

# St. Stephen Elementary School

## STUDENT HANDBOOK 2023 - 2024



**Mrs. Melissa Brown, Principal**  
**Mrs. Courtney Parsons, Vice Principal**

16 King's Court  
St. Stephen, N.B.  
E3L 3B2

Telephone: 466-7303  
<http://sses.nbed.nb.ca>  
Twitter: @ststephenelem

This Agenda belongs to: \_\_\_\_\_ Grade: \_\_\_\_\_

<b><u>ST. STEPHEN ELEMENTARY SCHOOL STAFF</u></b>		
<b>Principal – Mrs. Melissa Brown</b>		<b>Vice Principal – Mrs. Courtney Parsons</b>
KA - Mrs. K. Weeks	KB - Mrs. K. Caswell	KC - Mrs. D. Jones-Comeau
K/1A - Mr. T. Worrell	1B - Mrs. J. Bartlett	1C - Mme S. Cooke
1D - Mlle L. Brisley	2A - Mrs. K. French	2B - Ms. K. Malloy
2/3C - Ms. V. Smith	2D - Ms. A. Weeks	2E - Mrs. A. Beaubien
3A - Mrs. T. McCallum	3/4B - Mrs. C. Whittier	3C - Mme J. Williams
3D - Mlle A. Bors	4A - Mrs. S. MacDougall	4/5B - Ms. K. Wall
4C - Mlle. S. Gouda	4/5D - Ms. B. Gullison	5A - Ms. K. Noddin
5B - Mme R. Chambers		
Mrs. J. Dougherty Music	Mr. C. Nelson Physical Education	Mrs. K. Grant Outdoor Learning
Ms. T. Scott Resource Teacher	Mrs. L. Russell-Samways Resource Teacher	Ms. S. Watts EAL Resource
<b>Admin. Assistant: Mrs. Stacey Dow</b>		
<b>Custodians:</b>	Mr. J. Bartlett	Mr. S. Hovey
	Mr. J. Copeland	Mr. S. Cleghorn
<b>Educational Assistants:</b>	Mrs. T. Acheson	Mrs. M. Anderson
Mrs. L. Benson	Mrs. J. Brewer	Mrs. S. Carson
Mrs. R. Dow	Mrs. J. Gowan	Mrs. J. Hartford
Mrs. C. Knox	Mrs. S. Landry	Ms. J. McLaughlin
Mrs. D. McKnight	Mrs. K. Richardson	Ms. J. Smith



### **SCHOOL HOURS**

The school doors will open at **8:00 a.m.** Students must not arrive before 7:45 a.m. as there will not be adult supervision. Any student that arrives before 8:00 a.m. will remain outside with a teacher on duty. They may enter at 8:00 a.m. and proceed to their classroom. **All students should be in their classroom at 8:15.** The school day begins at 8:25 a.m.

### **Student Drop Off:**

To minimize risk, and to maximize student independence, we're doing drop offs and dismissals with parents using the “Kiss and Drop” outside and teachers will welcome them into the building. Parents are welcome to make an appt to come in to meet with staff.

Children in Kindergarten to Grade Two will be dismissed at 2:00 p.m. Children in Grades Three to Five will be dismissed at 3:00 p.m. Walkers will be dismissed through the cafeteria doors.

Primary (k-2) Hours		Intermediate (3-5) Hours	
First Recess	10:00 – 10:20 am	First Recess	10:30 – 10:50 am
Lunch	12:00 – 12:20 pm	Second Recess	12:15 – 12:35 pm
Second Recess	12:30 – 12:50 pm	Lunch	12:45 – 1:10 pm

# SafeArrival & Attendance

Dear Parents/Guardians,

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

To enhance our absence-checking procedure, we use an additional system called **SafeArrival**. 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 **SafeArrival**, 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 (use the email address you have on file with the school). Select **Attendance** then **Report an Absence**.
2. Use the SafeArrival 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.

To avoid receiving these notifications, please be sure to report your child's absence in advance using the **SafeArrival** toll-free number, website or mobile app.



## Attendance Protocols for Students

*The New Brunswick Education Act refers to regular school attendance as both a duty of the pupil and an expectation on the part of parents to cause attendance to take place. The Act recognizes that regular attendance supports the learning success of the student and contributes to the learning environment of the school. (Article 13 -1).*

*Regular attendance at school is expected and mandatory under Section 14(d) of the Education Act.*

At St. Stephen Elementary School, we encourage families to ensure that students attend school regularly and arrive on time each day they are here. This will set the stage for success at school. We recognize that occasional absence from school is necessary, and we are willing to support students and parents as much as possible in the event of necessary absence from school. If problems arise, please talk with the school. There may be ways that we can help. **When a student returns to school after being absent, a written note to the teacher explaining the absence is required.**

### St. Stephen Elementary School Fees

Payment of school fees can be made to "School Cash Online". The link can be found on our website or by visiting: <https://asd-s.schoolcashonline.com>. The fee is **\$25.00** per student. It is used to purchase Student Agendas and pay for school-wide events. Notices will be sent home for any activity that requires an additional fee.

### Chartwell's Cafeteria Services

Chartwell's will continue to offer cafeteria food services to St. Stephen Elementary in 2023-2024. Parents will receive information on the menu in early Fall.



### ASD-S BUS CONVEYANCE POLICY

Anglophone South School District follows a Conveyance Policy where students are transported by bus only to home addresses. One alternate location may be considered as long as this is a location which is used daily, and it is within St. Stephen Elementary School zone. An Alternate Location Request form must be filled out each year. This form is available at:

<https://forms.office.com/Pages/ResponsePage.aspx?id=318rTdLEEUmHCWjML0Zcn3zrK4iFzutEpF96zjZV0zZUNURITjlORVE2OExCRVVOMEtRT044S0gwSS4u>

Specific information about bus accessibility can be found on the Anglophone South School District Bus Planner Website. Parents are encouraged to subscribe to bus planner at: <https://asdsbp.nbed.nb.ca/>

Please register for **SchoolCashOnline**: this is the method used to pay for items such as student fees, class trips, tickets for drama productions and other items throughout the year.



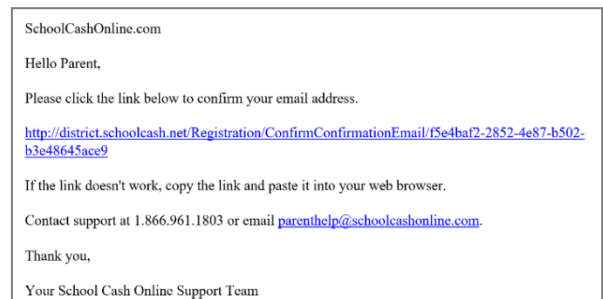
For safety and efficiency reasons, **ASD-S** would like to reduce the amount of cash & checks coming into our school. Please join the thousands of parents who have already registered and are enjoying the convenience of paying ONLINE! It takes less than 5 minutes to register. Follow these step-by-step 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 or call our main office at 466-7303 and we would be happy to assist. You will only need to register your child once, their account will follow them through to graduation.

### Step 1: Register

- If you have not registered, please go to the *School Cash Online* home page <https://district.schoolcashonline.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.

**Find Student**

**School Information**

School Board Name: School Board 1575  
Looking for a student in a different school board? ☐ [Help](#)

School Name:  [Help](#)

**Student Information**

Do you have the student number? ☐

Student Number:  [Help](#)  
☒ I don't have the student number.

First Name:

Last Name:

Birth Date:  [Help](#)  
Date format: mm/dd/yyyy

(No students? [Click here](#))

### 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.



## **Communication Between Home and School**

Communication between Home and School is a very important factor contributing to student success at school. We encourage parents to communicate with teachers often. We provide a Student Agenda for each child at SSES and encourage you to communicate through the agenda, or you may also email. Email addresses can be found on our school website. If you wish to speak with a teacher directly, you may also call and leave a message at the office for the teacher to call you back.

If you have concerns, please contact the school. Talking with your child's teacher would be the first avenue for expressing concerns. The Administration of the school is also available to assist with further concerns.

## **Opportunities for Parent Involvement at St. Stephen Elementary School**

### **SSES Home and School Association**

Dear SSES Families,

The SSES Home and School Association would like to extend a warm WELCOME to our new families and a WELCOME BACK to those of you who are returning. We hope that your summer was filled with fun and relaxation and that you made a lot of wonderful memories with family and friends. It is hard to believe school is starting, but here we are, ready for a great year!

We are proud of what we have accomplished to date with the help of the school community. Parent involvement is a huge part of our success and there will be opportunities to volunteer through the year. We encourage you to get involved and play an active role in the educational and social experiences of our children!

### **Community School Coordinator**

Dear SSES Families,

As Community School Coordinator I would like to extend a warm welcome to our new families and welcome back everyone who is returning. Hope you all had a great summer! Having your support and involvement is invaluable to us at SSES and the form in your parent information packet details all the fun ways you can get involved. I look forward to working together to make this a wonderful school year.

Catriona McLanaghan






# Bullying

Having a clear definition of bullying will help students learn to identify it and respond to it appropriately.

Bullying is unwanted, aggressive behaviour that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

It is bullying when:

- It is one-sided.
- There is an imbalance of power (age, size, popularity).
- It is repeated.
- Someone is being hurt, physically or emotionally, on purpose.

Is it Bullying? What is It?	
	
<b>TEASING</b> <ul style="list-style-type: none"><li>• Everyone is having fun</li><li>• No one is getting hurt</li><li>• Everyone is participating equally</li></ul>	<b>CONFLICT</b> <ul style="list-style-type: none"><li>• No one is having fun</li><li>• There is a possible solution to the disagreement</li><li>• Equal balance of power</li></ul>
<b>MEAN MOMENT</b> <ul style="list-style-type: none"><li>• Someone is being hurt on purpose</li><li>• Reaction to a strong feeling or emotion</li><li>• An isolated event (does not happen regularly)</li></ul>	<b>BULLYING</b> <ul style="list-style-type: none"><li>• Attacked physically, socially, and/or emotionally</li><li>• Unequal balance of power</li><li>• Happens more than once over a period of time</li><li>• Someone is being hurt on purpose</li></ul>

When it comes to bullying, we **DO NOT** tolerate it. We teach students to stand up to bullying and ask for adult help. We recognize that bullying-type behaviours require an adult to intervene. We are committed to making St. Stephen Elementary a safe and happy place for all students.

WITS is an anti-bullying program that is used at SSES to teach students strategies to protect themselves from forms of bullying. They know to:

Walk away  
Ignore it  
Tell someone  
Seek Help

Please reinforce these strategies with your child.

### **POSITIVE LEARNING ENVIRONMENT POLICY**

**We believe** that students, teachers, parents, and support staff, are all important in the school community and need to feel connected, capable and that they all contribute to the learning environment.

**We believe** that all students have individual strengths and can grow academically, physically, socially, and emotionally.

**We believe** that all members of the school community - students, teachers, parents, and support staff should be safe, be respectful and be prepared.

Believing this means that we need expectations for behaviour to help make St. Stephen Elementary a safe and positive learning environment. We expect all members of the school community to:



**Be SAFE**



**Be RESPECTFUL**



**Be PREPARED**

**These are St. Stephen Elementary School's "THREE BEES".**

Students throughout our school are taught what each of the "THREE BEES" means (classrooms, halls, cafeteria, buses, playground, washrooms, etc.) during the first few weeks of school and these are reinforced throughout the year. As a community of learners we have to learn, practice and model the THREE BEES. Being **safe**, **respectful**, and **prepared** will create a school where everyone feels they belong.



# SSES is becoming a PBIS School...

## Using Positive Behaviour Interventions and Supports

What is PBIS?

- It is a set of concepts that are researched based.
- It is a proactive discipline structure.
- It is a way of consistently organizing our expectations as a school.

### St. Stephen Elementary School Behaviour Matrix

Students will be introduced to the following matrix and approaches will focus on these areas and the expectations.

Location	Be Safe	Be Respectful	Be Prepared
<b>School Wide</b>	Move calmly and quietly. Use appropriate volume. Demonstrate kind hands and feet. Apply your WITS. Handle equipment and materials appropriately.	Follow classroom matrix. Respond politely to others. Follow directions of <u>all</u> adults. Practice manners and kindness. Honour personal space. Respect property.	Participate as directed. Maintain clean and tidy areas. Be a good listener. Work and allow others to do their work. Bring a positive attitude.
<b>Playground</b>	Play inside the boundaries. Use rocks, sticks, wood chips appropriately. Use snow to build not throw snowballs. Leave ice on the ground.	Share all equipment. Take turns. Act appropriately in line.	Dress appropriately for the weather. Line up quickly. Enter the building quietly.
<b>Eating Times</b>	Remain seated. Eat your own food.	Wait your turn patiently. Eating appropriately. Use your manners.	Bring everything needed to eat.
<b>Hallway</b>	Stay in your single file line while walking. Face forward while walking.	Proceed quietly. Respect personal space.	Go directly to where you need to go.
<b>Bus Line/ Walker Line</b>	Remain seated. Keep hallway clear. Remain at appropriate location until called.	Walk quietly. Wait quietly.	Arrive on time. Have bookbag packed.

## Correcting Misbehaviour

In spite of our intentions, problems can and do occur. It is our duty to maintain a Positive Learning and Working Environment, therefore we deal with these problems in a positive way, whenever possible. We will teach children to solve their problems and we will encourage students to be responsible for their behaviour.

Parents/Guardians are an important part of making our school a safe learning environment and need to be aware of practices that keep our school safe.

When students do make mistakes in these expectations, they are told what their mistake was and asked to correct it. When the behaviour continues, a consequence is put in place. Examples of these consequences could be:

- Time-out
- Office Referral
- Student/Teacher Conference
- Communication to Parent(s)
- Restitution (making it better)
- Loss of privileges (i.e. School groups / activities)
- Conference with the Teacher, Vice Principal or Principal
- Short-Term Intervention Plan
- Individual Behaviour Support Plan
- Alternate Educational Setting
- Home Suspension

## Playground Misbehaviour

Teachers have created a leveled approach to student misbehavior specifically for the playground during any given recess:

- 1<sup>st</sup> misbehavior: student will receive a verbal reminder of the behaviour expectation and have a 5 minute "think time" for time-out.
- 2<sup>nd</sup> misbehavior: student will receive a verbal reminder of the expected behaviour and the student would spend the rest of the recess in a "think time" for time-out.
- 3<sup>rd</sup> misbehavior: student will be sent inside for a detention.
- Continued assignments to a detention may result in an additional consequence, as listed above.



## St. Stephen Elementary School Guidelines

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<b>KISS and DROP AREA</b>	<p><b><u>For the safety of students, please DO NOT PARK in the KISS and DROP- simply pull over, kiss, and drop.</u></b></p> <p>Students walking to school use the patrolled crosswalk to cross King Street, with the assistance of our Crossing Guard.</p> <p>Our parking lot is reserved for staff only in the morning between 7:45-8:45am, as well as between 1:45-3:15pm. Thank you for your assistance in keeping this area safe for students.</p>
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<b>TELEPHONE</b>	<p>Students will always be able to use the office phone in the event of an emergency. <b>Student use of personal cell phones at school is prohibited and cell phones should always be left at home.</b></p>
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<b>MESSAGES FOR STUDENTS</b>	<p>Students should know their after-school plans before coming to school. In the event of an emergency or when plans must change, please call the school prior to <b>12:30 p.m.</b> Our secretary organizes the messages for classrooms and these messages are sent down to teachers at 1:00 p.m. <b>A note or call from the parents/guardians is required when a student has a different after-school plan than usual.</b></p>
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<b>STUDENT MEDICATIONS</b>	<p>Please send a note if your child needs to be given medicine. Students who need medication regularly must complete a form (available from the Educational Support Teachers in the Resource Room). Provincial policy states that medication cannot be accessible to other children therefore an adult must bring the medication to the school in a prescription bottle identifying the child's name and dosage. This medication will be kept in a locked cabinet in the Main Office and distributed as directed.</p>
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<b>STUDENT ILLNESS</b>	<p>We do not have facilities at school to accommodate children who are ill. Whenever a child becomes ill, we will telephone home to request that someone pick him/her up. If parents are unable to pick up their child, an alternative arrangement must be made. Therefore, we <b>require at least one emergency contact number</b> in case no one is available at home.</p>
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<b>PERSONAL BELONGINGS</b>	<p>Parents are requested to see that their children's clothes, boots, gloves, scarves, sneakers, lunch kits, book bags etc. are marked with the child's name. Clothing does get misplaced, and many children have identical or similar clothing. Every year many articles of clothing are left behind. Unclaimed items are collected occasionally and sent to charitable organizations or placed in our clothing closet for student use.</p>
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**Lost, broken, or taken toys often causes a lot of distress for the children. Staff are not responsible for toys brought from home.**

Video games, cell telephones, I-Pads, and other electronics are **NOT** the responsibility of the school and are to be **left at home**. Students are **NOT** permitted to use these electronics at school.

Bicycles, skateboards: Students are expected to walk their bicycles and

skateboards when on school property. Bicycles must be locked and stored in the racks provided; other items are to be left in the coatrooms. The school does **NOT** assume responsibility for these if they are lost or stolen.

<b>PROHIBITED ITEMS</b>	Dangerous objects such as matches, knives, firecrackers, hardballs, and baseball bats are NOT to be brought to school. Inappropriate reading material and clothing displaying inappropriate logos (i.e. alcohol, tobacco, and drugs) are also prohibited.
<b>STUDENT DRESS</b>	Students are required to have indoor and outdoor shoes. School and fire regulations require students to always wear shoes.
<b>FIRE DRILLS AND EMERGENCY EVACUATION</b>	Fire drills and emergency drills are held regularly to ensure that the school can be prepared in an orderly and safe manner in case of an emergency. Wearing indoor shoes is mandatory since fire drills are unannounced and every person must leave the building when the fire alarm sounds.
<b>ALLERGY ALERTS</b>	We have several students and staff with nut and scent allergies. This is a life-threatening situation for some of these people. Our school is a Nut-Free and Scent Free Zone. Thank you for helping us to maintain a safe environment.
<b>SCHOOL BUSES</b>	<b>SAFETY URGED ON NEW BRUNSWICK SCHOOL BUSES</b> <b>**THE STUDENT'S RESPONSIBILITY:</b> It is critical for the students to comply with the bus rules and obey the Bus Driver's requests. The bus driver must give most of his/her attention to driving the bus and any distractions may be the cause of an accident. Safe conveyance requires everyone's help, "Be a part of the safety team". <i>AT ALL TIMES: Exercise care, caution, good manners, and consideration for others.</i> <b>IMPORTANT:</b> Obey promptly the directions and instructions of the school bus driver.

