

Edith Cavell School
Family Handbook
2026-2027



Welcome to Edith Cavell School

Principal

Mr. Tyler Hardy

Vice Principal

Mr. Nathaniel Steeves

Welcome to Edith Cavell School! We are looking forward to working collaboratively with you to give your child a high-quality education. This handbook gives an overview of many of our operating procedures. If you have any questions please call our office at 506.856.3473 and we would be happy to assist you.

Edith Cavell School is currently a K-5 school in a residential area of the downtown core of Moncton. We serve the families within the neighbourhood in and around Edith Cavell School. Our school has a rich history of serving the community for over a century! We offer English Prime and Early French Immersion programs at our school to approximately 300 students.

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

Facebook: <https://www.facebook.com/EdithCavellSchool>

MISSION

Achieving Academic Success and Personal Growth

VISION

A Community of Learners Achieving Our Full Potential

VALUES

As a community we will create a positive environment and foster a sense a belonging.

SCHOOL MASCOT

We are called the Edith Cavell Cavaliers.

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. Edith Cavell School clothing can be purchased online. The website will be shared with students and families when clothing sales are available. A wide selection of t-shirts, hoodies, shorts and hats are available. Show your Edith Cavell pride by proudly wearing your school clothing!

SCHOOL CASH ONLINE

Edith Cavell 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. This includes documents such as media release and school technology use. 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. Footwear must always be worn inside the building.

Students must always dress for the weather conditions. Outdoor time is essential for students' physical and emotional well-being. Edith Cavell students go outside in most weather conditions. Please ensure your child comes to school with clothing to be outdoors that suit the current season and weather patterns.

ALLERGIES AND SCENT-FREE ENVIRONMENT

Edith Cavell 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 or kiwi into our environment. Notices will be shared as we become aware of any other allergies.



SCHOOL DAY

Bell Schedule:

7:55- 8:15	K-5 students go their assigned playground zone
8:15- 8:30	Advisory Period
11:45	LUNCH K-2 eat lunch / Grade 3-5 Outdoors
12:05	LUNCH Grade 3-5 eat lunch / K-2 Outdoors
12:25	LUNCH ENDS
2:25	END OF SCHOOL DAY FOR ALL STUDENTS

Medication & Routine Medical Procedures: Procedures for students who require medication have been established by District and Department Policy. These procedures will be implemented when:

- requested by the parent
- authorized by a physician
- the medication must be provided during school hours

If a child requires medication or routine medical care while at school, parents will make the principal aware of a child's specific needs in order to ensure that the proper medical forms are completed.

Playground: The school playground is for **school use only** during school hours. Families are welcome to use the equipment only after 2:25 pm.

Valuables: We discourage students from bringing items of personal or financial value to school. The school accepts no financial responsibility for items lost by students.

Neighbours: We have good neighbors around Edith Cavell School. We ask students respect their property and to use sidewalks and not walk on their lawns.

856-SNOW: That is the number to call if ever you are in doubt if schools are opening when the weather forecast is not good. It is updated by 6 AM. Radio stations as well as the District Web Page are also updated at 6 AM. Don't forget, 856- SNOW(7669).

Physical Education: Students receive Phys. Ed. classes each week. There is no required dress code for elementary Phys. Ed. except for indoor sneakers. Please purchase sneakers with non-scuff soles.

Student Illness: In order to ensure everyone's health and safety we ask that children who experience diarrhea or vomiting remain home for a minimum of 48 hours after the last episode. A child who is running a fever must remain at home until their temperature returns to normal WITHOUT the aid of medication for 24 hours. If a child begins to show signs of illness while at school a phone call will be made to a parent/guardian for pick up. Please see the New Brunswick School Exclusion Guidelines provided by the Province of NB at the following link: [School Exclusion Guidelines](#)

Breakfast: We have a group of staff members who volunteer each morning to make and serve breakfast to any student wishing to have something to eat before classes. Students that wish to have breakfast will have the opportunity to enjoy a nutritious and FREE meal which they take to their homeroom to eat, after the 8:15am bell has started the day.

Lunch: All students eat within their classroom. Students may bring their own lunch unless they are participating in the New Brunswick School Lunch program. A daily snack for recess is to be sent from home.

The NB School Lunch Program is designed to support student well-being and success by improving access to nutritious, affordable meals during the school day through a reduced-fee model for families. When students are well nourished, they are better able to focus, learn, and participate fully in their school community.

School Lunch Program Overview

- The school lunch provider will be **Chartwells** and you can access the menu and ordering systems at their website: [Homepage - Chartwells K-12 Canada](#)
- Meals will be available on school days
- A daily healthy meal option, including a vegetarian option, will be available to order
- Families pay: \$4 per meal (Kindergarten–Grade 8)
- The Province covers the remaining cost of meals

Return-to-School Reminder

Families will receive a reminder communication when staff return to work in August or early September, advising that the ordering system for the school is open and providing instructions on how to sign up, register, and place orders before the start of school. We encourage families to review ordering timelines and register early to ensure a smooth start to the school year.

If you feel that payment is a barrier, please contact the Edith Cavell office at 506-856-3473. All requests will be handled confidentially to support participation in the program.

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, Edith Cavell 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.

The student absence reporting system will let you use a mobile app (SchoolMessenger app), a web site (<https://go.schoolmessenger.ca>), or an interactive toll-free phone line (1-833-202-4304) to report an absence in advance. As a result, it takes the school less time to verify student attendance, and less time to begin to notify parents and guardians of absences that were unexpected or unplanned. If a student is marked absent and the absence hasn't been explained in advance, our SafeArrival system is able to rapidly contact someone to get a reason for the absence and ensure the child's safety. More information is available through the Anglophone East School District website <https://asdeast.nbed.ca>

LATE ARRIVALS

All Cavaliers must be at school and ready to learn by 8:15 a.m. This on-time arrival sets the tone for the day. To ensure the safety of all students who arrive after 8:15 must sign in at the office before proceeding to class. Our drop-off zone, the playground, will be open and supervised from 7:55 to 8:15 a.m. Please ensure your child is on time to prevent disrupting the classroom learning environment.

SCHOOL CALENDAR



School Calendar 2026-2027 Anglophone East School District



September	October	November	December	January
M T W T F	M T W T F	M T W T F	M T W T F	M T W T F
1 2 3 4	1 2	2 3 4 5 6	1 2 3 4	1
7 8 9 10 11	5 6 7 8 9	9 10 11 12 13	7 8 9 10 11	4 5 6 7 8
14 15 16 17 18	12 13 14 15 16	16 17 18 19 20	14 15 16 17 18	11 12 13 14 15
21 22 23 24 25	19 20 21 22 23	23 24 25 26 27	21 22 23 24 25	18 19 20 21 22
28 29 30	26 27 28 29 30	30	28 29 30 31	25 26 27 28 29

February	March	April	May	June
M T W T F	M T W T F	M T W T F	M T W T F	M T W T F
1 2 3 4 5	1 2 3 4 5	1 2	3 4 5 6 7	1 2 3 4
8 9 10 11 12	8 9 10 11 12	5 6 7 8 9	10 11 12 13 14	7 8 9 10 11
15 16 17 18 19	15 16 17 18 19	12 13 14 15 16	17 18 19 20 21	14 15 16 17 18
22 23 24 25 26	22 23 24 25 26	19 20 21 22 23	24 25 26 27 28	21 22 23 24 25
	29 30 31	26 27 28 29 30	31	28 29 30

- Holiday/No School for Students & Staff
- First & Last day of Classes for Students
- Workday for Staff/No School for Students
- No Classes for K-8 Students
- No Classes for 9-12 Students

Parent/Teacher Interviews

Grades K-8: December 11/April 9th
Grades 9-12: November 20/April 9th

Report Cards

K-8: Dec 10, Apr 2, Jun 25
9-12: Nov 13, Feb 5, Apr 16, Jun 25

Demonstration of Learning (Assessment) Week

Grades 9-12 only: Jan 25-29 / Jun 14-18

Terms

Grades K-8

Term 1 - Sept 8-Dec 6
Term 2 - Dec 7-Mar 28
Term 3 - Mar 29-Jun 25

Grades 9-12

Quarter 1 - Sept 8-Nov 8
Quarter 2 - Nov 9-Feb 2
Quarter 3 - Feb 3-Apr 11
Quarter 4 - Apr 12-Jun 25

POSITIVE BEHAVIOUR INTERVENTIONS AND SUPPORTS (PBIS)

Edith Cavell School is proud to be a Positive Behaviour Interventions and Supports (PBIS) School. We are currently entering year 3 as an incubator school, still working towards complete implementation. PBIS is a proactive approach to establishing the behavioural supports for all students to achieve social, emotional, and academic success.

At Edith Cavell, 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 Edith Cavell School, please visit the website <https://pbis.nbed.ca>.



In Edith Cavell's Bathrooms

WE ARE SAFE



We leave the lights on



We walk in the bathroom and keep our feet on the floor



We tell an adult about unsafe behaviours



We wash our hands with soap and water

WE ARE RESPECTFUL



We keep the bathroom clean



We are kind, give others space, and respect privacy



We are quiet



We wait our turn

WE ARE READY TO LEARN



We walk back to class as soon as we are finished



On Edith Cavell's Playground

WE ARE SAFE



We play safely with snow, rocks, balls, and playground equipment.



We follow the playground expectations.



We stay in our grade's area.



If it's on the ground, tell an adult around.

WE ARE RESPECTFUL



We share equipment and take turns.



We solve problems with kind words.



We keep our hands and feet to ourselves.



We listen to adults.

WE ARE READY TO LEARN



We bring all of our things inside with us.



We make this a fun and positive place for everyone to be.



We exit and enter the school calmly, safely, and ready to learn.

CELL PHONE POLICY

Edith Cavell 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 and other smart devices turned off or on silent and stored in their backpacks throughout the school day.

While we prefer that students leave their cell phones and devices 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 device/cell phone-free guidelines. Edith Cavell School is not responsible for lost, stolen, or damaged cell phones or electronic devices.

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 an unauthorized device or 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

Edith Cavell School is dedicated to maintaining regular and open communication with our families. Regular email containing important updates and reminders that apply to our entire school community are sent when needed. Additionally, our Facebook page and website are 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. If you have an urgent matter, please contact the school office.
- 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 and policies around confidentiality.
- We kindly ask that all communication with our teachers and staff 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.
- To promote open, respectful, and collaborative communication, **Edith Cavell School does not consent to the recording of meetings, phone calls, or conversations involving school staff.** In certain circumstances, virtual meetings scheduled through Government of New Brunswick approved platforms, such as Microsoft Teams, may be recorded for note-taking, accessibility, or documentation purposes. In these cases, all participants will be notified in advance and the recording will only proceed with the consent of all parties involved. Any unauthorized recording, distribution, or sharing of meetings, phone calls, or conversations may be addressed in accordance with applicable privacy legislation, district policies, and Government of New Brunswick guidelines.

SAFE DROP OFF AND BUS LOADING ZONE

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

Morning Drop-Off

Bus Students: The bus loading zone on Park Street directly in front of the school entrance is designated for busses only. Although Edith Cavell is primarily a walking school, we have and will continue to receive students transported by bus, often overflow students from another school zone who are attending with us for the year. Please do not park in the bus loading zone.

Walking Students: All walking students are asked to go to the playground where teacher supervision is in place from 7:55 – 8:15 a.m. If your child is arriving after 8:15 a.m., please ensure they go to the Princess Street entrance, ring the buzzer and check-in at the main office.

End-of-Day Pick-Up

K-2: All students in Kindergarten, grade 1 and grade 2 are dismissed via Doors A & B which open onto the school playground. **A parent, guardian or approved caregiver must be present for the teacher to dismiss the child.** If a parent, guardian or approved caregiver is not present, the child's teacher will call the parents to ensure there are plans to pick up. Although the school day is done for your child, our staff have scheduled meetings, professional learning and lesson preparation after student dismissal. Your punctuality is highly appreciated by our staff.

Grade 3-5: Students in grades 3-5 are dismissed at various other exits of the building including Door C (Princess Street entrance) and Door D (facing Highfield street). If you are picking up younger children on the playground, please work with your older child and their teacher to determine an appropriate meeting location.

We ask that all parents, guardians and caretakers refrain from entering the building specifically at pick-up and drop-off times to permit our dismissal procedures to function as expected.

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

VOLUNTEER OPPORTUNITIES

Edith Cavell is actively recruiting volunteers to support our school with various class and school events. Please directly visit the ASD-E Volunteer Page if this interest you: [Volunteer with us! – Anglophone East School District](#)

PARENT SCHOOL SUPPORT COMMITTEE (PSSC)

As per the NB Education Act of 2001, a Parent School Support Committee (PSSC) is required of every school community. This committee includes 6-12 members, the majority of which are parents who are elected by the school community in September. The role of PSSC members is to give advice and receive updates from the school principal about major decisions which affect the school and students. Each parent committee member is elected for a 3-year term. A seat may become vacant during the school year if a member:

- dies or resigns.
- was an eligible parent when elected but whose child is no longer enrolled at that school.
- contravenes the Education Act or regulations.
- is convicted of an indictable offence.
- becomes an employee of that school.
- misses 3 meetings in a 12-month period without good reason.

If you would like a voice in school life, please consider running for PSSC.

STUDENT CONDUCT

Behavioral and Disciplinary Procedure

We believe it is important to maintain a Positive Learning Environment (Policy 311). Our Edith Cavell School Matrix is based on positive behavioural expectations. The Matrix is shared regularly with students and families and is integrated throughout the school.

General Rules:

1. Students are to keep their hands and their feet to themselves. Hands are for helping.
2. Respectful language is to be used at all times. Foul language is not tolerated.
3. Rough, extremely boisterous or aggressive behaviour that compromises the safety and security of staff and students will not be tolerated.
4. Cooperation and respect to all staff, not only teachers, must be exercised.

In-School Rules for Students:

1. Enter the school quietly.

2. Students going to the washroom must go directly to and from the washroom. There should be no lingering in the washroom or hallways.
3. Walk, never run, on the stairways and keep to the right.
4. When changing classes, going to other sections of the school, or coming in from outside, students are to walk quietly and keep to the right side of the corridor.
5. Students are to use trashcans inside the school when disposing of uneaten food, wrappers, single-use containers, etc.

Outdoor Rules:

1. Students are to play in designated playground areas, away from entrances and cars.
2. Play safely. Students will leave objects on the ground such as rocks, snowballs, sticks etc. that would potentially injure another person.
3. Students are not permitted to leave the school grounds unless signed out at the office by a parent or guardian.
4. Playground activities are to be of an appropriate manner with no rough play.
5. At dismissal time, students are to leave the grounds promptly.
6. Students will walk bicycles, skateboards, scooters, on and off the property.
7. Students will respond to the bell promptly.
8. Students will have permission from the teacher on duty to re-enter the building at recess and noon.
9. Students will use the trashcans.

It is expected that all Edith Cavell School students will comply with the expectations above. When students do not comply, School Administration, teachers and District staff will take appropriate action.

SECURITY & EMERGENCY SAFETY PROCEDURES

Building Security: Safety and security of all within the building is a priority. All exterior doors remain locked throughout the day.

If a child arrives after the 8:15 am bell, they will need to enter using the Princess Street doors closest to the Main Office. We encourage all students to arrive by 8:15a.m. so they do not miss any important instructional time.

Visitors to the building will gain access by using the buzzer at the door closest to Princess Street. Visitors will give their name and reason for requesting entry via the intercom. Once buzzed in, visitors are to report directly to the Main Office.

Drop-in or unplanned visits by parents and guardians is not encouraged as teachers are unable to meet during their teaching day. Should a parent wish to make an appointment for a meeting, staff can be reached through their school email, or by leaving a message with the school admin assistant.

Our school admin assistant is in the office between the hours of 8 AM and 3:30 PM Monday to Friday. The school phone number is 856-3473.

Supervision of students only begins at 7:55 a.m. therefore; students should not be at school before 7:55 a.m. each day.

Fire Drills and Emergency Plans: All staff members have reviewed our school Emergency Plans. As per Policy, we will conduct a minimum of three mandatory Fire Drills during the month of September.

We will also be practicing our Emergency Evacuation and Lock Down Drills. If ever we needed to vacate the school property, all students would be taken to the Highfield Baptist Church, located on the corner of Highfield Street and St George Street. Parents would be notified to collect their child at the Highfield Baptist Church.

Hold and Secure & Lockdown Procedures: School and /or district staff may implement a Lockdown, or a Hold and Secure for a variety of reasons. It is important to understand that our teachers and staff are trained in these procedures to ensure that our students and schools are safe and secure at all times. Our procedures are based upon provincial and law enforcement standards.

Lockdowns: Lockdowns occur when there is imminent danger within the school or immediately outside the school. Once a school is placed in lockdown, all staff and students will remain in a locked location until the situation is resolved. During Lockdown students are not permitted to leave the school and parents or guardians are not permitted to pick students up for any reason.

Hold and Secure: Hold and Secure may occur if there is an emergency in our school or community which is not an immediate threat. In this situation, all doors to the school are locked and regular classroom operations continue. During Hold and Secure students are not permitted to leave the school and parents or guardians are not permitted to pick students up for any reason.

Key points of a Lockdown/Hold and Secure:

- Do not call the school, text or call cellphones. *In a Lockdown situation*, silence is important. Phones cannot and will not be answered.
- Do not come to the school.
- Rely only on information that comes directly from the RCMP, the school or school district.
- The school or district will send out information through the school messenger when it is safe and warranted. **It is important to keep your personal information up to date to ensure you receive messages.**

We encourage you to discuss school safety with your child and to address any questions or concerns they may have.

Reminders:

Your safety and the safety of students in and around the school are most important. For your protection keep the following in mind:

- 1) Each student must be aware of all exits for emergency dismissals (fire drills). Walk quietly in a single line during fire drills
- 2) Parents must inform the school office of any changes in your home address, phone number and emergency number.
- 3) Students must not bring any hazardous materials into school such as matches, knives, firecrackers, vapes, etc. These items will be confiscated.
- 4) The school admin assistant needs to sign out a child at the office if they are leaving the school early. Therefore, students must report to the office before leaving.
- 5) If your child arrives late or returns to school throughout the day, they need to inform the admin assistant so they can record their presence.