

Parent Handbook

Assiniboine Ave School



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





ASD-W

Anglophone School District West

20 Knowledge Park Drive | Fredericton, New Brunswick, E3C 2P5 | www.asdw.nbed.nb.ca

September 2025

Dear Families/Caregivers:

Anglophone West School District is committed to creating and maintaining an environment in schools where students, staff, and visitors feel safe. To enhance safety and security, district protocol requires Violence Threat Risk Assessment (VTRA) training of School Administrators, Education Support Services staff, and School District staff. Further to this, partners from Policing, Public Safety, Social Development and Mental Health are also trained in this multidisciplinary approach.

The protocol requires trained school staff and community partners, as a team, to complete an Assessment of Risk to Others (ARTO) in all cases where students make threats to harm others. The purpose of the ARTO process is to use the best knowledge, skill, and experience available to assess level of concern so that appropriate interventions can be identified to protect individuals from harm and to ensure a climate of safety in schools and the community. As noted above, a multi-disciplinary approach is used. Please be assured that the school team will be taking measures to deal with all known threats/high-risk behaviours in a positive and proactive manner, whenever they can. If the school team invites you to a meeting to discuss safety concerns about your own child, please be assured that our protocol is being followed and that the goal is safety for all.

Anglophone West School District will respond to all serious threats. If there is a need, a school may initiate a state of "lock down" or "hold and secure" within the facility. A principal has the authority to declare either condition and will often do so through collaboration with district office officials and/or emergency responders. Please note, a "hold and secure" allows those who are in the building to continue with their normal routines but calls for increased monitoring of entrances and for no one to enter or leave the building. A "lock down" requires all who are within the building to immediately stop what they are doing and assume a quiet, hiding position within their current space. Staff and students practice this as a drill each year. In either case, it is important for families/caregivers to know that they will not be able to retrieve their child(ren) until the "all clear" is given. The school and district will do their best to provide communication throughout the situation, although the priority will always be to ensure the safety of individuals first.

To help keep our school communities safe, there is an expectation that families/caregivers, students, and community members who have knowledge of a threat or high-risk behaviour will report this information to the principal. It would be helpful if you would discuss this protocol with your child(ren). Our goal is to respond to all threats in a professional manner that provides for a safe, healthy, and caring learning environment.

We appreciate your support in helping ensure our schools are safe environments for all students and staff.

Sincerely,

David McTimoney
Superintendent

School Academic Calendar 2026-2027



ASD-W SCHOOL CALENDAR 2026-2027 - PUBLIC

MONTH	DATES	EVENTS	NUMBER OF DAYS FOR STUDENTS	NUMBER OF DAYS FOR TEACHERS
August	25	New Administrators' Meeting – ASD-W		
	26	Opening Administrators' Meeting – ASD-W		
	27	Opening Administrators' Meeting – ASD-W	0	1
	31	Full Administration Day – School Based		
September	1-2	NBTA Council Days		
	3	EECD Professional Learning Day K-12		
	4	Full Administration Day – School Based		
	7	Labour Day	15	20
	8	First Day of Classes for Grades K-12 (or staggered entry as noted by the school)		
	18	School Improvement Planning Day		
	30	National Day for Truth and Reconciliation		
October	12	Thanksgiving Day	21	21
November	2	EECD Professional Learning Day K-12		
	11	Remembrance Day Holiday	18	20
	20	K-8 Full Day – Report Card Writing		
	20	9-12 Full Day – Parent/Teacher Interviews (½ day); School Based PL ½		
December	7	Report Cards Issued K-8		
	11	K-8 Full Day – Parent/Teacher Interviews (½ day); School Based PL ½	13 (K-8)	14
	18	Last Day of Classes	14 (9-12)	
	21-31	Holidays		
January	1	Holidays		
	4	First Day of Classes		
	29	Last day of 1 st semester classes - High School Only	20	20
February	1	Turnaround days – High School Only (No School for High School)		
	2	Turnaround days – High School Only (No School for High School)	19 (K-8)	19
	3	First day of 2 nd semester classes – High School Only	17 (9-12)	
	15	Family Day		
March	1-5	March Break		
	12	K-8 Full Day – Report Card Writing	15 (K-8)	16
	26	Good Friday	16 (9-12)	
	29	Easter Monday		
April	5	Report Cards Issued K-8		
	9	K-12 Full Day – Parent/Teacher Interviews (½ day); School Based PL ½	21	22
May	7	NBTA Council Day		
	17	NBTA Branch Day	18	20
	24	Victoria Day		
June	18	Last day of 2 nd semester classes – High School Only		
	25	Last Day for Students – Final Report Card Day (K-12)	19	22
	28-30	Full Administration Days		
Total Number of Days for Students			179 (K-8)	
Total Number of Days for Teachers			179 (9-12)	195

Blue – Teacher Workday, No Classes for Students

Red – First/Last Day of Classes for Students

Orange – Turnaround Days, No Classes for Students in Grades 9-12 Only

Green – Holidays for Teachers and Students

Purple – Opening Administrators' Meetings (Note: Additional Administrator Meeting dates will be forthcoming)

May 11, 2026

Welcome to Assiniboine Ave School



Dear Families,

We are delighted to welcome you and your child to Assiniboine Avenue Elementary School. Our school is dedicated to providing a warm, nurturing, and stimulating environment where children can explore, learn, and grow. We believe that education lays the foundation for a lifetime of curiosity, creativity, and academic success.

At Assiniboine Avenue, we emphasize a child-centered approach that fosters both intellectual and emotional development. Our dedicated teachers and staff work closely with families to create a supportive learning community that nurtures each child's unique potential.

This Parent Handbook serves as a comprehensive guide to help you understand our school policies, daily routines, and expectations. We encourage you to read through this handbook carefully, as it will provide valuable information on how we can work together to ensure a positive and enriching experience for your child.

If you have any questions or need further clarification, please do not hesitate to reach out to us. We look forward to an exciting and joyful learning journey with you and your child!

Warm regards,



Lori Jones-Clark
Principal, Assiniboine Ave School





Land Acknowledgement

We would like to acknowledge, Assiniboine Avenue Elementary School is located on the unceded, unsurrendered territories of the Wolastoqiyik, Mi'kmaq, and Peskotomuhkatiyik people. The Wolastoqiyik, Mi'kmaq, and Peskotomuhkatiyik welcomed English and French speaking settlers and taught them how to survive in their territory based on their relationship with the land, nature, and mankind that continues to this day. The Wolastoqiyik, Mi'kmaq, and Peskotomuhkatiyik Nations, have inhabited this land since time immemorial and signed Treaties of Peace and Friendship with the British Crown. At Assiniboine School, we strive to be partners in Truth and Reconciliation with First Nations People.



Assiniboine School Information



Assiniboine Teaching Staff

Lori Jones-Clark	Principal	lori.jones-clark@nbed.nb.ca
Jennifer Howe	Administrative Assistant	Jennifer.howe@nbed.nb.ca
Jillian Langille	Kindergarten	Jillian.Langille@nbed.nb.ca
Kelli Wilkie	Kindergarten	Kelli.Wilkie@nbed.nb.ca
Kristy Fitzpatrick	Kindergarten	Kristy.Fitzpatrick@nbed.nb.ca
Madison MacDougall	Kindergarten	Madison.MacDougall@nbed.nb.ca
Allison Schurman	Grade One English	allison.schurman@nbed.nb.ca
Kim Pearson	Grade One English	kim.pearson@nbed.nb.ca
Stephanie McCarthy	Grade One English, Vice-Principal	stephanie.mccarthy@nbed.nb.ca
Grace Hickey	Grade One French Immersion	grace.hickey@nbed.nb.ca
Amy Little	Grade One French Immersion	amy.little@nbed.nb.ca
Heather Sheers	Grade Two English	heather.sheers@nbed.nb.ca
Lesa Hume	Grade Two English	lesa.hume@nbed.nb.ca
Krista Altman	Grade Two English	krista.altman@nbed.nb.ca
Megan McGuigan	Grade Two French Immersion	megan.mcguigan@nbed.nb.ca
Kelsie Pittman	Grade Two French Immersion	Kelsie.pittman@nbed.nb.ca
Jayne Libby	Music/Art, Grade One English	jayne.libby@nbed.nb.ca
Kristen Ryan	Physical Education	kristen.ryan@nbed.nb.ca
Shannon MacDonald	Physical Education	Shannon.macdonald@nbed.nb.ca
Rachel Sparkes	First Nations Enhancement Teacher	Rachel.sparkes@nbed.nb.ca
Jessica Shanks	Academic Support Teacher	jessica.shanks@nbed.nb.ca
Amanda Arnott	Resource Teacher	amanda.arnott@nbed.nb.ca
Erin James	Resource Teacher	erin.james@nbed.nb.ca
	School Counselor	

Assiniboine Ave. School is located in Oromocto and therefore has a transient population. Please be aware that class lists are flexible until the end of September.

Daily Schedule

8:00-8:15	Student drop-off
7:40-8:20	Bus arrivals
8:20	Announcements/ Instruction Starts
10:05– 10:20	Outdoor snack recess
10:20 – 10:35	Snack
11:45-12:15	Outdoor lunch recess
12:15– 12:45	Lunch
TBA	Alternate bus
2:30	Dismissal

Classes will have varying schedules to include Physical Education and Music.

Parent Parking Lot Expectations

- Drop off time starts at 8 am at the Parent Parking Lot doors.
- Pick up time starts at 2:30pm.
- Please park your car and walk your child to the door/ pick up at the door.
- DO NOT park in the bus loading zone.
- Please stand back from the school entrance if you have your dog. Do not walk your dog in the bus zone.

Please be courteous, patient and respectful while we work together to keep the children safe!

Late Arrivals and Early Pick-ups

- If you need to pick up your child early, please come to the office to sign them out. We will call your child to the office for early dismissal.
- If your child is arriving late, please bring them to the office to sign them in.
- If you need to bring something for your child, bring it to the office and it will be delivered to your child.
- Children are NOT to be dropped off or picked up from the playground. They must be signed in/out at the office.

Thank you for helping us keep students and our environment safe!

Playground

- Students go outside twice a day for recess. Please monitor the weather and dress your child appropriately for the season and weather.
- The school has 2 playground sections.
- Classes will be assigned a section Monday- Thursday on a rotational basis with Friday being an "Open Playground".
- This allows for a better distribution of students on the playgrounds which better supports supervision of all of our students.
- It also allows us to locate students in a quicker manner if they are being picked up earlier.
- We find this helps with resolving any behavioural issues in a more timely manner.

Home-School Communication

At Assiniboine we appreciate your efforts to keep all communication open, positive and respectful. This allows us to work as a team in the best interest of your children.

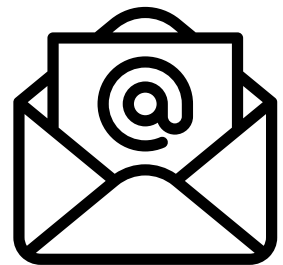
SeeSaw App

Classroom teachers use this app to send reminders, pictures of what students are learning and other messages. Please register as soon as you receive the code.



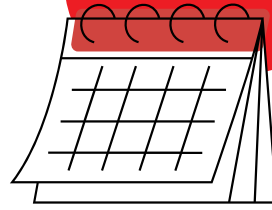
Email

Teachers have an email that they will share with you. Teachers will respond as soon as possible during school hours. **For any changes to transportation, please call the school at (506) 357-4069.**



Home-School Communication

Class Newsletters and Calendars



Teachers send home a monthly newsletter and/or calendar with important information.



Communication Book

Students will have a communication duotang that will go back and forth to home and school. Please check and return it to school daily.

School Phone



If you need to speak with someone as soon as possible, our school phone number is (506) 357-4069.

Report Cards

There are 3 reporting periods during the year. You will receive your child's report card to update you on their academic progress.

Cashless Schools:

<https://anglophonewest.schoolcashonline.com/>

Families use cashless schools to pay for any school fees, ordering hot lunch and to pay any other fees such as for field trips.

Student School Supplies

The student fee is \$50. This is used to purchase school supplies for the students to use throughout the school year. There are still a few supplies your child will need to bring.

Hot lunch

The Hot Lunch Program is delayed at this time. We will update when more information is available.

If providing a lunch causes a hardship, please call the school to request subsidizing and support. This will be handled confidentially.

***We are a nut free school.**



School Bus Information



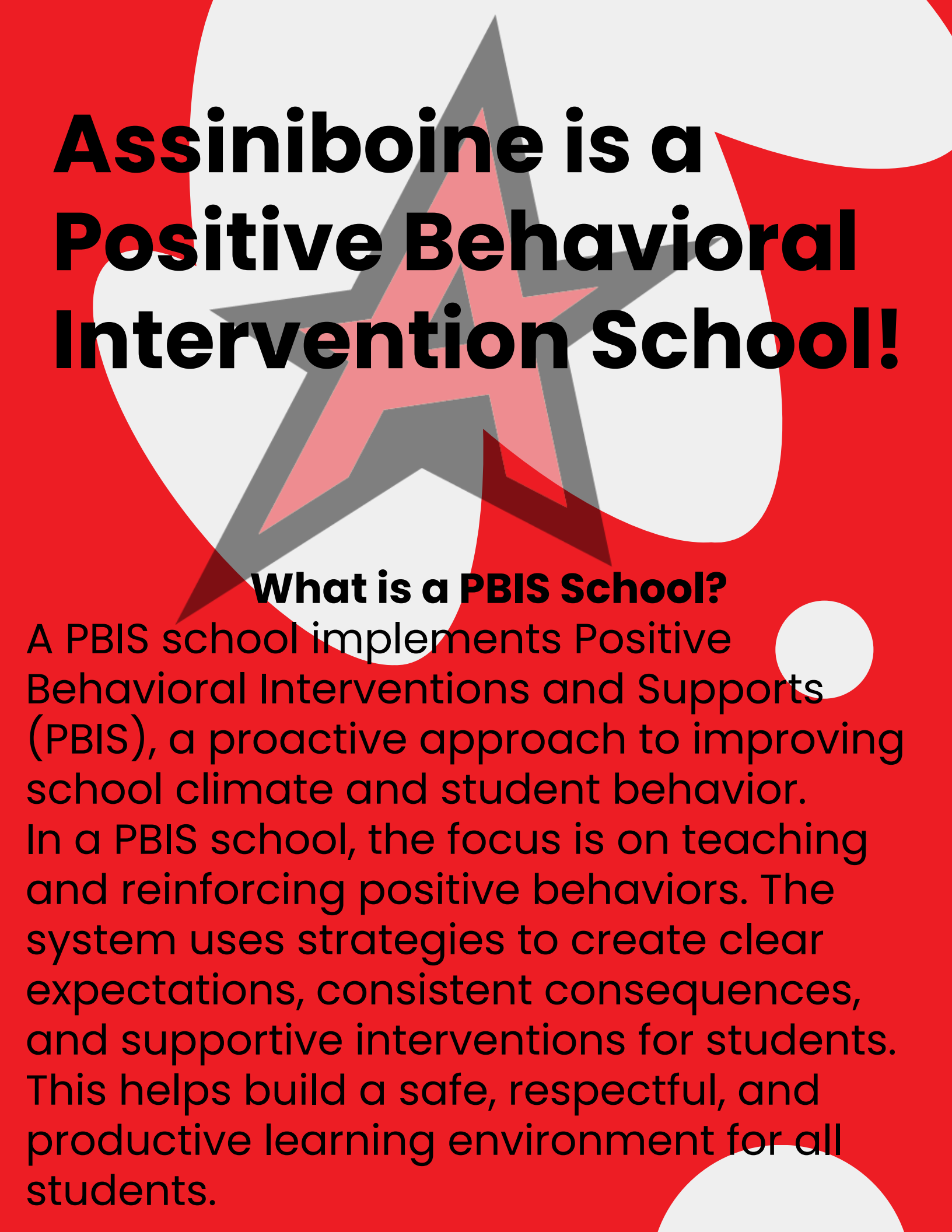
To find out your child's eligibility and bus information including pick up and drop off times, please use the following website:

<https://asdwbp.nbed.nb.ca/TransportationEligibility>

For delays, closures, and/or changes to busing please check this link below. We are zone 7 at Assiniboine:

<https://asdw.nbed.ca/news/alerts-dashboard/>





Assiniboine is a Positive Behavioral Intervention School!

What is a PBIS School?

A PBIS school implements Positive Behavioral Interventions and Supports (PBIS), a proactive approach to improving school climate and student behavior. In a PBIS school, the focus is on teaching and reinforcing positive behaviors. The system uses strategies to create clear expectations, consistent consequences, and supportive interventions for students. This helps build a safe, respectful, and productive learning environment for all students.

Handle with Care Note

Families will receive a copy of this Handle With Care Note. Please share with your classroom teacher if there are any supports your child may need.

Handle with Care

If your family is experiencing difficulties at home, I would like to provide additional support at school. I understand that you are not always able to share details and that's okay. If your child is coming to school after a difficult night, morning or weekend, please e-mail me or write in the agenda "**Handle with Care**". Nothing else will be said or asked. This will let me know that your child may need extra time, patience, or help during the day.



September 2024



Assiniboine Behaviour Matrix

At Assiniboine Ave School we have a Behaviour Matrix for Expected School Behaviours.



	Classroom	Playground - see notes	Hallway	Bathroom	Bus
We are safe.	Helping hands Safe feet Use your WITS Use materials properly.	Helping hands Safe feet Use your WITS Dress appropriately Use equipment properly	Walking/ skipping feet Facing forward. Personal space Ask before you go	Personal space Use your WITS Wash your hands Ask before you go	Sit in your seat Talk quietly to neighbour Use your WITS
We are kind.	Use helpful actions and words Share. Include others.	Helpful actions and words Share Include others	Helpful actions and words Greet others	Clean up your mess Helpful actions and words	Greet others Helpful actions and words
We are respectful.	Quiet voice, listening ears Take turns Accept differences Take care of materials Use your manners Store materials properly	Take turns Accept differences Put away equipment Come in quickly. Use your manners	Quiet voice Hands at your side and away from the wall Store belongings properly Use your manners	Return to class quickly Give privacy Use flush, water, soap, paper towel, toilet paper, and locks properly	Listen to bus driver Use your manners



Student Allstar Slips

At Assiniboine Ave School, students receive Allstar Slips to recognize their hard work and for following our school rules.

_____ is an

Assiniboine
ALLSTAR

for being

☆ **kind**

☆ **safe**

☆ **respectful**



Shout out from: _____

Assiniboine's School Improvement Goals





We have several School Improvement Goals (SIP) this year:

- K-1 English Goal: 80% of students will be at minimal risk for DIBELS assessment (phonemic segmentation fluency, nonsense word fluency, word reading fluency) for their grade level appropriate target for year end.
- Grade 1 French Immersion Goal: 90% of students will be able to recognize and print numbers to 100 with 100% accuracy by June 2027
- Grade 2 Goal: 80% of Grade 2 students will achieve 80% accuracy in number fact fluency to 20 by June reporting period.
- Physical Education Goal: For all students to be able to move their bodies safely while participating in physical activity and reduce the number of accidents and injuries.
- First Nations Teaching Goal: "Strengthening Connections: Community, Home, School"



Student Attendance

We love seeing your child at school everyday as regular attendance is vital to school success.

At Assiniboine we are working to reduce chronic absenteeism. The following procedures are in place:

- At 5 and 10 days of absences, you will be contacted by your child's teacher.
- At 15 or more absences, you will be contacted by the administration team.

If your child needs to be absent from school, please let us know. You can call the school at (506) 357-4069 or indicate they will be absent through the School Messenger App.

Without notification, we will call home to confirm their absence as part of our Safe Schools Program. More information about the Messenger app will be sent home in September.



School Exclusion Guidelines

The School Exclusion Guidelines show the expectations for exclusion when your child is sick. You can view the guidelines at the following link:

<https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/en/CDC/HealthProfessionals/SchoolExclusionGuidelines.pdf>

 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.
In the interest of continuation of education of the child, please contact Public Health for advice if the exclusion period for any illness exceeds 1 week.	

Students should be fever-free for 24 hrs without using fever-reducing medications, free of vomiting and/or diarrhea for 48 hrs, and well enough to attend school.

Assiniboine **ALLSTARS**



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Assiniboine **ALLSTARS**



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