

Beaconsfield Middle School

Student & Family Handbook - 2026-2027

630 Fundy Dr, Saint John, NB E2M 2S5

Phone Number: (506) 658-5333 Website: <https://beaconsfield.nbed.ca/>
Facebook: “Beaconsfield Middle School” - <https://bit.ly/3Wr6Fp8>

Vision:

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



Mission:

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

This handbook was created to share Beaconsfield information, including policies and procedures, with parents, guardians, and students. We hope that you will review this handbook together, to familiarize yourself with our school. Please keep this handbook for reference throughout the year.

School Staff:

Teaching Staff	Educational Support Staff	Administration
Monique Arsenault Grace Bartlett Blair Clark Lauren Corlett Andrew Erb Hannah Gibson Pam Hawkins Abby Murphy-Maguire Kaumudi Nair Judy Perry Bruce Savoie Edwina Shangase Kathleen Thornton Ashley Totton Sara Urdang	<u>Resource:</u> Raylene Barton Denise McGill <u>Academic Support Teachers / Math</u> Pam Hawkins Luan Salmon <u>Behaviour Support Teacher</u> Syrus Daver <u>Guidance Counsellor:</u> Tobi McNamee <u>Behaviour Intervention Mentor:</u> Caroline Melo	<u>Principal</u> Jeffrey Matheson <u>Vice-Principal</u> Tiffany Sabin
		Administrative Assistant
		Brenda Reid
		Custodial Staff
		Victoria Mitchell Devin Hosford

Student Fees and School Supply Fees



The combined school supply fee and student fee is \$54. Students will be responsible for the following items, in addition to the fee: Bookbag, Pencil Case, Water Bottle, Lunch Box, Sneakers, Gym Clothes (shorts/track pants/jogging pants, t-shirt) for Physical Education. This fee can be paid on School Cash Online: <https://asd-s.schoolcashonline.com/> or at the school office.

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 shouldn’t receive these notifications. **This year, we would encourage all families to use the School Messenger app, website, or toll-free number to report absences.**

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 anytime for current and future absences using any of these easy methods:

- 1. 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.

2. 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.”

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



Bell Schedule – Arrival/Dismissal Procedures



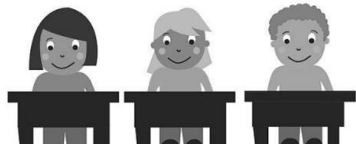
When students arrive, they enter through the front door and go directly to their homeroom class. Students must not arrive before 8am, as staff are not on supervision duty until that time. **Students should strive to arrive by 8:20am to get ready for the day and attendance is taken.** Homeroom and attendance begins at 8:30am. All students will be dismissed at 2:45pm.

The front of the school can be busy at the end of the day, so if picking up your child, consider meeting them at Martello Tower or on a street surrounding the school. Please take additional care with your speed (maximum 30km/hour in the school zone) and around crosswalks during pick up and drop off.

NOTE: The traffic flow in front of the school changed. Drivers now enter the driveway from Fundy Drive and exit onto Whipple Street. If dropping your child off, please follow the flow of traffic and stop when a bus enters the driveway, waiting until they exit to continue.

Timetable	
8:00-8:30	Student Entry / Soft Start
8:30-8:45	Homeroom – attendance taken at 8:30
8:45-9:45	Period 1
9:45-10:00	Snack, in period 1 classroom
10:00-11:00	Period 2
11:00-12:00	Period 3
12:00-12:20	12:00-12:20: Outside Time; 12:20-12:40: Eating Time
12:40-12:45	Cleanup and getting ready to transition
12:45-1:45	Period 4
1:45-2:45	Period 5
2:45	Dismissal

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. After 10 days, administration makes contact, but *please understand these calls are to communicate and work together in hopes of improving attendance.* If your child is having difficulty attending school, please reach out to the school. You can contact your child’s homeroom teacher or Mrs. Sabin, our Vice Principal at 506-658-5333 or tiffany.sabin@nbed.nb.ca so we can work together to support your child in finding ways to improve their attendance.

Active Transportation

We encourage students to use active transportation, to and from school. Many students walk, so please keep an eye on students crossing the street near the school. Many students like to ride bikes or scooters to school. We have bike racks in the school yard, that can be used to store bikes and scooters during the school day. Locks should be used to secure belongings. Please understand we are unable to store bikes or scooters inside the school, due to limited space and storage areas.

Staying Up to Date on Beaconsfield News

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



- At 4pm on Sunday, Mr. Matheson sends out the **Bulldog Bulletin** through School Messenger, voicemail, and to your inboxes. If you aren’t receiving these updates, please let the school know as soon as possible.
- Our **school website** can be found here: <http://beaconsfield.nbed.ca/>
- We have an official **Facebook Page** “Beaconsfield Middle School” at <https://bit.ly/3Wr6Fp8> Like and follow for updates!

BusPlanner and Transportation Information

If a student lives more than 2.4 km from their zoned school, they are eligible for bus transportation. When possible, ASD-S offers an improved level of service by providing busing to students who live further than 1.5km. Students must follow bus expectations when taking the bus. If you need information on bus eligibility, bus stops, pick up and drop off times, please visit: <https://asdsbp.nbed.nb.ca/> . Families can also sign up for the Parent Portal to easily stay up to date on any changes, late buses, etc.

PowerSchool Parent Portal

The PowerSchool Portal site is an online tool that enables families and students to track their academic progress as well as schedule and attendance. Beaconsfield opened this to families last year and are opening to students this year, so families and students can keep track of their progress an access information. Students will be shown how to access. For families, they will need to go to <https://asds.nbed.ca/about/powerschool-parent-portal/> and follow the directions on the page. To add your child, you will need the student access ID and Access Password. This will be provided. If you have not received it, please contact the school office. We suggest checking the Parent Portal once a week or once every two weeks, to check in on your child’s progress.

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. Each week, Mr. Matheson shares a list of the activities currently being offered in the Bulldog Bulletin. Families are encouraged to review together to see if there is an activity their student would be interested in joining! Activities change each year. Some clubs and sports offered in past have been:



Clubs and Activities

- | | | |
|--------------------------|---------------------------|-----------------------------------|
| <i>Flag Football</i> | <i>Recycling</i> | <i>Green Team</i> |
| <i>Volleyball</i> | <i>Beyblade Club</i> | <i>Crochet and Loom Knit Club</i> |
| <i>Intramurals</i> | <i>Tech Deck Club</i> | <i>Comic Book Club</i> |
| <i>GSA</i> | <i>Student Leadership</i> | <i>Soccer</i> |
| <i>Badminton</i> | <i>Cross Country</i> | <i>Basketball</i> |
| <i>Track & Field</i> | <i>Art Club</i> | <i>Ultimate Frisbee</i> |

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.

Food Programs

- **Breakfast:** Through the school breakfast program, each classroom starts the day with a breakfast bowl, which are filled with yogurt, milk, cereal, cheese, eggs, granola bars, and other options to ensure students are fueled and ready for a day of learning. We also have bagels and toast available at times.
- **Lunch:** The provincial lunch program is launching this year. At the time of printing this handbook, final information was not available, but it will be shared separately with families. Lunches will be \$4 each day, and a full subsidy will be available if the cost is a barrier for your family. Information on ordering, payment methods, menus, provider contact information, and procedures for cancellations, absences and school closures will be provided as soon as possible.

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 or by calling the school at 658-5333 by September 15th.

Contacting the School with Questions or Concerns

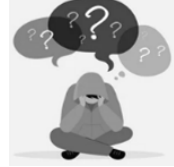
If you have questions or concerns about curriculum, anything happening in the classroom, or anything relating to your child’s day, please contact your student’s homeroom or subject teacher. If you are unsure who your child’s homeroom teacher or subject teacher is, please contact the office at (506) 658-5333. If a solution is not found, please contact the office to speak to an administrator. 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.**

Emergency Alarms and Lock Down Procedures



When a fire alarm or emergency evacuation alarm sounds all students and staff must leave the building via the nearest exit. Procedures are reviewed with all students on the first day of school and practiced throughout the year. Students are not to touch the alarm box or any safety related items (e.g. fire extinguishers) unless there is an emergency. Doing so can result in significant consequences. “Lockdown” drills, will also be practiced throughout the year. At times, we may need to have a “Non-Emergency Hold and Secure” because of a medical or another issue that requires students to stay in their classrooms while the situation is managed, to maintain the privacy and dignity of members of our school community.

Counselling & Mental Health Support:



Students are encouraged to seek help when it is needed. All staff can help students access the support they need. Our Guidance Counsellor is also available to help if there are difficulties with program, studies, classmates, personal issues, etc. Families may also request a One At A Time Therapy Session with the Child and Youth Team, who have trained counsellors for additional support. They can be reached at 649-2828.

School Policies & Procedures

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!

Late Arrival and Signing Out Early:

If a student arrives after school starts, they may sign in on their own. As per district policy, 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.

Energy Drinks:

Energy Drinks, like Rock Star, Red Bull, Monster, Prime Energy, etc. are not permitted at 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, as too much caffeine can cause jitteriness and nervousness, upset stomach, headaches, trouble concentrating, and trouble sleeping, which can make learning at school difficult. Please ensure your child is not bringing these items to school.

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. High value items such as cell phones, gaming devices, etc., are not permitted during the day, 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.

Personal Electronics Policy (including Cell Phones)

As per the newly updated provincial Policy 311: Responsible Use of Digital Technology, from the first bell to the last bell, there is to be no cell phone or other personal mobile device during the school day, including lunch and recess. Devices are to be put on silent and stored out of sight. At Beaconsfield, this means that personal mobile devices are **prohibited by students from 8:00am to 2:45pm**. Personal Electronic devices include cell phones, wireless earbuds, smart watches, portable gaming devices, MP3 players, meta/smart glasses, 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 8:00am 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 does not follow the cell phone/communication device procedures, the following steps will be taken:

First Incident	Second Incident	Third Incident	Fourth Incident
- Teacher has the student bring their device to the office, where it will be kept in a secure location for the rest of the day. Parent(s)/guardian(s) are informed by the classroom teacher and reported to the office. - The cell phone may be picked up by the student at 2:45.	- Teacher has the student bring their device to the office, where it will be kept in a secure location. Parent(s)/guardian(s) are contacted by the office. A parent or guardian must pick up the cell phone at the school.	- Teacher has the student bring their device to the office, where it will be kept in a secure location. Parent(s)/Guardian(s) are contacted by the office, and the issue will be discussed, or a meeting will be scheduled. A warning of suspension will be issued. A Parent or guardian must pick up the cell phone at the school.	- Teacher has the student bring their device to the office, where it will be kept in a secure location. Parent(s)/Guardian(s) are contacted by the office. An out-of-school suspension will be issued. A Parent or guardian must pick up the cell phone at the school.

School Dances:



- Beaconsfield Middle School regularly holds school dances. Dances will be announced in the weekly Bulldog Bulletin. Please review our dance expectations:
- Students are asked not to arrive early, as there will not be supervision outside the school.
 - Students may walk home after the dance. If being picked up, please arrange prompt pickup at 8pm.
- Guests from other schools are not permitted to attend.
 - Students must attend school on the day of the dance.
 - If a student has been suspended or assigned to home the week of the dance, they will not be permitted to attend.

Positive Behaviour Interventions and Supports –
Bulldogs are Respectful, Responsible, and Safe

Beaconsfield Middle School is a PBIS (Positive Behaviour Interventions & Supports) school. Since implementing PBIS three years ago, we have seen significant improvements in our students sense of belonging and overall positive behaviours at school.

What does this mean? We have clearly outlined expectations that are taught and recognized. Our behavioural expectations matrix is a guide for student behaviour. Bulldogs are Respectful, Responsible, and Safe while at school and our matrix helps illustrate what this looks like at school. You can find our indoor matrix and outdoor matrix at the end of this handbook.

We work with students who are struggling to demonstrate positive behaviours. While there are consequences for some behaviours, our focus is on education, ensuring our school is a safe and inclusive community and supporting our Bulldogs in being kind, motivated, and resilient learners.

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, Bulldog Shoutouts, and many other ways to recognize students for their contribution to a positive learning and working environment.

Way to GO!

Bulldog: _____

Homeroom: _____

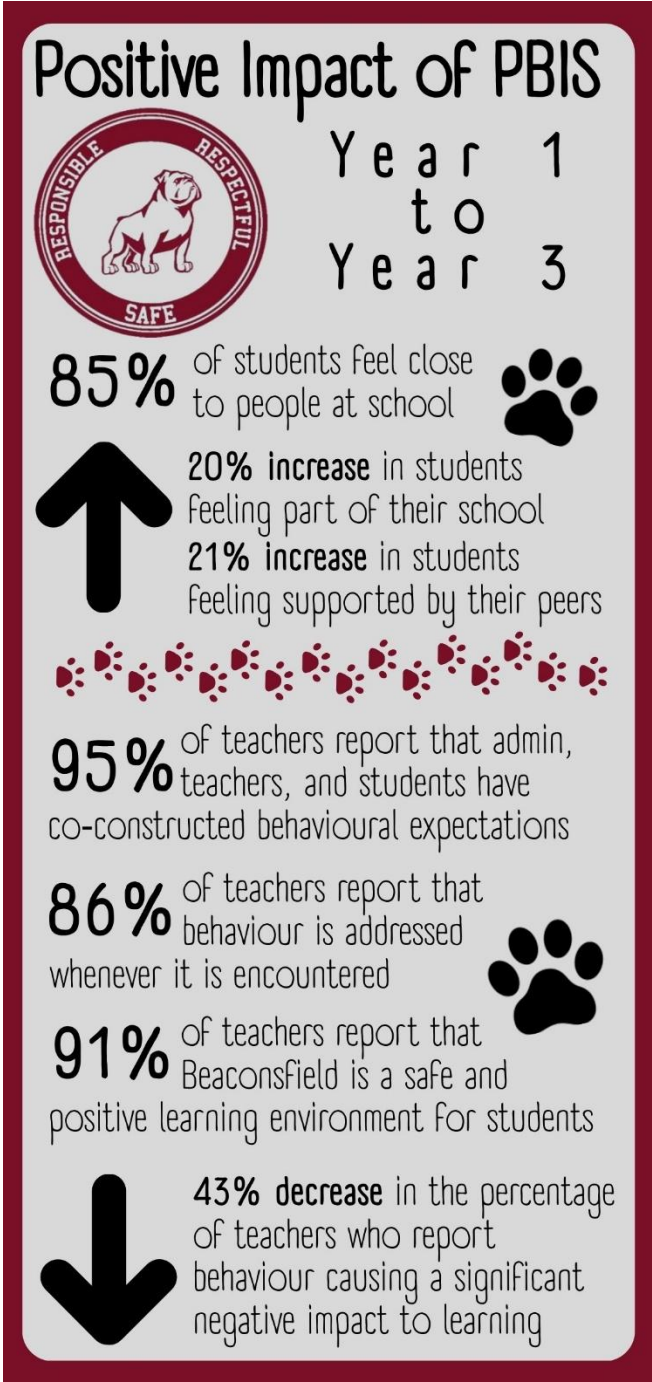
☐ Respectful

☐ Responsible

☐ Safe

Staff Member: _____





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 contributes 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.

Behaviour Expectation Matrix: Indoor Expectations:

Responsible: being accountable for and owning your words, actions, and choices			
All Areas	Classroom	Hallways/Common Areas	Washrooms
• Low voices • Phones away for the day (in bookbags and on silent from 8am-2:45pm) • Not taking photos and videos • Smoke and Vape Free Zone • Be an upstander, not a bystander! • Be a problem solver! • Follow computer use expectations	• Keep materials organized • Be responsible with class materials (whiteboards, manipulatives, pencils, books, rulers, desks, chairs) • Leave only with permission and after signing out • Stay on task and on topic • Try, Try, Try! – don't give up!	• Lights stay on • Keep garbage in the bins • Go directly to class	• One person from class at a time, using the washroom nearest to the classroom and return promptly • Use paper towel and toilet paper appropriately • Bathrooms are only for using the bathroom • Stalls only locked when being used
Respectful: showing care for the feelings, wishes, rights, or traditions of others.			
All Areas:	Classroom	Hallways/Common Areas	Washrooms
• Be kind and help others • Appropriate language and volume • Respectful conversation • Respect others' boundaries and belongings • Listen to all staff, supply staff, and volunteers • Respect yourself	• Sit in the assigned seat • Let others focus on their tasks • Speak one at time • Raise your hand • Enter quietly • Appropriate volume for the task • Active Listening	• Leave posters, bulletin boards, and walls alone • Walk by classrooms without interrupting • Low voices	• Respect others' privacy (stay in your stall) • Keep it clean! (no vandalism) • Flush the toilet
Safe: Showing care for the safety (physical and mental) of yourself and others			
All Areas:	Classroom	Hallways/Common Areas	Washrooms
• Walk • Hands and feet off at all times • Lights stay on • If you drop something, pick it up • Garbage goes in the trash can; Recycling in recycling bins • Scent reduced at all times	• Chairs and desks are four on the floor • Nothing is thrown • Clean up after yourself • Push in your chair • Stay at your seat until the bell rings	• Single file and tight to the right in the hallways and stairwells • Use the stairs and walk down one stair at a time • Be tidy while filling water bottles	• Place garbage into the bin • Turn the sink off • Wash your hands

Behaviour Expectation Matrix: Outdoor Expectations:

Responsible: being accountable for and owning your words, actions, and choices		
At All Times:		Winter
• Phones away (in bookbags and on silent) from 8am-2:45pm • Photos and videos are not taken at school • Smoke and Vape Free Zone • Be an upstander, not a bystander!	• Share equipment and use appropriately • Once outside, stay outside for the 20-minutes and until staff lead you in • If you need to use the washroom, gain permission from a duty staff member	• Dress for the weather (boots, jackets, mittens or gloves, and hats) • Stay dry
Respectful: showing care for the feelings, wishes, rights, or traditions of others.		
At All Times:		Winter
• Be kind, help others, and play fair • Appropriate language and volume • Respectful conversation and problem-solve together • Respect others' space and belongings	• Leave trees and plants alone • Listen to all staff, including supply staff and volunteers • Respect yourself	• Be kind to others' snow creations (ex. snow people)
Safe: Showing care for the safety (physical & mental) of yourself and others		
At All Times:		Winter
• Ensure doors are closed and locked when leaving and re-entering • Leave space around doors for entry and exits • Hands and feet off always; rocks/sticks remain on the ground	• If you drop something, pick it up • Bring garbage inside and put in a trash can • Dress for the weather • Stay within school boundaries • Always be visible to duty staff	• Stay off snowbanks • Snow and ice stays on the ground • Stay off ice when possible or walk safety