

SALEM ELEMENTARY SCHOOL HANDBOOK

2025/2026



SALEM
ELEMENTARY



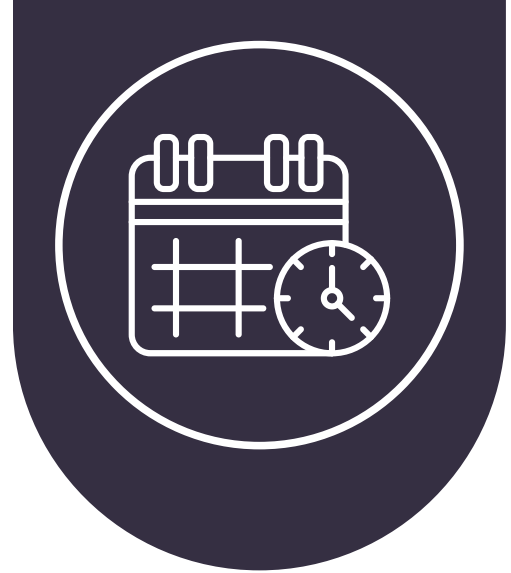
Table of Contents

<u>Daily Schedule</u>	Pg. 3
<u>Arrival, Dismissal, & Visitors</u>	Pg. 4
<u>Attendance, Weather, & Closures</u>	Pg. 5
<u>Kindness at Salem</u>	Pg. 6
<u>Volunteer Opportunities</u>	Pg. 7
<u>Communicating with Salem</u>	Pg. 8
<u>Health and Medication</u>	Pg. 9
<u>Clothing, Personal Items, and Lost & Found</u>	Pg. 10
<u>Food, Nutrition, & Allergies</u>	Pg. 11
<u>Bus Expectations</u>	Pg. 12
<u>School Expectations & Contact Info</u>	Pg. 13



Tap or click a page title to go right to that section.

Daily Schedule



7:45am	Supervision Begins (Kindergarten students inside, all other students on the playground until the bell rings)
8:00am	Bell Rings
8:20am	Classes Begin
9:50am - 10:05am	K-2 Short Recess
10:05am - 10:20am	3-4 Short Recess
11:40am - 12:00pm	K-2 Lunch / 3-4 Long Recess
12:00pm - 12:20pm	K-2 Long Recess / 3-4 Lunch
2:30pm	Bus Students are Dismissed

* After busses have left the yard, walkers will be dismissed

It's important to note that Salem's playground is closed to the public from 7:30am until 3pm, Monday to Friday throughout the school year.



Arrival, Dismissal, & Visitors

Arrival, Dismissal & Parking

To keep students safe:

- The Kiss & Drop (Richardson Street) is for morning drop-off from 7:45–8:15 a.m. (adults remain in vehicles)
- The front entry is for buses and staff only until 8:20 a.m.
- Students arriving after 8:15 must be signed in at the office
- At dismissal, wait along the west side near the bus lineup
- Do not enter the driveway until buses have departed
- The playground is closed to the public during school hours

Visitors/Guests

If you need to visit Salem School or meet with a staff member, please arrange an appointment in advance. For the safety of our students and staff, school doors remain locked throughout the day.

All visitors must enter through the main doors and use the intercom system to be acknowledged and let into the building. Upon arrival, please sign in using the Visitor/Guest binder and wear a Visitor or Volunteer tag while in the school.

During school hours, classroom access is limited to pre-arranged visitors and guests only.

Attendance, Weather, & Closures



Attendance

If your child will be absent, arriving late, or leaving early, please report it using one of the following options:

- Call **1-833-202-4304**
- Report online at go.schoolmessenger.ca
- Use the **SchoolMessenger app**



for SchoolMessenger

Arriving Late

Students arriving after 8:15 a.m. are considered late. A parent/guardian must accompany them to the main office school entryway to sign them in. This ensures we have an accurate record of their arrival.

Leaving Early

Please use the intercom system at the entrance near the office. Your child will be called to the office, and you will be asked to sign them out in the Student Early Release Binder (blue pages).

Inclement Weather

In the event of school cancellations or early closures, please listen to the radio for announcements. Notices are also posted on the ASD-E website, or you can call **856-SNOW** for the latest updates.

Emergency School Closures

School closure decisions due to weather or safety concerns are made at the district level. There is often little time between the decision and student dismissal.

Please ensure the Emergency School Closure form is completed and returned to the school as soon as possible.

All student forms are available on the ASD-E website.



Kindness at Salem

At Salem, Kindness Is Our Superpower

At Salem, we are committed to creating a school community where everyone feels included, valued, and respected. Kindness is at the heart of everything we do.

Each morning, students hear a daily kindness message with simple ideas and reminders to help them be kind to themselves and to others throughout the day.

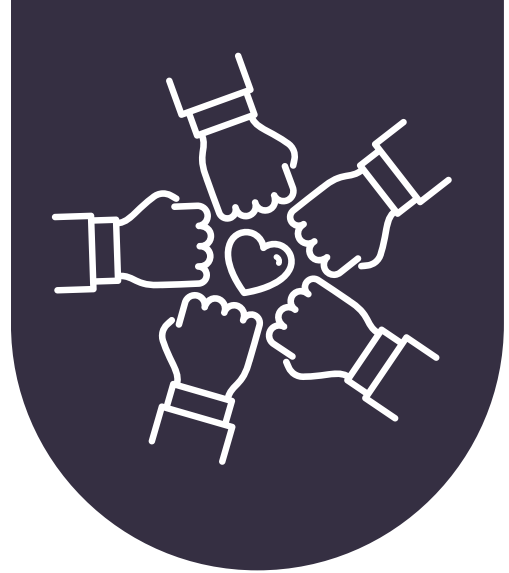
We celebrate and recognize acts of kindness by:

- Drawing names each week for Kindness Sticker winners
- Drawing names each month for Kindness T-Shirt winners

By noticing and celebrating kind choices, we help our students understand that their actions matter and that even small acts of kindness can make a big difference.



Volunteer Opportunities



We love having families involved at Salem! If you are interested in volunteering, there are many ways to support our school community.

Volunteer opportunities may include:

- Chaperoning field trips
- Helping in classrooms
- Joining the Parent School Support Committee (PSSC)
- Assisting with Breakfast Club
- And so much more...

Your time and involvement make a big difference in our students' experiences. Please click the link below to begin the volunteer registration process.



Or go to <https://asdeast.nbed.ca/volunteer-in-a-school/>



Communicating with Salem

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 or Newsletters: Sent as needed to families containing information for the upcoming week, reminders, important dates, etc.

Website: Check out the Salem website for communication at salem.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.

Health and Medication



Sharing Health Information

Please record important medical information on the yellow student profile sheet when you receive it. You may also contact the school directly to ensure we have timely and accurate information.

A written report from your physician can be helpful, but is not always required.

Medication at School

If your child needs prescribed medication during the school day:

- Medication must be provided by parents/guardians
- A written request to administer the medication is required
- The note must include dosage, frequency, and instructions
- For prescription medication, include a copy of the pharmacy label or package instructions

In accordance with Policy 704, the school maintains a medication log that records when medication is given and by whom.

Parents of students with severe or life-threatening allergies, or who require routine medication, will be contacted early in the school year to complete documentation and develop a safety plan.

Students Recovering from Illness

Students who are not well enough to participate fully in the school day should remain at home until they are able to take part in regular activities.



Clothing, Personal Items, and **Lost & Found**

Clothing & Outdoor Expectations

Students are expected to dress appropriately for school. Clothing with offensive messages or references to alcohol, tobacco, or illegal substances is not permitted.

Students should dress for the weather. Outdoor time occurs in most conditions, including light rain.

During winter, students remain indoors when temperatures reach -20°C (with or without wind chill).

Personal Items at School

Toys, electronics, and collector cards should remain at home, as they can be lost or cause distractions. Cell phones, smart watches, and similar devices may not be used during school hours.

If items are needed for after-school care, they must stay in backpacks during the school day.

Lost and Found

Unclaimed clothing and items are displayed during parent-teacher interviews. Labeling belongings (including water bottles and lunch containers) helps us return them.

Food, Nutrition, & Allergies



Healthier School Food Policy (Policy 711)

New Brunswick schools follow the Healthier School Food Policy. Details are available on the ASD-E website under policies. Schools do not distribute food sent from home.

Cafeteria Services

Chartwells Food Services operates Salem's cafeteria. Menus and start dates are shared each fall. Families can order and pay online.

Lunch Reminders

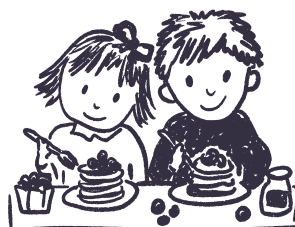
- Send cutlery from home if needed
- Students eat in classrooms, so all lunch supplies should be included
- Microwaves are not available for student use

Allergy & Scent Awareness

Salem is a nut-free and scent-free school.

- Do not send products containing nuts (check packaging carefully)
- Avoid heavily scented products

Please Note: If you send your child with **Wowbutter**, the item must be clearly marked with the sticker that comes with the product. If not, we will call home and ask for an alternate lunch to be brought in.





Bus Expectations

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 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.

Transportation is a privilege. Failure to follow rules may result in disciplinary action and possible loss of transportation privileges as directed by the Department of Education.



SALEM

ELEMENTARY



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

Contact Information:



506-364-4072



salem.nbed.ca



70 Queen's Road, Sackville, NB, E4L 4G9



for School Website