

# Beaconsfield Middle School

630 Fundy Dr, Saint John, NB E2M 2S5  
(506) 658-5333

Website: <http://bms.nbed.nb.ca/>

Facebook: "Beaconsfield Middle School" - <https://bit.ly/3Wr6Fp8>

## Student Handbook - 2024-2025

### Mission:

Beaconsfield is a safe and inclusive community of motivated and resilient learners.



### Vision:

At **BEAC**, we  
Believe  
Empower  
Achieve  
Care

Beaconsfield Middle School strives to maintain a respectful, responsible, and safe learning environment for students, staff, parents, and community members. While at Beaconsfield, we hope you take the time to develop solid friendships and consistent learning habits. We hope each student is involved gets involved with school activities and clubs and has an opportunity to develop and demonstrate positive relationships. We wish everyone a safe, happy, and successful year.

### School Staff – September 2024

Teaching Staff	Educational Support Staff	Educational Assistants	Administration
Monique Arsenault Blair Clark Syrus Daver Andrew Erb Hannah Gibson Peter Gordon Katie Gunter Kyle Harquail Pam Hawkins Anna Merrithew Abby Murphy Kathleen Thornton Ashley Totton Sara Urdang Judy Perry ( <i>replaced by Raylene Barton until October</i> )	<u>Resource:</u> Jennifer Shannon Tiffany Munn ( <i>replaced by Grace Bartlett until October</i> )  <u>Academic Support</u> <u>Teacher</u> Lucas Clark  <u>Guidance:</u> Tobi McNamee  <u>Behaviour Intervention</u> <u>Mentor:</u> Caroline Melo	Ashley Bishop Jane Boehr Shelley Edison Jordan Ferguson Jessica Graham Kayla Grant Megan Hunter Angi Johnson Jennifer Leslie Sunshine McGraw Amanda Mersereau Stacey Pomeroy Tanya Smith	<u>Principal</u> Jeffrey Matheson  <u>Vice-Principal</u> Tiffany Sabin
			<b>Administrative Assistant</b> Brenda Reid
			<b>Custodial Staff</b> Victoria Mitchell Devin Hosford

### Student Fees and School Supply Fees



The combined school supply fee and student fee is \$50 (plus the cashless school fee.) Students will be responsible for the following items, in addition to the fee: Pencil Case, Water Bottle, Lunch Box, Sneakers and Gym Clothes (shorts/track pants/jogging pants, t-shirt) for Physical Education. This fee can be paid on School Cash Online: <https://asds.schoolcashonline.com/>

### Bell Schedule – Arrival/Dismissal Procedures



When bus students and waking students arrive, they will enter through the front door and go directly to their homeroom class. Walking students and those being dropped must not arrive before 8am. **Students should strive to arrive by 8:20am to get ready for the day.** All students will be dismissed at 2:45pm. Students getting picked up should meet their drive at Martello Tower or a street close to the school.

8:30am	Homeroom
8:45am-9:45am	Period 1
9:45am-10:00am	Break (in classroom)
10:00am-11:00am	Period 2
11:00am-12:00pm	Period 3
12:00pm-12:45pm	Lunch & Transition to Period 4
12:45pm-1:45pm	Period 4
1:45pm-2:45pm	Period 5
2:45pm	Dismissal

### Safe Arrival Notifications:



Each morning, automated notifications are sent to families whose child is absent from school at 9am. If you report your child's absence in advance using the SafeArrival toll-free number, website or mobile app, you will NOT receive these notifications.

## Reporting a Student Absence

We ask that you notify the school of all absences using ASD-S's School Messenger Program.

You can report your child's absence using any of these easy methods:



**Mobile App:** Download and install the SchoolMessenger app from the Apple App Store or the Google Play Store (or from the links at <https://go.schoolmessenger.ca>). The first time you use the app, select Sign Up to create your account (use the email address you have on file with the school). Select Attendance, then Report an Absence.

**Website:** Use the Safe Arrival website, <https://go.schoolmessenger.com/>. The first time you use the website, select Sign Up to create your account. Select "Attendance" then "Report an Absence."

**Call toll-free:** Call the toll-free number 1-833-219-9065 to report an absence using the automated phone system.

These options are available 24 hours/day, 7 days a week. Future absences can be reported at any time. If you are unable to access this, or miss the cut-off time, please call the office at 506-658-5333.

## Attendance Matters:



Anglophone South School District has an Attendance Matters policy. Arriving at school on time and attending regularly contribute to your child having a successful and positive school experience - academically and socially.

Families are contacted by the child's homeroom teacher when absences exceed 5 days. A letter is sent after 10 days. Please understand that these calls or letters are for communication. If your child is having difficulty attending school, please reach out to the school so we can work together to support them in improving their attendance.

## Staying Up To Date on Beaconsfield News:



There are several ways to keep up to date on everything happening at Beaconsfield.

- Each Sunday, Mr. Matheson sends out the **Bulldog Bulletin** through School Messenger and to your inboxes. If you aren't receiving these updates, please let the school know.
- Our **school website** can be found here: <http://bms.nbed.nb.ca/>. The website has school information but we aren't able to update this regularly.
- This summer, we launched a **Facebook Page** "Beaconsfield Middle School" at <https://bit.ly/3Wr6Fp8> Like and follow for updates!

## Communication:



Beaconsfield staff strives to maintain positive communication and dialogue with families throughout the school year. Communication may take the form of meetings and conferences, phone communication, notes, letters, and newsletters. Please keep your contact information up to date. This includes your mailing address, phone numbers, and email addresses for all student contacts. As part of our School Improvement Plan, teachers will send monthly emails to

update families on what classes are working on. If you do not receive our weekly Bulldog Bulletin, teacher emails, or do not think you are receiving school communication, please contact the school to ensure we have accurate information. You can reach out to your child's teachers, guidance, resource, principal or vice-principal. This can be done by emailing the person directly or calling the school office and the message will be delivered to the staff member. Email addresses can be found on our school website ([bms.nbed.nb.ca](http://bms.nbed.nb.ca)). Please understand that school staff are working with your children during the day and sometimes have meetings after school. **There will be times when we aren't able to contact you on the same day but will do our best to return calls and answer emails within 24 hours, between the hours of 8am and 3:30pm.**

## School Activities

Beaconsfield offers a variety of clubs, sports and activities for students to participate. We encourage students to get involved in activities to meet new people, explore interests, and feel more connected to their school.

Activities are announced throughout the school year and are offered at lunch or after school. Some clubs and sports offered in past have been:



Clubs and  
Activities

Flag Football  
Volleyball  
Guitar Club  
GSA  
Soccer  
Basketball  
Ultimate Frisbee

Recycling  
Drama  
Intramurals  
Student Leadership  
Badminton  
Track & Field  
Mindfulness

Green Team  
Cheerleading  
Tech Deck Club  
Minecraft Club  
Cross Country  
Art Club  
AND MORE!

## Scent Reduced and Nut Free Policy



All schools in Anglophone School District–South are peanut and nut free as well as scent reduced. Students and visitors must refrain from using scented products. Deliberately spraying scented products is prohibited. When sending food with your child to school, please ensure it is nut free. We have staff and students with severe allergies, so please help us keep our school safe for all Bulldogs!

### Energy Drinks:

Energy Drinks, like Rock Star, Red Bull Monster, Prime Energy, etc. are not permitted in our school. Energy drinks contain high levels of sugar and moderate to high levels of caffeine, which can cause adverse health effects. The consumption of energy drinks by children and adolescents is not recommended. Too much caffeine can jitteriness and nervousness, upset stomach, headaches, trouble concentrating, and trouble sleeping which can make learning at school difficult. Please make sure your child is not bringing these items to school.

### Boundaries and Signing Out Policy

If a student arrives after school starts, may sign in on their own. If a student must leave during the school day, a parent/guardian must enter the school, so we can confirm they are being picked up by a parent/guardian or a person designated on their student information form and sign the student out.

**Lunch:** Most of our students stay at school for lunch. Our lunch period is from 12:00noon until 12:40pm. If your child wishes to go home for lunch everyday, they will require a lunch permission form (obtained from the office). If signed, they can sign out at lunch in the office to go home for the entire year. By signing this permission slip, you are committing that your child is going home at lunch for the entire school year – students cannot pick and choose which days they go home. Please note: If your child is excessively tardy when returning from lunch, may lose the privilege to sign out on their own. If this happens, they will require a parent/guardian to sign them out at lunch or stay at school.

### Emergency Alarms and Lock Down Procedures



Whenever a fire alarm or emergency evacuation alarm sounds all students and staff must leave the building via the nearest exit. Directions are provided to all students on the first day of school and will be practiced throughout the year. Students are not to touch the alarm box or safety related items (e.g. fire extinguishers) unless there is an emergency. Doing so is a criminal offence. “Lockdowns,” both external and internal, will also be practiced throughout the year. Procedures will be reviewed with all students prior to practices and families will be notified before the lockdown drill.

### Dress Regulations/Valuable Items



BMS requires “school appropriate” attire for all students. Clothing may not include profanity or inappropriate content including drugs and/or alcohol. Hats and bandanas are to be removed and hoods taken down upon entering the school. Jackets and hats can be hung on homeroom hooks. Bookbags should be taken to class. Bookbag storage in class will be directed by the teacher. High value items such as cell phones, gaming devices, etc., are not permitted during instructional time, and for security reasons should be kept at home. The school holds no responsibility for the security of these items should students choose to bring them to school.

### Custody Information

By law, schools are required to provide, on request from non-custodial parents, information about a student’s education, except when a court order prohibiting access of a parent to a child exists. If there is a current, valid court order prohibiting access to this child, the responsibility rests with the custodial parent to provide the school with a copy of this document.

### Counselling & Mental Health Support:



Students should not hesitate to seek help when it is required. All staff can help students access the support they need. Our Guidance Counselor is also available to help if there are difficulties with program, studies, classmates, personal issues, etc. The school may also refer to the Child and Youth Team that has trained counselors for additional support. They can be reached at 649-2828.

### Parent/Guardian Involvement

We value parent and caregiver engagement at Beaconsfield. We have two groups at Beaconsfield for parent/guardian involvement:

**Parent School Support Committee (PSSC):** Parent School Support Committees are established in each school. They meet monthly, in the evening, and assist with the creation and monitoring of the School Improvement Plan, review the results of a variety of school data, advise the principal on the development of school policies in accordance with district and provincial policies, communicate with the District Education Council (DEC) and provide feedback to the Superintendent, when requested. If you are interested in participating in PSSC, please send Mr. Matheson an email at [jeffrey.matheson@nbed.nb.ca](mailto:jeffrey.matheson@nbed.nb.ca) or by calling the school at 658-5333 by September 15<sup>th</sup>.

**PTA (Parent Teacher Association):** Beaconsfield is lucky to have an enthusiastic group of parents who volunteer for our PTA. Parent Teacher Associations often plan fundraisers to support the school, student activities, and more. Watch our school website, Facebook page, and weekly Bulldog Bulletin for more information and upcoming meeting dates.

**Volunteer:** We are looking for volunteers who can volunteer once a week for our lunch program and other opportunities that arise during the year. If interested, please contact Mrs. Sabin at [tiffany.sabin@nbed.nb.ca](mailto:tiffany.sabin@nbed.nb.ca) and get a volunteer packet.

## Beaconsfield Middle School – School Wide Expectations

### *Bulldogs are Respectful, Responsible, and Safe*

Beaconsfield Middle School is a PBIS (Positive Behaviour Interventions & Supports) school. We have clearly outlined expectations that are taught and recognized. Last year, the students developed a matrix of school-wide expectations, which guides our behaviour at school. Bulldogs are Respectful, Responsible, and Safe while at school and our matrix helps illustrate what this looks like at school.

A key part of PBIS involves recognizing students when they are being Responsible, Respectful, and Safe. One way we do this is by giving students Way to Go! Tickets, which they drop off at the office for weekly draws. We also have Celebration assemblies and other events to recognize students for their contribution to a positive learning and working environment.

**Way to GO!**

Bulldog: \_\_\_\_\_

Homeroom: \_\_\_\_\_

Respectful  
 Responsible  
 Safe

Staff Member: \_\_\_\_\_



### **Respectful: showing care for the feelings, wishes, rights, or traditions of others.**

All Areas:	Classroom	Hallways/Common Areas	Outside	Washrooms
<ul style="list-style-type: none"> <li>• Be Kind</li> <li>• Help others</li> <li>• Appropriate language</li> <li>• Respectful conversation</li> </ul>	<ul style="list-style-type: none"> <li>• Sit in assigned seats</li> <li>• Let others focus on their tasks</li> <li>• Speak one at a time</li> <li>• Raise your hand</li> <li>• Low voices</li> <li>• Active Listening</li> </ul>	<ul style="list-style-type: none"> <li>• Leave posters, bulletin boards, and walls alone</li> <li>• Walk by classrooms without interrupting</li> <li>• Low Voices</li> </ul>	<ul style="list-style-type: none"> <li>• Leave trees alone</li> <li>• Problem-solve together</li> <li>• Follow the duty teacher's direction</li> </ul>	<ul style="list-style-type: none"> <li>• Respect others' privacy (stay in your stall)</li> <li>• Keep it clean! (no vandalism)</li> <li>• Flush the toilet</li> </ul>

### **Responsible: being accountable for and owning your words, actions, and choices**

All Areas	Classroom	Hallways/Common Areas	Outside	Washrooms
<ul style="list-style-type: none"> <li>• Low voices</li> <li>• Phones are away during class time and transition time</li> <li>• Not taking photos and videos</li> <li>• Smoke and Vape Free Zone</li> <li>• Don't be a bystander</li> <li>• Follow computer use expectations</li> </ul>	<ul style="list-style-type: none"> <li>• Take care of supplies</li> <li>• Use classroom manipulatives for their purpose</li> <li>• Leave only with permission</li> <li>• Draw/write on paper (not desks and tables)</li> <li>• Try – don't give up!</li> <li>• Recycle paper and drink containers</li> </ul>	<ul style="list-style-type: none"> <li>• Lights stay on</li> <li>• Keep garbage in the bins</li> <li>• Go directly to class</li> </ul>	<ul style="list-style-type: none"> <li>• Take care of equipment</li> <li>• Share equipment</li> <li>• Remain outside</li> <li>• Re-enter after the teacher permits</li> <li>• Keep garbage off the ground</li> </ul>	<ul style="list-style-type: none"> <li>• One person from class at a time, return to class promptly</li> <li>• Use paper towel and toilet paper appropriately</li> <li>• Bathrooms are only for using the bathroom.</li> <li>• Stalls are only locked when you're using them</li> </ul>

### **Safe: Showing care for the safety (physical and mental) of yourself and others**

All Areas:	Classroom	Hallways/Common Areas	Outside	Washrooms
<ul style="list-style-type: none"> <li>• Walk</li> <li>• Hands and feet to self</li> <li>• Lights stay on</li> <li>• Leave Wet Floor signs where they are</li> </ul>	<ul style="list-style-type: none"> <li>• Chairs are four on the floor</li> <li>• Nothing is thrown</li> <li>• Clean up after yourself</li> <li>• Push chairs in</li> </ul>	<ul style="list-style-type: none"> <li>• Tight to the right</li> <li>• Single file lines</li> <li>• Use stairs one at a time</li> <li>• Be tidy while filling water bottles</li> </ul>	<ul style="list-style-type: none"> <li>• Stay on property</li> <li>• Rocks/sticks and snow remain on the ground</li> <li>• Hands to Self</li> <li>• Dress weather appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Place garbage into the bin</li> <li>• Turn the sink off</li> <li>• Wash your hands</li> </ul>

#### **Student and Staff Health & Safety:**

The Beaconsfield Middle School Community is committed to providing a positive learning and working environments for all members in accordance with Provincial Policy 703. **We believe that all students and staff have the right to feel safe in, and around, their school.** Following our school-wide expectations through PBIS contribute to this positive learning and working environment.

It is important for all families and students to understand that the **possession, use, or selling of illegal or dangerous substances or objects such as drugs, alcohol, tobacco, vapes, or paraphernalia (including lighters and smoking supplies) will not be tolerated.** Items will be confiscated, suspensions will be imposed, police will be notified, and applicable fines may be applied (e.g. smoking/vaping on school grounds carries a provincial fine of \$172.50).



**Physically aggressive behavior** (e.g. fighting, physical assault, unwanted contact, etc.) **can result in a suspension from school. Rough play is also prohibited as it often escalates or results in injury.** BMS follows a hands/feet-to-self policy and students not following this may be sent home or lose certain privileges.

Negative images or comments that would be considered bullying or hurtful should NEVER be posted on the internet or social media sites. **Cyber bullying and harassment are behaviours that are not tolerated** and can result in further disciplinary action, including suspension.

**Cell Phone Policy:**

The use of personal electronic devices is **prohibited by students, during the school day, from 8:00am to 2:45pm**. Personal Electronic devices include cell phones, air pods, MP3 players, tablets or other electronic devices that could distract from learning.

This policy is intended to support the positive learning and working environment at school. The use of cell phones and other personal electronic devices can pose a distraction to learning in school, detract from school safety and crisis preparedness, infringe on privacy rules, be a means for harassment and bullying, and have been shown to negatively impact student mental health. We also want to encourage and support our students in building interpersonal skills at school, by interacting with their peers.



Cell phones and personal electronic devices should be kept at home. If they must bring them to school, students are expected to always keep their cell phones in their bookbag, turned off.



If a parent/guardian needs to get in contact with their child, they should call the school office at 506-658-5333.



If a student needs to call home, they may ask for permission to use the office phone at the end of class, break, or lunch.



Cell phones are to be away for the day between 8:30am and 2:45pm. If taken out, the routine for non-compliance described below will be followed.

**Please note:** if a student requires a personal device to monitor a health condition (ex. apps for diabetes self-management), it will be included in their Essential Routine Services and Emergency Plan or their Diabetes Management and Emergency Plan.

**If a student refuses to comply with the cell phone/communication device procedures, the following steps will be taken:**

First Incident	Second Incident	Third Incident	Fourth Incident
<ul style="list-style-type: none"> <li>Teacher has the student bring their <b>device to the office</b>, where it will be kept in a secure location for the remainder of the day.</li> <li><b>Parent(s)/guardian(s) are informed</b> by the classroom teacher and reported to the office.</li> <li>The <b>cell phone may be picked up by the student at 2:45</b>.</li> </ul>	<ul style="list-style-type: none"> <li>Teacher has the student bring their <b>device to the office</b>, where it will be kept in a secure location.</li> <li><b>Parent(s)/guardian(s) are contacted</b> by the office.</li> <li><b>A parent or guardian must pick up the cell phone at the school.</b></li> </ul>	<ul style="list-style-type: none"> <li>Teacher has the student bring their <b>device to the office</b>, where it will be kept in a secure location.</li> <li><b>Parent(s)/Guardian(s) are contacted</b> by the office, and the issue will be discussed, or a meeting will be scheduled.</li> <li><b>A warning of suspension will be issued.</b></li> <li><b>A Parent or guardian must pick up the cell phone at the school.</b></li> </ul>	<ul style="list-style-type: none"> <li>Teacher has the student bring their <b>device to the office</b>, where it will be kept in a secure location.</li> <li><b>Parent(s)/Guardian(s) are contacted</b> by the office.</li> <li><b>An out-of-school suspension will be issued.</b></li> <li><b>A Parent or guardian must pick up the cell phone at the school.</b></li> </ul>



**Please detach this section and sign all areas below.**

**All students who return this section of the handbook by September 15<sup>th</sup> will have their name in a draw to win school hoodies and t-shirts.**

**Student Name:** \_\_\_\_\_ **Homeroom:** \_\_\_\_\_

**1. I have reviewed this handbook with my child, including the Cell Phone Expectations.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

**2. Learning & Walking in the Community - Permission**

Learning outside is encouraged at the school, district, and provincial level. From time to time, classes may head outside and walk to close-by areas (Bayshore, Martello Tower, and general walks around the community). By signing below, you have also indicated that you give permission for your child to walk (with adequate supervision) to areas close to the school without advanced notice.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**3. Custody Information: (see page 3)**

\_\_\_ Not Applicable      \_\_\_ I will contact the school at (506) 658-5333 to discuss custody arrangements.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_