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# BEACONSFIELD MIDDLE SCHOOL

*Home of the Bulldogs*



## School Information 2023-2024

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

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

Twitter: <https://twitter.com/BeaconsFieldMid>

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## Welcome to BEACONSFIELD MIDDLE SCHOOL

BMS 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 in at least one activity within the school and has an opportunity to develop and demonstrate positive relationships. We wish everyone a safe, happy, and successful year.

### School Staff – 2023

| Teaching Staff   | Educational Support Staff  | Educational Assistants   | Administration   |
|--|--|--|--|
| Monique Arsenault<br>Grace Bartlett<br>Blair Clark<br>Brandy Colwill<br>Susan Dodds<br>Katie Gunter<br>Kyle Harquail<br>Pam Hawkins<br>Mary Kennedy-Fulton<br>Judy Perry<br>Riley Richard<br>Mike Roy<br>Kathleen Thornton | <u>Resource:</u><br>Denise McGill<br>Syrus Daver<br><br><u>Guidance:</u><br>Tobi McNamee<br><br><u>Behaviour Intervention Mentors:</u><br>Jennifer Smith | Virginia Balemans<br>Aaron Gunn<br>Ashley Calhoun<br>Kate-Lynn Leray<br>Lori Defazio<br>Kyle Nolan<br>Shelley Edison<br>Chrissy Pilkington<br>Jordan Ferguson<br>Emily Shiels<br>Dawn Ferron<br>Maryam Yafai<br>Jessica Graham<br>Jane Boehr | <u>Principal</u><br>Jeffrey Matheson<br><br><u>Vice-Principal</u><br>Tiffany Sabin<br><b>Administrative Assistant</b><br>TBA<br><br><b>Custodial Staff</b><br>Victoria Mitchell<br>Devin Hosford |

## **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. All students will be dismissed at the bell. Students getting picked up should meet their drive at Martello Tower or a street close to the school.

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

## **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.

## **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.

## **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 when absences exceed 5 days. 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.

## **Beaconsfield News:**

There are several ways to keep up to date on everything happening at Beaconsfield. Each week, the Bulldog Bulletin is sent out by Mr. Matheson through School Messenger and delivered to your inboxes. You can also check our school website at <http://bms.nbed.nb.ca/> or our Twitter/X account at <https://twitter.com/BeaconsFieldMid> .

## **Student Fees and School Supply Fees**

The combined school supply fee and student fee is \$50 (plus the cashless school fee.) This fee is used for student school supplies, guest speakers/presentations, and enrichment activities throughout the school year. This fee can be paid on School Cash Online: <https://asd-s.schoolcashionline.com/>

## 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:

|                  |                    |                 |
|------------------|--------------------|-----------------|
| Flag Football    | Recycling          | Green Team      |
| Volleyball       | Drama              | Cheerleading    |
| Guitar Club      | Intramurals        | Board Game Club |
| GSA              | Student Leadership | Book Club       |
| STEAM club       | Soccer             | Badminton       |
| Cross Country    | Basketball         | Track & Field   |
| Ultimate Frisbee | Mindfulness        | 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.

## Boundaries and Signing Out Policy

BMS is a closed campus, and as such all students are to remain on property unless signed out by a parent/guardian. Students may sign in on their own if arriving after the start of the instructional day. Students wishing to leave school property at lunch will require a lunch permission form (obtained from the office) and if signed, will be off school property for lunch for the entire year.

## Dress Regulations/Valuable Items

BMS requires “school appropriate” attire for all students. Clothing may not include profanity or inappropriate content. Bandanas and hats 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.

## Parent/Guardian Involvement

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

### 1. Parent School Support Committee (PSSC):

Parent School Support Committees are established in each school. PSSCs 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. The Principal is responsible for establishing the PSSC, attending all meetings and working with this group.

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>.

### 2. 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, Twitter/X feed, and weekly Bulldog Bulletin for more information and upcoming meeting dates.

**Beaconsfield Middle School – School Wide Expectations**  
***Bulldogs are Respectful, Responsible and Safe***

|                    | <b>Classroom</b>  | <b>Public Spaces</b>   |
|--------------------|---|--|
| <b>RESPECTFUL</b>  | <ul style="list-style-type: none"> <li>• Be kind in words and actions</li> <li>• Follow instructions</li> <li>• Allow others to learn</li> </ul>                                      | <ul style="list-style-type: none"> <li>• Be kind in words and actions</li> <li>• Problem solve</li> <li>• Use appropriate volume/language</li> </ul> |
| <b>RESPONSIBLE</b> | <ul style="list-style-type: none"> <li>• Participate</li> <li>• Be on time</li> <li>• Have all materials and use as intended</li> <li>• Sit in assigned seat</li> </ul>               | <ul style="list-style-type: none"> <li>• Own behaviour/choices</li> <li>• Walk on the right</li> <li>• Keep it clean</li> </ul>                      |
| <b>SAFE</b>        | <ul style="list-style-type: none"> <li>• Keep hands and feet to yourself</li> <li>• Ask permission to leave</li> <li>• Use hall pass</li> <li>• Be aware of personal space</li> </ul> | <ul style="list-style-type: none"> <li>• Keep hands and feet to yourself</li> <li>• Report problems</li> <li>• Be in assigned area</li> </ul>        |

**Code of Conduct**

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. Classroom procedures will be discussed with students at the beginning of and throughout the year, to ensure a safe environment for all members.

Possession, use, or selling of illegal or dangerous substances or objects such as drugs, alcohol, tobacco, vapes, or paraphernalia 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 (e.g. use of field, etc.).

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.

**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.

**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. “Lock Downs”, both external and internal, will also be practiced throughout the year. Procedures will be reviewed with all students prior to such practices.

## **Counselling Services**

All staff members are prepared to provide advice or assistance and students should not hesitate to seek help when it is required. 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.

## **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.

### **Cell Phone/Earbud Policy:**

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, or secured in bookbags. The school holds no responsibility for the security of these items should students choose to bring them to school.

A teacher may decide that the use of cell phone technology will enhance the learning for the class and thus may give permission for the students to use their phone. The expectation is that the student will return the phone to their bookbag at the end of class. Cell phones are not allowed during break time.

Cell phones are NEVER to be used to photograph/video other students or staff.

1. If a student is seen with their phone out during class time, the teacher will ask them to put it away. A verbal warning will be given, reminding the student of the policy. The warning will be documented.
2. If a student is seen with their phone out during class time for a second time, the teacher will ask the student to put the phone on the teacher's desk for the rest of the period. This will also be documented.
3. If cell phone rules continue to not be followed, further interventions may include having students keep their phone at home, cell phones kept in the office until a parent retrieves the cellphone, loss of privilege of having their phone at school for a minimum of 2-week period, and meetings with district officials about cellphone expectation and policy.

Another concern that school staff are facing is that parents are texting and calling students during class time. If there is an emergency for which you need to contact your child, we would ask that you please call reception (658-5333) and your child will be called to the office.

### **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 ensure you keep your contact information up to date. This includes mailing address, phone numbers, and email addresses for all student contacts. If you do not receive our weekly Bulldog Bulletin, or think you are not receiving school communication, please contact the school to ensure we have accurate information.





Please detach this page 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: \_\_\_\_\_

\*\*\*\*\*

I have reviewed **this handbook** with my child.

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

Homeroom teacher initial: \_\_\_\_\_

\*\*\*\*\*

I have reviewed the **Cell Phone Expectations** with my child.

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

\*\*\*\*\*

**Custody Information:** (see page 4)

\_\_\_ Not Applicable

\_\_\_ I will contact the school at (506) 658-5333 to discuss formal or informal custody arrangements.

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)