**Lewisville Middle School**

**Handbook**

**2024-2025**

**General Information**

**Bell Schedule 2024-2025**

8:30-9:15 Period 1 (announcements happen at 9:15)

9:15-10:00 Period 2

10:00-10:15 BREAK

10:15-11:00 Period 3

11:00-11:45 Period 4 Reading Block (15 minutes) and WIN block (30 minutes)

11:45-12:30 Period 5 (Grade 6 lunch, Grade 7 and 8 in class)

* Grade 6 eat 11:45-12:05 and go outside 12:05-12:30

12:30-1:15 Period 6 (Grade 6 in class, Grades 7 and 8 lunch)

* Grade 7 eat 12:30-12:52 and go outside 12:52-1:15
* Grade 8 go outside 12:30-12:52 and eat 12:52-1:15

1:15-2:00 Period 7

2:00-2:45 Period 8

2:45-2:50 Dismissal

**Attendance**

It is extremely important that all Panthers are at school and ready to learn by 8:30 am. Being on time sets the tone for the day. To ensure the safety of all Panthers, students who arrive after 8:30 must sign in at the office before proceeding to class.

Our drop off zone and bus pad will be open and supervised from 7:50 – 8:20 am. Students will enter the building at 8:20 and will prepare for period 1 to start at 8:30. Please ensure that your Panther is on time to prevent disruption to the classroom learning environment.

The Education Act refers to regular school attendance as both a duty of the pupil and an expectation on the part of the parents. The Act recognizes that regular attendance supports the learning success of the student and contributes to the learning environment of the school.

By taking a few moments to log your child’s attendance on our new School Messenger System you are helping us to ensure your child’s safety in a timely manner.

Absenteeism Protocol:

* Parent reports absence daily.
* 3 consecutive days of uninformed absence, homeroom teacher contacts home.
* 5 consecutive days of uninformed absence, homeroom teacher contacts home and informs the office.
* Frequent subject/period absenteeism will be addressed as above by subject teacher
* 5 to 10 days absence-homeroom teacher will contact our Middle School Strategic Coordinator to monitor absences
* Chronic absenteeism will result in supports offered to families from Social Development, Child and Youth, or Middle School Strategic Coordinator.
* Letter to parent reviewing absenteeism details and supports (one copy will be placed in CUM file).

**Technology/Devices/Cell Phones**

Classrooms are equipped with iPads to support student learning. School technology is to be used solely for learning purposes and is always at the discretion of the teacher. School technology should only be used during instructional times.

Encouraging healthy communication and socially responsible behaviour is the focus. Cell phone use has proven to cause difficulty in creating a positive learning environment and is a distraction to student learning. Lewisville Middle has a no cellphone policy. If students choose to bring a cell phone to school, it must be stored in their locker for the day (see *Lewisville Middle School Cell Phone Policy*). This includes upon drop off, during instructional time, transitions, and the noon hour, as well as afterschool until the student leaves the building at dismissal. Policy 311 will be followed, and all students must sign off agreeing to this policy in School Cash Online. We will work with the student and family is the expectation is not met.

**Closed Campus**

Connectedness to school increases through student involvement. Therefore, we operate a closed campus, meaning students are to stay on school grounds for the duration of their school day. Students must be signed out by a parent or guardian if they are leaving school grounds.

**Dress Code**

Appropriate dress for school is always expected. Items inappropriate for school include clothing with offensive or obscene messages, whether direct or implied, or the advertising of alcohol, cigarettes, or illegal substances. Students will be required to change or cover up unacceptable garments.

**Allergies**

Some students and staff have severe allergies. All members of our community must not wear or bring scented products and any product containing nuts into our environment. Notices will be shared as we become aware of any other allergies.

**Lockers**

All students will be supplied with a locker and a school-provided lock. Students are responsible for the security of their own possessions. Students are to keep the combination private and keep their locker locked during and at the end of the day. Lockers are to be kept clean, and Panthers will have to share a locker. Cellphones, book bags and smaller bags are kept in the locker and not taken to class or washroom.

**Cafeteria / Classroom (eating times)**

Students at Lewisville Middle School eat their lunch in the school cafeteria or classroom. At this time, we do not offer cafeteria service but will update the school community if/when this changes.

**Fountains**

 Lewisville Middle School has several auto fill water bottle fountains that are accessible to students during transition times throughout the day. We encourage water consumption as a healthy routine and discourage the consumption of energy drinks, sugary drinks, as well as coffee products at this age level.

**Breakfast/Healthy Foods**

 We do provide some breakfast snacks for students through the help of Breakfast Club of Canda and Food Depot Alimentaire, as well as monetary donations. Thanks to staff, students and volunteers, including the Boys and Girls Club, for making this happen.

 We encourage healthy lunches and snacks as per the Health Eating Policy 711. Sugary foods and drinks

**Drugs, Smoking, Vaping, Alcohol and Weapons**

We all want to be healthy for life. Any student possessing or using drugs, smoking, vaping, alcohol, or weapons (including replicas) at school or at school sponsored functions will be dealt with according to District Policy. This will involve notification of the parents, police, and possible suspension. All students are underage and the penalties under the law are serious and will be enforced to encourage healthier choices in the future. Counselling, education, and support will be provided to support our health and wellness

**Dismissal**

Walkers and those being picked up can leave for the day at 2:45. Bus students remain in their homeroom until their bus is called. There is supervision on the bus pad but not on the playground, therefore, to keep all students safe there is no playground use at this time of day.

If you child must leave early, a parent must come into the school to sign their child out. According to district policy, students will not be permitted to leave without an adult who is listed on PowerSchool present at the school.

**Volunteers**

Our school community will be built on volunteers so please let us know if you have time to be involved in the life of the school and we will match your skills with our community needs. In the interest of maintaining a safe and secure environment, visitors must apply through the district to be approved as a volunteer. The link to apply can be located here: <https://asdeast.nbed.ca/volunteer-in-a-school/>

**Bus and Bus Planner**

 Busses are an extension of our classroom. All Lewisville students will respect each other and Bus Drivers, who play an important role in keeping our community safe. Students may only travel on the bus to which they are assigned by the District Transportation Office.

 Students are expected to follow the District Bus Safety Guidelines such as using their designated bus and stop only and are not permitted to take another bus, staying seated to ensure safety, and that inappropriate language, threats or physical aggression is not tolerated. Vaping, other illegal substances and weapons are not permitted on the bus or on school grounds. If these are reported, a Bus Violation Ticket will be issued along with consequences such as losing bus privileges. Please register on Bus Planner on the Anglophone East Website to view bus numbers and stops, as well as receive district communications for cancelations or delays. Please use this link to access bussing information: <https://asdeast.nbed.ca/transportation/>

**School Cash Online**

ASDE uses the School Cash Online system to accept payments throughout the school year for any fees or purchases. The other purpose of School Cash Online is to review and sign various documents including media coverage, guiding principles, and updates to the student profile sheet. Once you are registered with School Cash Online, you will receive reminders for both forms and fees. Please use the following link to register or sign in: <https://angloeast.schoolcashonline.com/Home/SignIn>

**Supplies for Learning**

School supply lists by grade level can be found on our school website.

**Safety Information**

**Hold and Secure**

If this occurs, an announcement will be made to indicate our “School is on Hold & Secure”. All outside doors will remain locked. Students and staff are permitted to move about the building as usual. No persons shall be permitted to enter or exit the building until the “All clear” is signaled. Messages will be sent through School Messenger to keep families informed as soon as safely possible during a Hold and Secure.

**School Lockdown**

Our school will go into Lockdown when “An extreme situation that would make it dangerous for students & staff to leave the building” occurs. An announcement will say “Lockdown, Lockdown”. All students will remain in the classroom. Teachers will lock doors, turn off lights, electronic equipment, and students and staff move away from the windows and doors. Phones cannot be used during a lockdown. Messages will be sent through School Messenger to keep families informed as soon as safely possible if a Lockdown has taken place.

**Emergency Evacuation**

If there is ever a need for an evacuation to an alternate location, Lewisville staff and students will evacuate to the Crossman Center (former Kay Arena), as our alternate location. Messages will be sent through School Messenger to keep families informed as soon as safely possible during emergency evacuations.

 We realize these situations are stressful for everyone involved and appreciate that waiting for a message is difficult. Thank you in advance for your patience and support in not putting yourself or the school community in danger by coming to or calling the school during these scenarios.

 These procedures, as well as Fire Drills are reviewed and practiced by staff and students.

**School events**

 Students are expected to meet these expectations when attending school as well as school events such as sport practices, games, watching games, dances etc. During a dance, students are expected to remain at the dance, unless we speak to a parent directly. Cellphones and bags will be put in coat check at the door and will not be permitted in the dance.

**Outside Recess Time**

 Students are expected to go outside for air and exercise during designated times. If they have a designated activity to attend, they go directly to that activity. They must remain in a supervised area.

**Positive Behavioural Interventions and Support**

At Lewisville we expect that students, staff, and the community treat each other

with respect. When situations occur that do not meet our expectations and do not help maintain a safe environment, we have processes in place to reduce the behavior and support students.

 We expect kind, respectful, and “hands off” behaviors in the classroom and outside. Reporting hurtful behaviours or words is very important. Students are encouraged to report to a staff member who will support the situation.

 Unwanted behaviors such as racist, discriminatory, threatening, hurtful, sexual, verbal or physical aggressive actions will be addressed. An assessment of risk for serious situations is conducted and a response to the situation is implemented. We will work with students and families to address the behaviors and provide supports.

**Response to Behaviors**

Responses to interfering, concerning, or unsafe behaviors include:

* Meeting with the student(s)
* Contacting parents/ Meetings with parents
* Restorative conversations verbally or written
* Restorative mediation
* Guidance or behavior intervention mentor involvement/support
* Individual and class wide interventions
* Reflection Hall
* Referrals to agencies such as Child and Youth
* Assessment of Risk
* Other disciplinary actions include bus suspension, school suspension, loss of privileges, alternate locations.





**School Counselor Information**

 Lewisville Middle School has one full-time and one part-time school counselor for the 2024-2025 school year. The role of our school counselors is to support students’ mental health but also their social-emotional growth, self-regulation and to provide a safe learning environment for all. This includes short-term, Solution Focused strategies to individuals, small groups or within the classroom setting.

Within the school counselors’ scope of practice, further intervention may be required. Please see the following list of various supports and resources available in our community and online. Our school counselors would be happy to assist you in determining what supports or services would be most beneficial for you and your child.

Jennifer Lake & Christina Rossiter

Mental Health Supports

|  |  |
| --- | --- |
| Child and Youth Team506-856-2922 | Atlantic Wellness [https://atlanticwellness.org/](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fatlanticwellness.org%2F&data=05%7C02%7Csusane.carson%40nbed.nb.ca%7Cd13837327c78438b163308dcc81b50dc%7C4d2b5fdfc4d24911870968cc2f465c9f%7C0%7C0%7C638605266837694809%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=aByca7FVgBp%2F4dapibJfbaSi8FeGVNENdthJYABY3As%3D&reserved=0)506-382-0298 |
| Social Development 1-833-733-7835 | Beausejour Family Crisis Resource Centre506-533-9100 |
| Boreal Center<https://www.centreboreal.com/en/>506-383-8300 | Canadian Mental Health Association of New Brunswick<https://cmhanb.ca>1-888-357-8442 |
| The Link Program[https://programmelemaillon.com/en/home/welcome](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fprogrammelemaillon.com%2Fen%2Fhome%2Fwelcome&data=05%7C02%7Csusane.carson%40nbed.nb.ca%7Cd13837327c78438b163308dcc81b50dc%7C4d2b5fdfc4d24911870968cc2f465c9f%7C0%7C0%7C638605266837709769%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=it0IxI7xkHsVDRX0%2BcRbOICsmI56vlEIx0a38cdZeU4%3D&reserved=0) linkmaillonnb@gmail.com | Bridge the Gapp[https://bridgethegapp.ca](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbridgethegapp.ca%2F&data=05%7C02%7Csusane.carson%40nbed.nb.ca%7Cd13837327c78438b163308dcc81b50dc%7C4d2b5fdfc4d24911870968cc2f465c9f%7C0%7C0%7C638605266837725331%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=KNNqGa3N9tvW0%2FPYRhwxOozZvfhtaWFxUzRpiF67xYU%3D&reserved=0) |
| Mobile Crisis Unit1-866-771-7760 | CHIMO Help Line (Crisis and Distress Services)1-800-667-5005 |
| Kids Help Line: Phone number: 1-800-668-6868Text TALK to 686868 to begin a chat[www.kidshelpphone.ca](http://www.kidshelpphone.ca) |  |

Mental Health Resources

|  |  |
| --- | --- |
| Helping Tree Moncton<https://programmelemaillon.com/en/helping-tree/moncton> | Youth SMART[https://www.youthsmart.ca/mental-health-resource-guide/](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.youthsmart.ca%2Fmental-health-resource-guide%2F&data=05%7C02%7Csusane.carson%40nbed.nb.ca%7Cd13837327c78438b163308dcc81b50dc%7C4d2b5fdfc4d24911870968cc2f465c9f%7C0%7C0%7C638605266837737167%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=eTZtUQJB6Eh3REm4XKprr9rtwz3qowPM8QFDBLMGRrs%3D&reserved=0) |
| Strongest Families <https://strongestfamilies.com> |  |

