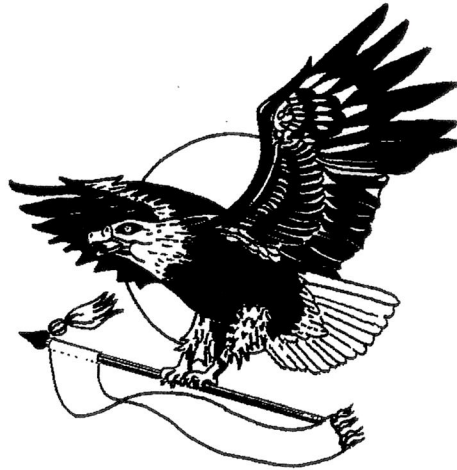


Eleanor W. Graham Middle School

Student Handbook 2022-2023



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<http://ewgms.nbed.nb.ca>

Principal: Mr. Shaun Fletcher

Vice-Principal: Ms. Megan Gallagher

<https://www.facebook.com/groups/EWGMS>

GENERAL INFORMATION

At Eleanor W. Graham Middle School, **CLASSROOM INSTRUCTION BEGINS AT 8:20 AM AND FINISHES AT 1:50 PM.** From **1:50 PM to 2:50 PM**, students have the opportunity to participate in various activities or to catch up on schoolwork. Sports, Drama, Music, Computers and Crafts are only some examples of the activities that operate from Monday to Thursday. Students not wishing to participate in these activities are allowed to go to study hall (a room supervised by a teacher where students may do homework) or go home on the early bus. Students wishing to go home on the early bus must have permission from a parent or guardian. Students who do not conform to the rules for the activity period will be asked to go home on the early bus or other arrangements will be made. On Fridays, the school will organize activities for all students and teachers. Teachers will provide tutorial sessions for students falling behind due to incomplete homework, attendance issues or student academic performance.

STAFF AT ELEANOR W. GRAHAM

English Literacy Team:

Ms. Toby Daigle
Ms. Krista Bernard
Mr. Ryan Jenkins
Ms. Sarah Clark
Ms. Megan Gallagher
Ms. Mackenzie White

Math/ Science Team

Mr. Daniel Leblanc
Ms. Debbie Doucet
Mme. Charline Arsenault

French Literacy Team

Mme. Micheline Maillet
Mme. Christine Michaud
Mr. Kevin Rioux

Administrative Team:

Mr. Shaun Fletcher, Principal
Ms. Megan Gallagher, Vice-Principal
Ms. Joan Lawson (Administrative Assistant)

Building Maintenance: Brunswick
Learning Centres Inc.

Exploratory Team:

Ms. Alanna Hallihan (Physical Education)
Mme. Christine Michaud (Art)
Ms. Megan Gallagher (Music)

Student Services Team:

Ms. Allison MacDonald (EST - Guidance)
Ms. Kim Robichaud (EST- Resource)
Ms. Krista Bernard (EST-Resource)

Educational Support Team:

Ms. Betty Comeau (Educational Assistant)
Ms. Geraldine Goodwin (Educational
Assistant)
Ms. Gail Mazerolle (Educational Assistant)
Ms. Cheryl Warman (Community Schools
Coordinator)
Ms. Kaylee Boisvert-Joseph (Educational
Assistant)
Mr. Darrick Hebert
Ms. Ingrid Leger (Educational Assistant)
Ms. Kristi Triska (Educational Assistant)

Cafeteria Staff (EWG Food Services):

Ms. Maureen Jones (Manager)
Ms. Patricia Long Johnson

Custodial Services: SBC Facility Services

CURRICULUM

Students coming to Eleanor W. Graham Middle School in Grade 6 follow the Regular Program or in the French Immersion Program. Both programs follow the same outcomes. In addition to the core subjects, Physical Education, Music, Art and Technology are part of the Middle School Curriculum. The philosophy of our Middle School is to make skills learning a vital part of the curriculum and instruction. These skills are connected to the needs and characteristics of the young adolescent. Students will at times be required to write school, district, and provincial assessments.

REPORT CARDS

Students will be receiving Achievement Reports three times per year (November, March and June). There will be two parent-teacher conferences during the year to discuss student progress. Parents may contact their child's teachers at any time with concerns, or to discuss their child's academic performance. Teachers will report on a 4-point scale the level of achievement that best describes a student's current learning.

Achievement Scale

4+ 4 Excelling	Student learning and work show: Strong and/or Excellent Achievement; demonstrates required knowledge and skills, and is excelling with learning goals. 4+ Indicates, in addition to excelling, the student demonstrates learning that surpasses grade-level expectations.
3+ 3 Meeting	Student learning and work show: Appropriate and/or Proficient Achievement; demonstrates required knowledge and skills, and is meeting learning goals. 3+ Indicates consistently proficient achievement.
2 Approaching	Student learning and work show: a Combination of Appropriate and Below Appropriate Achievement; Demonstrates some of the required knowledge and skills and is approaching learning goals.
1 Working Below	Student learning and work show: Below Appropriate Achievement; demonstrates limited understanding of the required knowledge and skills and is working below learning goals.

ATTENDANCE AND PUNCTUALITY

The responsibility for regular and punctual attendance, which is necessary for satisfactory school progress, lies with the student and with his/her parents. When a student misses school, a written excuse is required upon their return. If it is necessary for a student to leave school while classes are in session (e.g. dental appointment), a signed note is required indicating the time he/she must leave. If a student needs to be away from school for a prolonged absence, we would appreciate prior written notification if possible.

Students arriving late for school **must** have their parents “sign in” at the office.

Bus Passes: Anglophone North School District bus transportation policies do not allow for students to travel on a bus other than the one assigned to them for daily travel to school, with the exception of one prearranged emergency drop-off location. Students are to return home at the end of the school day, leaving the transportation of students to birthday parties, friends’ houses, etc. as a responsibility of parents.

Written permission will be required for students to be picked up by a person other than a parent or guardian. Parents/Guardians must notify the school if they have given permission for students to anywhere other than their regular destination.

LOCKERS

Lockers and locks are assigned at the beginning of the school year. There is a rental fee of \$5.00 for the locks, which is included in the student registration fee. These locks are the only ones that will be allowed on the lockers. Students are advised not to reveal their locker combination. At the end of the year these locks must be returned. If a student loses their lock, a replacement fee of \$5 will be charged. Note: Lockers may be searched without prior notification at the discretion of the administration.

EMERGENCY ALARMS

Whenever a fire alarm sounds, all students and staff must leave the building via the nearest exit as indicated by the Fire Safety Plan posted near classroom doors and exterior exits. Students are not to touch the alarm boxes except when there is an emergency. They are designed so that they can’t be set off by accident.

EARLY BUS

Although students may register to go home at 1:50 pm, teachers may require students to stay for disciplinary or academic reasons. It is important to keep this time flexible and not “lock them in” to responsibilities such as babysitting, piano lessons, etc.

TELEPHONE/CELL PHONES

A phone has been provided in the office for student use. The phone is available to students for emergency calls to parents or guardians provided the student has the permission of a staff member. Students are not to use the office phone during class time, except when a teacher gives special permission. Cell phones are not to be used in school unless given permission. Cell phones should not be visible at any time during the school day. If a student is found using a cell phone, they may be required to store the cell phone in the office until the end of the day and parents may be contacted to retrieve the cell phone at a later time.

CAFETERIA

At Eleanor W. Graham Middle School, we have a full service cafeteria. Hot “specials” are available every day along with sandwiches, pizza, etc. Students have a twenty- minute lunch period each day. We would like to encourage parents to set up a routine for preparing lunches and/or supplying lunch money before students head out the door in the morning. This will greatly reduce the amount of requests to call home, which can be distracting in a school setting. Lunch passes or food are provided when a student does not have a lunch or lunch money. When a lunch pass is given, money should be sent the following school day to cover the cost of the lunch.

ACTIVITY PERIOD

During activity period (1:50 PM to 2:50 PM), students will be able to participate in various activities. Sports, Drama, Music and Creative Writing are only a few examples. Students will sign up for two different activities per week. They will choose one activity for Mondays and Wednesdays, and another one for Tuesdays and Thursdays. After approximately five/six weeks, activities will change and students may choose new activities. We strongly encourage all students to participate in these activities. To promote healthy lifestyle choices, students are encouraged to sign up for a minimum of three physical activities throughout the year.

DRESS CODE

The major concern of students should be to wear clothing that is neat, clean and modest. Students are not permitted to wear clothing which makes reference to beer, alcoholic beverages, cigarettes, cannabis, drug use, or with inappropriate language or sexual connotations.

A general rule is that tops and bottoms should overlap or be tucked in, and we should not intentionally see any undergarments. Issues with the dress code will be dealt with discreetly on an individual basis.

Due to safety reasons, steel toe safety shoes and boots will only be permitted as outdoor shoes or in the shop. Students who wear these shoes and boots are asked to have indoor shoes to change into.

Hats and hoods will be removed upon entering the building.

Alcohol, Tobacco, Vape Products/Paraphernalia, Illegal Drugs

- A student found in possession of tobacco or an e-cigarette device will be, without warning, suspended.
- Student found using tobacco or e-cigarette devices will be suspended.
- A student found in possession of, under the influence of, or using, alcoholic beverages or illegal drugs at school, or at a school-sponsored event, will be suspended. Students in possession of illegal drug paraphernalia will be subject to the same consequences.

School Cancellation Number: 523-0900

Brunswick Learning Centres Inc. Scent-Free Policy

In consideration of indoor air quality and the health of students, employees, volunteers and visitors, Brunswick Learning Centres has undertaken a scent free policy. This policy is a result of an increased awareness of health concerns arising from odour-related complaints. Many students, staff, volunteers and visitors are adversely affected by the use of scented cleaning and personal products. The policy is meant to educate staff, students and visitors regarding indoor air quality issues associated with scented products. The goal is to improve indoor air quality by eliminating the use of scented personal products in the facility.

Medical evidence has shown that scented products are harmful to the health of sensitive individuals. Scented products may be harmful to those with allergies, environmental sensitivity, or chronic heart or lung disease. Children especially can be more at risk. A child's developing organs and tissues are more vulnerable to harm from toxic exposures. Also a child's smaller size means that concentrations of harmful substances are higher when swallowed or inhaled by a child.

Exposure to indoor air pollutants can have a different effect depending on the personal sensitivity of the individual and the concentration of the chemicals. A significant percentage of the population is hypersensitive to scented products (especially those suffering from existing respiratory disease). Even those without sensitivities can suffer eye and nose irritation from chemical irritants. For many people coming in contact with scented products can result in the following symptoms:

Headaches
Nausea
Weakness
Wheezing and coughing
Stuffed nose
Dizziness
Numbness
Memory loss
Eye and throat irritations

The severity of the symptoms can vary as well as their duration. Some people may experience a mild irritation while others may be incapacitated. While most people associate scent with personal care products such as perfumes, scents are included in a large range of products including:

Shampoo and conditioners
Deodorants
Hairspray, styling products
Lotions and creams
Soaps
Cosmetics
Air fresheners
Cleaners
New furniture/equipment

Brunswick Learning Centres Inc. Scent-Free Policy (Continued)

Due to rising concerns surrounding indoor air quality and scent sensitivities, there is a broad range of scent-free and unscented products available. To find safer personal care products, visit the Skin Deep Database, <http://www.cosmeticsdatabase.com/index.php>, a site that assesses and compares the safety of many brands of shampoos, skin creams, baby wipes, etc. Skin Deep is run by the Environmental Working Group, an American non-profit research organization. Indoor air quality is essential to a favourable learning and necessary for a safe and healthy work environment. Indoor air quality is especially important in schools as staff and students spend extended periods of time indoors and are potentially exposed to a variety of indoor air pollutants. The scent-free policy will also apply to events that take place outside of regular student occupancy hours.

The policy will restrict the use of scented products as follows:

1. Prohibit use of scented personal products by staff, students, and visitors;
2. Off gassing of any newly introduced materials or equipment for required time;
3. Use of scent-free material and cleaning product for daily cleaning; and,
4. Restrict use of scented cleaning products to non-occupied hours and allow for off-gassing of cleaning products before the premises become occupied.