

Seaside Park Handbook

Things you "Otter" Know



2025-2026

SCHOOL information



SCHOOL ADDRESS	627 Havelock St. Saint John N.B. E2M 2V4
SCHOOL PHONE NUMBER	506 658-2729
ADMINISTRATORS	Principal- Sarah McMullin Vice Principal- Stephanie Bourque
ADMINISTRATIVE ASSISTANT	Patricia Calloway
SCHOOL HOURS	8:10 Student Entry 8:25 Instruction Begins 10:10 Nutrition Break 12:10-12:50 Lunch/ Recess 2:35 K-5 Dismissal

Connect with Seaside Park Elementary School



School Website

spes.nbed.nb.ca



Facebook

Like our page:
Seaside Park Elementary School



Twitter

Follow us at:
[@SeasidePES](https://twitter.com/SeasidePES)

Important Resources

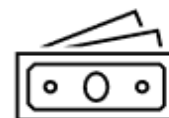


Community Schools Coordinator

Krista.Turnbull@nbed.nb.ca

School Cash Online

Asd-s.schoolcashonline.com



Chartwells

seasideparkes-nb-assd.nutrislice.com

Seaside Park Teaching Staff



Kindergarten

Abby Johnston
Melissa Fudge
Marta Jones
Susan Brilliant

Grade 1

Bridget Aucoin
Jennifer Fulton
Emily Lockhart
Anne Gaudet – FI
Nathalie Hayward - FI

Grade 2

Meagan Gautreau
Kelsey Yates
Elena Redkina
Stephanie Lindsay
Julie Empey – FI
Ellen Boyce - FI

Grade 3

Terri Shipley
Angie Smith
Erin Mackin
Amber Sinclair FI

Grade 4

Chelsea Kierstead 3 / 4
Rachelle Benoit
Beverly Janes
Danielle Moore FI

Grade 5

Tracey Garnett
Amy Robichaud
Kathryn Bregel FI

Specialists

Mary Ann Melvin – Music
Erin Mittleholtz – PE
Jacqueline Schroeter – PE
Sara McEvoy – PE
Sarah Aucoin - PE
Sharon Nesbit – EST-G
Melissa Tibbetts – EST-R
Karen Hallett – EST-R
Michelle Cosman – EST-R
Diane Bradford – EST-R

WCS- Teachers

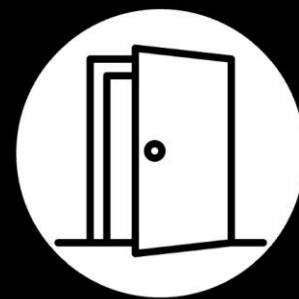
Trudy Perry
Jennifer Flood-Waugh
Vicki Lee

Literacy and Numeracy Support

Kristen Springthorpe

ARRIVAL & DISMISSAL

policies & procedures



ARRIVAL

- Students can begin entering the school at 8:10 and should be in class, ready to learn by 8:25 when instruction begins.
- Teachers are on duty starting at 8:10 so, please do not drop your child off earlier than that as they will be unsupervised, and this is a safety concern.
- Any student who is walking to school should enter through the doors main doors and proceed to their classroom.
- Any students arriving after 8:25 must enter through the main office doors to be signed in.

DISMISSAL

- Students who walk or are picked up by an adult after school are dismissed through the following doors:
 - K – 2 Main Doors
 - Grades 3-5 Custodial Doors

It is important that students are picked up from school on time. We want to ensure that all families with students who walk home have conversations around leaving school and walking directly home. Once our students leave our property, parents are responsible for student behaviour. All students should know their end of day routine – that includes their bus number and who will be picking them up.

- Changes to dismissal routines need to be communicated to the office by calling the school. Often times teachers are only checking their emails at the end of their teaching day. Also – we need to know if there is a change in routine or a change in who is picking up your child. This information must be communicated to the office as well.

ATTENDANCE & ABSENCE

policies & procedures



ATTENDANCE

- Seaside Park will be using a new attendance matters letter for families. We will be using this letter to inform families about worrying and concerning absenteeism. When your child is absent for 10 days or more your child will find it difficult to make solid learning progress. Attendance Matters and we want to work with our families so that our students are at their academic best.
- While a child should not be in school if ill, it is expected that every effort will be made for your child to attend school when "sickness or other unavoidable cause" is not a factor. School attendance in New Brunswick is compulsory. The Education Act states students are expected to attend school regularly and on time (Section 14-D) and the principal is to examine cases of non-attendance (Section 15-4).



Seaside Park Elementary School
627 Havelock St., Saint John, NB, E2M 2V4
Principal: Jocelyn Myatt
Vice Principal: Sarah McMullin
Vice Principal: Abby Johnston
Phone: (506) 658-2729



Attendance Matters at Seaside Park Elementary School

Seaside Park School strives for all students to feel success academically and socially. The best way to ensure student success is to be present; attend school on time every day. Being present and on time has a positive impact on all learning. When your child attends every day, they are building positive habits that last a lifetime. Your child feels connected academically and socially when they attend school. When students are absent or late from school it affects the whole classroom. When your child is present, they make a difference in their school community.

This 2022 – 2023 school year, your child, _____, has missed _____ days of school and has been tardy _____ days.

Attendance Matters. The average month has about 18 school days in it. Missing 18 or more school days means your child has missed a month or more of their learning.

0-9 Days Absent	10-17 Days Absent	18+ Days Absent
Very Good Best chance of success. Gets your child off to a solid start!	Worrying Less chance for success. It is harder for your child to make progress.	Serious Concern Your child will find it very difficult to make progress.

While a child should not be in school if ill, it is expected that every effort will be made for your child to attend school when "sickness or other unavoidable cause" is not a factor. School attendance in New Brunswick is compulsory. The Education Act states students are expected to attend school regularly and on time (Section 14-D) and the principal is to examine cases of non-attendance (Section 15-4).

It is important for school and home to work together to ensure improved school attendance. Any questions or concerns may be addressed with your child's teacher or with our Vice-Principal Tiffany Sabin by telephone (506) 658-2729 or email at tiffany.sabin@nbcd.nb.ca

Respectfully,

Mrs. J. Myatt, Principal

Date

BEHAVIOR

policies & procedures



Seaside Park Elementary School Code of Conduct

Vision: Stronger Together

Mission: Be respectful, responsible, and safe citizens.

Set Expectation > Teach/Model > Practice > Reinforce > Repeat



Level 1

Primarily impacts student

Mildly interferes with a positive learning environment

Teacher/Parent Communication

Behaviours May Include	Consequences May Include
- Interrupts positive learning environment - Failure to follow school mission: Be respectful, responsible, and safe citizens. - Refusal to learn (examples include but not limited to: not prepared, off task, not following directions, distracting others, etc.) - Damaging materials - Rough play (mutual with peers)	- Parent communication - Problem solving discussion - Change seating arrangement - Loss of privilege - Restitution - Time out - Re-teach/practice expectation

Level 2

Impacts others

Moderately interferes with a positive learning environment

Teacher/Administrator/Parent Communication

Chronic Level 1 behaviours

Behaviours May Include	Consequences May Include
- Disrupts positive learning environment - Refusal to follow school mission: Be respectful, responsible, and safe citizens - Intentional property damage/ minor theft - Physical aggression	- Parent contact - Detention - ESS referral - Loss of privilege(s) - Behaviour contract - Restitution - In school suspension - Re-teach/practice expectation

Level 3

Puts others at risk or harm

Severely interferes with a positive learning environment

Administrator/Parent Communication

Chronic Level 2 behaviours

Violation of Policy 703

Behaviours May Include	Consequences May Include
- Impacts positive learning environment - Vandalism/ major theft - Physical violence - Behaviours deemed unsafe, harmful and/or illegal. (Please see Policy 703)	- Parent contact & discipline note home - Parent / Principal conference - Individualized Behaviour Student Plan (IBSP) - Out of school suspension - Loss of privilege(s) - Alternate learning environment - Consult Police - Alternate arrival and/or dismissal time

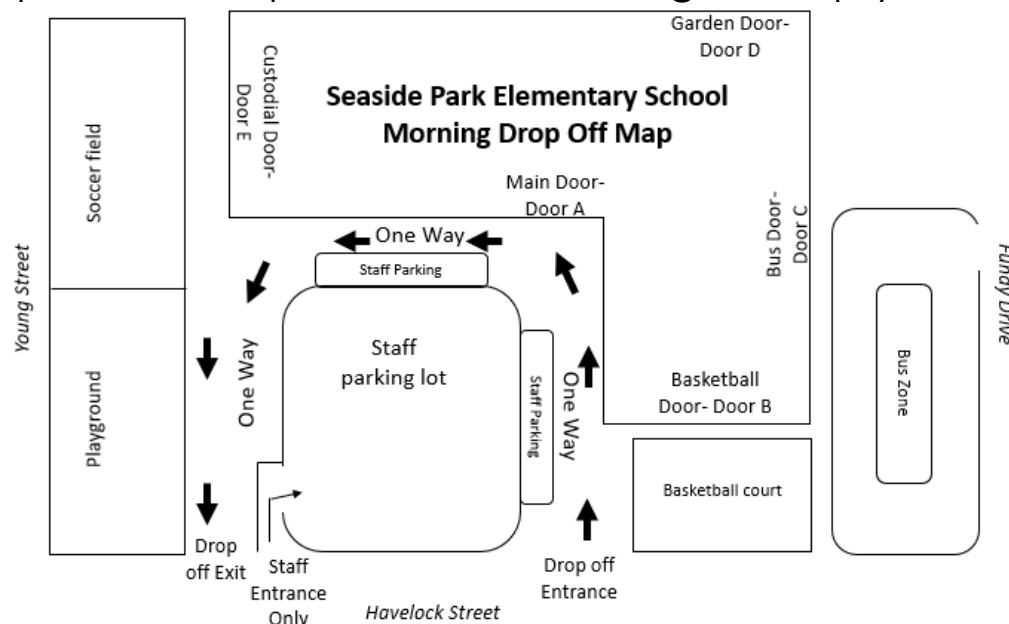
TRANSPORTATION

policies & procedures



CARPOOL RULES

- If you are driving your child to school, you will enter the school driveway next to the staff parking lot. This is a one-way driving zone and please ensure that you are driving slowly and looking out for students. This is a quick drop off – drive up as far as you can to the end of the school near the playground and let your child out of the car. We have staff outside to help direct you and to help you get your child out of your car quickly. Please have your child get out of the car on the right-hand side closest to the school. Once you come to the stop sign at the end of the driveway, please ensure that you only turn right. For this to be a seamless transition we need all families to be supportive and patient while waiting to drop your child off.



BUS POLICIES & PROCEDURES

- To find out if your student qualifies for a bus please see the following website: <https://asdsbp.nbed.nb.ca/>
- Please understand that we do not have any control over any transportation decisions. Any transportation concerns can be directed to the district office.

VOLUNTEER

policies & procedures



If you are interested in volunteering with our Home and School association events or with your student's classroom throughout the year, the following requirements must be met.

1. Policy 701 training can be found here: <https://701.nbed.nb.ca/toc-e.asp> - complete the modules and the validation questionnaire at the end, print or save and submit it to the school. This training needs to be completed once.
2. To complete the Criminal Record and Vulnerable Sector checks, request a letter from our Community Schools Coordinator, Krista Turnbull krista.turnbull@nbed.nb.ca and apply with the Saint John Police (more information can be found here: <https://saintjohnpolice.ca/how-do-i/obtain-a-criminal-record-check/>) Criminal Record/Vulnerable Sector checks are good for 5 years. They must be provided within 6 months of being issued and are good for the 5 years .

EMERGENCY

policies & procedures



FIRE

- In the case of a fire, we will evacuate the building. Students may not grab belongings prior to evacuating. Our class will stay together and wait for further instruction from administration on the next step.
- Fire drills are practiced 5 times each school year.

LOCKDOWN

- In the case of a lockdown, we will stay in our classroom. Teachers will lock our classroom door and students will be huddled together in a corner of the classroom that is not visible from the classroom door window. Students are to be silent during this time and may not use their devices. Our class will stay together and wait for further instruction from administration on the next step.
- Lockdowns are practiced 2 times each year.

EMERGENCY EVACUATION

- In the event of a situation where the school needs to be evacuated, we would go either to Hillcrest Baptist Church (East) or Bowlarama (West). We have the permission to use their facilities in case we ever need it.
- Emergency Evacuation is practiced once a year during our Terry Fox walk.

COMMUNICATION

policies & procedures



HOW TO CONTACT THE SCHOOL ABOUT A CONCERN

- Always contact your student's teacher first with any concerns.
- If a solution isn't found, please contact the office to speak to the appropriate administrator:
 - Kindergarten – Grade 1- Mrs. Sarah McMullin
 - Grade 2 – Grade3- Mrs. Jocelyn Myatt
 - Grade 4- Grade 5- Mrs. Stephanie Bourque

REGULAR COMMUNICATION YOU CAN EXPECT

- Every Sunday, Mrs. Myatt will send out a weekly phone message/ email with important information.
- Website and Facebook updates
- Monthly School Newsletter

STUDENT HEALTH

policies & procedures



School Exclusion Guidelines

Disease	Minimum exclusion period for cases
Diphtheria	Exclude until medical clearance (written note from MD)
Pertussis (whooping cough)	If high risk individuals are present, exclude until 5 days from the start of treatment OR, if no treatment was given, until 3 weeks elapsed since the onset of characteristic cough or until the end of cough, whichever occurs first.
Group A streptococcal (GAS) infection (pharyngitis/ tonsillitis [strep throat], scarlet fever, impetigo)	Exclude until 24 hours after starting antibiotic treatment.
MRSA (Methicillin-resistant Staphylococcus aureus)	Usually not required (unless skin lesions (e.g. boils) cannot be covered). Seek medical advice for contact sport participation.
Mononucleosis (EBV infection)	Not required.
Cytomegalovirus infection	Not required.
COVID-19	Exclude until symptoms have improved and child has not had fever for 24 hours.
Measles	Exclude until 4 days from the onset of rash.
Mumps	Exclude until 5 days from the onset of gland swelling, if non-immunized contacts are present.
Rubella (German measles)	Exclude until 7 days from the onset of rash.
Varicella (chickenpox)	Exclude until child feels well enough to return to school.
Shingles (herpes zoster)	Usually not required (unless skin lesions (spots) cannot be covered)
Fifth disease (erythema infectiosum, "slapped cheek" syndrome)	Not required. Once rash appears, a child is no longer contagious.
Roseola infantum (sixth disease, exanthema subitum)	Not required.
Gastroenteritis (diarrhea and/or vomiting)	Exclude students who cannot maintain personal hygiene until diarrhea subsides. For certain causes of gastroenteritis and in outbreak situations, longer periods of exclusion may be needed. Contact Public Health for advice.
Hepatitis A	Exclude until 1 week from the onset of illness/jaundice.
HIV, Hepatitis B, Hepatitis C	Not required.
Conjunctivitis (Pink eye)	If there is a thick white or yellow discharge (with eyelids stuck together or crusted eyelashes), fever, eye pain or eyelid swelling or significant watery discharge exclude until seen by a doctor (at least 24 hours of treatment may be required before returning to school). Children with pink eyes who have no or minimal clear or watery discharge without fever, eye pain, or eyelid redness do not need to be excluded.
Cold sores (herpes simplex)	Usually not required (unless significant drooling that cannot be controlled)
Hand-foot-and-mouth disease	Usually not required (unless significant drooling that cannot be controlled)
Thrush (candida)	Not required.
Molluscum contagiosum	Not required.
Warts	Not required.
Scabies	Exclude until 24 hours after treatment.
Pediculosis (Head lice)	Not required.
Ringworms	Exclude until treatment started.
Pinworms	Not required.

LUNCH & SNACK

policies & procedures



NUT POLICY

- All schools in Anglophone South School District are peanut/ nut free facilities. Please keep this in mind when packing your student's snacks and lunches.

LUNCH

- Lunch is from 12:10 p.m. - 12:50 p.m.
- Lunches can be ordered online through Chartwells at: <https://seasideparkes-nb-assd.nutrislice.com/>
- Any issues with lunch orders, please contact Chartwells directly.

SNACK

- Students may bring a snack to class for the afternoon work session.
- The snack must be easily consumable and not messy.

STUDENT *supplies*



STUDENT SUPPLIES FOR SCHOOL

- Every child is expected to pay a school supply fee of \$10. You can now pay the fee online at <https://asd-s.schoolcashonline.com/> . Follow the link in the email message or look for the school cash online tab on our school website or by stopping into the school office.
- Please see Seaside website and Facebook page for class supply lists.
- Contact your student's teacher for a list
- Students must have a lunch bag, indoor shoes, and a reusable water bottle.

Parent Committees

Getting Involved



HOME AND SCHOOL ASSOCIATION

- Our mission is to create opportunities for families to come together as a school community along with the school staff.
- Our goal is to provide financial support to the school and staff through fundraising campaigns and various events throughout the school year. Our financial support will provide materials and resources for the students inside the classroom as well as enhance their outdoor experiences.
- Our keys to a successful year will be: Respect, Organization, Clear expectations, Accountability, Communication

PARENT SCHOOL SUPPORT COMMITTEE

Role of PSSC

- Advise the Principal on the establishment, implementation and monitoring of the School Improvement Plan
- Participate in the selection of the Principal and Vice-Principal(s)
- Review results of the School Report Card
- Advise principal in development of school policies in accordance with district, and provincial policies
- Provide on request of the Superintendent, input on performance evaluation of the principal, vice-principal(s) relating to the PSSC
- Communicate with the District Education Council (DEC) relating to PSSC.

THINGS YOU Otter Know



VISITORS

Any visitors to the school must enter the main doors by the office. Visitors must sign in at the office.

SCENT FREE POLICY

- All schools and facilities in the Anglophone South School District abide by a sent free policy. Scented products may trigger responses to those with allergies or sensitivities. Common scented products include perfumes and colognes, personal care products such as deodorant and creams, air fresheners and essential oils. Please refrain from using these products on you or your child before entering the school.

OTTER Celebrations



OTTER OF THE MONTH

- Otter of the month is awarded to students who follow the school mission throughout the month. Once a month there will be one grand prize winner and their picture gets hung up in the school.

OTTERLY AWESOME BALLOTS

- Otterly Awesome Ballots can be awarded to students by any adult in the building. These ballots are then entered in a weekly draw done by Mrs. Myatt on the morning announcements.

**Seaside Park
Otter of the
Month**

Date: _____ **Teacher:** _____

**You've been caught
being Otterly Awesome**

Name: _____
Class: _____

- ☐ Awesome Behaviour
- ☐ Positive Attitude
- ☐ Being on Task
- ☐ Being kind to others
- ☐ Working Hard
- ☐ Being a Great Helper
- ☐ _____