

Birchmount School

**Family Handbook
2024-2025**

<https://birchmount.nbed.ca/>



Table of Contents (click on each title to go directly to that section)

Welcome to Birchmount 3

VISION..... 3

MISSION 3

VALUES..... 3

SCHOOL MASCOT AND SCHOOL COLOURS 4

SCHOOL CLOTHING..... 4

SCHOOL CASH ONLINE 4

DRESS CODE 4

ALLERGIES AND SCENT-FREE ENVIRONMENT 4

SCHOOL DAY 5

MORNING SUPERVISION 5

STUDENT ATTENDANCE 5

LATE ARRIVALS 6

SCHOOL CALENDAR..... 7

POSITIVE BEHAVIOUR INTERVENTIONS AND SUPPORTS (PBIS) 8

CELL PHONE POLICY 9

COMMUNICATION 9

SAFE DROP OFF AND BUS LOADING ZONE 11

END OF DAY DISMISSAL 12

At the end of the school day, all students in Kindergarten through grade 2 must be physically handed over to a parent, guardian, or an approved caregiver. Only older siblings who are 12 years of age or older can be considered approved caregivers. 12

EXTRACURRICULAR ACTIVITIES & CLUBS..... 12

STUDENT LEADERSHIP OPPORTUNITIES 12

VOLUNTEER OPPORTUNITIES..... 13

HOME & SCHOOL COMMITTEE..... 13

PARENT SCHOOL SUPPORT COMMITTEE (PSSC) 13

Welcome to Birchmount

Principal

Mrs. Sandra Savard

Vice Principals

Mr. Tim Carson

Mr. Nathaniel Steeves

Birchmount School is a K-8 school in a residential area in the North End of Moncton. We serve the families within the neighbourhood in and around Birchmount School on Ayer Avenue, as well as students who choose Early French Immersion from the Beaverbrook School catchment and students who choose the Late French Immersion program from the Queen Elizabeth School catchment.

Our school has approximately 600 students. We have 44 teachers, 1 behaviour intervention mentor, 20 educational assistants, 2 English as an additional language tutors, 2 administrative assistants, and 4 custodians.

Website: <https://birchmount.nbed.ca>

Facebook: [Birchmount School Families](#)

VISION

Engage, Enrich, Empower

MISSION

We are a learning community committed to students and staff attaining their potential while respecting themselves and others.

VALUES

- **Safety:** Staff and students conduct themselves in a manner that ensures a safe learning environment for all.
- **Respect:** Staff and students conduct themselves in a manner that ensures respect for self and others.
- **Ability:** Staff and students are challenged to demonstrate their unique skills.
- **Achievement:** Staff and students hold high achievement standards for themselves and others.
- **Collaboration:** Staff and students use collaboration to share and enhance learning.

SCHOOL MASCOT AND SCHOOL COLOURS

Our school mascot is Berkley the Bear. We are called the Birchmount Bears; our school colours are green and yellow.

SCHOOL CLOTHING

School clothing sales are held three times per school year: at the beginning of the school year, before the winter holidays, and in the spring. Birchmount School clothing can be purchased during sale times using the following link:

<https://birchmountschool.dnaswag.ca/>. A wide selection of tee shirts, hoodies, crew necks, and jackets is available. Show your Birchmount pride by proudly wearing your school clothing.

SCHOOL CASH ONLINE

Birchmount School uses the School Cash Online system to accept payments throughout the school year for any fees or purchases. The other purpose of School Cash Online is to review and sign various documents, including field trip permission slips. Once registered with School Cash Online, you will receive reminders for both forms and fees. Please use the following link to register or sign in: [School Cash Online](#).

DRESS CODE

Appropriate dress for school is always expected. Items inappropriate for school include clothing with offensive or obscene messages, whether direct or implied, or the advertising of alcohol, cigarettes, or illegal substances. Students will be required to change or cover up unacceptable garments.

Students must always dress for the weather conditions. Outdoor time is essential for students' physical and emotional well-being. Birchmount students go outside in most weather conditions, including light rain.

ALLERGIES AND SCENT-FREE ENVIRONMENT

Birchmount School is a scent-free environment. Some staff and students have severe allergies. All community members must adhere to the expectation of not wearing or bringing scented products and any product containing nuts into our environment. Notices will be shared as we become aware of any other allergies.

SCHOOL DAY

Kindergarten – Grade 8	
8:10 – 8:30	Outdoor supervision begins
8:30 – 8:40	Homeroom
8:40 – 9:40	Period 1
9:40 – 10:40	Period 2
10:40 – 11:00	Recess
11:00 – 12:00	Period 3
12:00 – 12:20	Recess
12:20 – 12:40	Indoor Lunch
12:40 – 1:40	Period 4
1:40 – 2:40	Period 5
2:40	Dismissal

MORNING SUPERVISION

Supervision on our school grounds begins daily at 8:10 AM. For safety reasons, students are not permitted to be on the school grounds before that time.

STUDENT ATTENDANCE

Regular attendance is vital for your child's academic success and overall development. Attending school consistently ensures that students fully participate in learning activities, stay up-to-date with the curriculum, and build strong relationships with their peers and teachers. When students are regularly present, they develop important habits of responsibility, time management, and commitment essential for their future success. We encourage all families to prioritize regular attendance and communicate with the school if

any challenges arise. By working together, we can help every student reach their full potential.

When a student is required to be absent, Birchmount School uses the absence management system [Safe Arrival](#) to support student safety and make it easy for you to let the school know about your child's absence.

LATE ARRIVALS

All Bears must be at school and ready to learn by 8:30 a.m. This on-time arrival sets the tone for the day. To ensure the safety of all Bears, students who arrive after 8:35 must sign in at the office before proceeding to class. Our drop-off zone will be open and supervised from 8:10 to 8:30 a.m. Please ensure your Bear is on time to prevent disrupting the classroom learning environment.

SCHOOL CALENDAR



ANGLOPHONE EAST SCHOOL DISTRICT SCHOOL CALENDAR 2024-2025

<u>MONTH</u>	<u>DATES</u>	<u>EVENTS</u>
September	2	Labour Day – Statutory Holiday – NO CLASSES
	3	First Day for Grades 1-12 (or staggered entry as noted by the school)
	30	National Day for Truth and Reconciliation – NO CLASSES
October	14	Thanksgiving Day – Statutory Holiday – NO CLASSES
	15-18	Registration for Students Entering Kindergarten in 2025-2026
November	1	½ PTI and ½ PL (K-12) – NO CLASSES
	8	School Improvement Plan Day – NO CLASSES
	11	Remembrance Day – Statutory Holiday – NO CLASSES
	15	Report Cards Issued 9-12
	22	K-8 Full Day – Report Card Writing – NO CLASSES K-8
December	6	Report Cards Issued K-8
	20	Last Day of Classes
	23-31	Holidays – NO CLASSES
January	1-3	Holidays – NO CLASSES
	6	First Day for Students
	20-24	Assessment/Demonstration of Learning/Course Recovery Week – HIGH SCHOOL ONLY
	27	Turnaround Day – NO CLASSES - HIGH SCHOOL ONLY
	28	Turnaround Day – NO CLASSES – HIGH SCHOOL ONLY
	29	Semester 2 Begins – HIGH SCHOOL ONLY
	31	Report Cards Issued - High School Only
February	17	Family Day – Statutory Holiday – NO CLASSES
March	3-7	March Break – NO CLASSES
	28	AM K-12 parent teacher interviews and PM K-8 ½ day report card prep/9-12 School-Based PL – NO CLASSES
April	11	Report Cards Issued K-12
	18	Good Friday – Statutory Holiday – NO CLASSES
	21	Easter Monday – Statutory Holiday – NO CLASSES
May	2	NBTA Council Day – Provincial - NO CLASSES
	16	AESD NBTA Branch Meeting Day – NO CLASSES
	19	Victoria Day – Statutory Holiday – NO CLASSES
June	6	K-8 Report Card Prep/PL – NO CLASSES K-8
	9-13	Assessment/Demonstration of Learning/Course Recovery – HIGH SCHOOL ONLY
	20	Last Day for Students – Final Report Card Day (K-12)
	23	NBTA Council Day
	24-25	Full Administration Days – School Based K-12

High School Term Dates	K-8 Term Dates
Q1 Sept 3 – Nov 10	T1 Sept 3 – Nov 24
Q2 Nov 11 – Jan 28	T2 Nov 25 – Mar 28
Q3 Jan 29 – Apr 6	T3 Mar 31 – Jun 25
Q4 Apr 7 – Jun 25	

POSITIVE BEHAVIOUR INTERVENTIONS AND SUPPORTS (PBIS)

Birchmount School is proud to be a Positive Behaviour Interventions and Supports (PBIS) School. PBIS is a proactive approach to establishing the behavioural supports and social culture needed for all students to achieve social, emotional, and academic success.

At Birchmount, we follow a behaviour matrix known as the "[Bear Necessities](#)," which outlines clear expectations for student behaviour in various school settings. This matrix helps guide and reinforce positive behaviour among our students. For more information about PBIS schools in New Brunswick, including Birchmount School, please visit the website <https://pbis.nbed.ca>.

	BEARS ARE SAFE	BEARS ARE RESPECTFUL	BEARS ARE RESPONSIBLE
CLASSROOM	Keep hands, feet and objects to self Follow adult directions Walk	Listen to the speaker Raise my hand Be kind to and include all students Respect yourself, others, and things	Take care of class materials Bring my own materials Clean up after myself Try my best and be resilient
HALLWAYS	Keep hands, feet and objects to self Walk on the right side Stay with your class line	Walk quietly Admire displayed work with eyes only Use school-friendly language	Get to my destination on time
PLAYGROUND	Keep hands, feet, and objects to self Follow your grade-level playground rules Stay in your grade level area	Listen to the adults and helpers Share and take turns Be kind to others Keep our playground clean	Take care of school equipment At the warning bell, line up at grade level door Report anything that is unsafe to an adult
WASHROOMS	Body and eyes in your own stall Lights stay on Main doors stay open Water stays in the sink Wash your hands with soap and water	Respect everyone's privacy Quiet voices Use the closest washroom	Always flush and wash Only use as much toilet paper and soap as I need Leave your belongings in your classroom/locker Report anything that is unsafe to an adult
LUNCH	Stay in your classroom Keep hands, feet and objects to self Don't share food Sit while eating	Listen and follow directions of the adults and lunch monitors Quiet voices Ask permission to leave the classroom	Clean up after yourself Technology is off limits
BREAKFAST CLUB	Enter through safe arrival or 1/2 Hallway door Exit through 1/2 door Sit quietly to eat Keep hands, feet, and objects to self	Take only what you need Quiet voices	Clean up after yourself Eat your food inside the school
ASSEMBLIES	Keep hands, feet, and objects to self Sit on your bottom Leave all your belongings in your class/locker	Listen to the speaker Follow directions Double-clap to show our appreciation	Use the washroom before or after an assembly

CELL PHONE POLICY

Birchmount School is dedicated to creating a focused and distraction-free learning environment, which is why we are a cell phone-free school. To support this policy, students must keep their cell phones turned off or on silent and stored in their lockers or backpacks throughout the school day. For more information about the Provincial Cell Phone Policy, click [HERE](#).

While we prefer that students leave their cell phones at home, we understand that some families need them for communication. We appreciate families' support in helping us enforce this policy and ensuring that all students follow our cell phone-free guidelines. Birchmount School is not responsible for lost, stolen, or damaged cell phones.

If a parent or guardian needs to contact their child during school hours, they should call the school office.

If a student is found using a cell phone during school hours, we will take the following steps:

- Remind the student of our cell phone-free expectations and reinforce the policy.
- Inform families that the student has violated the policy and request their support in reinforcing expectations at home.
- Repeated violations will be reported to the administration, who may confiscate the phone for the rest of the day or require parents to pick it up from the office.

COMMUNICATION

Birchmount School is dedicated to maintaining regular and open communication with our families. Each Sunday, we send out a weekly email containing important updates and reminders that apply to our entire school community. Additionally, our website is a valuable resource for information.

We take great responsibility for educating and caring for your child. We appreciate your understanding and respect for teachers' judgement and authority. Maintaining professional communication with our staff is essential for fostering a positive and productive environment.

Please keep the following guidelines in mind:

- Teachers are not permitted to communicate via text messaging or social media.
- Our teachers have scheduled daily responsibilities, including supervising students and teaching classes. Due to the time required for lesson preparation and student engagement, teachers may only be able to respond to emails or phone calls after

some time. However, they will strive to acknowledge or respond to communications within two school days.

- Your child's homeroom teacher is your first point of contact for day-to-day questions related to attendance, school events, or family concerns.
- For curriculum-related questions, please reach out to the specific subject teacher.
- Teachers are unable to discuss other students or colleagues to maintain integrity and respect within our school community. This ensures that we uphold our code of ethics.
- We kindly ask that all communication with our teachers remains respectful and professional. If a conversation or email exchange becomes inappropriate, it may be necessary to conclude the interaction until it can be resumed constructively.

SAFE DROP OFF AND BUS LOADING ZONE

To ensure the safety of all students, Birchmount School has implemented the following procedures for morning drop-off and end-of-day pick-up.

Morning Drop-Off

- **Shared Area:** The bus loading zone and kiss and drop share the same space.
 - **Bus Lane:** Right lane, closest to the soccer field.
 - **Kiss and Drop Lane:** Left lane, closest to the staff parking lot.
- **Child's Seating Position:** Have your child seated on the passenger side of the backseat.
- **Process:**
 - Drive into the kiss-and-drop lane following the traffic flow.
 - A volunteer will open the passenger door and guide your child to the crosswalk.
 - Ensure your child is ready to exit with their backpack in hand.
- **No Passing:** There is no passing in the kiss-and-drop lane. If additional time is needed, park in a designated area.

End-of-Day Pick-Up

- **Kiss and Drop Lane:** Expect slower traffic. Use alternative pick-up locations or park in designated areas.
- **Alternative Pick-Up Locations:** Meet your child at nearby streets or outside the kiss-and-drop zone.
- **Parking Options:**
 - **School Parking Lot:** Available if space permits.
 - **Ayer Ave:** Additional parking in front of the parking lot.

Thank you for your cooperation in keeping drop-off and pick-up safe and efficient.

END OF DAY DISMISSAL

At the end of the school day, all students in Kindergarten through grade 2 must be physically handed over to a parent, guardian, or an approved caregiver. Only older siblings who are 12 years of age or older can be considered approved caregivers.

School grounds and playgrounds are used as instructional and learning areas during the school day. For safety reasons, families and community members are not permitted on school property until the end of the school day.

EXTRACURRICULAR ACTIVITIES & CLUBS

Birchmount School is excited to offer various sports and extracurricular activities throughout the year. Some of the activities we provide include Cross-Country, Track and Field, Soccer, Basketball, Cheer, Volleyball, Noon Intramurals, Drama, Dungeons and Dragons, GSA, Culture Club, Rockband, Glee/Choir, Girls at Bat, and Softball.

Please note that the availability of these activities depends on the number of students interested and the availability of adult coaches or supervisors. We always need more coaches and volunteers to help run these activities and clubs. If you are interested in getting involved, please get in touch with your child's teacher, who can connect you with the appropriate person.

STUDENT LEADERSHIP OPPORTUNITIES

At Birchmount School, we offer several leadership opportunities for our older Bears:

- **Playground Pals:** These students assist our younger Bears during recess, ensuring they have a fun and safe time outdoors.
- **Lunch Monitors:** These leaders join our younger Bears in the classroom during lunchtime, helping them with tasks like opening snacks and offering support when needed.
- **TLC (The Leadership Council):** This group organizes and runs various events within our school community.

If your child is interested in these leadership roles, please encourage them to speak with one of their teachers for more information.

VOLUNTEER OPPORTUNITIES

Birchmount is actively recruiting volunteers to support our Safe Drop Off, lunch program, the Birchmount Garden, and chaperones for various class events. Please reach out directly to the school or visit the ASD-E Volunteer Page, <https://asdeast.nbed.ca/volunteer-in-a-school/>

HOME & SCHOOL COMMITTEE

The Home and School is a parent-run committee that supports that school's needs. They run various fundraisers throughout the year, including pizza/popcorn sales, Family Movie Nights, and our major annual fundraiser, The Birchmount Walk-a-thon. The Home and School is always looking for volunteers and helping hands. Please get in touch with the Home and School at birchmounthomeandschool@gmail.com for additional information.

PARENT SCHOOL SUPPORT COMMITTEE (PSSC)

As set out in the NB Education Act of 2001, a Parent School Support Committee (PSSC) is a school community group that has an advisory relationship with the school principal. Each PSSC is a 6-12 member committee, with the majority of the members being parents who are elected at a school election in September.

Meeting minutes and further information can be found [here](#).

.