



Parent Handbook



SCHOOL

Thank
you!

North & South Esk
Elementary School

WELCOME

NSEE is an excellent school with a wonderfully connected group of staff, students, families and community partners. At NSEE we all work towards making our school a great place to learn.

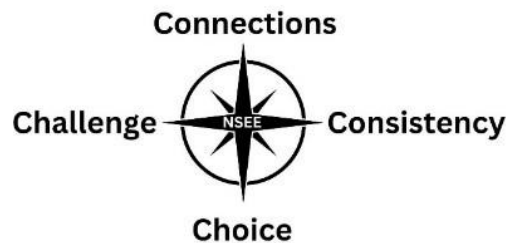
We share in the responsibility of creating a welcoming and well-organized school that promotes high academic achievement, positive and inclusive behaviour, healthy living, and responsibility to our school, community and environment.

Shayla Mutch
Principal

Marcy Downey
Vice Principal

OUR COMPASS DOCUMENT

At North & South Esk Elementary, we empower our students through a journey of choice, consistency, challenge, and connections.



Choice: *We believe in fostering an environment where students' choices are guided and respected. Students will develop skills such as critical thinking, problem-solving, and decision-making.*

Consistency: *Having consistency allows for clear boundaries and expectations, providing students with a sense of safety. Promoting consistency in students' learning and personal growth helps build a solid foundation.*

Challenge: *Through thoughtful challenges tailored to their developmental stages, we inspire curiosity, resilience, and creativity.*

Connections: *We cultivate meaningful connections within our school community and beyond, nurturing a supportive network that celebrates diversity and fosters lifelong learning.*

North & South Esk Elementary School Staff

2024-2025

Mrs. Shayla Mutch, Principal

Primary Teachers

- Mrs. Heather Mutch (Kindergarten)
- Mrs. Susan Henderson (Grade 1)
- Mrs. Kendra Corner (Grade 2)

Elementary Teachers

- Ms. Jodi Buxton (Grade 3/4)
- Mme Beth Dunn (Grade 3/4 FI)
- Mme Luticha Taylor (Grade 4/5)
- Mme Markedah Forbes (Grade 5/6 FI)
- Ms. Holly Norton (Grade 6)

Educational Assistants

- Ms. Brenda Whitney
- Mrs. Corrie Munn
- Mrs. Cynthia Creamer
- Mrs. Debbie Jardine
- Ms. Kaitlyn Munn
- Mrs. Kathie Hare
- Mrs. Alaina Sheasgreen
- Mrs. Tanya Mutch

Admin Assistant

- Paula Matchett

Librarian

- Mrs. Diane Underhill

EST-R (Resource)

- Mrs. Melissa Esty

Ms. Marcy Downey, Vice-Principal

School Counsellors

- Ms. Jessica Dunnett
- Mrs. Kayla Mutch

First Nations Support Teacher

- Ms. Anika Nastasiuk

Academic Support Teacher

- Mrs. Ashley Waye

Custodians

- Mrs. Jeannie Roy-Nowlan
- Ms. Ruth Harris
- Mr. Barry McLean

Cafeteria Staff

- Debbie Hamilton
- Vicki Hanley

Bus Drivers

- Bliss McAllister
- Betty Mullin
- Doris Poirier
- Cheryl Waye
- Linda Stewart
- Jeanette Curtis
- Lish Johnstone
- Susan Silliker

DEPARTMENT OF SOCIAL DEVELOPMENT PROTOCOLS

As educators working with a vulnerable population, we have a legal duty to report suspected cases of child abuse without delay. Failure to report such information is an offense under the Education Act. Child abuse can include sexual abuse, physical abuse, physical neglect and emotional maltreatment. All types of abuse are subject to intervention under the Family Services Act.

ALLERGEN FREE ENVIRONMENT

North & South Esk Elementary is a **nut free and scent reduced environment**. We ask for everyone's cooperation by:

- not sending any food product containing nuts (please check labels carefully). This is particularly important at Halloween, Christmas and Valentine's Day. This includes *Wow Butter*.
- not wearing perfumes, strong deodorants, body sprays and hair sprays.

MEDICATIONS

The school will work with parents/guardians regarding medical prescriptions that are to be administered during the school day. Staff members will supervise students taking medication.

The following parameters are required:

- Medical Alert Forms must be completed for all students with serious health issues as soon as possible.
- For all students who take medication regularly or occasionally, an official form must be completed explaining the details of the medication. **Please note that it is a policy of the Department of Education that staff cannot administer medication unless this form is on file at the school**. This form is available at the school.
- The school is not to be held responsible for long term storage or lost medicine.
- Medicine must be kept in the original container from the pharmacy.
- Parents are required to inform/update the school about new or additional information about their child's health.

SCHOOL DAY SCHEDULE

Below is an overview of our daily schedule.

Kindergarten to Grade 6 Daily Schedule	
7:50 - 8:15	Students Arrive- Supervision begins
8:20 -10:00	Learning block 1
10:00 - 10:15	Recess
10:15 - 12:00	Learning block 2
12:00 - 12:25	Lunch K-3 / Outside 4-6
12:25 - 12:50	Lunch 4-6 / Outside K-3
12:50 - 2:35	Learning Block 3
2:40	Dismissal

ARRIVAL & DEPARTURE

7:50am: Staff begin morning supervision.

8:00am: Homeroom teachers will be in their classrooms.

7:50am – 8:15am: Students are expected to arrive at school / Busses arrive

MORNING DROP OFF PROCEDURE

Between 7:50am – 8:15am

- Parents who drive their child can begin to do so by entering the Access Road and using the drive-thru style drop off at the back door (Door A). A staff member will receive the student.

After 8:15am

- Parents can drive to Door B and call the office (506-836-7010). A staff member will come to the door to receive the student.
- Parents who do not have a phone can walk their child in the main door (Door C) and a staff member will help you.

DISMISSAL

NSEE students are dismissed at 2:40pm.

Bus Information:

- Students are not permitted to travel on a different bus, only their assigned bus.
- Students are escorted to their buses by teachers.

Afterschool Pickup Information:

- Only students who have a note from their parents can be picked up after school.
- Afterschool Pick up is at Door A.
- A teacher is on duty.
- Cars will be loaded two at a time.
- This is a drive-thru style pick-up. Once loaded, cars can follow the loop of the parking lot and leave **via the Access Road** as not to interfere with the buses at NSER.

EARLY PICKUP PROCEDURE

- When a student needs to be picked up early from school, the parent or guardian should call the office (506-836-7010) or send a note in the morning with your child.
- When you arrive at the school, call the office and the student will be escorted to your car by a staff member.
- Alternatively, if you do not have a phone, please park in the parking lot and enter the building using Door C (main door) to the office to pick up the student.

The school must receive verbal or written consent from **a parent/guardian** for any person other than the parent/guardian to pick up a child early from school.

PARKING

Please use the parking lot at the back of the building. The main gate will be closed, and the rope will be up during outside play time and/or gym time.

CAFETERIA

- At NSEE, students have a variety of choice for lunch at the cafeteria. There are options for Grab and Go quick meals as well as a main meal of the day. A lunch menu is provided at the start of the year.
- Students can bring a packed lunch from home. Microwaves are available for use for lunches that need to be warmed up, not cooked. Please use microwavable containers and pack any utensils and/or condiments needed.
- The “Cafeteria for Kids” program is available to families who may be experiencing difficulties. Please contact Mrs. Shayla Mutch about this program if you have any questions.

BUS POLICY

Anglophone North School District follows a Conveyance Policy where students are transported by bus to one address only within the NSEE school zone apart from custody arrangements.

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



The following procedures are followed when students are reported for bus misbehaviour:

- The student(s) and witnesses may be interviewed by the administration to provide an accurate account of the incident.
- Following an investigation, the student may/ will receive one or more of the following consequences: a verbal warning, contact home and /or a letter of bus suspension.

VOLUNTEERING AT NSEE

We are lucky to have an active group of parents and family volunteers. Each fall we send home a volunteer survey form, which will detail the opportunities to get involved at NSEE. If parents/guardians would like to volunteer, please complete the form and return it to the office.

COMMUNICATION

Please contact the main office for the following concerns:

- Emergencies
- Early pickup
- A change in end of day schedule that occurs during the school day (picking up your child vs. taking the bus)

Please contact your child's teacher directly for educational and behavioural concerns through any of the following means:

- Phone
- Email
- Facebook message

Please be considerate of the teacher's work hours and that a response may not occur immediately.

PARENT SCHOOL SUPPORT COMMITTEE

A Parent School Support Committee (PSSC) will be established for our school in September. A formal election will be held (if required) to fill the membership requirements. We encourage any parents/guardians to reach out if interested in this committee.

SCHOOL SUPPLIES

Parents are asked to pay a fee that will cover the cost of most supplies for the year. Students may be asked to bring in items such as indoor sneakers, water bottles, tissues, headphones, and bookbags/lunch cans. This varies between K-2 and 3-6 teachers. The lists will be sent at the end of the year and posted on our school Facebook page and school website before school starts.

While in the school, **sneakers** are to be worn by all students. Velcro sneakers are best for the younger children who cannot tie their shoes independently. It is recommended that students have sneakers for outside, as many Physical Education classes take place outdoors.

STUDENT ABSENCES FROM SCHOOL & SAFE ARRIVAL

At NSEE, we use a Safe Arrival system. This reduces the time it takes to verify student attendance, makes it easy for families to report your child's absence and easy for staff to respond to unexplained student absences.

With Safe Arrival, you are asked to report your child's absence in advance using any of the following methods. These options are available 24 hours/day, 7 days a week. Future absences can also be reported at any time

- 1. Using your mobile device, download and install the School Messenger 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 Safe Arrival website, <https://go.schoolmessenger.ca>. The first time you use the website, select Sign Up to create your account. Select "Attendance" then "Report an Absence."**



<https://go.schoolmessenger.ca>

- 3. Call the toll-free number 1-833-219-9065 to report an absence using the automated phone system.**

In addition, we will use the School Messenger Communicate automated notification system to contact families whose child is absent when the absence was not reported in advance.

The automated system will attempt to contact families at multiple contact points until a reason is submitted for the absence. When you report your child's absence in advance using the SafeArrival toll-free number, website or mobile app, you will **not** receive these notifications.

ATTENDANCE MATTERS

Anglophone North School District has an Attendance Matters policy. When your child is well, they should be attending school daily. Attendance has a huge impact on a student's social and academic success, starting in kindergarten and continuing through high school. Absenteeism is linked to lower academic achievement in early years which can be difficult to catch up from. Missing just two days per month can mean a learning loss of 20 days by the end of the year. This can add up!

Our school monitors attendance carefully and will be reaching out to you if they see irregular attendance. **Contact is made with home at:**

- **5 days missed (teacher)**
- **10 days missed (by principal)**
- **20 days missed (meeting with parent/administration).**

We remind you that if you require support and advice about attendance, teachers and school administrators want to help you. Our school cares about every student and want them to do their best and feel they belong.

If your child is sick, please keep them home. Some absences, such as sick days, are unavoidable but we hope you recognize the importance of regular attendance to your student's success.

REPORT CARDS & PARENT TEACHER INTERVIEWS

Three report cards will be issued each year. Parent teacher conferences will be scheduled after term one and term two report cards. Participating in parent teacher conferences is encouraged. Families can choose the meeting format by attending in person or via phone call.

Term One reports will go home late November. Term Two reports will go home early April. Term Three reports will go home on the last day of school in June.

Classroom teachers may also send home an informal progress report to families prior to the formal report cards each term. These informal reports are intended to provide families with an update on their child's progress in mathematics and literacy.

SCHOOL CLOSURES DUE TO INCLEMENT WEATHER

In the case of inclement weather, there are a few different scenarios that may occur:

- 1.** Schools are open as usual, and no announcement will be made.
- 2.** Schools are closed for the day with the appropriate announcement being relayed to the radio stations as well as on the NSEE Facebook page and on the ASD-N Storm Line (506-778-7669) by 6:00am - 6:30am.
- 3.** Some schools (in selected areas) are closed, and the announcement will be made via the radio station as outlined above.
- 4.** Buses are delayed by one or two hours with all schools in ASD-N opening on time. Teachers are expected to be in their classrooms at the regular time. Attendance will not be taken until the buses arrive. In this situation, you are still able to drop off your child at the regular time.
- 5.** Schools *may* close early if weather conditions deteriorate seriously during the day. In this case, schools will be informed by District Office personnel, and parents/guardians will be informed via School Messenger and our NSEE Facebook page. This option will be exercised very rarely since road conditions are often better at the end of the school day.

You are urged to listen to the radio, check the ASD-N website or NSEE Facebook page early in the morning if inclement weather is expected, so that you can be informed of the school closings.

Ultimately, you have the final decision as to whether to send your child(ren) to school. If you feel that it is unsafe for your child to go to school, please contact your child's teacher so they can record it accurately in School Messenger.

SCHOOL CLOSURES FOR OTHER REASONS

Closures may happen under clear sunny skies due to a problem with power, water or something more severe. If the problem occurs through the night, the school may be closed for the day, and announcements will be made through local radio stations and on our Facebook page.

If the problem occurs through the school day, the school may need to be closed, and students will be sent home early. If closing early, it is essential that we have emergency contact information.


POSITIVE BEHAVIOUR INTERVENTIONS AND SUPPORTS (PBIS)

At NSEE, we are a PBIS school! PBIS stands for Positive Behaviour Interventions and Supports. It is a system where students are given the opportunity to learn and practice our schoolwide expectations. Students are positively reinforced for demonstrating the positive behaviours.

We practice SHINE in all areas of the school, including classrooms, hallways, buses, cafeteria, gym, library and playground. When students go above and beyond demonstrating mastery of our expectations, staff will reward them with a **Shining Shout-Out**.

Students learn about our school code of conduct called **SHINE**.



	S	H	I	N	E
	Safety	Helpful	Integrity	Neighbourly	Engaged
Classroom	<ol style="list-style-type: none"> 1. Have self-control 2. Keep personal space 3. Use materials appropriately 	<ol style="list-style-type: none"> 1. Be prepared 2. Help when asked 3. Clean up 	<ol style="list-style-type: none"> 1. Respect others and their belongings 2. Take responsibility for mistakes 3. Be honest 	<ol style="list-style-type: none"> 1. Work well with others 2. Use kind words 3. Be friendly 	<ol style="list-style-type: none"> 1. Try your best 2. Participate and share ideas 3. Be an active listener
Hallway	<ol style="list-style-type: none"> 1. Walk 2. Keep personal space 	<ol style="list-style-type: none"> 1. Be ready 2. Keep area tidy 	<ol style="list-style-type: none"> 1. Respect others and their belongings 2. Take responsibility for mistakes 3. Be honest 	<ol style="list-style-type: none"> 1. Use kind words 2. Be mindful of your voice level 	<ol style="list-style-type: none"> 1. Ask for help when you need it 2. Stay organized 3. Stay on task
Cafeteria	<ol style="list-style-type: none"> 1. Be mindful of your voice level 2. Line up when asked 3. Keep personal space 	<ol style="list-style-type: none"> 1. Remember to order your lunch 2. Clean up 	<ol style="list-style-type: none"> 1. Be honest 2. Take responsibility for mistakes 3. Respect others and their belongings 	<ol style="list-style-type: none"> 1. Be friendly 2. Use kind words 	<ol style="list-style-type: none"> 1. Ask for help when you need it 2. Be mindful of your voice level 3. Eat your lunch
Gym	<ol style="list-style-type: none"> 1. Keep hands to self 2. Wear your sneakers & tie your laces 3. Play by the rules 	<ol style="list-style-type: none"> 1. Be responsible 2. Stay Organized 3. Clean up 	<ol style="list-style-type: none"> 1. Play fair 2. Respect others 3. Win/lose gracefully 	<ol style="list-style-type: none"> 1. Give compliments 2. Use manners 3. Be friendly 	<ol style="list-style-type: none"> 1. Stay on task 2. Try your best
Library	<ol style="list-style-type: none"> 1. Have self-control 2. Keep personal space 3. Use materials appropriately 	<ol style="list-style-type: none"> 1. Be prepared 2. Help when asked 3. Clean up 	<ol style="list-style-type: none"> 1. Respect library books 2. Respect others and their belongings 	<ol style="list-style-type: none"> 1. Include others 2. Use kind words 3. Be friendly 4. Be mindful of voice level 	<ol style="list-style-type: none"> 1. Participate 2. Stay on task
Bus	<ol style="list-style-type: none"> 1. Keep your hands to self 2. Stay in your seat 3. Be mindful of your voice levels 	<ol style="list-style-type: none"> 1. Have self-control 2. Look after your belongings 	<ol style="list-style-type: none"> 1. Respect others & their belongings 2. Take responsibility for mistakes 3. Be honest 	<ol style="list-style-type: none"> 1. Use kind words 2. Be friendly 	<ol style="list-style-type: none"> 1. Be Ready for your bus to arrive 2. Stay organized
Playground	<ol style="list-style-type: none"> 1. Stay in the allowed areas 2. Use equipment appropriately 3. Tell an adult if there is a problem 	<ol style="list-style-type: none"> 1. Clean up equipment 2. Use kind words 3. Line up when you hear the bell 	<ol style="list-style-type: none"> 1. Respect others 2. Take responsibility for mistakes 3. Be honest 	<ol style="list-style-type: none"> 1. Include others 2. Keep personal space 3. Play fairly and take turns 	<ol style="list-style-type: none"> 1. Try your best at a game 2. Ask for help when you need it 3. Have fun

Incidents involving significant behaviour are reported to the office for further investigation, consequences, and communication with parents/guardians. As a proactive measure all teachers will train students on playground expectations at the beginning of the year.

FIRE DRILL AND EMERGENCY MEASURES

Fire Drills: When the fire alarm sounds, everyone must exit the building. Guidelines for behaviour include walking and remaining calm and quiet while exiting the building. When the drill is completed, administration will advise staff that it is safe to return to the building and then classes may proceed back into the school.

Off-site Evacuation: As a school, we will walk to the Sunny Corner Arena. Arrangements for those students with mobility issues or limitations will be made.

Lockdown Drills: This drill is discussed in each class by the homeroom teacher. When the announcement is made for the school to go into a lockdown, classrooms will follow their reviewed procedures and remain in place until administration notifies everyone that the drill is over.

Hold and Secure: This occurs when there is a disruption in the building. Classroom teachers close their doors and continue with normal classroom activities and routines. An announcement will be made when classes can reopen their doors and students can reenter the hallways.

LIBRARY

Our library has a wonderful selection of books that our students can check out on a weekly basis. Loaned library books must be returned to the library before another book can be checked out. We have a school librarian on Tuesdays and Thursdays each week.

LICE

If your child is found to have live lice in their hair, parents will be contacted and asked to treat them at home. If nits are found, the student can remain in the classroom, but the parent/guardian will be notified. It is necessary to remove all nits or eggs as not all nits are killed by treatment.

When nits or lice are found at school or when a family informs the school that his or her child has lice, a letter will be sent home to families of all children in the same class advising them to check their child(ren) for lice.

We always act in a gentle manner, keeping the child's feelings and privacy in mind.

COMMUNICABLE DISEASES & EXCLUSION FROM SCHOOL

In the best interest of the student body, all families are asked to respect the Department of Health guidelines regarding communicable diseases (See chart below).



School Exclusion Guidelines

Disease	Minimum exclusion period for cases
Conjunctivitis (Pink eye)	Exclude until seen by a healthcare provider, if there is a thick white or yellow discharge, fever, eye pain or eyelid swelling or significant watery discharge. At least 24 hours of treatment may be required before returning to school. No exclusion if have pink eyes with no or minimal clear or watery discharge without fever, eye pain, or eyelid redness.
Cold sores (herpes simplex)	Exclusion is not usually required (unless significant drooling that cannot be controlled)
COVID-19/Influenza/RSV	Exclude until symptoms have improved and child has not had fever for 24 hours.
Diphtheria	Exclude until medical clearance (written note from health care provider)
E.coli (Verotoxigenic)	Exclude as recommended by Public Health.
Gastroenteritis (diarrhea and/or vomiting not due to an identified chronic condition.)	Exclude until free of diarrhea/vomiting for 48 hours. For certain causes of gastroenteritis and in outbreak situations, longer periods of exclusion may be needed. Contact Public Health for advice.
Group A streptococcal (GAS) infection (pharyngitis/ tonsillitis [strep throat], scarlet fever, impetigo)	Exclude until 24 hours after starting antibiotic treatment.
Hand-foot-and-mouth disease	Exclusion is not usually required (unless significant drooling that cannot be controlled)
Hepatitis A	Exclude until 1 week from the onset of illness/jaundice.
MRSA (Methicillin-resistant Staphylococcus aureus)	Exclusion is not usually required. (unless skin lesions (e.g. boils) cannot be covered). Seek medical advice for contact sport participation.
Measles	Exclude until 4 days from the onset of rash.
Meningitis (Meningococcal (Invasive) Disease)	Exclude as recommended by Public Health.
Mumps	Exclude until 5 days from the onset of gland swelling, if non-immunized contacts are present.
Pertussis (whooping cough)	Exclude as recommended by Public Health.
Ringworms	Exclude until treatment started.
Rubella (German measles)	Exclude for 7 days after onset of rash.
Scabies	Exclude until 24 hours after treatment.
Shingles (herpes zoster)	Exclusion is not usually required (unless skin lesions (spots) cannot be covered)
Varicella (chickenpox)	Exclude until child feels well enough to return to school.
EXCLUSION IS NOT REQUIRED FOR THE FOLLOWING:	
Cytomegalovirus infection, HIV, Hepatitis B, Hepatitis C, Molluscum contagiosum, Mononucleosis (EBV infection), Pediculosis (Head lice), Pinworms, Roseola infantum (sixth disease, exanthema subitum), Fifth disease (erythema infectiosum), or Thrush (candida)	
However, students should be fever-free for 24 hrs without using fever-reducing medications, free of vomiting and/or diarrhea for 48 hrs, and well enough to attend school.	

In the interest of continuation of education of the child, please contact Public Health for advice if the exclusion period for any illness exceeds 1 week.




FUNDRAISING

Each year we have multiple fundraisers. Funds raised go towards initiatives such as playground improvements, field trips, year-end celebrations, and adding technology to our building.

OUTDOOR PLAY

Please ensure your child is dressed appropriately for going outdoors. Students are outside for morning recess (15 minutes), at noon (25 minutes), and sometimes for Physical Education classes. Please dress for the weather.

Students will also remain indoors when the temperature is colder than -20 degrees Celsius with the windchill or it is raining.

SCHOOL COLORS	Burgundy & White
SCHOOL MASCOT	 The mascot logo features a stylized red and white striped snake with its mouth open, showing its tongue. The letters 'NSEE' are written in a bold, grey, blocky font across the snake's body. To the right of the snake, the word 'Stryker' is written in a bold, black, italicized font.
FACEBOOK: North & South Esk Elementary School-NSEE	 A square QR code that, when scanned, likely leads to the school's Facebook page.
WEBSITE: nsee.nbed.nb.ca	 A square QR code that, when scanned, likely leads to the school's website.
EMAIL:	nsee@nbed.nb.ca