



FAMILY HANDBOOK

2026-2027



ASD-W
Anglophone School District West

WELCOME MESSAGE



Welcome to a new school year at Summerhill Street Elementary School. I am proud to be part of a school community where we strive each day to be respectful, be safe, be responsible, and be learners. These values guide our actions, support positive relationships, and help create an environment where every student can grow, succeed, and feel a sense of belonging.

Each day, our staff is committed to fostering a positive learning environment where students are encouraged to be respectful, be safe, be responsible, and be learners. We work together to ensure every child feels supported, valued, and empowered to reach their full potential.

This handbook provides important information about our school routines, expectations, and procedures. While we strive to keep the information current, some details may change throughout the year. If updates are needed, we will communicate them with families as soon as possible. Thank you for your support and partnership.

Our School Website: <http://summerhill.nbed.nb.ca/>

Please see our website for upcoming events, newsletters, school supply lists, PSSC information, school hours, staff and important information regarding our school.

Please join our FACEBOOK group: Summerhill Stars

*Please note this is an informational page ONLY. Comments are monitored and may be removed if deemed inappropriate, hurtful or aggressive. There are three security questions that must be answered before admission to the group.

OUR MISSION & SCHOOL EXPECTATIONS



Our Mission

Inclusive

Connected

Engaged

Our Vision

Summerhill Street Elementary School nurtures learning in an inclusive environment that promotes cooperation, creativity, and respect for self and others.



Be a Summerhill Star!



Use appropriate language and volume



Follow Adult Direction



Report Unsafe Situations



Use Kind Bodies and Words

	Classrooms	Hallways	Washrooms	Playground	Bus Zone
Be Respectful	• Use materials properly • Wait your turn	• Use quiet voices	• Respect privacy • Use supplies properly	• Share materials	• Practice kindness
Be Responsible	• Keep your space and materials tidy • Be honest • Ask for help when needed	• Help keep the hallway clean • Go straight to where you're supposed to be	• Flush the toilet	• Own your part • Ask for help when needed • Return equipment • Dress appropriately	• Know your bus number • Remember your belongings • Be on time • Stay in your bus line
Be Safe	• Move appropriately in space • Respect the scent and food policies	• Be aware of your surroundings • Walk tight to the right • Only adults open exterior doors	• Lights stay on • Wash your hands	• Use equipment properly • Stay inside boundaries	• Walk to your bus • Stay on the sidewalk
Be A Learner	• Use whole body listening • Accept challenges with positivity • Do your best	• Get ready quickly and quietly	• Return to class quickly and quietly	• Follow playground and game rules • Play fair	• Know where you're going

HOURS OF INSTRUCTION

Monday - Friday

****Supervision for BUS STUDENTS begins at 7:35 am, upon the arrival of the first bus****

8:10 a.m. – Students who are walking or being dropped off may begin arriving at school. To ensure student safety, **supervision is available starting at 8:10 a.m.** We kindly ask families to avoid dropping students off before this time. Thank you for your support and understanding.

8:20 a.m. – Entrance Bell

8:30 a.m. - Instructional Day Begins

10:20 - 10:40a.m. – Morning Recess

12:00 - 12:20p.m.– Lunch Recess

12:20 - 12:40p.m.– Eat in classrooms

2:30p.m.–Students walking or being picked up will be dismissed

2:35p.m. – Busses Depart Summerhill

GENTLE REMINDERS:

- Toys, sports equipment, and fidgets should be left at home (if your child requires a calming tool one will be provided by the school)
- Cell phones are to left in school bookbags and can only be used after the instructional day
- Please label all student belongings (water bottles, jackets, backpacks, shoes, etc.)
- Parents are encouraged to check our “Lost and Found” that is located at the front of the lobby

PARENT COMMUNICATION GUIDELINES

We value positive home-school partnerships and are committed to respectful, timely, and effective communication that supports student learning and well-being.

Communication

- Families will receive regular updates about classroom learning and school events.
- Classroom teachers are the first point of contact for questions or concerns.
- Communication regarding student progress, behavior, and support plans will be provided by the staff member most directly involved.

Contacting the School

- Phone calls should be arranged in advance whenever possible and are generally limited to 10 minutes unless otherwise agreed upon.
- Teachers are unable to take calls during instructional time. Messages may be left through the school office.
- Emails should include only staff members directly connected to the concern.

Who to Contact

- Urgent bussing or pick-up/drop-off changes: School Office (506-357-4098). Same-day changes must be communicated before 1:30 p.m.
- Classroom learning, minor behavior concerns, and general inquiries: Classroom Teacher
- Individualized academic or behavioral supports: Resource Teacher, School Counsellor, or Behavior Intervention Mentor
- Significant behavioral concerns: School Administration

Response Times and Meetings

- Teaching staff will make reasonable efforts to respond within 24 business hours, Monday-Friday
- Meetings must be scheduled in advance and will typically be up to 45 minutes in length unless otherwise arranged.
- To ensure productive discussions, meeting topics should be shared in advance whenever possible.

POSITIVE DISCIPLINE PROTOCOL

The staff works hard to create a positive atmosphere in which students can learn. We believe that our students are responsible for their own behavior. Efforts are made to be proactive in terms of student discipline, and we work with parents to take appropriate action when needed.

Behavior Support Overview

- **Tier 1 – Classroom Support**

- Re-teaching and practicing expected behaviours.
- Strategies and documentation by teacher; families contacted if needed.
- New: “Owning My Part” Reflection Sheet may go home.

- **Tier 2 – Added Support**

- If Tier 1 doesn’t resolve the issue, administration and other school-based supports get involved.
- Possible behaviour contract and increased home–school communication.

- **Tier 3 – Intensive Support**

- District team involvement, formal behaviour plan, possible Integrated Service Delivery (ISD) services.

- **Serious Misconduct**

- Immediate referral to administration and incident logged in PowerSchool.
- Examples: fighting, bullying, aggression, defiance, ongoing disruption.



SCHOOL PROCEDURES

Attendance

- Daily attendance is required.
- Please call 506-357-4098 or email the school by 9:00 a.m. if your child will be absent.
- Unreported absences will generate a SchoolMessenger notification.
- After 3 consecutive absences, your child's homeroom teacher will call or email you to check in. They'll also note the contact in PowerSchool.
- After 6 total absences for any reason, the principal will send an email outlining how many instructional days have been missed and why consistent attendance matters.
- After 10 unexplained absences, we'll request a meeting with you to look at what's getting in the way and what supports might help.
- If you ever need help with the Safe Arrival app or have questions about attendance, reach out to the school. We're here to work with you.

Arrival and Dismissal

- Students being dropped off or walking to school may arrive after 8:10 a.m., when supervision begins. Parents are asked to remain in their vehicles and follow the flow of traffic.
- Students arriving after 8:30 a.m. must check in at the office.
- Walkers and parent pick-ups are dismissed at 2:30p.m.
- Busses depart at 2:35 p.m.
- Parents and caregivers should remain outside the building unless checking in through the office.
- For mid-day pick-ups, please notify the office in advance.
- All visitors must use the front entrance, ring the bell for entry and remain in the lobby

Emergency Contacts

- Please keep all contact and emergency information current with the school office.

Health and Safety

- Summerhill Street Elementary is a nut-free and scent-reduced school.
- Smoking is not permitted on school property.
- Families of students with severe allergies must notify the school and complete required medical forms.

Medication

- Prescription medications must be delivered by an adult and accompanied by required medical forms.
- Non-prescription medications require parent permission.
- Students may not self-administer medication unless approved by the school.

Parent School Support Committee (PSSC)

- The PSSC is an advisory committee that supports school improvement and family engagement.
- Parents are encouraged to participate. Meetings are held monthly. Please let Mrs. Charlton know if you are interested at melanie.charlton@nbed.nb.ca

SCHOOL PROCEDURES CONTINUED

Transportation

- SchoolMessenger will be used to notify families of bus delays or cancellations. Please ensure your contact information is up to date.
- Bus route information can be found on the ASD-W website.

Volunteers

- Volunteers support many school activities, including breakfast programs, field trips, special events, and fundraising initiatives.
- Anyone interested in volunteering should contact their child's teacher, as volunteer paperwork is required.

QUICK LINKS

School/District Resources

[Summerhill Street Elementary Website](#) – Updates, announcements, and school info

[Anglophone West School District](#) – District news, resources, and contacts

[School Calendar 2026–2027](#) – Key dates for the school year

[School Cash Online](#) – Pay for school fees and field trips

[Bus Planner / Transportation Info](#) – Bus routes and notices

Education Resources

[New Brunswick Education Act](#) – The law that guides public education in NB

[Policy 322 – Inclusive Education](#) – Supporting all learners in the classroom

[Policy 701 – Protection of Pupils](#) – Standards to keep students safe

[Policy 703 – Positive Learning Environment](#) – Promoting safe and respectful schools

[Policy 713 – Sexual Orientation & Gender Identity](#) – Ensuring inclusive school communities

[New Brunswick Curriculum Framework](#) – What NB students learn and how

Support & Community

[NB Department of Education & Early Childhood Development](#) – Provincial education resources

[Kids Help Phone](#) – Free, confidential support for kids and teens

[Public Health NB](#) – Health and wellness resources for families