

SCHOOL PLAYBOOK



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Mission Statement:

**At George Street Middle School, we believe that all students can learn, and we will work to help them achieve high standards of learning.
We are committed to doing what it takes for our students to become responsible and resourceful life-long learners.**

George Street Middle School Playbook

Inclusive by Design – Powered by Inquiry – Enriched by Experience

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Welcome to



George Street Middle School

Welcome to the 2025–2026 School Year at George Street Middle School

We are glad to welcome you to another school year at GSMS. Our community brings together students from many backgrounds and experiences, and we value respect, kindness, and curiosity in all that we do.

Middle school is a time of growth, exploration, and discovery. Our goal is to support you in grades 6, 7, and 8 as you develop your skills, explore your interests, and become thoughtful, capable learners. GSMS offers a variety of opportunities—clubs, teams, and activities—to help you stay engaged and connected.

This handbook provides important information about routines, expectations, and school procedures. Clear communication between home and school, along with your active participation, helps ensure your success. If you need support, don't hesitate to reach out to your teachers or the school office.

At GSMS, we aim to make learning inclusive, meaningful, and connected to real experiences. We look forward to a productive and engaging year.

I look forward to a wonderful year.

M. Ashfield
Principal

George Street Middle School Student Playbook

Our Vision at GSMS

We are a community where:

- Learning, safety, and respect come first.
- Everyone feels supported and encouraged.
- Students and staff take pride in their work.
- We grow into confident, responsible, and kind leaders.
- Grade 8 students are role models, ready for high school, and lead the way for younger classmates.

Our Rights & Responsibilities

At George Street Middle School, every student is part of the team. We each have rights that keep us safe, respected, and ready to learn — and we each have a role to play in making our school a positive and safe community.

1. Learning Comes First

- **Right:** Every student deserves the chance to learn.
- **My Role:** I stay focused, listen to instruction, and do my best work.
- **School Expectation:** *Be Responsible*

2. Voices Matter

- **Right:** Everyone deserves to be heard.
- **My Role:** I take turns speaking, listen respectfully, and use kind and appropriate words.
- **School Expectation:** *Be Respectful*

3. Respect is Key

- **Right:** Everyone deserves to be treated with kindness and respect.
- **My Role:** I include others, avoid hurtful language or actions, and help keep our school positive.
- **School Expectation:** *Be Respectful*

4. Safety for All

- **Right:** Everyone deserves to feel safe at school.
- **My Role:** I solve problems peacefully and never use words or actions to hurt others.
- **School Expectation:** *Be Safe*

5. Belongings are Valued

- **Right:** Everyone deserves to have their personal belongings respected.
- **My Role:** I take care of my own belongings and respect the property and privacy of others.
- **School Expectation:** *Be Responsible*

GSMS Game Plan for Success

Be Safe – Be Respectful – Be Responsible

Expectation

What it Looks Like at GSMS

Be Safe

Follow rules, report unsafe behavior, keep hoods down, no earbuds

Be Respectful

Treat all people and property with care, use polite language, include others

Be Responsible

Take ownership of actions, complete work, follow school routines

School Culture & Etiquette

At George Street Middle School, we are **honest, respectful, and courteous**. Our school culture reflects **how we speak, act, and dress**. We are all responsible for building a positive learning environment.

Dress & Appearance

Students are expected to come to school neat, tidy, and properly dressed, in line with the New Brunswick Schools Act. Please:

- Avoid clothing with slogans or images related to drugs, alcohol, or offensive content
- Refrain from using profanity
- Be polite and treat others with respect
- Avoid comments that are derogatory, intolerant, or harmful to someone's social-emotional well-being
- Keep hoods down inside the building
- No earbuds or headphones unless required for class.

Positive School Image

- Be mindful of the positive school image we strive to project.
- Be considerate of others and the school as a place of learning and work



Behavior & Discipline

At GSMS, behavior expectations focus on:

1. Mutual Respect
2. Positive Learning Environment
3. Safety of All Students & Staff

Minor behaviors:

- Resolved through communication and cooperation with students and parents

Persistent or major behaviors:

- Will be referred to administration
- May involve an intervention plan

Safety & Security:

- Student/locker searches may occur as needed
- Confiscation and consequences for unsafe or disruptive items
- Off-campus or online actions that affect school safety or disrupt the learning environment may also be addressed

Community Responsibility:

- Students, staff, and parents should report threats or high-risk behavior
- Working together ensures a safe, positive environment for all

Attendance: Show Up, Shine Bright

At George Street Middle School, being at school **every day, on time, is key to learning, growth, and success**. Attendance isn't just about being present — it's how you fully participate in learning, build critical thinking and problem-solving skills, and grow socially and emotionally through interactions with peers and teachers.

Why Attendance Matters

- Learning, discussions, group work, and assessments happen **at school**.
- Being present helps you **stay on track** and ensures grades reflect your true abilities.
- Missing more than 10% of school days (about 18 days or 4 weeks) is considered **chronic absenteeism** and can impact your learning and grades.
- Many assessments, discussions, and learning activities happen **only in school** — observations, conferences, group work, and informal checks all contribute to your overall grade.
- Being present consistently helps you stay on track, be successful, and fully benefit from everything GSMS has to offer.

Reporting Absences & Late Arrivals

If you are absent or arriving late, a parent/guardian must contact the school in one of the following ways:

- **Phone:** 453-5419 (leave a message)
- **Email:** GSMS admin assistant christen.english@nbed.nb.ca and your child's teacher
- **School Messenger App:** download for the app store

Please provide:

1. Student's name
2. Date(s) of absence and reason

Automated calls will be made if an absence is not excused.

Attendance letters will be sent if a student accumulates many absences. The letter will detail the number of days missed and request a meeting to discuss support.

If absences are prolonged or frequent, teachers will not provide additional personal time to make up missed instruction.

Signing In & Out

- **Sign In:** Students arriving late or returning after an appointment must sign in at the office — no parent required.
- **Sign Out:** A parent or guardian listed as a contact must be present to sign a student out. If someone else is picking up your child, please notify the school in advance. Ring the doorbell or call the office to ensure your child is safely signed out.

Tardiness

Punctuality is important for your learning and helps the whole school day run smoothly.

- A student is tardy if not in the correct location on time.
- Morning tardiness (after 8:20 AM) requires signing in at the office.
- Students are expected to arrive to all classes on time.
- Parents may be contacted if tardiness becomes a regular concern.

Your Attendance, Your Success

By being at school every day and on time, we:

- **Are Responsible** – we show up, stay on track, and participate fully.
- **Are Respectful** – we respect our own learning and the learning of others.
- **Are Safe** – we stay in the school environment where learning and support happen.

Work Habits & Expectations

At George Street Middle School, learning is about growth. Grades show how well students have mastered the outcomes, but habits like organization, effort, and responsibility are what help you get there.

What Grades Represent

Grades at GSMS are meant to:

1. Guide student learning by showing strengths and next steps.
2. Communicate to parents how well their child is meeting the learning outcomes.
3. Help teachers plan instruction and provide support.

Important: Grades reflect a variety of learning and assessment practices that happen **at school**, including observations, conferencing, discussions, and informal evaluations. These activities help teachers see the full picture of your learning.

Attendance matters. If you miss school, you miss opportunities to participate in learning, share your thinking and get feedback — which can impact your grades. Being present helps you stay on track and ensures your grades truly reflect your abilities.

Attitudes, behavior, and work habits are reported separately from academic outcomes, but attendance affects all these areas too.

Homework & Organization

Homework helps students practice skills, build independence, and prepare for new learning. Staying on top of homework is an important part of success.

Our Homework Habits Playbook:

- Use an agenda to keep track of assignments.
- Set aside regular time each evening to review and complete work.
- Ask for help early if you're unsure about an assignment.
- Teachers will email parents regularly about subject assignments and tests.
- If homework isn't completed, students may be given time at lunch/options to catch up.

Late Assignments

Everyone falls behind sometimes — what matters is how we respond. Here's how GSMS helps students get back on track:

1. **Catch-Up Time** – A noon work period is provided to complete missing assignments.
2. **Home Connection** – Parents/guardians are contacted, and additional noon periods may be arranged if needed.
3. **Privileges Paused** – If work is still not completed, administration may step in. Students may temporarily lose privileges (like dances, trips, or special events) until the assignment is submitted.

Your Learning, Your Responsibility

By building strong work habits, we:

- **Are Responsible** – by managing our time and staying organized.
- **Are Respectful** – by valuing our own learning and the effort of our teachers and classmates.
- **Are Safe** – by reducing stress and avoiding last-minute pressure.



GSMS Technology & Computer Use

At George Street Middle School, **computers, iPads, and school internet access** are tools to enhance learning. With this privilege comes the responsibility to use technology safely, respectfully, and responsibly.

This policy aligns with **New Brunswick Department of Education Policy 311**. The full policy is available online [here](#) and a summary is posted in our tech labs.

Safe Use

- Access approved websites only
- Report accidental access to inappropriate sites immediately
- Do not change device settings without permission

Respectful Use

- Communicate politely online
- Do not impersonate others or share accounts
- Use Teams and chat rooms for schoolwork only, teacher-directed

Responsible Use

- Use your own login credentials
- Follow teacher directions
- Always follow Policy 311

Fire Drills & Crisis Response

At GSMS, safety comes first. Fire drills, lockdowns, and evacuation practices help us prepare so everyone knows what to do in case of an emergency. Just like in sports, practice makes us stronger — and when we practice together, we keep each other safe.

Fire Drills

When the fire alarm rings:

1. **Know your route** – Each classroom has the exit plan posted. Learn it and follow it.
2. **If you're not in class** – Go to the nearest exit and meet your class outside in your designated area.
3. **Move safely** – Walk quickly, quietly, and in an orderly line.
4. **Stay with your teacher** – Once outside, remain with your class.
5. **Stay outside** – Do not re-enter the building until you're told it's safe.

Crisis Drills (Lockdown & Evacuation)

We also practice lockdowns and evacuations to be ready in case of an emergency. During these drills:

- **Follow adult directions right away.**
- **Stay calm and quiet.**
- **Look out for each other.**

Be Ready, Stay Safe

By taking drills seriously, we show that we:

- **Are Safe** – by knowing the routines and practicing calmly.
- **Are Respectful** – by listening and supporting one another.
- **Are Responsible** – by treating every drill like the real thing.

Transportation

Getting to & from School Safely

School Bus

- **Follow the driver's directions** — safety first!
- **Travel on assigned bus and unload at stop.** Emergency exceptions only with admin approval.
- **Sit facing forward**, use **quiet voices**, no rough play or bullying.
- **No vandalism** — you/parents are responsible for damages.
- **Keep windows closed** (unless driver allows), and **no items out the window**.
- **No eating** on the bus; prohibited school items stay home.
- Bus privileges may be paused if failure to follow rules continues.

Walking & Drop-Off / Pick-Up

- **Arrival/Drop off** is 7:50–8:20 AM - **Afternoon Pick-up** is **2:50-3:00**
- **Parents, please do not load/unload in front of school** during morning arrival/afternoon dismissal
- Use **Carleton Street or Market area to unload**, cross at crosswalks
- **Be patient & courteous** — safety first!
- Playground supervision starts **7:45 AM**; students cannot enter building before **8:00 AM**

Biking

- **Lock your bike** and wear a **helmet**
- Bikes are **not supervised**; school is not responsible for theft or damage
- Avoid leaving bikes overnight
- Walk bikes off school property

Travel Smart, Stay Safe

- **Be Safe:** Follow rules, wear helmets, and stay seated on the bus
- **Be Respectful:** Listen to bus staff, respect property and peers
- **Be Responsible:** Care for your belongings, keep buses and bikes clean



Student Drop-Off & Pick-Up

Keeping our students **safe during arrival and dismissal** is a top priority. Please follow these guidelines to ensure everyone gets to school safely:

Important Safety Times

- Please avoid using vehicle use in front of the school during peak times:
Morning: 7:45- 8:20 AM
Afternoon: 2:40 – 3:10 PM
- Stopping on the **opposite side of the street** is unsafe — students crossing between cars and buses is risky.

Where to Drop Off & Pick Up

- Use **Carleton Street** or the **Market** area.
- Crosswalks are available for students to cross safely and walk the half block to school.
- Please be **courteous, patient, and attentive** — these areas can be busy and congested.

Getting Here, Getting Home

By following these routines, we:

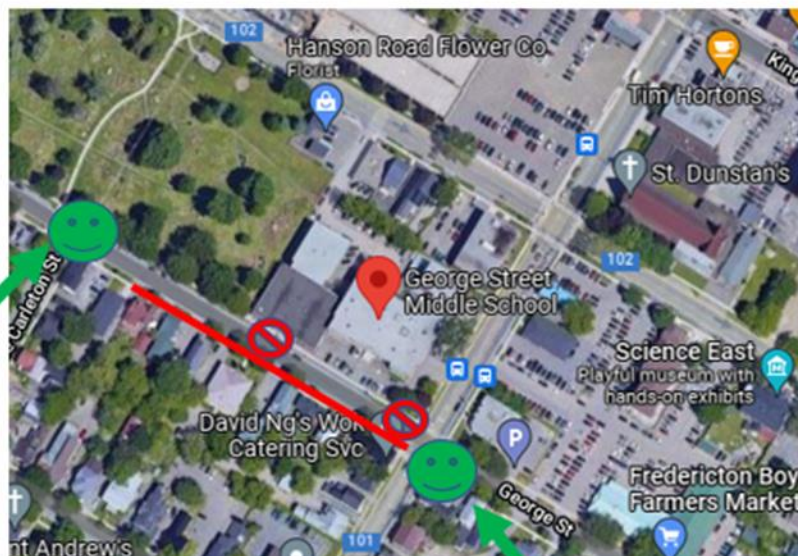
- **Are Safe:** Follow designated routes and crosswalks
- **Are Respectful:** Drive carefully and courteously
- **Are Responsible:** Model safe behavior for students

School Drop Off and Pick Up



= Please drop off at Carleton St or Market.
Students may then use the crosswalk in these areas.

Drop Off
and Pick
Up area



Drop Off and
Pick Up area



= Please do not drop off in front of the school, please do not drop off on the uphill/south side of the street.

Lunch & Options Expectations

At George Street Middle School, lunch is more than just eating — it's a chance to recharge, connect with friends, and choose activities that fit your interests. Everyone has options, and with those options comes the responsibility to keep our school safe, respectful, and responsible.

Cafeteria (25 minutes)

- You may bring a lunch from home or purchase from the cafeteria.
- Payment can be made with cash, debit, or a parent-arranged Zip Card ([set up here](#)).
- Microwaves are available for student use.
- All classes eat together in the cafeteria before moving to other options.

Lunch Options (25 minutes)

Students can choose from:

- **Library** – read, study, or relax quietly on the computer or the couches.
- **Supervised classroom work** – catch up on assignments if needed.
- **Outside on the “Strip”** – play, socialize, and enjoy the fresh air.
- **Noon-hour clubs** – join activities offered by staff or peers.
- **Balcony** – watch gym activities during rainy or winter weather.
- **Gym** – take part in organized games – Gym Access Program (GAP) - students sign up for the gym 2-3 days per week at lunch.
- **PRA locations** (music, art, tech lab) – available on a rotation.

****Students must choose an option and go straight there. Please do not linger in the halls or switch locations once you have arrived at an option.**

****Remember: GSMS is a closed campus. Students remain at school for lunch unless a parent/guardian signs them out.**



Options Playbook

Wherever you choose to spend your time, you are expected to: **Be Safe, Be Respectful, Be Responsible.**

Location	Be Safe	Be Respectful	Be Responsible
Cafeteria	Walk, use microwaves safely	Use kind words, share space, keep your hands to yourself	Clean up after yourself, remain seated
Library	Move quietly, handle books carefully	Use a quiet voice, respect equipment	Return books, stay in the library, sign off computer
Classroom Work	Sit properly, use supplies safely	Ask for help politely, avoid interrupting	Stay on task, follow directions, come prepared
Outside – The Strip	Play safely, follow playground rules	Include others, take turns	Use equipment properly, tidy up
Clubs	Follow club safety rules	Respect peers & leaders	Be on time, follow routines
Balcony	Stay seated behind railing	Talk and watch quietly	Keep hands/feet to yourself, stay seated, walk
Gym	Use equipment properly	Include everyone, listen to supervisors, wait your turn	Play fair, clean up after games
PRA Spaces	Use materials safely	Respect others' work, keep your hands to yourself	Stay with your group, listen attentively

General Information

School Colors

- Our school colors are **purple and gold** — wear them proudly!
- All students receive a school t-shirt on the first day of grade 6, and school clothing is sold each Fall for those who are interested in purchasing.

Website

- Stay up-to-date with programs, events, and announcements at: georgest.nbed.nb.ca
- Find links to: Athletics schedule, School Cash, Staff Directory, News, and more

Student Fee

- **\$50 per student** covers:
 - Locker rental and lock
 - Lab supplies for all Practical and Related Arts courses
 - Funding for positive rewards programs (including guest speakers)
 - Activities related to enhancing school experience
- **Family fee:** \$85 for two or more students
- **Payment:** Please make payment within the first month of school. Fees can be paid using School Cash Online. Contact your child's homeroom teacher if you need to arrange payment.

Phones & Technology

- A **public phone** is available in the main office for student use.
- Parents can contact students during the day by calling the school (506-453-5419) or emailing teachers/administrators.
- **Cell phones** must remain in lockers from arrival until dismissal. Non-compliance may result in loss of privilege.
- Technology for schoolwork is provided at school.

Scent Free Policy

- In line with ASD-W policy (18-758), **avoid fragrances and perfumed products** in school, vehicles, and district offices.

Lost and Found

- Items are kept **outside the music room**. Check there if you lose something.
- Unclaimed items are displayed once or twice a year and donated at the end of each term.

Personal Items

- Leave **toys, costumes, phones, and valuables at home** to prevent loss or distractions.
- If brought to school, personal items are to be locked in lockers during school hours.
- Items brought to school may be **confiscated temporarily** if they interfere with learning.
- All bags are stored in **lockers** throughout the day.

Water Bottles

- Filling stations are available throughout the school.
- Bring a **labelled bottle** with your full name to stay hydrated.

Communication

- Ensure the school has a **current phone number and email** for parent/guardian contact.
- Important messages are sent via **School Messenger**. If you do not receive messages from the school, notify the principal to verify contact information is correct.
- Students need to know home contact information. Please be sure students know their home address and the phone numbers to contact parents/guardians. (write them in the student agenda for quick reference)

Building Access & Safety

- All exterior doors are **locked** for safety.
- Deliveries for students: **Ring the main doorbell**, and office staff will assist.
- Visitors for meetings or other reasons: **Sign in at the office** upon arrival.

Athletics & Physical Education

At George Street Middle School, we believe **sports and physical activity are an important part of learning**. Athletics teach teamwork, healthy habits, and leadership — while having fun and staying active.

Gymnasium / Physical Education

- **Sneakers:** Only clean, non-marking shoes are allowed on the gym floor.
- **Clothing:** Wear clothes that allow for full movement. Students are encouraged to change into gym clothes for hygiene and comfort. Locker rooms are available.
- **Schedule:** All students attend PE **twice a week**. PE is a **mandatory curriculum course**, with attendance and achievement levels recorded.

Athletic Teams

- Team details, programs, fees, and expectations are posted on the **Athletics section of the school website**.
- **Fees must be paid before the season begins**. Contact the administration if financial arrangements are needed.
- Parents are encouraged to **volunteer as coaches** to help maximize student participation. Contact mark.graham@nbed.nb.ca to get involved.

Our Athletic Values

We aim to provide a high-quality athletic experience through:

- **Fun, fair play, and sportsmanship**
- **Quality coaching**
- **A safe and healthy environment**

Parent Partnership

Parents can help make athletics positive for everyone by:

1. Encouraging improvement and effort, not just winning.
2. Controlling emotions at games — avoid yelling at players, coaches, or officials.
3. Cheering for **all students**, including the opposing team.
4. Respecting coaches — they volunteer their time. Questions or concerns should be directed to the **PE Department or administration**.

Playing & Practice Fields

- We often use **The Green, Queen's Square, and O'Dell Park** for practices and games.
- Many students **walk or bike** to these locations — we encourage traveling with a buddy or small group. Coaches meet athletes at the field.
- **Late practices/games:** If activities are after 4:00 pm, students should go home after school as there is no afterschool supervision pending game/practice.

Our Athletic Playbook Promise

By participating in PE and athletics, we:

- **Are Safe:** Follow rules, respect facilities, and play fairly.
- **Are Respectful:** Treat teammates, opponents, coaches, and volunteers kindly.
- **Are Responsible:** Attend practices, participate fully, and care for our equipment and spaces.

Extra-Curricular Activities

Student Leadership Team

- Oversee many student-led activities and initiatives.
- Members are selected at the end of each year via application.

Clubs

- Open to all grades, meeting at noon or after school.
- Examples: Global Minds, Yearbook, GSA, Leadership, Drama, Library Club, Art, Band, and more.
- Students can **propose new clubs** using a “Student Club” form — GSMS supports new ideas where possible.

School Dances

- Held regularly, typically **6:30–8:30 PM**
- Students must be in good standing (**all work complete, attendance, behavior**) to attend
- Students must stay for the full dance unless a parent picks them up at the door
- **Guests** from other middle schools may attend if approved by GSMS administration
- Admission: \$5 (special events like Grade 8 Farewell may cost more)
- No outside food or drinks; bags are checked at the door

S.P.A.R.K. Program

(Student Participation, Activity, Recreation, Knowledge)

- A co-curricular program that lets students try new skills, explore talents, and spark interests
- Offered **three times a year** over four sessions
- Activities may include: Archery, Musical Theater, Dance, Art, Swimming, Golf, Coding, Robotics, Biking, Movie Making, Volunteering, and more depending on the season
- Students select preferences, and placements are made based on their **top 5 choices**
- Parents are encouraged to volunteer to host an activity or help with supervision
- Fees may apply depending on the activity; SPARK booklets are emailed to families

How Students Get Involved

- Clubs and activities are promoted on the **morning announcements**
- **Clubs, activities and teams are promoted on the school website and via teacher and administrator email.**
- Athletics schedules, tryouts, and other opportunities are posted under the **Athletics tab** on the website
- Students should check regularly and plan to participate in activities that interest them

Student Recognition & Celebrations

At George Street Middle School, we believe learning isn't just about academics — it's about **participation, effort, leadership, and community**. Students are encouraged to get involved, try new things, and take pride in their achievements.

G.R.E.A.T. Awards

(GEORGE Recognizes Excellence, Attitude, and Talent)

- Teachers nominate students who demonstrate **their best effort** and show ongoing **positive regard for others**.
- Awards are given **monthly** with a certificate and letter explaining why the student was selected.
- Categories: **Leadership, Academics, Citizenship**

T.I.P. Awards

(Team Impact Program)

- Encourages teamwork, community, and academic engagement, similar to how athletics celebrate achievement.
- Students are recognized as part of their **class team** for performing well, improving, or surpassing expectations.
- Recognition happens at **monthly assemblies, Carnival George activities, year-end celebrations**, and other events.

Year-End Awards & Celebrations

- **Athletics:** Sports Dedication, Athletic Leadership, Academic Athlete, Athlete of the Year
- **Grade Level:** Recognition for excellence in subjects
- **School Awards:** School Spirit, Helping Hands, Fine Arts, Leadership, Student of the Year
- **Grade 8 Farewell:** Class trip, special activities, and dance
- **Year End Showcase:** School open house for families view student achievements
- **Other:** Each grade plans end-of-year outings and classroom celebrations

Parent Involvement: Be Part of the Action

At George Street Middle School, parents are **valued partners in learning**. Your talents, interests, connections, and experiences help make school life richer and more meaningful for students. There are many ways to get involved and make a difference:

Home and School Association

- Focuses on **school improvement and student welfare**
- Hosts **monthly meetings** to plan events and seasonal fundraisers
- A fun way to **connect with other families** and contribute to your child's school experience
- **Contact:** lindsay.edmondson@nbed.nb.ca

Parent School Support Committee (PSSC)

- Ensures the **parent voice is heard** in school planning and education priorities
- Advisory committee focused on **enhancing student learning**

- Meets **monthly**
- **Contact:** michelle.ashfield@nbed.nb.ca

Coaching & Recreation

- Recreation and sports help students stay **healthy, active, and engaged**
- Coaching is **rewarding and fun**, and volunteers are essential
- Sports & seasons:
 - Soccer: Sept – end of Oct
 - X-Country: Sept – mid-Oct
 - Basketball: Late Oct – end Jan
 - Badminton: End Jan – March
 - Volleyball: March – end May
 - Track & Field: May – June
- **Contact:** Mark Graham: mark.graham@nbed.nb.ca

Breakfast Program

- We rely on parent volunteers to **set up, serve, and clean up** each morning
- Volunteer **as often as you like**, whenever it fits your schedule
- A great way to **start the day helping students and connecting with the school**
- **Contact:** jacob.lingley@nbed.nb.ca

SPARK Program

- We are always looking for new activities and experiences
- Share your **talents or connections** to help run sessions
- **Contact:** michelle.ashfield@nbed.nb.ca

Grade 8 Farewell Dance

- Parent committee plans **decorations, food, and activities**
- Administration supports logistics, but the **planning and labor are parent-led**
- Planning usually starts in **late winter**
- Watch emails for updates or contact: michelle.ashfield@nbed.nb.ca

Playbook Promise: Parent Edition

By getting involved, parents:

- **Support Learning:** Help students reach their full potential
- **Build Community:** Connect with staff, students, and families
- **Inspire Students:** Show the value of engagement, teamwork, and contribution

Extra Sources of Information

Stay informed and connected! Here are the best ways to get updates about George Street Middle School and Anglophone West School District:

Websites:

- Anglophone West School District: <https://asdw.nbed.ca>
- George Street Middle School: <http://georgest.nbed.nb.ca>

School Closures, Delays, Cancelled Buses:

Sometimes bus runs may be cancelled, or schools may close or open late.

These decisions are made by ASD-W.

You should check regularly, not just during bad weather.

GSMS is in **Zone #6 – Greater Fredericton Area**.

How to Find Out:

1. Check the **ASD-W website** (look for the 'Alert' icon on the dashboard).
2. Check the **GSMS website** look for the 'Alert' icon on the dashboard).
3. Call **1-888-388-4455** (toll-free) or **453-5454** any time after 6:00 AM for the automated message.
4. Follow **X (Twitter)**: [@ASD_West](#)
5. Listen to local radio stations (full list available on the district website).



Daily Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:45 – 8:00 AM	Early arrivals go to playground until 8:00 AM. Supervision begins at 7:45 AM				
8:00 – 8:20 AM	Students enter the building at 8 AM. Grade 6 enter gym doors, grades 7 and 8 enter main door. After 8:20 AM, all students should enter the main door and sign in. Homeroom time/Breakfast Program. Students prepare for the day and are seated in class.				
8:20 – 8:30 AM	Students seated and ready for announcements				
8:30 – 9:20 AM	Period 1				
9:20 – 10:10 AM	Period 2				
10:10 – 10:25 AM	Nutrition Break – Cafeteria is not open.				
10:25 – 11:15 AM	Period 3				
11:15 – 11:20 AM	Grade 6 & 7 transition time – return to homeroom, get lunch, walk to cafeteria Grade 8 transition to period 4 @ 11:15				
11:20 – 12:10 PM	Grade 6 options/lunch Grade 7 lunch/options Grade 8 Period 4 11:15 to 12:10 PM.				
12:10 – 12:15 PM	All Grades – Homeroom/transition time				
12:15 – 1:05 PM	Grade 6 and 7 Period 4 starts @ 12:15 PM – 1:05 PM Grade 8: 12:15 – 12:40 PM Lunch 12:40 – 1:05 PM Options				
1:05 – 1:55 PM	Period 5				
1:55 – 2:45 PM	Period 6				
2:45 – 2:50 PM	Transition to dismissal				
2:50 PM – 3 PM	Dismissal *All students remain in homeroom until dismissed.				

Important notes:

- Morning supervision will begin at 7:45am. No student should arrive before this time.
- All students will remain outside until 8:00 so please dress accordingly.
- Please avoid signing students out after 2:30 and wait until general dismissal if picking up. It is very busy at the end of the day, the office may not be able to accommodate the request, and students often do not hear the intercom when it is busy/noisy.
- Please wait for your child in designated pick up/ drop off locations. If you prefer to meet your child in front of the school, please park away from the school and walk to meet your child on the sidewalk.
- The dismissal process is completed in several stages. Not everyone heads outside at the same time. Please be patient if you are waiting for your child to join you.