

Dear Parents/Guardians:

Please read this handbook so you are aware of the school expectations and policies.

Mission Statement

The mission statement at Norton Elementary School is to provide a safe, healthy learning environment to equip students with the skills to become responsible community members.

School Staff

L. Myers	Principal
L. Kinnear-Fraze	Administrative Assistant
S. Teakles	Kindergarten
A. Rodgeron	Grade 1
C. Bernier	Grade 1/2 and Music
S. Sampson	Grade 1/2 and Physical Education
A. Willett	Grade 3/4
N. McCullum	Grade 4/5 and Resource
J. Mitton	Grade 4/5
D. Materniak	Guidance
TBD	EA
D. Estabrooks	EA
TBD	EA

School Hours

Students should not arrive before 7:45 a.m. as there is no supervision before this time. Staff are on duty between 7:45 and 8:00 a.m. The doors are locked at 8:00 a.m. so anyone arriving after this time will need to ring the buzzer for entry. Please ensure your child has safely entered the building before leaving the yard.

7:45 a.m. - 8:00 a.m.	Buses arrive
7:45 a.m.	Doors open for student entry
8:00 a.m.	Doors locked – ring buzzer for entry
8:00 a.m. - 9:45 a.m.	Classes
9:45 a.m. - 10:00 a.m.	Recess
10:00 a.m. - 11:45 a.m.	Classes
11:45 a.m. - 12:20 p.m.	Lunch & Noon Recess
12:20 p.m. - 1:55 p.m.	Classes
1:55 p.m. -2:00 p.m.	Dismissal/buses

Students arriving **after 8:00 a.m. are recorded as tardy**. The most crucial learning hours of a school day are in the morning; the time when students are most attentive. Students who are tardy miss the beginning of their morning classes and important announcements for the day. Late arrivals also cause a distraction to the teacher and students as instruction has already begun.

Morning Drop Off/Parking

Visitors should park on the side of the school by the playground equipment. **Please refer to the map included at the back of this handout.** Staff parking is on the side of the school facing Route 121.

When entering the school yard in the morning enter through the right-side driveway and follow the arrows to the drop off area. (refer to map)

Buses leave the school yard around 7:50a.m. If you arrive around this time the area is less congested.

Children are not permitted to ride their bicycles in the school yard in the morning and at dismissal time. These are very busy times with vehicles and buses coming and going. Students must walk their bicycles when in the parking lot.

*****PLEASE USE EXTREME CAUTION WHEN IN THE SCHOOL YARD AND ALWAYS BE WATCHING FOR STUDENTS WALKING NEAR THE PARKING AREA.*****

Afternoon Dismissal

Students walking or being picked up wait in the entry way at the side entrance with a staff member supervising. They will be released to an adult outside this entrance after the buses leave. Please inform anyone picking up your child of these procedures.

Transportation Bus Information

Once you have registered on BusPlanner you will have access to your child's bussing information. You can also opt in to receive notifications about bus delays, cancellations, and route changes. This video explains the process and can be found on the ASD-S website as well.

<https://youtu.be/vim3hnGvLWE>

Please do not send notes with your child regarding bus changes. Students are not permitted to travel on a bus to an alternate location, unless approved by transportation. To request an additional address, go to the ASD-S website and click on the Transportation tab. You can also access your child's bussing information when you register on BusPlanner. You will need an email address and your child's NBEN number to access the portal. The number can be found at the top of the report card, or you can contact the school for the number.

For students in grades K – 2 a parent or caregiver must be visible at the afternoon bus drop-off location. Students may be returned to the school at the discretion of the bus driver if there is no one visible at the bus stop or residence. More details on this transportation policy can be found in the attached "Pupil Transportation: What You Should Know" Pamphlet.

On occasion, your child's bus may be a few minutes late arriving home. It may be due to unforeseen circumstances such as road construction or a bus arriving later than expected at the school. If the bus is more than 10 minutes late, please call the school and we will investigate the matter.



A screenshot of the ASD-S website's Transportation page. The navigation bar includes Home, About Us, Schools, Transportation (highlighted), Employment, Programs & Services, Family Resources, and DEC. A dropdown menu for Transportation lists: BusPlanner, Busing Info, Request Additional Address, and Non-Busing Zones. A sidebar on the left contains links for: Bus Routes/BusPlanner, Eligibility for Transportation, Zones of Parental Responsibility / No Bus Zone, Incident Weather Policy, FAQs, Safety, Additional Address Form, and What You Should Know. The main content area features a photo of a school bus and text stating: "Each day more than 18,000 students are transported to schools across ASD-S. Our buses travel more than 33,000 km/day and complete more than 925 routes each day." Below this, it says: "During the summer months of each year, Student Transportation Services works to revise applicable bus route schedules to accommodate new students and/or new school requirements. As a result some students may experience changes in their bus route schedule." A bolded note reads: "If you wish to reconfirm bus stop service for September, please access this website the third week of August." At the bottom, it says: "Safety information for Student Walkers can be found here."

PUPIL TRANSPORTATION: WHAT YOU SHOULD KNOW



There is a policy on school transportation for Anglophone School District South.

This policy aims to ensure the safety of students, optimize efficiency and operating costs of the transport system and ensure that all students spend the least possible time on board the bus. This policy stems from the Education Act of New Brunswick.



ANGLOPHONE
SCHOOL DISTRICT
SOUTH

Eligibility Criteria

To be eligible for school transportation services, a student will:

- *reside within the school boundaries*
- *reside more than 1.5km from the school of residence*
- *have special needs identified by student services*

Not allowed on bus:

- **Food or drink**
- **Live animals, reptiles, insects, etc.**
- **Firearms, ammunition, knives, explosive devices, fire crackers or other dangerous materials**
- **Large musical instruments;**
- **Skateboards**
- **Balloons**
- **Glass containers**
- **Large Sports Equipment**

Such items will be confiscated and appropriate discipline will follow.



For the Transportation system to be safe and effective we must know that:

- *Buses do not stop at all addresses;*
- *the centralized bus stops are created so that more students are getting on or off the bus at the same time. When possible, these judgments are generally established on public land;*
- *bus stops are set so that students do not have to walk more than 1500 meters from the students place of residence;*
- *Buses do not enter private streets and do not cross private property;*
- *bus drivers do not wait for latecomers;*
- *bus drivers are not allowed to release students off at an unscheduled address unless permissions has been issued by the school principal (notes from parents are not accepted);*
- *school district transportation staff will automatically refuse applications for bus stop changes when existing stops are within the parameters of the policy on school transportation safety and walking distances.*



Responsibilities of students in school transportation

For student to maintain the privilege to be transported to school by bus, the student must:

- comply with regulations and guidelines;
- be respectful of other students as well as the driver
- respect personal property and the school bus, or risk having to repay any damage to the bus or property

For more information about school transportation, visit our website at

<http://asd-s.nbed.nb.ca>



Responsibilities of parents in school transportation

Student safety is a shared responsibility. Everyone, including parents, must coordinate their actions to ensure maximum safety when transporting our children to and from school. Parents should:

- ensure the safety of their child while travelling to and from their stop as well as while waiting at the stop;
- ensure their child is at the bus stop no later than five minutes before the regularly scheduled pickup time;
- review the rules of conduct and safety measures on school transportation with their child;
- notify the school as soon as possible (at least five days in advance) of any changes to the primary or secondary address to avoid any delays or confusion in the transportation services;
- students from kindergarten to grade 2 whose parents have not authorized in writing for their child to be dropped off without an adult being present will be transported back to the school where the parent will be contacted to make arrangements for pickup

It is important to understand that the responsibility of the school district begins when the student boards the bus and ends when the student exits the bus in the afternoon. Parents have the responsibility to ensure the safety of their child between the home and the designated bus stop and while waiting for the bus at the stop.

If a parent fears for the safety of their child when walking to the bus stop, it is the responsibility of the parent to ensure that the child is accompanied.

Requesting a Bus Stop change...

Requests to change bus stops must be made using the form provided for this purpose, available on our website. While a change request is considered, the assigned bussing for the student will continue unchanged until a judgment has been reached by district staff.

Anglophone School District South does not consider change requests when submitted for the following reasons:

- there is no sidewalk;
- weather or road conditions;
- too dense or too fast traffic;
- parked cars along street;
- the child must cross the street;
- the child is alone at designated stop;
- an adult is not able to accompany a child to the stop;
- a bus passes the residence;
- stop affects multiple students

The only two eligibility criteria that will apply are:

- walking distance does not meet the standards of the school district;
- the location has been deemed unsafe by district staff



Pupil Transportation: Bus Safety



Anglophone South School District

Pupil Transportation Services

As you get ready for "back to school", take the time to go through these important bus safety tips with your children. Their safety is our #1 priority.

1. Be on time 5 mins before loading.
2. Never run to or from the bus.
3. Stand back from the curb.
4. Don't push or shove.
5. Stay in your seat.
6. Don't yell or shout.
7. Always obey the driver.
8. Wait for the driver's signal before crossing.
9. Always cross at least 10 feet in front of the bus.
10. Never crawl under a school bus.

Morning

1. When the school bus approaches, line up in single file. Stand well back from the edge of the road.
2. Wait until the bus has come to a complete stop. Walk a safe distance from the edge of the road (Don't run) to the bus.
3. If you must cross the road as you board the bus in the morning, wait for the bus driver's signal to cross the road.
4. Look both ways for traffic.
5. Walk across the road about 10 feet (10 "giant steps") in front of the school bus, where the driver can see you. Never walk behind the bus.

Afternoon

1. When you get off the bus at the end of the school day, make sure you take "10 giant steps" straight ahead on the shoulder of the road, then stop and look at the bus driver. The driver will signal when it is okay to cross.
2. When the driver signals, walk straight across in front of the bus, and then stop at the outer edge of the bus. Look both ways, and if no vehicles are approaching, continue crossing the road.

Provincial web site for safety information for parents.

<http://www.enb.ca/0000/transport-e.asp>

Audio and video for safety.

<mms://stream.nbed.nb.ca/video/SchoolBusSafety.wmv>

<mms://stream.nbed.nb.ca/video/FlashingLights.wma>

<mms://stream.nbed.nb.ca/video/SchoolBusSafety.wma>

Storm Closures

When inclement weather closes schools, the announcement is made beginning at 6:30 a.m. on local radio stations as well as Twitter and the ASDS website. If you sign up for BusPlanner you will receive notifications on bus delays, etc. The weather information phone line is: 1-855-535-7669 [SNOW].



Occasionally, there will be a storm delay (buses delayed for however long). School will start at the regular time for those who walk or are driven. It is the parent's decision to send their child on stormy days. Absences on these days will not be a factor in a student's attendance record. Schools may close early on days when the weather conditions are anticipated to deteriorate significantly during the day. Every effort is made to notify parents by telephone for students in kindergarten to grade 5. We also use media, voice mail, and email. Families are reminded of the importance of ensuring that alternate arrangements are in place for their child(ren) in the event they or another adult will not be available to be home.

Attendance Matters

There is a clear link between attendance and achievement; the more time students spend in school the more opportunities they have to reach their full potential.

Attending school and being on time for class has a positive impact on learning. It is difficult to "catch up" when time is missed. Starting the day late can negatively impact a child's entire day. Good attendance helps to build habits that will transfer to life beyond school.

Schools track student attendance through School Messenger and are committed to contacting you if we see irregular attendance. If you require support or advice about attendance, our staff want to help you. We care about each child and want students to do their best and feel they belong at school. It is important for school and home to work together for the success of your child.

SafeArrival – Attendance

You can report your child's attendance in advance on the School Messenger Program. Once you have registered on the web site (posted on the NES webpage) or downloaded the app, you can report your child's attendance in advance. If your child is absent without prior notice, the system will automatically contact you at the phone numbers or email addresses on file. If you report your child's absence in advance using the toll-free number (1 833 219-9065), website or app, you should not receive a notification. **Please note, that you can only report your child's absence using the phone number and/or email address that you enter when you set up your account.**

If, for any reason, you are not able to use the system you may still call the school office at 506-839-3000 to report your child's absence.

Positive Learning Environment

Our positive learning environment strategies assist us in enhancing our school atmosphere. Students are expected to obey school rules, do homework as assigned, and cooperate with staff. Staff are committed to not only teaching the academic curriculum but also assisting children with skills necessary to contributing to a positive learning environment. On occasion, student behavior may pose a pervasive disruption to the school's positive learning environment as outlined in the Provincial Policy 703. If this type of behavior persists, parents and/or guardians will be notified, and a formal plan of intervention may be necessary. It is important for school and home to work together for the success of your child.

Please see the Policy 703 Student Code of Conduct, and the NES expected behaviors at school included in this document.



DEPARTMENT OF EDUCATION

POLICY 703 - Appendix D

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PROVINCIAL STUDENT CODE OF CONDUCT

**As a student,
I am responsible for my own behaviour to the best of my abilities.**

- I will be responsible for my own personal choices.
- I will respect others' differences, ideas and opinions and treat everyone fairly.
- I will not tolerate bullying of any kind and I will report bullying when I have knowledge of it.
- I will do whatever I can to help those around me who may be struggling.
- I will respect the school's rules.
- I will attend my classes, do my homework, and be prepared and on time.
- I will behave in a way that is empathetic, responsible and civil to those around me.
- I will resolve my conflicts in a constructive manner.
- I will treat school property and the property of others with respect.

**I will respect myself.
I will respect others.
I will respect my environment.**

	Routine/Setting							
		<i>Bathrooms</i>	<i>Hallway and Stairs</i>	<i>Arrival & Dismissal</i>	<i>Classroom</i>	<i>Playground</i>	<i>Gym</i>	<i>Assemblies</i>
Rules/Expectations	Safe	always wash your hands turn off the water after	stay to the right one hand only on the banister walk on each step	stay in line stay inside the school for adult dismissal always walk	walk push in your chair	stay in playground area play safely	use stairs when exiting stage only use gym with supervision	keep aisles clear
	Respectful	quiet voices allow privacy always flush	quiet feet voices off during class time	quiet voices ball caps off	wait your turn to speak hands and feet to yourself follow class rules	use equipment properly take turns	move as directed	listen to presenter quietly keep your hands and feet to yourself
	Responsible	use the bathroom quickly and quietly use appropriate amounts of soap and towel put paper towel in garbage can	go directly to your destination	remember your belongings arrive on time	do your best take care of your belongings ask and accept help	return equipment	go to directed area for instruction use equipment as directed	sit on your bottom

Homework

Students are expected to complete homework assignments to the very best of their ability. If homework is not completed, a brief note should be written to the teacher to explain the circumstances. Depending on the nature of the homework assignment, it may be necessary for the student to complete the assignment during recess or noon.



As your child becomes older, homework should play a regular part in after school routines. Make sure your child has a quiet place to work with all the materials needed close by. Children often need help organizing their time to complete projects requiring work over a given time. Resist the temptation, though, to involve yourself too heavily in the completion of the work. This will help your child to develop independent life-long learning skills.

School Literacy Initiatives



Reading is a skill that must be continually practiced - the more a child reads, the better a child reads. Many of our activities promote reading and encourage students to participate in programs that help them to learn to love reading. Parents are encouraged to read to and with their child every day. You are your child's first teacher. When your child sees you with a book, newspaper, or magazine, he or she has just had a first, essential lesson: that reading is important and enjoyable.

Dress Code

Students are encouraged to adopt a style of dress that is appropriate for a school learning environment. Belly shirts, halter tops and shirts with spaghetti straps are considered inappropriate for school. Everyone is asked to remove hats when entering the building. To avoid playground accidents, shoes that cover the toes are recommended over open-toed sandals and flip-flops.

No Pets at School Please

While pets enrich many people's lives, not everyone has the same level of comfort around them. Some children and adults suffer from allergies and may fear dogs, cats, birds, etc. To this end, we are asking you to refrain from bringing pets on the school grounds.

Toys & Valuable Items

It can be very upsetting for children if a favourite toy is lost or damaged. It is strongly recommended that toys are not brought to school, unless specifically requested by the classroom teacher for special events. If your child brings any of these items to school, staff cannot be held responsible for lost, broken or traded items as well as any disputes that arise as a result.

*****PLEASE NOTE: ELECTRONIC DEVICES ARE NOT ALLOWED AT SCHOOL. THIS INCLUDES ALL CELL PHONES, IPODS, IPADS, NINTENDOS, ETC.*****

ASDS Schools are Scent & Nut Free



Smoking is not permitted on school property and strong scented products should not be worn in the building. All schools in ASDS are nut free facilities. We are committed to providing a safe environment for our students, employees and visitors and thank you for assisting us in keeping everyone safe and healthy.

*****THIS YEAR WE HAVE A NEW STAFF MEMBER WITH A SEVERE ALLERGY TO ORANGES. WE ASK THAT YOU PLEASE REFRAIN FROM SENDING ORANGES IN SCHOOL LUNCHES FOR THIS REASON.*****

Medication



Teachers **cannot** administer medication to a student without written consent from a parent or guardian. This includes over the counter as well as prescription medication. Please contact the office for the proper medication permission form. **Medication should be given directly to the office or teacher and not sent with your child.**

Students with severe allergies requiring an Epi-pen are required to have an up-to-date Epi-pen at school. Parents are requested to meet with all school personnel including custodians and bus drivers to ensure everyone has the necessary information.

During recess and noon, your child's teacher may be supervising outside or be involved in meetings, etc. For this reason, we ask that children remain at home when they are not feeling well enough to go outside.

Head Lice

Anytime children come together at school, daycare, community clubs, etc. head lice cases commonly increase. **Be sure to check your child's head weekly for any signs of lice or nits.** Although they are good crawlers, lice do not fly, jump, or swim. Direct physical head-to-head contact is the usual method of transmission. Mature lice which are no bigger than a sesame seed avoid light are hard to see. Lice eggs (nits) are usually found close to the scalp. They are tiny whitish ovals that are glued to the shaft. They cannot easily be flicked away as dandruff can. Head lice do not transmit disease and are not a serious medical problem. **If you find head lice on your child, please notify the school, and treat your child before he or she returns to school.**

Some best practices for preventing the transmission of head lice include:

- Teaching your child not to share combs, brushes, hats, scarves, headsets, etc.
- Teaching your child to place hats and scarves inside his or her coat sleeves.
- Doing regular head checks of your child.

Student Information Forms

At the beginning of the year two forms are sent home with your child. Any information that needs to be changed on the yellow data collection form should be done in ink before returning it to the school. The pink student information form is kept in the classroom for quick reference by the teacher. It is important to indicate on the form where your child goes after school, even if after school arrangements have not changed from the previous year. **If there are any changes in telephone numbers, emergency contacts, etc. please contact the school office promptly.**



School Messenger - Telephone and Email Message System



School Messenger is used to send voice mail and email messages to parents. Messages may be sent from the school or district using the contact information on file.

Whenever contact numbers or e-mail addresses change, please let the school know so we can update them in the system. It is very important that we have up-to-date contact information. The default contacts are set by the system, but you may set your preferences on the school messenger app as to which numbers and/or emails you wish the system to call or not. You also may be able to set your preferences settings on your phone.

Home and School Connection

Ongoing communication between home and school is crucial in making school a positive experience for both you and your child. Parent-Teacher Conferences are held in the fall and spring, but parents do not need to wait until reporting times to discuss their child's progress. Don't hesitate to call your child's teacher anytime you have questions, concerns or just want to touch base to see how your child is doing. The best time to call is after 2:15 p.m.

Newsletters are posted each month on the school website. Under the "Messages Home" tab you will also find information that has been sent home via school messenger. The link to our school website is: <http://web1.nbed.nb.ca/sites/ASD-S/1811> .

The Norton Elementary School Parents' Association (NESPA) coordinates the Hot Lunch & Milk Program. They are able to provide many resources and activities for the school through various fundraisers throughout the year. Parents are encouraged to become a member of the "Norton Elementary School Parents" Facebook group as information is also posted on the group page.



Your child's homework book is a highly effective communication tool as well. Notices or forms are placed in the vinyl pouch in the front of the homework book. Check your child's book bag each day. If possible, fill out and return forms the next school day. Written notes, money, etc. should be placed in the pouch so they do not get lost in the bottom of the book bag.

Notes From Home

Students can only be released to a person who has been designated on the Student Information Form. If you wish to add someone to your list, please contact the school. For changes in bus arrangements, please refer to the transportation section of this handbook. If a teacher does not have a note saying otherwise, students are dismissed to their usual after school location. When a child does not have a note, but indicates a different location, every effort is made to contact someone before the end of the school day. If we are unable to do so, the student is sent to the usual after school destination.

Although it is important for your child to have a consistent routine after school, we realize that emergencies do arise occasionally. Below are a few suggestions to assist us in safeguarding your child(ren):

- ☞ We ask that you speak with your child(ren) if there is a change in the usual after school routine. Younger children may become upset when after school arrangements are unclear to them.
- ☞ If there is a change in plans for more than one day, it is best to send a separate note for each date. The notes are placed beside the classroom door, so they are easily accessible at dismissal time. This is an extra measure to avoid any miscommunication, should we have supply staff on that day.
- ☞ Be as specific as possible when writing a note: “Jane Doe will be picking up Sally at school” instead of “Sally’s grandmother” – we may not know who her grandmother is. Also be sure to put the **date** on the note. The more information you give us, the better.
- ☞ Again, please discuss with your child the arrangements that you have made for after school and the importance of giving the note to the teacher. Insert the note in the vinyl pouch of the homework book to ensure it does not get lost between home and school.
- ☞ Should a change be required during the school day, please contact the office **before 1:30 p.m.** The school office is very busy at the end of the school day and messages received after this time may not be delivered to the classroom before dismissal time.

Thank you for reading this valuable information. Please sign below.

I have read the above information.

Parent/Guardian Signature

Date



ANGLOPHONE SOUTH SCHOOL DISTRICT
SCHOOL CALENDAR – 2025-2026
 June 2025

<u>MONTH</u>	<u>DATES</u>	<u>EVENTS</u>
September	1	Labour Day – Statutory Holiday – NO CLASSES
	2	First Day for Grades 1-5
	2	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)
	2/3	Transition Days – First Day for Kindergarten (half of students attend on either day. Schools will communicate plan)
	3	First Day for Grades 7-8; 10-12
	26	Professional Learning – NO CLASSES
	30	National Day for Truth and Reconciliation – NO CLASSES
October	13	Thanksgiving Day – Statutory Holiday – NO CLASSES
	14-17	Registration for Students Entering Kindergarten in 2026-2027
November	10	School Improvement Planning – NO CLASSES
	11	Remembrance Day – Statutory Holiday – NO CLASSES
	21	K-8 – Report Cards Preparation – NO CLASSES
	21	9-12 – Parent/Teacher Interviews/Professional Learning – NO CLASSES
December	1	K-8 – Reports Cards Issued
	5	K-8 – Parent/Teacher Interviews/Professional Learning – NO CLASSES
	19	K-12 – Last Day of Classes
	22-31	Holidays – NO CLASSES
January	1-2	Holidays – NO CLASSES
	5	First Day of Classes
	19-23	9-12 – English Language Proficiency Assessment /Demonstration of Learning/Course Recovery
	26-27	9-12 – Turnaround Days – NO CLASSES
	28	9-12 – Semester 2 Begins and Report Cards Issued
February	16	Family Day – Statutory Holiday – NO CLASSES
March	2-6	March Break – NO CLASSES
	13	K-8 – Report Cards Preparation – NO CLASSES
	30	K-8 – Reports Cards Issued
April	2	K-12 – Full Day – Parent/Teacher Interviews/Professional Learning – NO CLASSES
	3	Good Friday – Statutory Holiday – NO CLASSES
	6	Easter Monday – Statutory Holiday – NO CLASSES
May	1	NBTA Council Day – Provincial – NO CLASSES
	4	NBTA Branch Meeting Day – NO CLASSES
	18	Victoria Day – Statutory Holiday – NO CLASSES
June	8-12	9-12 – Assessment/Demonstration of Learning/Course Recovery
	19	K-12 – Last Day of Classes – Final Report Card Day (FULL DAY)

NORTON ELEMENTARY SCHOOL SITE PLAN

