



**DISTRICT EDUCATION COUNCIL  
Superintendent Monitoring Report**

<b>POLICY NAME</b>	<b>Academic Support for Students Involved in the Potato Harvest</b>		
<b>POLICY NUMBER</b>	<b>ASD-W-ER7</b>	<b>Number of Reports per year</b>	<b>2</b>
<b>Date of Report</b>	<b>October 23, 2014</b>		
<b>Date of Previous Report (s) This School Year</b>	<b>N/A</b>		
<b>Date of Future Report (s) This School Year</b>	<b>April 23, 2015</b>		
<b>Report Filed by:</b>	<b>David McTimoney, Superintendent</b>		
<b>Report Supported by:</b>	<b>Dianne Kay, Director of Curriculum and Instruction Jay Colpitts, Director of Schools – Woodstock Jason Smith, Acting Principal – Carleton North High School</b>		

**REPORT:**

- **Policy states that the Anglophone West District Education Council (DEC) shall ensure the development of an academic support program for all students wishing to participate in the potato harvest. This “Potato Harvest Enhancement Plan” (PHEP) calls for a series of supports (Appendix A) to be addressed by the Superintendent and his team.**
- **The PHEP is designed to support students from the Carleton County area (grades 8-12) who wish to participate in the annual fall potato harvest during instructional time. Most of the students are of high school age and attend Carleton North High School. Parental permission is required for a student to participate.**
- **The PHEP is in its third year of existence and replaces the historic “Potato Break” that occurred for years (for all schools) in the Carleton County area. The PHEP allows for students to miss up to 15 days of school during the harvest, with the expectation that they attend on rainy days.**
- **Recognizing the importance of working with Potatoes New Brunswick and ensuring a collaborative, consultative process, the Superintendent wrote to the President and Executive Director of Potatoes NB, indicating his support for student workers in the harvest. The Superintendent asked the President to share a letter of support with farming families. (Appendix B)**

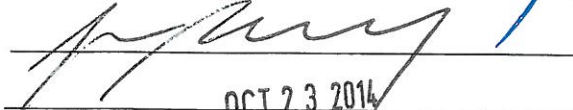
**POLICY NAME****Academic Support for Students Involved in the Potato Harvest**

- **Registration for the 2014-15 school year began in June, 2014 and continued into September. By September 17 (one week prior to the proposed deadline), there were approximately 60 registrations. The Principal placed an announcement on the school website regarding the program and made the registration form (Appendix C) accessible on line and in print, at the school. The letter of support was also available at the school office. This information was shared with parents through a voice message manager system. The Principal also met with interested students on September 12, at which time he reviewed the process, supports and expectations of the program.**
- **For 2014-15, 75 students were registered in the PHEP and 74 participated. 93 students participated in 2013-14 and 112 students participated in 2012-13.**
- **Among the 74 students participating this year, most of them were absent for 12 days. One student missed a total of 19 days and another missed as little as 7 days. All students returned to full time schooling by October 22. On October 15, 17 students were still participating in the harvest.**
- **To support teachers with curriculum compacting for those students who miss regular days at school during the harvest, the District provided an additional 0.25 FTE. Two teachers are assigned to PHEP classes, with one having a math/science focus and the other having a language arts/humanities focus. These teachers have a targeted plan of support for teachers and students by working directly with the participating students or freeing-up the classroom teacher so that s/he can work directly with the participating students. This occurs before, during and after the harvest. The school has also designated time during the instructional day for all students, known as "Achievement Period" (AP). The AP period allows student an opportunity to work on varied lessons and gain extra support from teachers. The two support teachers actively communicate with teachers and parents to identify students who are of concern and not getting their work completed in a timely manner. There is a formalized booking system that classroom teachers can use to secure the support of the PHEP teaching staff.**
- **The teachers use a tracking sheet (Appendix D) to help monitor student courses and keep teacher notes on supports and dates absent, among other things. The tracking sheets will be submitted to the Principal on November 30 and the school goal is to provide targeted and intensive support early, having the students caught up by December 1. Teachers will monitor progress and needs of students throughout the rest of the term, providing continued support as necessary.**
- **Students participating in the harvest were asked by the principal to notify their teachers. This assisted the teachers with their planning and preparation. Some of the teachers on staff use a virtual school platform and others use a Wiki Space or connect with students via email. As students register for PHEP, they are issued a notebook computer. These practices helps students with the opportunity to "get ahead" before they leave, "stay on top" of studies during the harvest, and "get caught up" after the harvest has finished.**



**POLICY NAME****Academic Support for Students Involved in the Potato Harvest**

- **The Director of Schools for the Woodstock Education Center and the Director of Curriculum and Instruction are the leads for this initiative, and represent the Superintendent. These educational leaders are supported by the Subject Coordinator for Technology and a Technology Lead. The Principal is instrumental in the process. An initial meeting was held prior to the harvest (September 17). Minutes of meetings are kept and available upon request. A follow-up meeting is scheduled for November 24. The Principal keeps in touch with the District Staff in charge. School based meetings also occur.**
- **The Technology Lead is available to school staff to offer individual support in creating course content to post on the virtual school or to help prepare for students. The Principal offered this invitation to school staff.**
- **The District Team will facilitate student focus groups after the harvest, with a desire to gain feedback and the hope of identifying needs, strengths and recommendations to enhance the PHEP.**
- **This year, there was limited use of the student notebook computers, with approximately 30 students using them. Virtual schools were used by approximately 10 teachers. These low numbers may be due to the particular courses that the students are registered in and that teachers prepared work packages and alternate ways to connect with the students. This topic will be a part of the student focus group discussions.**
- **The Principal monitors student needs in consultation with all staff. The District will help the school with additional supports should the need arise.**
- **The Principal will follow-up with farmers to confirm student participation and provide a summary report to the District.**
- **The Department of Education and Early Childhood Development (EECD) is currently in the consultation phase of "high school renewal". The Director of Curriculum and Instruction is an active part of this process and is able to link the merits of the PHEP to the conversations on high school renewal.**

**Superintendent's Signature:****DEC Chair Signature:****Date:**

OCT 23 2014

**Academic Support for Students (Grades 8-12) Involved in Potato Harvest  
(with parental permission)**

**Preface**

Anglophone West School District is pleased to provide support for school students (Gr. 8-12) who have parental permission to participate in the fall harvest. Twelve (12) days shall be granted to these students to be absent from school, with the expectation that they attend on rainy days. (Three (3) additional days may be granted in exceptional circumstances.)

**Support**

1. Recognizing the importance of working with Potatoes NB; ensuring a collaborative consult process, a letter from the Superintendent indicating support of the student workers will be sent to farming families via the President of Potatoes NB.
2. Participating students will register with the school in June and early September. (Form will be sent home to parents with letter of support from the Superintendent.)
3. The Student Support Services Team will provide curriculum compacting support to teachers with harvest workers in their classes. (The registration form will flag these students and teachers for support.)
4. Curriculum compacting and/or differentiated instruction will begin for these students the first week of school. The purpose is to ensure these students are "ahead" before they leave to work the harvest.
5. The Superintendent, Senior Education Officer of the Woodstock Education Centre, and Subject Coordinators will meet with the school administration to ensure this support is in place **before** students leave to work the harvest.
6. On rainy days, when student workers return, supply teachers will be called in to provide tutoring support in small groups or in classes. Tutoring support will remain in place for all student workers first semester. Any further support needed will be reviewed at that times, in collaboration with parents.
7. With the recent changes to "High School Graduation Requirements" announced in the Legislature, students may be able to apply their harvest work toward a relevant dimension of this requirement. We do not yet know if this will be an actual "credit". The requirement speaks to community volunteer work. Anglophone West School District will continue to encourage the Department of Education and Early Childhood Development to see this curriculum credit developed.
8. The District Education Council will provide support in future years for this initiative by ensuring the preface of this document becomes an Anglophone West School District "Ends Policy". As such, it will require the Superintendent to monitor the enhancement provided to participating students. Monitoring reports are presented to the DEC on a regular basis ensuring there is compliance.





## ANGLOPHONE WEST SCHOOL DISTRICT

Appendix B

OFFICE OF THE SUPERINTENDENT

1135 Prospect Street • Fredericton, New Brunswick E3B 3B9 • [www.asd-w.nbed.nb.ca](http://www.asd-w.nbed.nb.ca)

September 5, 2014

Dear Parents/Guardians of Farming Families,

Anglophone West School District (ASD-W) is a large, public school district comprising of 75 schools, 1700 teachers and over 23 000 students. We cover one third of the province in geography, ranging from Chipman-Minto-Coles Island all the way to Edmundston, along the St. John River Valley. We also branch out as far as Boiestown-Doaktown and Harvey-McAdam. As you can appreciate, we serve many communities that are unique in a variety of ways.

Among these communities are those of Carleton County, known, among many things, for its commitment to farming. Steeped in tradition of these farming communities is the inclusion of youth in the annual potato harvest.

ASD-W respects the impact that many students from Carleton County have on the harvest. Balancing this respect with our mandate for public education, we continue to support students in Grades 8 to 12 who participate in the potato harvest through our Potato Harvest Enhancement Program. In its third year of existence, this is a program that allows for a student to participate in the harvest while, at the same time, maintain his/her studies. A number of strategies and resources are put in place to support interested students before, during and after the harvest.

There is a registration process and information can be gained from the schools (Carleton North High School, Florenceville Middle School, Bath Middle School, Centreville Community School). The typical program is through Carleton North High School, with some exceptions that can be discussed for Grade 8 participants.

The District Education Council (DEC) monitors the progress of the Potato Harvest Enhancement Program through DEC Policy (ASD-W-ER7). I report formally to DEC twice per year. Recognizing the importance of working with Potatoes New Brunswick and ensuring a collaborative consultative process, I write to the President/Chair and Executive Director annually, renewing my support of the student workers. As an organization, they are free to share this letter with farming families.

With the summer drawing to a close and fall quickly upon us, the timing is right for me to reconfirm my support and the assistance of ASD-W staff with respect to the annual Potato Harvest Enhancement Program. Working together, I am confident our students will be successful with their school and farming experiences.

Sincerely

David McTimoney  
Superintendent

**McTimoney, David (ASD-W)**

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**From:** Matt Hemphill <mhemphill@potatoesnb.com>  
**Sent:** Tuesday, September 30, 2014 2:56 PM  
**To:** McTimoney, David (ASD-W); shawnpaget@gmail.com  
**Subject:** Re: Potato Harvest Letter

**Importance:** High

Hi David,  
Harvest is in full swing, therefore I will circulate the letter by email to all producers affected.

**Matt Hemphill**  
*Executive Director Potatoes New Brunswick*  
506-473-3036

[www.potatoesnb.com](http://www.potatoesnb.com)

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**From:** <McTimoney>, "David (ASD-W)" <david.mctimoney@gnb.ca>  
**Date:** Friday, September 5, 2014 at 2:38 PM  
**To:** Matt Hemphill <mhemphill@potatoesnb.com>, "shawnpaget@gmail.com" <shawnpaget@gmail.com>  
**Subject:** Potato Harvest Letter

Mr. Hemphill and Mr. Paget,

With the potato harvest quickly approaching, I wish to touch base with you as per the agreement made by Potatoes NB and the school system a few years ago when the move was made from the potato break to the potato enhancement program.

I have attached two documents. One is the District Education Council Policy surrounding the potato enhancement program. You will see on the second page that there are a number of items that require the commitment of ASD-W staff and me. Among these items is a letter to farming families that I am supposed to send to you, with the hopes that you will send it along through your channels to the families. This is separate to any correspondence that goes through the school. I have also attached this letter.

If the electronic letter is satisfactory, then please feel free to forward it along or print it and pass it along. If you would like for me to have a number of copies made and mailed to your address, I can do this as well.

If you have any questions or concerns, please don't hesitate to get in touch. All the best for a good season.

David

*David McTimoney*  
*Superintendent - Anglophone West School District*  
*1135 Prospect Street*  
*Fredericton, NB*  
*E3B 3B9*

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**McTimoney, David (ASD-W)**

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**From:** Potatoes N.B. <gfpotato@potatoesnb.com>  
**Sent:** Tuesday, September 30, 2014 3:56 PM  
**To:** Potatoes N.B.  
**Cc:** McTimoney, David (ASD-W)  
**Subject:** Potato Harvest Enhancement Program  
**Attachments:** Potato Harvest Letter 2014 - PDF format.pdf

**Importance:** High

Good afternoon Potato Producers,

The attached is the move that was made from the potato break to the Potato Harvest Enhancement Program.

Kind regards,  
*David McTimoney*  
*Superintendent - Anglophone West School District*  
*1135 Prospect Street*  
*Fredericton, NB*  
*E3B 3B9*

[david.mctimoney@gnb.ca](mailto:david.mctimoney@gnb.ca)  
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# Potato Harvest Registration Form

Student Name: (Surname) (First Name)

School: \_\_\_\_\_ Grade: \_\_\_\_\_

I have a computer at home  I do not have a computer at home

Parent / Guardian Name: \_\_\_\_\_

Parent / Guardian Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

As per Policy 1.6 – ASD-W is pleased to provide support for High School students who have been granted parental permission to participate in the Fall Potato Harvest Enhancement Program. **Twelve** (12) days shall be granted to these students to be absent from school, with the expectation that they attend school on rainy days. (Three additional days may be granted in exceptional circumstances).

I (parent) \_\_\_\_\_ give permission for (student) \_\_\_\_\_ to work the Potato Harvest. *I understand that my son/daughter will be required to complete the academic work missed as a result of working the harvest.* I also give permission for my son/daughter's name and contact information to be given to Potatoes New Brunswick so that they may facilitate and confirm student work placement.

I (student) plan on working for: (farmer/farm name)

Farmer's e-mail address: \_\_\_\_\_ Farmer's phone number: \_\_\_\_\_

Anticipated work start date: \_\_\_\_\_ Anticipated number of work days: \_\_\_\_\_

## ASD-W Potato Harvest – Computer Equipment Loaner Form

How will the computer be used by the student to enhance learning? <input type="checkbox"/> PHEP Support <input type="checkbox"/> CNHS Virtual School			
Subject Area(s) for use:	All	Sponsoring Teacher:	PHEP

**Conditions** – The computer equipment identified is being provide by Anglophone West School District as a technology support for the above named student and this equipment will remain the property of Anglophone West School District at all times. If the school feels that the student is unable to effectively utilize the equipment, or if the student has demonstrated that they cannot properly care for the equipment, then the school will request that the equipment be immediately returned to the school. Both the student and the parent/guardian have been made aware of Department of Education Acceptable Use Policy 311 and realize that this policy must be followed when using the computer at school or at home (if applicable). The equipment described below cannot be sold, rented, consigned, modified, or disposed.

Signature of Student:	Signature of Parent/Guardian:	Date:
X	X	X

### For Office Use Only

Equipment Description:	Manufacturer/Model:	Manufacturer Serial Number:	DOE Asset No.:	Pickup Date:
Notebook Computer				
Approximate Value of Equipment \$800		Comments: includes tote bag and AC adapter		

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**Announcements**

Daily Announcement for September 18, 2014  
... [Read More](#)

Influenza-like Illness in Schools  
... [Read More](#)

Daily Announcement for September 17, 2014  
... [Read More](#)

Teachers with Student help (thanks) complete the Ice Bucket Challenge for ALS

[https://www.youtube.com/watch?v=BYG8EP1h5SQ&feature=youtu.be](#)  
... [Read More](#)

**Potato Harvest Enrichment Program**

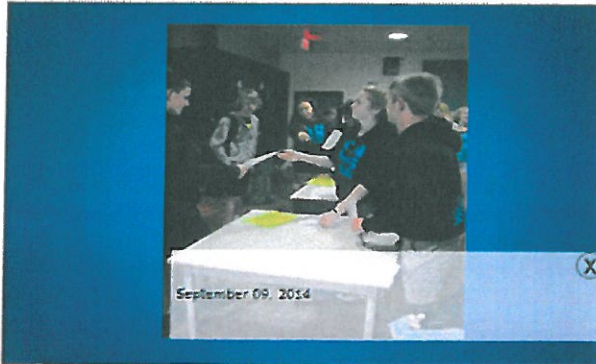
Students who are interested in participating in the Potato Harvest Enrichment Program (PHEP) are asked to fill out the attached registration form and either drop it off or mail to the High School ... [Read More](#)

**Weather Related School Closures**

... [Read More](#)

**Attendance Policy**

**What's Happening at CNHS**



**Upcoming Events**

**Dance**  
October 17, 2014 at 7:30 PM

**ASD-W Twitter Feed**

**Tweets** [Follow](#)

 **ASD-West** 10 Sep  
@ASD\_West

Sept 16th - Bus #18 in the Perth-Andover area is running 1 hour late this morning  
[Expand](#)

 **ASD-West** 11 Sep  
@ASD\_West

September 11 2014  
Bus #18 ASD-W (Anglophone School District West) serving the Brookside Drive area running 30 minutes late this morning  
[Expand](#)

 **ASD-West** 9 Sep  
@ASD\_West

**Test**

[Expand](#)

 **ASD-West** 9 Sep  
@ASD\_West





Note: Teachers of students out on the harvest are asked to fill in the information below for each student they have out. Information provided by teachers will be used by the District to inform parents, the DEC and government officials. Information provided by you is vital to the monitoring and overall health of the Potato Enhancement Program. We encourage you to be brief and as accurate as possible

### Student Tracking Form

<b>Student</b>	<input type="text"/>	<b>PHEP Dates</b>	<table border="1" style="width: 100%; height: 40px;"><tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr></table>		
<b>Teacher</b>	<input type="text"/>	<b>course:</b>	<input type="text"/>		
<b>Method of Delivery:</b> (check those that apply)	<input type="checkbox"/> After school help	<input type="checkbox"/> Lunch hour catch up	<input type="checkbox"/> Online via website		
	<input type="checkbox"/> Achievement Period	<input type="checkbox"/> Online via Virtual School	<input type="checkbox"/> Packages sent home		
			<input type="checkbox"/> PHEP Facilitator		
			<input type="checkbox"/> Work sent home in advance		
<b>Notes Pre Harvest:</b>					
<b>Notes Harvest:</b>					
<b>Notes Post Harvest:</b>					