



Salem Student Code of Conduct

- *We will be kind and helpful
- *We will be respectful
- *We will do our best everyday

School Day Routine

Bus Arrivals begin, Kiss and drop open, outside recess	7:45 a.m.
(**Kindergarten students enter the school as soon as they arrive, anytime after 7:45)	
Bell Rings for students to enter building	8:00
Soft Start: prepare for the day	8:00-8:25
National Anthem & Announcements, (official start to day)	8:25
Short Recess K-2	10:00-10:15
Short Recess 3-4	10:15-10:30
Lunch and Long Recess for K-2	11:50-12:35
Long Recess and Lunch for grades 3 & 4	11:50-12:35

End of Day Dismissal

K, 1, 2 Bus Dismissal	1:45
K, 1, 2 Walkers Dismissal	*1:50
Grades 3 & 4 Bus Dismissal	2:45
Grades 3 & 4 Walker Dismissal	*2:50

*Walkers are dismissed once buses have cleared the yard.

It is important to note that Salem's playground is closed to the public from 7:30 a.m-3 p.m., Monday to Friday during the school year. If you are picking your child up at the end of the day, wait along the west side of the school or near the barricades at the kiss and drop area, not on the playground.

*****More detailed information on drop-off and pick-up can be found on page 3 of this document.***



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**Student safety is our priority: practices are in place for this reason.
Please note, our property is monitored by security cameras.**





At Salem, We Make Kindness Our Superpower

Students are encouraged to act in ways that are kind to peers and staff at Salem. Each morning we announce a kindness message, simple ideas such as, hold the door for someone or do your best work.

We recognize kind actions by:

- *drawing names for weekly kindness sticker winners*
- *drawing names for monthly kindness t-shirt winners*

Volunteer Opportunities

If you are interested in volunteering, there are plenty of opportunities at Salem!

***chaperoning field trips**

***classroom help**

***Parent School Support Committee**

***Home and School**

***Breakfast Club**

Please use the web address below to begin your volunteering journey!

asdeast@nbed.ca/volunteer-in-a-school/



VISITORS/GUESTS TO SALEM

IF YOU NEED TO VISIT OR MEET WITH SOMEONE AT SALEM SCHOOL, MAKE SURE YOU HAVE MADE AN APPOINTMENT AHEAD OF TIME. SCHOOL DOORS ARE LOCKED THROUGHOUT THE DAY. YOU WILL NEED TO ARRIVE AT THE MAIN DOORS AND USE THE INTERCOM SYSTEM TO BE ACKNOWLEDGED AND LET IN THE BUILDING. PLEASE SIGN-IN, IN THE GUEST/VISITOR BINDER, AND PUT ON A VISITOR OR VOLUNTEER TAG. DURING SCHOOL HOURS, ONLY PRE-ARRANGED GUESTS OR VISITORS HAVE ACCESS TO CLASSROOMS.



ATTENDANCE

IF YOUR CHILD IS GOING TO BE ABSENT, LATE OR LEAVE EARLY YOU CAN USE ONE OF THE OPTIONS BELOW:

*CALL 1-833-202-4304

*ON-LINE AT [GO.SCHOOLMESSENGER.CA](https://go.schoolmessenger.ca)

*DOWNLOAD/USE THE SCHOOLMESSENGER APP

Arriving Late: After 8:25 a.m., students are considered late. They must be accompanied to the school entryway and signed in. This is how we record that they have arrived at school.

Leaving Early: Use the intercom system to enter near the office. Your child will be paged to the office. Sign your child out in the "Student Early Release Binder" (blue pages).

Inclement Weather Forecasted: Listen to the radio for school cancellations or early closures. Notices are also posted on ASD-E webpage or call 856-SNOW for the latest update.

Safety as Priority

All outside doors are locked at all times. The intercom system is used to page in parents/visitors. Salem school is monitored by outdoor security cameras around the clock!

Communication

Salem's primary mode of communication is School Messenger. This emails information to families. Make sure to update new email addresses by informing the teacher or calling the main office. We use the Student Information Profile Sheet to obtain your current contact information.

Emails: sent as needed to families containing information for the upcoming week, reminders, important dates, etc.

Website: check out the Salem website for communication at saalem.nbed.nb.ca

Home Contact: teachers or main office will contact home as needed for a variety of reasons. Be sure to update any new phone numbers by contacting the main office.

When the school calls you, our display name shows as PNB. please answer these calls.

Student Information Profile Sheet: each September and January, a yellow student profile sheet is sent home. It contains the information input when you registered your child for school. Review it carefully and make any necessary corrections/changes. We use this sheet to input your information into PowerSchool, our on-line system used for many things, including parent contact.

Think Sheets: Think Sheets may be completed at the office or in the classroom if a student is asked to reflect on incidents they were involved in at school and how they could do things differently next time they are in the same situation. These are sent home with students for parents to review with student and return to the school signed. A phone call home may also take place, depending on the nature of the incident.

Teacher as first contact: the first point of contact with any questions or concerns you may have regarding your child is your child's teacher. The teacher may refer you to the office if further information is needed.

Medication and Health Support

*Record pertinent medical information on yellow student profile sheet when you receive it. You may also call the school to make sure we have important information in a timely manner.

*A written report from your physician can be beneficial but not always necessary.

*In the event your child needs to take prescribed medication at school, the following is the protocol:

- Medication must be provided by the parents and accompanied with a written request to administer.
- The note should include the dosage and frequency of administration along with instructions for administering.
- For prescription drugs, please include a copy of the instructions on the package.
- Following protocols outlined in Policy 704, the school will maintain a medication log which indicates when the medication is given and who administers it.

*Parents of children with severe/life threatening allergies or who require routine medication will be contacted by the school in the first week to complete required documents and prepare a safety plan.

Students Recovering From Illness

Students who are unable to participate in the regular schedule of a school day, due to recovering from an illness, are asked to stay home until they are able to fully take part in the school day.



Healthier School Food Policy, 711

New Brunswick schools follow the Healthier School Food Policy. This can be found on the ASD-E website, under policies. Schools do not distribute food sent from home.

Emergency Early Closings

*The decision to close school due to weather, or any reason pertaining to student safety, is made at the district level.


*There usually isn't much time between the decision to close schools early and the time students must board the bus to go home.

*Be sure to complete the Emergency School Closure form and return to the school as soon as possible.

ALL FORMS FOR STUDENTS CAN BE FOUND ON THE ASD-E WEBPAGE:

<https://asdeast.nbed.ca/school-fees-forms/>

Expectations at Salem

 Salem Elementary School EXPECTATIONS!	
Classrooms	Gym
Be Respectful <ul style="list-style-type: none"> Raise your hand and do not speak out Use kind and appropriate words, be positive and encouraging Respect the property of others (ask permission before using others' belongings) 	Be Respectful <ul style="list-style-type: none"> Use kind and appropriate words, be positive and encouraging Show good sportsmanship Encourage and include others Accept different skill levels and ability
Be Responsible <ul style="list-style-type: none"> Be prepared for learning Do your best all the time Follow classroom routines and directions 	Be Responsible <ul style="list-style-type: none"> Follow the rules of the game or sport and accept consequences Participate to the best of your abilities Follow directions and safety rules
Be Safe <ul style="list-style-type: none"> Walk, never run, in the classroom Keep your hands and feet to yourself Take care of your learning space Use materials as they are meant to be used 	Be Safe <ul style="list-style-type: none"> Wear appropriate shoes and clothing Move appropriately and be aware of obstacles Use materials and equipment as they are meant to be used
Recess/Playground	Hallways
Be Respectful <ul style="list-style-type: none"> Use kind and appropriate words, be positive and encouraging Include others Respond respectfully to adult direction 	Be Respectful <ul style="list-style-type: none"> Walk quietly Walk on the right hand side of the hall Use appropriate tone and language at all times Do not touch displays on bulletin boards
Be Responsible <ul style="list-style-type: none"> Stop play and line up when the bell rings Make good choices and think before acting Bring in any equipment or materials used outside 	Be Responsible <ul style="list-style-type: none"> Use the hall pass Take the most direct route to your destination Do not distract others working in common areas Be helpful if needed
Be Safe <ul style="list-style-type: none"> Helping hands only (respect personal space) Enter and exit in an orderly and calm manner Use materials and equipment as they are meant to be used 	Be Safe <ul style="list-style-type: none"> Keep your hands and feet to yourself Make sure an adult knows where you are going Get permission to be in common areas

Main Parking Lot/Front Driveway of School

Please note the following when dropping off or picking up your child:

- *the Kiss and Drop, located off Richardson Street, is our safe morning drop off area and students may be dropped off there anytime between 7:45 and 8:20 a.m. (drop-off only, adults remain in vehicle)
- *in the morning, the front entryway is for buses and staff only until after 8:25
- *if you are bringing your child to school after 8:25, please come into the entryway of the school and sign them in as they will be marked absent by their teacher after this time
- *when picking up your child at the end of the school day, wait along the west side of the school near the end of the bus line up
- *do not enter the driveway of the school with your vehicle until all buses have departed
- *the school playground is closed to the public until after 3 p.m. If you are picking up a student at early dismissal, please wait at the front of the school or near the Kiss and Drop area.

These protocols are in place to keep Salem students and buses safe!

All toys and electronics, including collector cards, are to remain at home. Many items go missing when brought to school or can cause a distraction during the school day. Cell phones, apple watches, etc., are not allowed to be used while at school. Sometimes items are sent to be used at after-school daycare. Students are to keep these items in backpacks until they

Nut-Free and Scent-Free at Salem!

Salem is a nut-free school. Products that contain nuts must not be sent to school. Please check product packages before sending to school. Salem is also a scent-free school. All students, guests and volunteers are to refrain from using heavily scented products on days at Salem.

Cafeteria at Salem

Chartwell's Food Services runs Salem's cafeteria. At the start of each school year, the current menu is sent home with an anticipated start up date for services. There are plenty of options on a rotating basis. Chartwell's also provides the opportunity to order and pay on-line. This information will also be shared with all families each fall.



CUTLERY AND OTHER LUNCH NOTES

PLEASE PROVIDE CUTLERY FROM HOME IF ANY SNACK OR LUNCH ITEMS REQUIRE THEM. SALEM DOES NOT ALWAYS HAVE THESE ON HAND. STUDENTS EAT THEIR LUNCH IN THEIR CLASSROOMS SO HAVING ALL THE TOOLS IN THEIR LUNCH BOXES THAT THEY NEED FOR LUNCH IS IMPORTANT.

PLEASE NOTE: THE SCHOOL DOES NOT HAVE MICROWAVES FOR STUDENT USE.



LOST AND FOUND

TWICE A YEAR, DECEMBER AND JUNE, ALL CLOTHING ITEMS THAT HAVE BEEN FOUND ON SCHOOL PROPERTY AND NOT CLAIMED ARE DISPLAYED IN THE MAIN HALLWAY. A LABEL ON ITEMS WOULD HELP US FIND THEIR OWNER. THIS INCLUDES WATER BOTTLES AND RE-USABLE LUNCH CONTAINERS.



School Bus Basic Rules



Obey the driver
Respect others
Remain seated
Keep aisle clear
Talk quietly

ASD-E School Bus Safety Guidelines

- Obey the driver promptly.
- Avoid any unnecessary conversation with the driver while the bus is in motion.
- Respect the driver and fellow passengers.
- Arrive on time and stand away from the roadway while waiting for the school bus.
- Wait until the bus comes to a complete stop before moving to get on.
- When crossing the road, wait for the driver's signal and always cross at least 3 metres in front of the bus. NEVER CROSS BEHIND THE BUS.
- Always keep a safe distance around the school bus.
- Go directly to your seat; allow others to sit with you. Remain seated.
- Sit facing forward, with your belongings on your lap or under the seat. Keep the aisle clear.
- Obtain approval of the driver to open windows or emergency door. Nothing must hang out or be thrown out of the windows of the bus.
- Talk quietly. Silence is required when approaching a railway crossing.
- Eating and drinking are not allowed on the bus. Use of tobacco is forbidden.
- Large objects are not allowed on the bus.
- Anyone who intentionally damages the bus will be held responsible.
- For safety reasons, avoid drawstrings, or loose objects on clothing and backpacks.

Please note: Kindergarten to Grade 2 students must be accompanied to the bus stop by an adult in the morning and met by an adult at the bus stop in the afternoons.

Pupil Transportation is a privilege - follow the rules

Violation may result in disciplinary action and possible loss of transportation privileges as directed by the Department of Education.

