

Princess Elizabeth School

Family Handbook

2026 – 2027

Pride • Effort • Success

20 Sixth St, Saint John, NB, E2K 3M1
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<https://princesselizabeth.nbed.ca/>

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Welcome to Birchmount

Principal: Mr. Greg Norton

Vice Principals: Mr. Evan MacDonald • Mr. Pat Halford

Princess Elizabeth School is a K-8 school located on Sixth Street in the north end of Saint John. We serve families within the surrounding neighbourhood, as well as students who choose the Late French Immersion program (Grades 6-8). We are part of the Anglophone South School District (ASD-S) and are overseen by the Saint John Education Centre.

Our school has approximately 580 students. We have 47 teachers, 2 behaviour intervention mentor(s), 28 educational assistants, 3 English as an additional language tutor(s), 2 administrative assistants, and 2 custodians.

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

Vision

PES is a *COMMUNITY of learners respecting each other, embracing differences, and realizing our potential.*

Mission

To encourage each other to take **PRIDE**, show **EFFORT** and celebrate **SUCCESS**.

Values

We believe:

- In strengthening the mental, physical and social/emotional health of our school community.
- In a learning environment that celebrates diversity and is focused on equity.
- In strong teams that work to build individual and collective efficacy.
- In a Learning Environment that is welcoming, orderly, healthy and safe.
- In High Expectations
- In Evidence-Informed Decision-Making

School Mascot and School Colours

Our school mascot is the Panther. We are called the PES panthers; our school colours are blue and gold.

Cashless Schools

PES uses the Cashless Schools Online system to accept payments throughout the school year for any fees or purchases.

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. PES students go outside in most weather conditions, including light rain.

Allergies and Scent-Free Environment

PES 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.

School Day

Kindergarten – Grade 5

Time	Activity
7:55 – 8:10	Outdoor supervision begins
8:10 – 8:15	Homeroom
8:15 – 8:50	Period 1
8:50 – 9:25	Period 2
9:25 – 10:00	Period 3
10:00 – 10:10	Recess
10:10 – 10:45	Period 4
10:45 – 11:20	Period 5
11:20 – 11:55	Period 6
11:55 – 12:35	Lunch
12:35 – 1:10	Period 7
1:10 – 1:45	Period 8
1:45 – 2:20	Period 9
2:20-2:30	Dismissal

Grade 6 – Grade 8

Time	Activity
7:55 – 8:10	Outdoor supervision begins
8:10 – 8:20	Homeroom
8:20-8:45	SEL/Intervention
8:45 – 9:35	Period 1
9:35 – 10:35	Period 2
10:35 – 10:45	Break
10:45 – 11:45	Period 3
11:45 – 12:35	Lunch
12:35 – 1:35	Period 4
1:35 – 2:35	Period 5
2:35	Dismissal

Morning Supervision

Supervision on our school grounds begins daily at 8:00 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, PES 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 Panthers must be at school and ready to learn by 8:20 a.m. This on-time arrival sets the tone for the day. To ensure the safety of all Bears, students who arrive after 8:20 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.

Cell Phone Policy

PES 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.

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. PES 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.

School Calendar



ANGLOPHONE SOUTH SCHOOL DISTRICT SCHOOL CALENDAR – 2026-2027 June 2026

MONTH	DATES	EVENTS
September	7	Labour Day – NO CLASSES
	8	First Day for Grades 1-5
	8	Transition Day – First Day for Grade 6 and Grade 9 (Schools with combined levels [Elementary/Middle, Middle/High, K-12] will communicate their transition plan)
	8/9	Transition Days – First Day for Kindergarten (half of students attend on either day. Schools will communicate plan)
	9	First Day for Grades 7-8; 10-12
	18	School Improvement Planning Day – NO CLASSES
	30	National Day for Truth and Reconciliation – NO CLASSES
October	12	Thanksgiving Day – NO CLASSES
	13-16	Registration for Students Entering Kindergarten in 2027-2028
November	2	EECD Professional Learning Day – NO CLASSES
	11	Remembrance Day – NO CLASSES
	18	9-12 – Report Cards Issued
	20	K-8 – Report Cards Preparation – NO CLASSES
	20	9-12 – Parent/Teacher Interviews / District Based-School Based Professional Learning Day – NO CLASSES
	30	K-8 – Report Cards Issued
December	11	K-8 – Parent/Teacher Interviews/Professional Learning – NO CLASSES
	18	K-12 – Last Day of Classes
	21-31	Holidays – NO CLASSES
January	1	Holiday – NO CLASSES
	4	First Day of Classes
	25-29	9-12 – English Language Proficiency Assessment /Demonstration of Learning/Course Recovery
February	1-2	9-12 – Turnaround Days – NO CLASSES
	3	9-12 – Semester 2 Begins and Report Cards Issued
	15	Family Day – NO CLASSES
March	1-5	March Break – NO CLASSES
	12	K-8 – Report Cards Preparation – NO CLASSES
	22	K-8 – Report Cards Issued
	26	Good Friday – NO CLASSES
	29	Easter Monday – NO CLASSES
April	7	9-12 – Report Cards Issued
	9	K-12 – Full Day – Parent/Teacher Interviews/Professional Learning – NO CLASSES
May	7	NBTA Council Day – Provincial – NO CLASSES
	10	NBTA Branch Day – NO CLASSES
	24	Victoria Day – NO CLASSES
June	14-18	9-12 – Assessment/Demonstration of Learning/Course Recovery
	18	9-12 – Last Day for Students
	25	K-8 – Last Day of Students – Final Report Card Day (FULL DAY)

Positive Behaviour Interventions and Supports (PBIS)

PES 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 PES, we follow a behaviour matrix 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 PES, please visit the website <https://pbis.nbed.ca>.

 PRINCESS ELIZABETH SCHOOL Pride • Effort • Success			
	Be Safe	Be Respectful	Be Responsible
Hallways & Stairwells	- Walk to the right - Keep hands, feet, words to self.	- Keep hallways clean - Quiet voices - Follow instructions given by adults	Be where you need to be
Classrooms	- Stay in your seat. - Take care of yourself, your work, and your area. - Follow all safety rules for fire, evacuation, and lockdown procedures.	- Use classroom materials appropriately. - Look and listen to the adult speaking. - Raise hand when you want to speak. - Use kind words. - Respect others' personal space.	- Follow directions from adults. - Bring pencils and required materials to class. - Pass in assignments on time. - Catch up on missed work. - Leave your area tidy and throw away garbage.
Washrooms	- Keep time in washroom to a minimum. - Report unsafe behaviour or conditions.	- Close stall doors. - Give people privacy. - Clean up after yourself. - Do not take photos in the washroom.	- Use washroom with adult permission. - One person per stall. - Put toilet paper in the toilet. - Flush the toilet. - Keep water and soap in sinks. - Put used paper towel and garbage in the garbage bins. - Return to class promptly.
Lunch Time	- Stay in your designated area. - Keep time in washroom to a minimum. - Follow rules about technology use. - Eat lunch in your own homeroom. - Keep the doorways clear.	- Stay in seats while eating. - Use quiet voices. - Listen to adult instructions. - Keep the classroom clean. - Put garbage in bins.	Ask permission before leaving the room from supervising teacher.
Assemblies / Presentations	- Enter and exit the area quietly. - Always walk when entering and leaving. - Keep hands, feet, and words to yourself.	- Remain seated until dismissed. - Look and listen to the presenter. - Be respectful when showing appreciation. - Respect others' personal space.	Use the washroom if needed before the assembly.
Outside	- Stay in your area - Adults are here to help - Use play equipment safely	- Keep words, feet, hands, and objects to self - Follow instructions given by adults	- Walk when you enter and exit the building - Return any equipment borrowed

Communication

PES is dedicated to maintaining regular and open communication with our families. Each Friday, 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, PES has implemented the following procedures for morning drop-off and end-of-day pick-up.

Morning Drop-Off

- **Process:**
 - Drop off lane is located at the back of the school
 - **Do not drop off at the front of the school**
 - Drive into the drop off lane following the traffic flow.
 - Your child will then exit the car. Ensure your child is ready to exit with their backpack in hand.
 - Proceed to drive out of the drop off area
- **No Passing or parking:** There is no passing or parking in the drop off lane.

End-of-Day Pick-Up

- Meet your child at nearby streets or drop off zone.
- **Do not pick up at the front of the school**
- 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 handed over to a parent, guardian, or an approved caregiver. Unless you are approved in PowerSchool as a designated caregiver your child will not be released to the individual, unless indicated otherwise to the homeroom teacher ahead of time.

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

PES 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, GSA, Student Council, Leadership, Choir, Badminton, Flag Football and Ultimate Frisbee.

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 PES, we offer several leadership opportunities for our middle school Panthers:

- **Student Council (SRC):** The Student Representative Committee is an elected group of students who apply and run for a position on the team, which includes a President, Vice President, Secretary, Treasurer, and Spirit Representative. Throughout the year, the SRC plans monthly Celebrate Assemblies, dances, and other special events that build school spirit and give every student something to look forward to.
- **The Leadership Team:** This group of dedicated students works behind the scenes to help make our school a better place, taking on projects that improve the school environment and support our wider community. Members develop valuable organizational and teamwork skills as they help plan and run events, lead initiatives, and pitch in wherever an extra set of hands is needed.

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

Parent School Support Committee

The PSSC is a parent-lead committee that advocates for the student and school's needs. This committee meets five times a year with school liaison and administration.