



## 2024-25 Student Handbook

**Mission: Developing Mindful Leaders**  
**Vision: Empowering Students to become Successful Lifelong Learners**

## **Message from the Administration**

On behalf of the students and staff, we wish to welcome you to Nackawic Elementary School. We are very excited to have you attend our school.

We wish to make you feel as welcomed and supported as possible. We have a very caring staff who will do everything they can to help your children adjust to their new classroom and guide them to reach their fullest potential. We believe that every child is a developing leader, and our goal is to support them in this journey. Please read this handbook for all important information regarding our school.

If you have further questions, please feel comfortable to contact us so we can provide the best experience possible for you and your children. We are here to help you and provide a quality education.

We hope you have a great year at NES!

Sincerely,

Larry Graham  
Principal

Michelle Fox  
Vice Principal

## **SCHOOL DEMOGRAPHICS**

Nackawic Elementary School is located in the town of Nackawic, New Brunswick. This K-5 school serves the large, mainly rural, geographic area of North York County. We have approximately 220 students, 20 teachers, 7 Educational Assistants, 1 Administrative Assistant, 1 Behavior Intervention Mentor, a part-time Librarian Assistant and 3 custodians. Students may enter French Immersion at grade one if desired and continue through grade five. Students in grade 5 will take part in Intensive French if not in the Immersion program. Grade 4 will take part in Pre-Intensive French. NES also has an active parent volunteer group and PSSC that collaborate with Nackawic Elementary teaching and non-teaching staff to ensure that our school is a safe and positive learning environment.

## **GENERAL INFORMATION**

Nackawic Elementary School  
110 McNair Drive  
Nackawic, NB  
E6G 1A8  
School Phone: (506) 575-6000  
Fax: (506) 575-6001  
School Website: <http://nes.nbed.nb.ca/>  
Facebook Page: NES Keeping you in the Loop

# *Nackawic Elementary School Staff*

Principal	Larry Graham
Vice-Principal	Michelle Fox
Administrative Assistant II	Sandra Marr
Guidance	Robert Powell
Resource	Nicole Priest
Academic Support	Heidi Knox
Gym	Steve Dunn/Michelle Fox/Larry Graham
Music	Kie Gates
Librarian	Sarah McCutcheon
Educational Assistants	Sharon Richardson Darren Wilson Dawn Forbes Kerry Greer Lyra Blaney Karie-Lynn Grant Debbie Ascah
Custodians	Phyllis Connor Katelynn Trail Dorothy Wong
Teaching Staff	Jolene Coulter (K) Christina Stone (K/1) Jennifer Rogers (1FI) Crystal Cernivz (1) Jennifer Morehouse (2) Erica Thomas (2FI) Ami Morgan (2/3) Laurie Michaud (3) Katie Brooker (3/4FI) Joanne MacFarlane (4) Lydia Gorham (4/5FI) Justin Morehouse (4/5) Tanya Jackman (5)

### Nackawic Elementary Bell Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>8:00 bell</b>	<b>Students Arrive</b>				
<b>8:20 bell</b>	<b>O Canada, Announcements</b>				
<b>8:55 bell</b>					
<b>9:30 bell</b>					
<b>10:05 bell</b>	<b>Outside Recess</b>				
<b>10:25 bell</b>					
<b>11:00 bell</b>					
<b>11:35 bell</b>					
<b>12:10 bell</b> <b>K-2 Lunch</b> <b>3-5 recess</b>					
<b>12:35 bell</b> <b>3-5 Lunch</b> <b>K-2 recess</b>					
<b>1:00 bell</b>					
<b>1:35 bell</b>					
<b>2:10 bell</b>					
<b>2:45 bell</b>	<b>Prep for Dismissal</b>				
<b>2:50 bell</b>	<b>Dismissal to Busses</b>				

### PARENT SCHOOL SUPPORT COMMITTEE (PSSC)

A Parent School Support Committee (PSSC) will be established for our school in late September. A formal election will be held to fill the membership requirements. The primary mandate of the PSSC is to assist in the creation and monitoring of the School Improvement Plan. The principal is responsible for establishing the PSSC, attending all meetings and working with this important parent group. Our PSSC Chair is Kelsey Davidson.

### VOLUNTEERS

We are fortunate to have dedicated guardians and community members and we love having your help. A form will be sent home outlining the areas that you might be able to support us in. Please indicate your interest on the form and return to the school. All volunteers are required to have Policy 701 and a criminal record check before working with students. Volunteers must be familiar with Policy 703 and 702 (on our website). There is a package to get from the office that has all this information included that needs to be filled out.

### **ACADEMIC PROGRAMS**

Provincial curriculum dictates the concepts taught at each grade level. There is an English and a French program. French Immersion begins in Grade 1. Students in the English program will have French language experiences throughout the year in Grades K-3 and will do a Pre-Intensive French Program in Grade 4. The Intensive French Program occurs in Grade 5 in which students participate in a 5-month French language program. Curriculum outcomes are available to all parents through the school or from the Internet at [www.gnb.ca](http://www.gnb.ca). If you have any questions or concerns regarding the academic expectations of your child, please speak to their teachers(s). A Leader of the Day will be selected each day who has demonstrated school leadership in any area. Students will be honored on the announcements and a letter will go home to parents.

### **SCHOOL NEWSLETTER**

A school newsletter will be issued each month by email and posted on the school website and Facebook Page. We will only send paper copies home to those who cannot access it electronically.

### **PROGRESS REPORTS & STUDENT LED CONFERENCES**

Three report cards will be issued to each child in December, April, and June. Conferences will be held during December and April. We will send more information on our conference format as we get closer to reporting time.

### **LEADER IN ME/RESTORATIVE PRACTICES**

Our school philosophy follows Steven Covey's "7 Habits / The Leader in Me". We teach the students the importance of leadership and becoming "good" citizens. One of our goals, through the teaching of the 7 Habits of Happy Kids, is for the students to understand what respect is and the importance of what it stands for. Another goal, through leadership, is to have students take on responsibilities at their level, to become independent thinkers and use their responsibilities to take charge of their own personal actions. At NES, teachers are also using restorative practices involving conversations with students that are solution-based. Developing an awareness of how actions and choices can affect others and having strategies to repair the harm leads to empathetic, responsible citizens. We feel both the 7 Habits and Restorative Practices are creating a positive, pro-active result in our school environment. We are very pleased with the collaboration, teamwork, and consistency we see amongst students and staff.

### **SCHOOL FEE**

We charge a \$25.00 student fee for each student enrolled at NES. This supports the school in several scheduled activities including some of the following events: Halloween Activities, Christmas Activities, and Summer Send-off. Please note you may still be asked (optional) to participate in other campaigns/charities for our school and partners. Fees are due to the office in September. School supplies are purchased through the school for a fee of \$60.00. Please be sure to make full payment by October 1<sup>st</sup>.

### **HOMEWORK**

Homework allows parents and teachers to work together as partners to support children as learners. As a general guideline, teachers will assign homework according to the following: Homework will be meaningful and support previous learning. Homework should not be more than 20 minutes in Grades K-2 and 30 minutes in Grades 3-5. It may include reading, math games, or project work. There will be no French homework assigned that will involve parental understanding of the language.

### **VISITORS TO NES**

Delivery people and district staff as well as anyone with an appointment are asked to press the buzzer of the building at the Main Front Entrance. The administrative assistant will buzz you in and if you are entering the building due to an appointment and you will be asked to sign in and out and provide your name and phone number. Visitors collecting students will be asked to remain at the office and students will be collected by staff to join them. Students arriving late may buzz the door and will be let in by office staff. If a student needs to leave early, please send a note, or call the school and we can have your child ready upon your arrival and they will meet you at the door. All doors will remain locked during school hours due to safety protocols.

### **MINOR/MAJOR MEDICATIONS AND SCHOOL STAFF**

The school will do its utmost to work with the home regarding medical prescriptions which are to be administered during the school day. School staff will supervise students taking medication. For students who take medication regularly or occasionally, a **Policy 704 form must be completed explaining the details of the medication**. Please note that it is a policy of the Department of Education that we cannot administer medication unless this form is on file at the school. This form is available from the resource teacher, Nicole Priest if needed. Students requiring epi-pens must always have them at school. This is a parental responsibility. The school is not to be held responsible for long term storage or lost medicine. It is important for staff to know about all allergies so please make sure all allergies or medical conditions are noted on the student registration form sent home in September. All medicine is stored in the main office.

### **ATTENDANCE**

Guardians are asked to contact the school regarding any student absences – planned or unplanned. A phone call is very helpful on the morning of the absence stating why the student is absent so we can assign the proper code in our system.. A written note is required for student records. After 5 absences the homeroom teacher will contact home to inquire into the absences. **All students missing over 10 days of school will receive a letter informing parents of the number of days missed.** This is a district policy, and the letter is forwarded to the superintendent. Long trips are not encouraged to take place during the instructional year and should be arranged on breaks. NES uses the School Messenger system, and you can use it to indicate your child will not be at school. The service will contact you continuously until you answer if they are not at school and there has not been a call made to let the office know about their absence.

### **EMERGENCY RESPONSE PLAN**

Our school has an Emergency Response Plan which outlines procedures in the event of fire, school evacuation and securing the building. These plans include Fire Drills, Lockdowns and Evacuation Procedures.

### **FIRE DRILLS**

Fire drills are to be a regular part of our school program. Classes have designated spaces. Teachers/Staff will:

1. Ensure that students proceed from the school in an orderly manner and face away from the building.
2. Make sure the classroom door is closed and lights are on.
3. Make sure all windows are closed.
4. Carry the emergency response plan with class list and call roll once outside.
5. Exit the building at the nearest exit. 3-5 and upper K-2 hallway exit to the front of the building, while gym and lower K-2 hallway exit to the back of the building. Students face away from the building standing on the field.
6. In case of an evacuation, students will proceed to the Kirk United Church on Landegger Dr. and parents will be notified. A drill will be conducted once a year where students will walk to the church, so they are aware of the destination.

### **LOCKDOWNS**

To ensure student safety in case of an unsafe situation in the building, students will practice lockdown procedures. When the message “Activate Lockdown” is given over the announcements, students will move to the area out of direct eyesight from the door and windows and sit very quietly. The lights will be turned off, the door locked, and the windows covered. After the message “resume classes” is given the drill is over. In a real situation, parents would be notified regarding the nature of the incident and how to respond. In a Hold and Secure Situation nobody would be allowed in or out of the school, but students would be free to continue classes as normal. This would be in the case of danger in the community but not at the school.

### **CLASSROOM EXPECTATIONS**

All teachers and students co-construct expected and unexpected behaviors together that outline the classroom routines, expectations and ensure a safe, productive learning environment in their classrooms that are fair, reasonable and fall within the parameters of School District Discipline Protocol and the school’s code of conduct, which is the 7 Habits.

### **POSITIVE LEARNING ENVIRONMENT POLICY**

The Positive Learning Environment Policy calls upon all schools in the province to implement guidelines and practices that will support and promote a safe, positive educational setting. One of the basic tenets of this policy is the fact that pupils and adults have the right to teach and learn without being disrupted by others. This means that all stakeholders will be afforded the opportunity to learn and work in a safe, orderly, productive, respectful and harassment free environment. Further, they have the responsibility not to disrupt the learning of others. District also has a protocol for threat assessment which each school has been trained to address. Consequently, Nackawic Elementary School will endeavor to support a Positive Learning Environment by using a Comprehensive Guidance Program, Restorative Practices, Enrichment, Policy 701 Training, PSSC, Breakfast Program, Leader of the Day, Threat Assessment Training and Extra Curriculars as they are allowed.

### **PROFESSIONAL CONDUCT OF STAFF**

All staff are professionals and as such, are expected to act in a manner that is consistent with their titles. Establishing positive relationships with pupils and assisting children to learn, communicating/working with parents, and assessing student progress are but a few of the responsibilities of which teachers are entrusted. **Parents, who have a concern about their child's learning or teacher or EA, are asked to bring the matter to the attention of the individual first.** If your concerns persist, then parents are asked to discuss the matter with administration. Please refrain from posting your problems publicly on Facebook or other social media as this does nothing to resolve the concern but rather is destructive and slanderous to the school and staff. Slander will not be tolerated, and district involvement will result.

## **SCHOOL WIDE EXPECTATIONS**

Students must always treat one another, the school staff and all adults in our building with courtesy and respect. Students are expected to move about in a safe and orderly manner. Students are encouraged to respect themselves and show respect for others while following the 7 Habits for Successful Students. The following behaviors are not acceptable: disrespect (talking back/sassy), profanity, fighting/assault, bullying, vandalism, defiance, death threats, inappropriate sexual act, inappropriate use of technology, weapons, drugs or throwing objects. Any violations of the items listed will result in immediate action by the school staff. Due process, fairness, and appropriate follow up will form the basis of staff action. For a serious breach of conduct, the Administration, through the Education Act, may give students In or Out of School Suspension for a period of time. When this occurs, administration will notify the parents/guardians by phone of the decision to suspend. This will also be followed up by a letter from the school including a plan to return to school.

## **PARENT SUPPORT**

Section 13 of The *Education Act* states:

In support of the learning success of his or her child and the learning environment at the school, a parent is expected to...

- (a) encourage his or her child to attend to assigned homework,
- (b) communicate reasonably with school personnel employed at the school his or her child attends as required in the best interests of the child,
- (c) cause his or her child to attend school as required by this Act (students with poor attendance will receive a letter and be contacted).
- (d) ensure the basic needs of his or her child are met, and
- (e) have due care for the conduct of his or her child at school and while on the way to and from school.

**Protocol for addressing a concern:**

- 1. Talk to the staff member who witnessed the incident.**
- 2. Talk to the classroom teacher.**
- 3. Talk to the principal.**
- 4. Call district office.**

**We at NES wish to help to solve problems by working together with guardians.**

## **TOYS FROM HOME**

Students are asked to leave personal items/toys at home to avoid the spreading of germs, the possibility of theft or damage as well as to avoid disputes. Toys may be allowed for show and tell or if specifically requested by a staff member for a sports activity or special event. Any toy brought from home will remain in the student's book bag for the day and returned home at dismissal.

## **ALLERGIES**



Our school is a nut safe school due to students with severe allergies to nut/tree nut products. We ask your cooperation in not sending these products or those that say “may contain” to school with your child such as “Vachon” cakes etc. We are supportive of WOW butter products being sent to school as long as they are labeled, and the school is made aware that they are being sent. Those products not labelled will be taken from students as a precaution and they will be given something else to eat. You will be contacted if this happens, and the products will be returned home. We also run a reduced scents policy and we ask for your cooperation in not wearing strong perfumes or colognes to school.

## **STUDENT HOURS**

Students will be received in the morning from 8:00 am – 8:20 am. Walkers will all walk to school down the paved pathway in front of the school and then will proceed into the school using the front door closest to their classroom. During normal school hours, 8:00 am to 8:30 am and from 2:30 pm to 3:00 pm, buses use the front driveway of our school. In the interest of student safety, it is of paramount importance for all parents, staff and public to respect this bus zone. Cars, trucks, motorcycles, four wheelers, etc... should refrain from the playground and back driveway during school hours. Please note that teachers are not in classes until 8:00 and students will not be permitted to enter the school until then. Students should not arrive before 8:00am. This year all students will follow the same schedule and there will not be an early dismissal for K-2. All students will end their school day at 2:50 pm.

## **BICYCLES AT SCHOOL**

Students bringing bicycles to school are expected to:

- Wear a helmet according to Provincial law.
- Park bicycles by the front K-2 door.
- Refrain from riding bikes at any time during the school day.
- Walk their bike across the driveway and up the path at the end of the day before riding.

## **SKATEBOARDS, ROLLERBLADES and WHEELIE SHOES**

Due to safety issues students are not to use skateboards, rollerblades, or wheelie shoes while at school. If a student wishes to skateboard to school, a helmet is required, and the skateboard can be secured to the bicycle rack or kept in the office.

## **DIGITAL DEVICES/CELL PHONES**

Students are asked to leave cell phones, and other electronic devices at home. Special permission is required for photo taking and this is difficult for staff to monitor on a student-to-student basis. As well, texting and calls can interfere with instructional time. Devices that do come to school will be required to stay in bookbags. Office staff will contact home for students as needed.

## **PHOTOS**

School photos will be taken by Harvey Studios each year and will be used for school records. From time-to-time school photos may be taken by media to be used in publications or may be on our website. Permission will be requested early in the year for use of photos. **Picture day takes place in the fall.**

## **FIELD TRIPS**

The students will have opportunities for field trips throughout the year. A permission slip will be sent home detailing the trip. There will be a blanket permission slip sent home early in the year to cover all local walking trips. Parent volunteers are sometimes needed for special events or outings and must have their required volunteer forms completed before attending any activities or field trips.

## **COMMUNICATION**

All students are entered into our voicemail program in the fall and messages will be sent home regularly throughout the year. Please be sure to listen to your messages to gather important information happening at NES. Storm Day messages will be sent out by our school. Please make sure we have your up-to-date phone number to receive messages and contact home if needed. Info can also be found on our Facebook page, “NES...Keeping You in the Loop” and our website, [nes@nbed.nb.ca](mailto:nes@nbed.nb.ca).

## **INDOOR SHOES POLICY**

Only indoor shoes are to be worn throughout the school (especially in gym class). By adhering to this policy, we should significantly help those students that are prone to allergies and will greatly assist with keeping our school “sand, mud and dust free”. We ask for everyone’s cooperation in this area to keep our school clean. If possible, white soled sneakers are preferred as black soled shoes mark up the floor and require extra work for our custodians. Students should be able to tie/fasten their own shoes independently.

## **DRESS CODE**

At NES, we are asking that shorts/pants completely cover everyone’s bottoms, and no underwear purposefully shows. We ask that all shirts cover the stomach and be snug around the arm holes and neckline to provide appropriate coverage. All clothing (hats too) should be school appropriate with no inappropriate words or logos. Parents will be contacted to send in a change of clothing or if the parent can’t be reached the student will be asked to turn the shirt inside out. The student council will hold several dress-up days throughout the year to raise money for student activities. Students are encouraged to participate in these events.

## **LOST & FOUND**

To keep our Lost & Found items to a minimum, parents are asked to place their child’s name on all items being brought from home, including sweaters, jackets and sneakers. Unclaimed Lost & Found items will be gathered and donated to charity at the end of each reporting period. Items will be gathered in a bin for students to check and if parents are looking for something please contact the school or come take a look in our Lost and Found bin. Please remind your child to know where all his/her possessions are, and to take home any items not being used.

## **INCLEMENT WEATHER**

On most days students will be expected to play outside during recesses for 20-25 minutes. *Parents are asked to ensure that children are dressed appropriately for going outdoors.* When weather does not permit for outdoor activities, due to cold or rain for example, we will have an inside recess. Fresh air, exercise, and opportunities to socialize are all very important to healthy growth, therefore, we encourage all children to go outside during recess breaks.

## **CAFETERIA**

Chartwells will continue to run the cafeteria meal program again this year. Meals will be available to purchase online a week or more ahead of time. Chartwells will not be accepting cash this year so all meals must be pre-paid online. Meals will be \$7.00 with a value meal option between \$5 and \$6. The program will begin on September 9<sup>th</sup> and we will send home more information in the coming days.

## **BREAKFAST PROGRAM**

Students may take part in the breakfast program each morning before classes begin. Breakfast will be a grab and go style and will be set up in the main hallway. Students who are hungry and have not had time to eat at home are encouraged to take part. Students must check in with their teacher before visiting the breakfast program.

### **HEALTH SERVICES**

A health nurse has been placed in the School District for the Healthy Learners Program. Roberta Knox is our health nurse working from the Woodstock Education Centre. She will visit the school by referral from a teacher. Limited health care is provided to each child by the staff; namely, minor cuts and bruises are attended. Should your child have an accident of major concern, you will be notified. Accident reports are completed, filed and a copy sent to District Office. All students must have proof of immunization or have the waiver form signed.

### **OUTDOOR CLASSROOM**

In connection with school volunteers and local partners we are pleased to have an outdoor classroom as part of our playground. This learning space offers an engaging, alternative place for our learners to learn, explore, investigate, and play in the fresh air. We also have an outdoor amphitheater for classes to sit and learn outside.

### **SMOKING/VAPING GUIDELINES**

- Parent, staff and others who come onto school grounds are not permitted to smoke/vape anywhere on school grounds.
- The use of tobacco/vaping/marijuana is not permitted in cars parked on school grounds.
- Tobacco company sponsorship of school-related initiatives is not permitted.
- Community use agreements reflect clearly that smoking/vaping is always prohibited and in all areas of school buildings and school grounds, by law.

### **LICE**

Head lice are tiny insects that live on the human scalp. These insects lay eggs called nits, which stick to the hair close to the scalp. Head lice are not a health risk, do not spread disease and can affect people from all walks of life. Head lice are spread by head-to-head contact with another person who has head lice. They cannot fly, jump, or swim. Brushes and combs can transfer mature head lice. Lice are not likely to leave a warm head to lurk in clothing, furniture, and bed linen where it is cold and there isn't any food. Therefore, these items are less likely to spread head lice. One of the first signs may be itching or scratching. Crawling head lice are hard to see because they can run quickly. Adult lice are usually dark brown and about 2-3 mm long. Young lice are often a lighter brown and about 1-2 mm long. Eggs (nits) are easier to see. Nits are grey-white, oval and are about the size of a grain of salt. Nits are firmly attached to the hair close to the scalp. Nits may look like dandruff but cannot be flicked off. There are two methods of treating head lice: Insecticide and 10-day conditioner treatment. Choose whichever method best suits you and your family. It is recommended that children stay home from school/daycare until the first treatment for head lice is complete and there is no evidence of live crawling lice. The parent must continue treatment until all eggs and live lice have been removed, usually over the following 10 days. Students will be rechecked upon their return by school personnel.

### **COMMUNICABLE DISEASES & EXCLUSION FROM SCHOOL**

In the best interest of the student body all parents are asked to respect the following Department of Health guidelines regarding communicable diseases:

<i>Disease/ Infection</i>	<i>Minimum Exclusion Period From School</i>
☐ Diphtheria	Exclude until medical clearance (doctor note needed)
☐ Flu- diarrhea/vomiting	Exclude student until symptoms subside.
☐ Measles	Four days from appearance of rash
☐ Mumps	Five days from appearance of swelling
☐ Rubella (German Measles)	Seven days after onset of rash
☐ Whooping cough (Pertussis)	Five days after starting antibiotic treatment or three weeks after onset of cough (untreated)
☐ Chickenpox (Varicella)	Until child feels well enough to return
☐ Hepatitis A	One week after onset of jaundice
☐ Fifth Disease (Erythema Infectiosum)	None, once rash appears child is not contagious
☐ Hand, foot and mouth	Check with your doctor
☐ Strep Throat (with/without skin rash)	24 hours after starting antibiotic treatment
☐ Scarlet Fever	24 hours after starting antibiotic treatment
☐ Impetigo	24 hours after starting antibiotic treatment
☐ Scabies	24 hours after treatment
☐ Head Lice* (Pediculosis)	Until first treatment is complete and no evidence of live lice
☐ Pink Eye	24 hours after starting treatment
☐ Ringworm	Until treated.
☐ Covid-19	Exclude until symptoms have improved and no fever for 24 hours

### **BUSSING/ALTERNATE ARRANGEMENTS**

The district bus policy only allows for students to have two regular stops (home/sitter and emergency) unless parents live at different locations. There is limited seating on the bus this year and it will take five days for a request to be changed. If you have varying arrangements including pickups and bus stops it is helpful to send a schedule to the school so we can be organized in knowing where your child needs to go after school. **All bus notes must have the child's first and last name, physical address of destination and bus number and date.** Please make every effort to contact the school by noon with any changes for pick up or bussing. Notes are preferred.

### **BUS PROCEDURES & EXPECTED BEHAVIOUR**

1. Be on time and never stand on the roadway while waiting for the school bus.
2. Students shall be picked up and discharged only at bus stops approved by the district.
3. Obey the driver and avoid any unnecessary conversation while the bus is in motion. Use a quiet voice.
4. Do not cross the road behind the bus. Crossings are to be made in front of the bus.
5. Occupy seats assigned by the driver or other school authority. Remain seated during the bus ride.
6. Obtain approval of the driver to open the Emergency door or bus windows.
7. Do not throw garbage on the floor of the bus and help the driver to keep the bus sanitary.
8. Eating or drinking is not permitted on a school bus.
9. Be courteous to the driver and fellow passengers. Fighting, roughhousing, or using loud, noisy, foul language will not be permitted on the school bus.
10. Willful damage to the bus must be paid for by the offender.