you are interested in his/her school life.

Call the school to arrange a conference or team meeting if the need arises.

Volunteer at school activities and PTA functions, afterschool, as well as during school. Many opportunities are available, so all parents can become involved. Don’t hesitate to offer suggestions or present new ideas to your PTA or directly to the school.



**BRIEF HISTORY OF FRANCIS PATTON PRIMARY**

Francis Landey Patton is the scholar after whom Francis Patton School is named. Dr. Patton is a graduate of Warwick Academy, the University of Toronto and Princeton Theological Seminary.

Francis Patton School opened its doors on September 18, 1950 with 272 students. Its first headmaster was Dr. Kenneth E. Robinson. The team consisted of Miss Doris Francis, Mrs. Agatha Burgess, Mrs. Lillian Woolridge, Miss Nelda Reid, Miss C. Roslyn Battersby and Mrs. Francis Burchall. The amalgamation of students from Cripple Gate and Temperance Hall attended the school. During this time, small one-room schools were beginning to merge into large schools.

The first assembly began with the opening prayer conducted by Mr. F.S. Furbert of the Berkeley Institute. By September 29, there were 295 students enrolled.

On November 2, 1950, the school was officially opened and named by Governor and Commander-in-Chief, Mr. Alexander Hood. Class outings to places of interest started as soon as the doors opened. The first outings were to visit the Hamilton Parish Workman’s Club and The Mid Ocean News facilities. Also during that first school year, Francis Patton held its first play and Operetta on December 14, 1950 and its first Valentine Tea and Valentine Dance was held on February 15th and 16th respectively.

Also during the first year, Francis Patton placed second in several sporting events: Eastern Division of the Inter-School Sports, Inter-School Sports Finals Competition and the Finals of the Bermuda Union of Teachers Competition.

Today, Francis Patton continues to be a school that has a rich community support system. We have embarked on new initiatives that will assist our 21st Century learners with becoming positive and productive citizens for our island and for the world. Our school theme is LEADERSHIP and our focus is on student achievement and growth academically, socially, emotionally and spiritually.

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The Leader in Me is an innovative, school wide growth model that emphasizes a culture of student empowerment and helps unleash each child’s full potential. Applying the 7 Habits of Highly Effective People, teachers and students internalize timeless leadership principles that nurture the skills they need for success in the 21st century.

An effective successful leadership organization focuses on Academics, Culture and Leadership strands to grow their clients. The Leader in Me involves being effective in nine areas and the staff and students of excellence at Francis Patton Primary have worked hard over the yards in order to grow in these areas of the Leader in Me elements:

1. **Lighthouse Teams** – responsible for organizing school wide events and initiatives that support a leadership model. There are two Lighthouse Teams - Senior (comprised of staff, parents and volunteers) and Student.
2. **Leadership Environment** – a beautiful, inspiring, fun and colorful environment that fosters and supports leadership principles and the 7 habits language.
3. **Integrated Curriculum and Instruction** – a strong system of teaching habits throughout the school year, emphasizing key leadership principles and concepts within the curriculum framework.
4. **Staff Collaboration** - a collective collaborative commitment to all students’ success that emphasizes a win-win culture.
5. **Student Leadership** - students are genuinely empowered to be leaders, given opportunity to serve, contribute to the school and build self-confidence. P2 – P6 students can apply to be members of the Student Lighthouse Team which focuses on specific efforts to enhance their leadership and the culture of the school.
6. **Parent and Community Involvement** - there is an active PTA which supports the Leader in Me principles, encourages families and community members to learn and implement the 7 Habits principles and utilize resources to effectively communicate with the school. Leadership and 7 Habits training is given at various times throughout the school year.
7. **Leadership Events** - school wide events are designed and led by students. They are well attended by families and community members throughout the school year.
8. **Goal Tracking** - all school goals are tracked and aligned with our School Improvement Plan. Staff and students set goals – academic, personal and leadership – which are posted, tracked and celebrated at the end of each term.
9. **Measureable Results** - data is collected using Leadership binders to measure and record individual data aligned with school wide goals. Students are able to discuss and analyze data reflected in classroom scoreboards, Leadership Binders and hallway bulletin boards.

In June 2016 Francis Patton met the necessary requirements in each of the nine elements and was awarded the title ***Lighthouse School*** – becoming the first school in the Caribbean region to achieve Lighthouse status.

Log on to the website below for more information about The Seven Habits and The Leader in Me. [www.theleaderinme.com](http://www.theleaderinme.com)

**COVID-19 Protocols for 2020-2021**

* Sick students and staff will stay at home and contact their doctor for guidance.
* “Bubbles” aim to reduce the number of people who come into contact with others, thus containing the spread of the virus.
* Students will wear masks to and from school. They will not wear masks in the classroom, but may do so during designated times, such as when they walk through the hallways to the bathroom in case they come into close contact with children from other classes/”bubbles”.
* Staff will wear masks throughout the day.
* There will be standard protocols upon entrance to school—temperature check, hand sanitizer, sanitizing of bags, along with the answering of COVID-19 related questions.
* Students with elevated temperatures (at or above 38°C/100.4°F) will be sent home.
* Students will wash and/or sanitize their hands several times throughout the day.
* Students who become ill during the school day will be supervised in the isolation room and parents will be called to come and collect their student.
* The ideal physical distance is 6 feet, but there may be times when it is closer to 3 feet. This flexibility has enabled us to fit all of our students in the classroom. Students will remain together in their bubble at all times and will not mix with other students, including during recess and lunch.
* Students will eat indoors, but then go outside for play.
* Outdoor play will be separated out into sections, one for each class. The students will play in their designated section only. We will rotate the sections.
* All lessons will take place in the students’ classroom, including Encore (i.e., Art, Music, Health and sometimes P.E.) To reduce contact between students in the hallways, the teachers will come to the students, as opposed to students going to them.
* Students will not share supplies; everything will be individualized.
* Parents will not be allowed in school or on the premises, including on the first day of school.
* Department of Education receives technical direction from the Department of Health.
* There will be formal correspondence made from the Department of Education regarding further protocols.

**Francis Patton Primary’s Attendance Policy**

The Department of Education believes that daily attendance is a critical factor in student academic and social success. Students who attend school regularly are more successful academically, socially and emotionally; are more likely to seek a post-secondary education and less likely to drop out of school. Therefore, the Department of Education is committed to ensure that every student attends school every day and on time and that immediate actions or interventions for students who demonstrate patterns of excessive unexcused absences are enforced.

At Francis Patton Primary we live by the **7 Habits of Highly Effective** **People** and the **4 Core Rules: Be Responsible, Be Respectful, Be Safe and Be Ready to Learn**. Arriving to school daily and on time means that we are demonstrating responsibility and are ready to learn.

As outlined by the Education Act 1996- *it is an expectation of Bermuda Department of Education that all students of compulsory school age, between 5 and 18 years…attend school every day of the 180 day school year. Students should arrive to school and depart on time. Parents, guardians or other persons having control or charge of students are responsible for the students’ attendance in school in accordance with Sections 42 and 44 of the Act.*

Francis Patton Primary’s doors open promptly at 8:30 a.m.

**ATTENDANCE LANGUAGE:**

**Tardy** –Attendance will be recorded within the first ten minutes at the beginning of the day and immediately after lunch. Students arriving after 9:10 a.m. at Francis Patton Primary School will be cited as tardy.

**Unexcused Absence or Truant** - A student is considered truant when he or she and/or their parent/guardian purposely keeps the student away from school without a valid excuse.

**Unexcused Absences:** Student has missed school without parent notification. They will be marked as such.

**Excused Absences** *A student is excused for reasons such as:*

Illness, critical illness of an immediate family member, death of an immediate family member,

Quarantine for contagious disease, permission granted by the principal, religious observance.

***Parents are required to call the school in order to inform us of your child’s absence.***

**AttenDance**: At the end of each semester all students who meet the semester goals of being to school by 8:30 a.m. and are ready to learn will be invited to a school wide AttenDance celebration.

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**Bermuda Public School System Academic Year**

|  |  |  |
| --- | --- | --- |
| **Term One** | **Term Two** | **Term Three** |
| **September - December** | **January - March** | **April - June** |

**Semester 1 – September – Mid February Semester 2 - Mid February - June**

N.B. Refer to the Ministry of Education’s website for specific holidays.

**Ministry of Education Website ![C:\Users\scheeseman\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\L0SUFEG9\MC900390680[1].wmf]()**

[www.moed.bm](http://www.moed.bm)

**Francis Patton Primary School website**

[www.moed.bm/fp](http://www.moed.bm/fp)

**Emergencies ![C:\Users\scheeseman\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\L0SUFEG9\MC900441450[1].png]()**

Parents must provide the school with current addresses, telephone numbers and email addresses so that they can be contacted in the event of an emergency. The school must be informed of all medical conditions and allergies as well as any changes to a child’s health.

**Code of Conduct**

Parents are encouraged to obtain the Ministry of Education’s Code of Conduct. This document governs the procedures in all Public Schools. It provides the school with guidelines for responding to major discipline issues, including serious behavior infractions. Please note Francis Patton Primary School uses the **1 2 3 Magic System** to support our Win-Win Discipline Code of Cooperation.

**Leadership Binders**

Each student from P1 – P6 is required to have a Leadership Binder/Notebook. These binders/notebooks will contain a record of your child’s progress academically and socially throughout the school year and are used during student led conferences. Students set, collect, track and celebrate academic and personal goals and create class and personal mission statements. They also keep copies of any certificates awarded, examples of great work and artifacts etc. (Leadership Victories). Examples of work and assessments are included to show growth. Students must be able to explain and analyze the data during student led conferences.

**NEWS LETTERS**

This is a form of communication and accountability to you, our parents, to inform you of the teaching and learning activities for the week.

**After School Care**

Francis Patton offers 1 after school /care programs

1. Department of Youth, Sport and Recreation

**Bus Behavior ![C:\Documents and Settings\cheese\Local Settings\Temporary Internet Files\Content.IE5\IAFCSBXG\MC900388956[1].wmf]()**

Students are expected to behave appropriately at the bus stop and when riding the bus for field trips and as their regular transportation to and from school. When riding the bus, students must follow these guidelines:

* Obey the bus driver
* No eating or drinking
* Keep hands, head, arms and other body parts inside the bus
* Talk quietly
* No swearing or other disruptive behavior (fighting, pushing, shoving)
* Use their manners when getting on or off the bus

*Failure to comply with the above guidelines will result in the following, as stated in the* ***Code of Conduct****:*

**Report Cards ![C:\Documents and Settings\cheese\Local Settings\Temporary Internet Files\Content.IE5\TVYY0N9V\MC910217623[1].wmf]()**

Report cards are prepared four times during the school year and will be made available via PowerSchool.

Quarter 1- November 13

Quarter 2- February 5

Quarter 3- April 30

Quarter 4- June 29

**Student Led Conferences ![C:\Documents and Settings\cheese\Local Settings\Temporary Internet Files\Content.IE5\MQAX6AHV\MC900088966[1].wmf]()**

These are held by appointment only on a specified day within each semester. Students lead the conversation with parents using their leadership binders.

**Nutrition Policy ![C:\Documents and Settings\cheese\Local Settings\Temporary Internet Files\Content.IE5\L5BKD2L6\MP900433159[1].jpg]()**

At Francis Patton, we follow the Healthy Schools Food and Nutrition Policy and therefore request that only healthy foods low in fat, sugar and salt be consumed by students. Students should have fresh fruit, canned fruit in its own juice or dried fruit to eat at recess. Francis Patton is a ***WATER ONLY*** and ***TRASH FREE LUNCH*** school.

Francis Patton Primary School’s Systems for Success

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 **SYSTEM = Arrival to School**

|  |  |
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| **TIME** | **SCHEDULE** |
| 7:30 | Custodians open school and all classrooms are unlocked. |
| 8:30 | Doors open for students (game time!)  |
| 8:55 | Students sing the 7 Habits song & do 7 Habits actions followed by RIDDOTS song and Polygon song *led by teacher on duty.* |
| 9:00 | Student on duty roster for morning announcements greets staff and students via Zoom then goes through the routine:-* Morning Announcements = 5 minutes (Prayer, National Anthem, Mission Statement Vision Statement, Creed & Motto, Theme, school announcements for the day)
* Any other announcements
 |
| 9:05 | Classes begin |

**Entrance Protocol- P1-P3**

* Parents will drive to the boys’ bathroom where students will have their temperatures checked along with answering COVID-19 related questions.
* ***Students with elevated temperatures (at or above 38°C/100.4°F) will be sent home.***
* Students will exit the car and proceed into the bathroom where their bags will be sanitized and they will wash their hands.
* Students will exit the bathroom and proceed to their classroom where they will be met by their teacher.
* During inclement weather, the protocol will remain the same except that students will exit their parent's car and follow the entry protocol inside of the bathroom.

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**Entrance Protocol- P4-P6**

* Parents will drive to the main entrance to drop of their child. Students will be met at the outdoor seating area by members of staff where they will have their temperature checked, use hand sanitizer/ or wash hands, ensure sanitizing of bags, along with answering COVID-19 related questions. Once drop off is complete, parents will loop toward the school’s main gate to exit the school premises.
* Students with elevated temperatures (at or above 38°C/100.4°F) will be sent home.
* Students will enter the Longtail Tower and proceed to their classroom where they will be met by their teacher.
* During inclement weather, the protocol will remain the same except that students will exit their parent's car and follow the entry protocol inside of the Longtail Tower.

**Entrance Protocol- Students who walk to the school or catch the bus**

* Students will walk toward the main entrance of the school then proceed toward the Longtail Tower. Students will have their temperature checked, use hand sanitizer/ or wash hands, ensure sanitizing of bags, along with answering COVID-19 related questions.
* Students with elevated temperatures (at or above 38°C/100.4°F) will go to the Computer Lab for quarantine. Parents will be called and the student will be sent home.
* During inclement weather, the protocol will remain the same except that students follow the entry protocol inside of the Longtail Tower.

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**SYSTEM = TRANSITIONS**

**Recess**

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| --- | --- |
| **TIME** | **SCHEDULE - RECESS 10:10- 10:24** |
| 10:10-10:25 | Students eat fruit and play in designated area.Outdoor play will be separated out into sections, one for each class. The students will play in their designated section only. We will rotate the sections. |

**Lunch**

|  |  |
| --- | --- |
| **TIME**  | **SCHEDULE - Transitions - Lunch**  |
| 12:35 | Students eat their lunch in their respective classrooms.  |
| 12:45-12:50 | Students line up inside the classroom according to line number. |
| 12:50 | Students are escorted outside either by their classroom teacher. P4-P6 Exit from Longtail TowerP1- P3 Exit the front doorOutdoor play will be separated out into sections, one for each class. The students will play in their designated section only. We will rotate the sections. |
| 1:20 | Bell is rung.Students line up in single file according to line number. Students stay in their line number with P6 student leader in front of the line leader. |
| 1:25 | Students & staff walk up to school quietly in single file.P4, P5 and P6 students enter building through the Longtail Tower; P1-P3 students enter through the front door while being escorted by duty teachers. All students must wash hands or sanitize before entering the classroom.  |
| 1:30 | Teachers greet students at the door for afternoon learning time.  |

  **SYSTEM = Check - Out Dismissal**

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| --- | --- |
| **TIME** | **SCHEDULE - Check-out Dismissal (P1 and P2) 3:00**  |
| 2:55 – 3:00 | Students pack up classwork & put up chairs.Teacher has students collect bags from lockers quietly and go back inside.  |
| 3:00-3:02  | Students line up inside of the classroom and say dismissal prayer. Students are released to:1. Parents who will wait outside in their vehicles. 2. Afterschool Program 3. Walk home or catch bus (with written permission).Students who are to be picked-up are to sit on ramp until parents collect them. Students who catch the bus walk to the bus stop.  |

|  |  |
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| **TIME** | **SCHEDULE - Check – out Dismissal (P3 – P6) 3:30** |
| 3:25 – 3:28  | In class students pack away materials and place chairs on desks. |
| 3:28 – 3:30 | Students line up inside the classroom according to line number.  |
| 3:30 | On teacher’s signal, students collect bags from lockers with teacher supervising by being visible in hallway. |
| 3:31 | Students walk in single file, maintaining physical distancing, to exit the main door. |

**Francis patton Primary School WIN-WIN CODE OF COOPERATION**

***1-2-3*** *Magic Programme*

**Level 1:**

* Talking back to teacher
* Speaking inappropriately to another student  or staff member
* Talking out of turn in class (include yelling out inappropriately)
* Not focusing on instruction during class (writing notes, drawing, doodling)

•     Getting out of seat without permission

•     Off task behaviors (banging, tapping, whistling, singing) – *depends on student*

•     Inappropriate language (verbal, written or body-including sucking of teeth, cutting eyes)

•     Non-compliance (failure to comply with directions)

•     Disrupting the learning of other students

•     Failure to complete class assignments in the given time

•     Disobeying of general school rules/classroom mission statement

•     Use of cell phone during the school day

•     Failure to return to class in an appropriate time frame when going to bathroom, office or on a message.

•     Eating during instructional time without permission

•     Inappropriate physical play (skylarking, wrestling) during class time.

Teacher immediately gives this command to student and informs them of what they did and the next step if it continues.

**Level 2:** *student must have a level 1 first*

Repeat pattern of level one behavior PLUS…

* Inappropriate physical contact (pushing, hitting, kicking, fighting)
* Name calling, teasing, laughing at others
* Disrespectful actions or language to adults (back answering, arguing)
* Non-compliance – failure to follow a directive of teacher supervising adult
* Lying
* Academic Cheating/Dishonesty
* Leaving classroom/school premises without permission
* Stealing of property
* Inappropriate touching of self or others
* Indecent exposure

Teacher immediately gives this command to student and informs them of what they did and the next step if it continues. At this point teacher has 2 options:

1. TAKE 5 given to prevent escalated behavior - students can be given time to take a walk (management strategy=give student an envelope to take to the office and inform Mrs. Steede to write something back for student to bring back to you; the teacher waits by the door for student to return, once student returns take them outside to discuss the level 2 behavior and consequences);
2. Happy Table send student to table for a quick reflection time and they are to complete *TAKE 10 PAPER.* HAPPY TABLE is to be in every class! It is used for the level 1 & 2 offenses as it gives the students time to reflect and have a chance to get back on track.

   **Level 3:** Discipline Referral Form

Repeat pattern of level 1 &/or 2 behaviors PLUS…

* Bullying/harassment with threats of harm
* Physical assault
* Vandalism of school property or the property of others
* Inappropriate language (cursing)
* Constant violation of school or classroom rules
* Possession of weapons
* Possession of illegal drugs and alcohol
* Possession of inappropriate printed material (they draw themselves, on computer, pictures brought in)

TEACHER CAN GO STRAIGHT TO A LEVEL 3 IF THEY EXHIBIT THE INAPPROPRIATE BEHAVIORS.

Teacher immediately gives this command to student & informs students to move to the DESIGNATED spot in the room (floor space) OR to the appointed teacher’s room where they are to have their TIME OUT.

Student issued a Discipline Form (student & teacher sign form, original copy goes home, copy goes to office & a copy to counselor)

Please expect a call OR e-mail from a member of staff ahead of time to inform you of the behavior violation. You will also receive a copy of a discipline referral form which must be signed and returned to school the next day.

**Fire Escape Procedure**

1. Persons in the Art room will exit via the eastern door then proceed south around the building to the school field.
2. Students in the Assembly Hall will exit the building via the eastern doors then proceed south around the building to the school field.
3. Persons in the Computer Lab and/or Music Room will exit the building via the front door and proceed to the school field.
4. Persons in the P6 classroom will exit the building via the northern door and exit down the metal steps, across the patio and onto the school field.
5. Persons in the P5 Furbert classroom will exit the building via Atlantic View and walk down the steps to the school field.
6. Persons in the Administrative Assistant’s office, Principal’ office, Deputy Principal’s office, Counselor’s office, Learning Support classroom, Multipurpose Room, and/or Photocopy room will exit the building via Gombey Lane and proceed south around the building to the school field.
7. Persons in the Primary 4 Marshall, Primary 5 Rudo classrooms and reading room will exit the building via Field Lane then proceed north to the school field.
8. Persons in the Primary 3 classrooms will exit the biding via the girl’s bathroom door then proceed around the building to the school field.
9. Persons in the Primary 1 and Primary 2 classrooms as well as Educational Therapy Office will exit the building via Cedar Avenue and proceed south around the building to the school field.

**Students must be quietly assembled in line order on the school field with P1’s lining up closest to the water side.**

**All staff must take a class register with them and take attendance. Teachers must report immediately to principal, deputy principal and or administrative assistant if students are missing.**

**Francis Patton Primary School Health and Safety Committee**

**Live, Learn, Love, Lead**



**Positive Behaviour Interventions and Supports**

Positive Behaviour Interventions and Supports is a set of ideas and tools that schools use to improve the behaviour of students.

**Caught Doing Good Forms**

Each class has a set criterion for how students will earn Caught Doing Good Forms.

Accumulation of Caught Doing Good Forms results in the following:

* **5 Caught Doing Good Forms**- Certificate and a free Grub Day
* **15 Caught Doing Good Forms**- **Bronze** CDG Pin and Pizza Lunch
* **25 Caught Doing Good Forms**- **Silver** CDG Pin 2 movie tickets
* **50 Caught Doing Good Forms**- **Gold** CDG Pin (Lunch off campus with administration)

*\*Students will be recognized in assembly once they reach any of the required levels.*

*\*There will also be a CDG Cup awarded to the House which has accumulated the most CDG forms for the year.*

***We are looking forward to a year of synergy and success!***

Embrace the Courage to Lead

