

1/1/2010



BEACONSFIELD  
MIDDLE  
SCHOOL

## SCHOOL POLICIES AND PROCEDURES



## BEACONSFIELD MIDDLE SCHOOL

630 Fundy Drive, Saint John, New Brunswick E2M 2S5

Tel: 506.658.5333 Fax: 506.658.3781

## School Philosophy

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The staff of Beaconsfield Middle School is firmly committed to providing a quality of education for all students. This means providing a positive learning environment with a variety of educational opportunities which will encourage all students to reach their optimum potential. Consideration for the ability and limitation of each student is the concern of all the teachers all the time.

## Reporting Periods

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Beaconsfield Middle School issues report cards three times a year (November, April and June). Marks are awarded as percentages with 60% being the passing grade. The following percentages correspond to the following letter grades.

95 – 100 A+

85 – 94 A

72 – 83 B

60 – 71 C



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# Homework

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Homework is an important part of a student's life in school. Homework generally consists of a review of work taken during the day in school; completion of work not finished in class; completion of reports, projects or assignments.

It is a good idea to use your agenda book to record daily homework as well as your long term assignments. Don't wait until the night before a project is due to begin to work on it.

Set aside a regular period each night to complete homework.

# Best Work Policy

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All teachers of this school expect students to take pride in their work and always present their "Best Work."

## Expectations for Written Work

1. Write your first and last name in full on the first line of the top right corner of the page, your class number on the second line, and the date on the third line.



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2. Work must be neat! Crumpled, torn, folded or stained paper will not be accepted. There should not be crossed out words or evidence of liquid paper.
3. Math and Art assignments must be done in pencil. All other subjects must be written in blue or black ink, or typed in a font size of 10 or 12.
4. All work must be double-space and written on one side of the paper only.

## Attendance

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According to the New Brunswick Education Act, students must attend each day school is in session. Everyone is required to be on time and to be prepared for class.

In case of illness students are to report to the homeroom teacher. A staff member will contact parents to take sick students home.

Leaving school grounds during the hours of school operation requires a note from home to inform your homeroom teacher.

Parents are asked to make every effort to schedule trips and appointments around time that school is closed for students.



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# Student Behaviour and Discipline

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Beaconsfield Middle school takes pride in providing a safe, orderly environment for student learning. Discipline at this school is based on students developing a sense of RESPECT for themselves and others, while demonstrating RESPONSIBLE WORK HABITS.

-Students are required to report to homeroom and subject classes on time

-Students are to do all their work in all classes neatly, and in a well organized manner

-Students are expected to respect school and individual property

-Students are expected to follow individual classroom and school rules

-Students are to refrain from the use of obscene language and gestures

-Students are expected to dress appropriately for the school environment. The wearing of midriff bearing tops or T-shirts with inappropriate slogans is not acceptable. Students who do



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not appear appropriately dressed will be sent home or will be given a school T-Shirt to wear during the day.

The following behaviors are unacceptable and will be dealt with according to school policy.

- \*The use of weapons
- \*The use or sale of drugs and alcohol
- \*Theft or vandalism
- \*Smoking on school property
- \*Physically injuring or threatening another person

## Lost and Found

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Students are encouraged not to bring large amounts of money or other valuables to school, since the school cannot assume responsibility for lost articles. However, we will make every effort to return items that do not belong to us.

Students who find keys, books, glasses, sneakers, or other items are asked to locate the owners.



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### Textbooks

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It is the responsibility of each student to look after the textbooks assigned to him/her. Students who lose or damage textbooks will be required to pay for these books. Textbooks are the property of Beaconsfield Middle School, and they are loaned to students for each school year.

### Library/Computer Center

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Beaconsfield Middle School operates a school library for its accelerated reading program, and students are also encouraged to use the library computers to complete individual research projects. Students are responsible for their AR book, and any lost or damaged book must be either replaced or paid for.

Protocols for using the computers and internet will be strictly enforced.

### School Pictures

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Individual student pictures are generally taken early in the school year. There will be a choice of several packages for purchase. The photographer is Harvey Studios. Parents are under no obligation to purchase photographs.



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### Fire Drill

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When the fire alarm sounds all students must leave the building. Directions are posted in each classroom. Assemble in your assigned place outside the building and wait for the signal to re- enter the building.