

STUDENT HANDBOOK

School Website

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

Woodstock Middle School
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Home of the Thunder

Message to Parents & Guardians

- ✚ Welcome to both returning students and to those students new to Woodstock Middle School. **You** have the biggest role to play in making sure that your year is positive and full of successful experiences. Parents and teachers can be supportive, but ultimately you must show respect, be responsible and make right choices. Get involved in your school. Participate in activities and have the courage to care. You can make a difference by standing up and speaking out.
- ✚ Take time to go through your child's **Agenda Planner**. We provide it for you to use as an organizational tool. We expect it to be used for homework, communication between your teachers and parents, as well as a source of helpful educational information. It is important that students take it with them to each class and keep it out on their desk. Also, this planner should go home with students at the end of each day. One way for students' to be successful in school – is to stay on top of their work and ask for help when they are in need.

Statement of Student Rights, Responsibilities & Beliefs

1. I have a **right** to learn at WMS. It is my **responsibility** to do my best. I must listen to instructions, follow classroom guidelines, and complete class and homework assignments.
2. I have a **right** to hear and be heard. It is my **responsibility** to listen.
3. I have a **right** to be respected and treated with dignity. It is my **responsibility** to respect and treat others with dignity.
4. I have a **right** to be safe at WMS. It is my **responsibility** to help build a positive and caring environment.
5. I have a **right** to expect that my personal belongings will be secure at the school, and that they are not stolen or damaged. It is my **responsibility** to respect the personal property of others, the property of the school, and respect others right to privacy.

A successful student:

- has a positive attitude and concentrates on the task at hand;
- brings all necessary materials to class;
- is an active participant in class, listens well, and takes part in discussions;
- asks questions when confronted with a problem;
- plans work and schedules time for homework each day at a definite time and place; makes sure the assignment is understood before leaving class;
- strives to do his/her best, not just the minimum.

Beliefs:

Woodstock Middle School Staff and Parent School Support Committee believe:

- We believe that WMS should actively promote and facilitate regular communication between parents and school regarding student progress
- We believe that staff, parents, students and community share responsibility for learning within a supportive, challenging and physically safe learning environment
- We believe curriculum and instruction should be based on developmentally appropriate learning activities – which provide for frequent opportunities for success for all students using both formative and summative types of assessments
- We believe in providing an engaging learning environment with high expectations, differentiated instruction, and purposeful planning
- We believe in providing opportunities for parents and community to become an integral part of our student's learning

WMS School Motto & Mission Statement

Moto - "Preparing All Students for Success in a Changing World"

Mission - "WMS is committed to providing a safe, challenging learning environment which will encourage all students to achieve their greatest personal potential"

Value Statements - We at WMS

- Respect – our school community will demonstrate fairness, consistency, honesty, integrity and compassion in our interactions with ourselves, others and the school environment
- Responsibility – our school community is reliable, dependable, and accountable for our actions
- Right Choices – our school community will demonstrate and model right choices through daily conduct, leadership, and trustworthiness

Allergy Alert

- ✚ Due to the serious medical conditions of several students and staff – WMS is both a PEANUT FREE and SCENT FREE BUILDING. Thank you for respecting the safety of others.

Courage to Care

- ✚ Over the years, the students of Woodstock Middle School have been involved in activities that show they care about the well being of others in their school and home community. Both the students and those being helped have benefited from the experience. To be of service to others has been a powerful and rewarding learning opportunity for the students of this school.

Food & Drinks

- ✚ Only water will be permitted inside the classroom.
- ✚ There is to be no food or drinks in the hallways.
- ✚ Students will not be permitted to have food or drinks in the computer lab and/or the gymnasium.
- ✚ Students are not permitted to chew gum in the school.

Cafeteria

- ✚ WMS has a cafeteria whereby students can purchase a variety of food items (whole meals).
- ✚ Every other month through the parent newsletter, a calendar will be sent home – this calendar will outline both the prices and weekly menu items.

Illegal Substance / Abuse

- ✚ Illegal substances are never permitted on school property, on the bus, or at any school-sponsored events. **We are taking a "0" tolerance approach to illegal substance use/abuse or the reasonable suspicion of substance use/abuse.** Students found in the school under the influence of drugs and/or alcohol or having a quantity of illegal drugs will be suspended from school. The length of suspension will be determined as per the Drug and Alcohol Policy in consultation with the school administration, parents and district office.
- ✚ Any suspension from school will result in suspension from all extracurricular activities. All incidents will be reported to parents and/or guardians. In addition, all incidents involving drugs and/or alcohol will be reported to the Woodstock Town Police.

Student Dress Code

- ✚ Students and Staff at WMS are not to wear clothing that advertises drugs, alcohol or has suggestive or obscene materials on it.
- ✚ Bare midriffs, bare backs, spaghetti straps, low-cut shirts, tube tops and muscle shirts will not be permitted. The rule of thumb to be used – would be that shoulder straps should be 3 fingers width
- ✚ Shorts and skirts should be as long as the reach from your fingertips when your arms are straight to your side. You are asked to respect school policy on this issue.
- ✚ Boy's pants need to be pulled up around the waist and not drooping down.

Notes:

- student's undergarments are not to be showing
 - modesty is the key word
 - There are 3 types of shorts – shorty-shorts, midrange shorts and a walking style of shorts. We want our students wearing the midrange to walking style type of shorts and **not** the shorty-shorts. If by chance your child does not come dressed appropriately then we the Admin are asking them to change, call home and request appropriate clothing brought into them, or wear a clean shirt/shorts that we have at the school.
- ✚ Students are not to wear their "PJ's" to school. Exception to this would be a school based activity.
 - ✚ No outside jackets are to be worn inside the classroom. No hats/bandanas are to be worn inside. In addition – "hoodies" are not to be pulled up over the head.
 - ✚ We ask that students keep all outdoor footwear (work boots /winter boots) clean and dry.
 - ✚ Please note that the Student Dress Code policy will be in effect for all school related activities both during and after the instructional day.
- Note: Students will be permitted to wear hats at dances.

Cyberbullying & Harassment

- ✚ **Harassment** is considered to be any mean word, act or gesture used continually with the intent of hurting a person's feelings, body or possessions. Pupils and staff have an absolute right to be and feel emotionally and physically safe at school, on buses or at school functions. No one will bully, taunt, intimidate or subject others to harassment in any form.
- ✚ Cyberbullying - Bill Belsey provides the following definition of cyberbullying (Teachers and the Law, Second Edition; A. Wayne MacKay & Lyle Sutherland):

"Cyberbullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

Cyberbullying has a direct impact on the climate, culture and learning in the classroom. Students who participate in cyberbullying would be subject to disciplinary action in accordance with Woodstock Middle School's Code of Conduct.

Electronic Devices Policy

✚ Student's should not bring Personal Electronic Devices, this refers to cell phones, personal music players (iPod; MP3 Player; Blackberry, Game Systems) digital cameras or other such electronic devices. The school will not be responsible for lost or stolen items should students choose to disregard this policy.

✚ This policy is intended to support the Positive Learning Environment Policy (Policy 703) and the Information and Communication Technologies Use (Policy 311) by establishing expectations regarding the use of personal electronic devices that may:

- detract from school safety & crisis response
- infringe on the privacy rights of individuals
- contribute to bullying or harassment via inappropriate text messaging, inappropriate digital photos, inappropriate video or audio recordings
- contribute to cheating in the classroom
- contribute to inappropriate social interactions during the school day that result in decreased learning opportunities
- all students, parent(s)/guardian(s) and WMS Staff will be made aware of this policy at the beginning of the school year
 - communication to any student should be relayed through the school office.
 - students should not be contacted directly in class by cell phone or by means of texting

Non-Compliance of Electronic Devices

✚ 1st Incident

- the WMS Staff member or Administrator will confiscate the electronic device and deliver to the office. The electronic device will be returned at the end of the day – or after a longer interval, at the discretion of administration. Further disciplinary measures may result depending on the circumstances.

✚ 2nd Incident

- the WMS Staff member or Administrator will confiscate the electronic device and deliver to the office. Parent(s)/Guardian(s) will be contacted to discuss this issue. The electronic device will be returned at the end of the day – or after a longer interval, at the discretion of administration. Further disciplinary measures may result depending on the circumstances.

✚ 3rd Incident

- WMS Staff will confiscate the electronic device and deliver to the Administration. Parent(s)/Guardian(s) will be contacted to discuss this issue. Parent(s)/Guardian(s) will be requested to pick up the electronic device at the school.

Please note:

- it is permissible for students to use their game systems and music systems during their noon hour break.
- it is permissible for students to use the school telephone -all the student needs to do is to ask their teacher and check in with the office

Voice Mail

✚ WMS has voice mail system in place. It is with School Connects system (district wide). At the start of the school year our office administrative staff will update our students contact information.

✚ If you change your phone contact during the school year, it is important to let the school know so we can update our data base as well.

Cheating & Plagiarism

- ✚ Plagiarism has occurred when a student:
 - directly copies another's work with or without acknowledgment; or
 - closely paraphrases the equivalent of a short paragraph or more without acknowledgment; or
 - borrows, without acknowledgment, any ideas in a clear and recognizable form in such a way as to present them as the student's own thought, where such ideas, if they were the student's own, would contribute to the merit of his/her own work.
- ✚ Cheating & plagiarism are not allowed. If anyone violates this policy, they will be required to re-do tests or assignments that have been plagiarized on their own time.
- ✚ Teacher and/or administration will notify parents if the policy has been violated.

Student Discipline

- ✚ Teachers will attempt to resolve behavior problems in the usual manner. Student's may be required to make up time, re-do an assignment, or the teacher may call home. If the behavior(s) do not improve and the inappropriate behaviors persists – the teacher will record the inappropriate behavior(s) using the DoE Behavior Tracking Forms and recorded in DoE WinSchool.
- ✚ WMS Staff will use due diligence in keeping all student behaviors under control. This will involve the following of District and Department of Education Policies as well as involving the use of the following strategies:
 - teacher meeting with student by themselves or in collaboration with the administration
 - phone calls home to parents/guardians
 - teacher/parent/guardian meetings - this can be through either a school based meeting or a home visit
 - administration/teacher/parent and/or guardian meetings – this can be through either a school based meeting or a home visit
 - may involve the request for student(s) to meet with WMS Guidance Counselor, School Intervention Worker and/or First Nations School Intervention Worker
 - may result in a student being suspended out-of-school or serving an in-school suspension (in accordance with School & District Policies)
 - may involve the student being placed on an Individual Behavior Plan
 - may involve the request for assistance from outside agencies in accordance with District Behavior Protocols
 - may involve the use of the Restorative Action Process

Restorative Action Process:

- there is a brief one page summary of “**What is Restorative Action?**” at the back of the Code of Conduct (in the Appendix).
- We the staff of WMS would encourage you to take the time to read this – as it outlines the rationale, outcomes and philosophy of the Restorative Action process
- Using the Restorative Action Process within WMS – follows the model outlined in both the District and Provincial Code of Conduct

Note:

- ✚ if an incident takes place off of school grounds (on social networking sites. etc.) and it impacts on our school community – we the school administration will have the responsibility of following up, with the possibility of asking for assistance from our outside agencies

Restorative Action Process

Introduction

- ✚ Restorative Action is not about a specific program, it is a philosophy – a set of principles and values
- ✚ Restorative Action is about a different way to respond to harm
- ✚ Restorative Action encourages students to think about the consequences of their behavior and asks them to suggest ways of repairing the damage they have caused - it places relationships and healing the damage done to relationships at the heart of our Code of Conduct (both at the District and WMS)
- ✚ Restorative Action challenges us to look beyond the traditional responses to a deeper level of analysis, it addresses the following questions:
 - Who has been harmed?
 - How have relationships been affected?
 - How has this act impacted the school community?
 - What harm has been done?
 - What is needed to repair this harm, and to heal this broken relationship?
 - What is needed so the affected parties can move on from this in a positive way with no lingering bad feelings?
 - What steps need to be taken to prevent future harm?
- ✚ Restorative Action asks “What is it we want to see happen when someone creates harm in our school or our community?” Restorative Action would answer that question in this way – when harm has been committed, there are three groups whose needs must be meaningful addressed. These groups are:
 - Those who have been harmed
 - Those who have caused harm, and
 - The school or the community

Outcomes for those who have been harmed should focus on.....

- ✚ Being given the opportunity to be heard
- ✚ Having input into the resolution of the harm
- ✚ Having the harm done to them addressed in meaningful ways
- ✚ Having access to support systems to address healing and closure

Outcomes for those who have caused harm should focus on.....

- ✚ Being held accountable to the people whom they have hurt for the harms done
- ✚ Taking an active role in determining how to make amends to individuals, school and community

Outcomes for the school and community should focus on.....

- ✚ Creating a safe and healthy environment for working and learning
- ✚ Integrating all those involved in a harmful situation so each has the opportunity to participate as positive, contributing members

Characteristics of Restorative Action

- ✚ Restorative practices add to the skills, responses and interventions already being used by school & district personnel, while creating a restorative lens through which wrongdoing is viewed
- ✚ Restorative Action is founded on respect, uses inclusive collaborative processes, focuses on harms & needs, addresses obligations, and involves stakeholders, affected parties and the school community
- ✚ The development of Restorative Action results in safer, healthier school communities in which harms are meaningfully addressed for those who have been hurt, accompanied by new learning for all participants
- ✚ The learning includes development of awareness, empathy and understanding; new skills, so wrongdoing and victimization won't be repeated; and a new experience of handling conflict in a positive and productive way

Attendance

- ✚ Please do not risk school success by missing too much school time. When a student has been absent from school, upon returning to school, he/she shall present a written excuse to his/her homeroom teacher. The excuse, written and signed by the parent/guardian, shall specify the date(s) and reason(s) for the absence.

✚ ASD-W Attendance Policy

- ASD-W recognizes that regular attendance supports the learning process of the student and contributes to the learning environment of the school. Students who miss important presentations, discussions and activities each day that they are not in attendance forego experiences that can never be duplicated. Academic success may be jeopardized as a natural consequence of non-attendance.
- ✚ An Attendance Policy is a tool to keep students in school rather than to exclude them from the educational process.
- ✚ Tracking of Attendance & Interventions:
 - individual student attendance will be tracked & documented both on a daily basis and on a class-by-class basis by the homeroom and/or subject teacher
 - personal contact will be made prior to or on the 5th absence
 - on or before the 10th absence the teacher or designated staff member will refer to the SST for appropriate on-going interventions. The Principal will notify the parent/guardian in writing of the concern regarding absences. If needed a meeting will be organized with the teacher/administration/student and parents/guardians.
 - the Administration will advise District Office of chronic non-attendance.
- ✚ Students will be responsible to get caught up on missed class work and tests. They should get missed work and assignments from a classmate. Students will be required to write the missed test or do the missed assignment upon their return to school the following day.

Notes:

- ✚ **Exceptions to this policy will be the responsibility of the school administration.**
 - *students who are absent will not be allowed to participate in extra-curricular activities that evening or the next day (Saturday) should the absence occur on a Friday, unless special permission has been granted by the Administration.*
 - *no consequences will be associated for absences considered as school-sanctioned activities. A school sanctioned activity is one approved by the school administration and/or District Office*

Arrival & Departures

- ✚ Each school day begins at 8:30am with homeroom and the playing of O Canada. We ask that all students be at the school and in their homerooms by that time.
- ✚ Student entrances open at 8:15am. We ask that all students arriving at school before 8:15am please go to the back of the school where all students are supervised. At the 8:15 bell, they will be permitted to go into the school.
- ✚ Students will be dismissed from school at 3pm each day.

Late Slip

- upon arriving late for school, the student is to report to the office to sign-in. This is to be done prior to the student going to their homeroom or subject class. The student will be given a late slip for their teacher.
- persistent (unexcused) tardiness will require the student to make up the missed time either at noon or after school.

Leaving During the School Day

- ✚ A student who has to leave during the instructional day must present to the homeroom teacher a signed note from the parent and/or guardian.
- ✚ Please note that students will not be dismissed from class to wait in the lobby or outside the school. Students will remain in class. We ask that all parents/guardians come in to the school to pick up their child. The student must sign out in the office before leaving. Please note that this policy is to not cause hardship to you as a parent/guardian, but rather, it is a safety precaution.
- ✚ If the student is only leaving for part of the day, we ask that the student both sign out & sign back in.

Noon Break:

- Walking students who wish to go home for lunch(within reasonable walking distance) must bring a note from the parent/guardian indicating permission to do so.
- No other student(s) may leave the school grounds at noon unless accompanied by their parent/guardian. The student must sign out at the office before leaving and sign back in when returning.
- Woodstock Middle School policy states that a parent or guardian is not able to give written permission for their child to leave the school grounds with another child and/or parent/guardian.

Bus Notes

- ✚ As of September 2013, Anglophone West School District has implanted changes to our Bus Stops Policy. This means there will be two options for afternoon drop-off : one primary, one alternate – and these two options are to be used consistently on the same days each week.
- ✚ In September, parents/guardians will indicate on the student data collection form which days the students are to be dropped off at each of the two location options. Rotational schedules will not be accommodated.
- ✚ School bus stops for primary and alternate addresses, if not the home address, must be on an existing school bus route and there must be space for the student on the bus.
- ✚ Parents/Guardians must notify the school in writing at least 24 hours in advance of a permanent change to either the primary or alternate stop location. Telephone calls and verbal requests will not be accepted. Continual or excessive changes to the primary or alternate stop locations may result in loss of bus privileges.
- ✚ Transportation for occasional drop-offs (i.e. birthday parties, visiting a friend, sleep-overs, or after-school activities) will not be provided for students in any grade level.

Illness

- ✚ Student's who become ill while at school should inform the teacher who will make a referral to the office. Contact will be made with parents/guardians so that arrangements can be made for the student to go home.
- ✚ Students should never leave the building without informing their homeroom teacher, the office and signing out.

Student Fees

- ✚ All students are required to pay a student fee of \$30.00 which covers the cost of consumable technology items, the agenda planner, and a non-refundable lock rental. Only school locks may be used.
- ✚ If you have a family of 3 or more at WMS, the maximum student fee for a family will be \$70.00.
- ✚ If this student fee presents a financial hardship to your family please contact the administration and let us know. We appreciate your support.

Student Agenda

- ✚ All students are presented with a student agenda at the beginning of the school year. If a student loses their agenda, they can purchase an additional agenda for \$5.00.
- ✚ Students are expected to use these each day and take them home at the end of each day.
- ✚ Parents are encouraged to check these regularly for homework assignments.
- ✚ The agenda is a student's pass to be away from the classroom, with a teacher's signature needed.

Lockers

- ✚ Each student is provided with both a locker and a combination lock which will remain the property of the school.
- ✚ We stress the importance of the student storing their books, personal belongings and valuables in their locker. It is important that the students do not give out the combination to their lock to anyone else, and they keep their locker locked.
- ✚ The school is not responsible for any lost or stolen items.
- ✚ Students are only permitted to use the combination lock that is provided to them. They are not to bring their own combination lock to the school.
- ✚ If your lock should be damaged and/or lost, it will need to be replaced at a cost of \$3.00 per lock.

Extra-curricular Fees

- ✚ Students are encouraged to participate in extra-curricular activities that take place during after-school hours. These activities do involve costs to operate therefore we the school are in need of assigning participant fees to operate each of our extra-curricular activities. Following are the fees for each of our extra-curricular activities:
 - Boys & Girls JV Soccer - \$35.00 per athlete
 - Boys & Girls Varsity Soccer - \$40.00 per athlete
 - Boys & Girls Badminton - \$10.00 per athlete
 - Boys & Girls Varsity Basketball - \$150.00 per athlete
 - Boys & Girls JV Basketball - \$125.00 per athlete
 - Boys & Girls Varsity Volleyball - \$60.00 per athlete
 - Boys & Girls Varsity JV Volleyball - \$50.00 per athlete
 - Boys & Girls Rugby - \$30.00 per athlete
 - Band - \$45.00
 - Drama - \$50.00
 - Art Club - \$5.00
- ✚ All fees must be paid prior to receiving their team uniform and/or participating in the activity.
- ✚ If your child is participating in one of the extra-curricular activities and paying the extra-curricular fee is a financial hardship, please contact the school administration. We do not want the activity fee to be a deterrent to your child participating. Thank you for your support and understanding.

Parent/Guardian Email Distribution List

- ✚ The school administration has a global email distribution list to send school newsletters, school announcements, and other points of interest related to WMS
- ✚ If you would like your name added to the parent/guardian email distribution list – you will need to contact Pat Thorne (School Principal). Her email address is thornpaa@nbed.nb.ca
- ✚ When contacting Pat Thorne please provide your name, your email (printed neatly), your child's name, what homeroom they are in, and all contact numbers.

School Dances

- ✚ Each year WMS has dances for our students on Thursday evenings.
- ✚ The times of our dances are from 7:00pm-9:00pm with our doors opening for the dances at 7:00pm. We ask all parents to not drop off their child before 7pm. We also ask that arrangements be made to pick up their child at 9:00pm unless they have permission to walk home.
- ✚ The costs of our dances are \$2.00 per person.
- ✚ Due to the size of our school, our school dances are only for WMS students. Therefore we do not permit students to be signed in from other schools.
- ✚ School dress code is in effect at all school dances. Students are permitted to wear their hats at dances though.
- ✚ Also in effect at school dances is our electronic use policy.
- ✚ All dances are supervised by teachers who willingly volunteer their time
- ✚ We also invite parent/guardian volunteers to help with supervision as well. If you are interested, please contact the school.

Grade 8 Farewell Night of Celebration

- ✚ Our Grade 8 Celebration begins with a family BBQ. We then go from the BBQ upstairs to the gym where we (parents, students, and family) watch a video presentation put together by one of our staff members, Andrea Bell. This video presentation shows candid photos of our grade 8 students.
- ✚ We, the staff of WMS do not want families to have a lot of out-of-pocket expenses for this event. This is why we have called it a Night of Celebration. We no longer call our Night of Celebration a Formal or a Prom and there is no Grand March associated with our evening. There is also no formal place for the taking of pictures. Rather, we the staff of WMS encourage our parents/guardians to take pictures in and about the school. Some of the details are as follows:
 - Day of Event: → Friday, June 12, 2015
 - Time of Event → 6:30pm - 7:30pm (family BBQ & picture taking)
→ 7:30pm - video (power point) presentation
→ 8:00pm Dance
→ 9:30pm pick up children
 - Dress (Boy's) → Business Casual to Very Casual (their individual choice)
Students can choose to wear a tie or not to wear a tie although, must be appropriate for school.
 - Dress (Girl's) → Formal to Very Casual (their individual choice)
students can choose to wear the formal dress or not to wear the formal dress, although, must be appropriate for school.
 - Decorations → Some members of our staff will put a small committee together to coordinate the decorating of the gym & cafeteria.
 - Guest Sign-In → This event will be for Grade 8 student's only. If they like, a grade 8 student would be permitted to sign in one guest.
 - all students signed in must be a student of WMS (not from another school)
 - the sign-in list will be circulated at least one week prior to the dance

Lost & Found

- ✚ This service is located just outside the Physical Education office.
- ✚ We encourage parents/guardians to drop in and see if any items belong to their child.
- ✚ If after a bit, these lost items are not picked up, they are packaged and taken to local charitable organizations.

Indoor Shoes

- ✚ Each student is asked to have a pair of indoor shoes (preferably sneakers) to change into as soon as they arrive in the building. These may be kept in their locker.
- ✚ Please note: there are to be no outdoor shoes in the gym.

Fire Drills

- ✚ As part of the school evacuation preparedness, fire drills will be held periodically.
- ✚ Directions are posted in each teaching area.
- ✚ Students are expected to remain quiet and walk quickly (no running). Once outside the building, students will remain with their teacher, until the bell signal is sounded (all clear signal) and students return back into the school.

Care of School Property

- ✚ Students are responsible for the proper care of all textbooks, library books, supplies, furniture, equipment, and are required to pay for repair or replacement if needed.

Medication

- ✚ As outlined in Policy 704, a form must be filled out by parents/guardians if medication is to be administered at school.
- ✚ Staff is not permitted to give to students any medication (ie. Tylenol, Advil, etc.) without speaking with the parent or having received written consent from parent/guardian.
- ✚ Epipen Policy
 - Also outlined in Policy 704, students who require Epipens should have at least one and preferably two on their person at all times. In addition, it is crucial that homeroom teachers and administration are notified as well.

WMS Website

- ✚ WMS has a website (maintained by one of our teacher staff).
- ✚ Website Address is as follows: <https://woodstockmiddleschool.nbed.nb.ca>
- ✚ On the website we will post newsletters, yearly calendar, etc. and other related information to keep our community in the loop as to what is going on at WMS.

What Does the Report Card Report?

New Brunswick uses a Provincial Report Card for all Middle Schools. Work is being done within ASD-W to ensure that there is consistency among schools as to how achievement is being reported using this tool.

At WMS, teachers use letter grades to identify the level of achievement the learner has attained during the term. The letter grade is meant to represent how well your child is performing in relation to the outcomes in the provincial curriculum; in other words, how well is the learner performing in relation to the knowledge, skills and performances that are expected of students in that grade level in each of the courses? The report card aims to help parents answer the question “Can my child do the work that is expected of them in this grade and course?” Factors including behavior, work habits, attendance and effort are not meant to be factored into the letter grade and must be reported separately. On the report card, learners will receive a comment in each of the columns “Work Habits” and “Citizenship” (Behavior) using the comments Very Good, Satisfactory, Needs Improvement. Attendance for the term is noted in the top right hand corner of the report card. These issues are also reported to parents through notes in the agenda, letters, telephone calls and person-to-person communication throughout the school year.

Your child is learning in a system that demands use of timelines and deadlines. These may or may not be a good match with the learner’s style and or learning needs at the time. The reality is that some learners simply are not there yet in terms of achieving the desired outcomes, and as a result, they may have a low grade. They may, however, have given a great deal of effort, shown growth over the term, achieved smaller goals that are leading up to their achieving the outcomes. Although the report card grade can give you, the parent, a picture of where the student is in relation to the outcomes addressed so far in each class, it does not always speak to the progress, growth and efforts that your child has demonstrated on the road to that level of proficiency.

For this reason, meeting with teachers, such as on Parent-Teacher days/nights or at other times, are an important part of your getting the full picture of how your child’s year is going, as well as celebrating their strengths and successes and making a plan for addressing their needs. With support from both home and school, students can frame their achievement in terms of where they are now and where they need to go next in order to meet with success.

We look forward to meeting with you and your child at Parent-Teacher meetings or at another time in the upcoming weeks.

**Anglophone School District-West & Provincial Report Card
Explanation - Criteria (using the rubric) & Special Notations**

The following rubric will be applied to the following subjects: **Math, Art, 8 Core French, Health, Music, Personal Development and Career Planning, Physical Education, Science, Social Studies and Middle School Technology Program.**

Letter Grade	Achievement Levels
A+ Outstanding Performance	<ul style="list-style-type: none"> ✚ Produces outstanding work and demonstrates excellent performance ✚ Exceptional understanding (grasp) of required knowledge and skills ✚ Readily applies these to new situations
A Very Good Performance	<ul style="list-style-type: none"> ✚ Produces consistently good work and demonstrates a high level of performance ✚ Strong understanding of required knowledge and skills ✚ Applies these to new situations
B Good Performance	<ul style="list-style-type: none"> ✚ Produces good work and performance meets required expectations ✚ Good understanding of required knowledge and skills ✚ Applies these to some new situations
C Acceptable Performance	<ul style="list-style-type: none"> ✚ Produces good work at times ✚ Overall performance just meets required expectations ✚ Basic understanding of required knowledge and skills is not strong ✚ Applies these to some new situations that present obvious connections
D Marginal Performance	<ul style="list-style-type: none"> ✚ Produces marginal work ✚ Performance must improve to meet required expectations ✚ Understanding of required knowledge and skills is close to acceptable ✚ Possesses limited ability to apply this knowledge and skill to new situations
E Weak Performance	<ul style="list-style-type: none"> ✚ Has difficulty completing assigned tasks ✚ Performance must improve greatly to meet the required knowledge and skill levels ✚ Understanding of knowledge and skills is limited ✚ Applies the knowledge and skills to new situations only with support
NA	<ul style="list-style-type: none"> ✚ Not assessed at this time

Notations:

✚ Please note that we no longer use numerical percentages for reporting on student progress, nor do we associate a numerical value to the above mentioned letter grades A⁺; A; B; C; D & NA

Performance/Behavior Standards

- ✚ Following is a grid (listing the categories) as a frame of reference – in which a teacher uses to report on both a student’s work habits and performance/behaviour standards:

	Very Good	Satisfactory	Needs Improvement
Brings all necessary materials to class			
Is organized			
Completes all homework			
Listens actively			
Makes appropriate effort			
Demonstrates respect for self and others			

Notes for Report Cards for Math:

- ✚ Math does get an overall mark that is reported by an “A+”, “A”, “B”, “C”, “D” or “E” using the corresponding rubric that is provided on the top of the report card.
- ✚ We also sub report on the strands using SP (strong performance), AD (appropriate development), ED (experiencing difficulty) or NA (not assessed)

Notes for Report Cards for Post-Intensive French:

- ✚ The report card for Middle School Post-Intensive French classes now show all 3 strands of the program:
 - oral communication
 - listening
 - reading and writing
- ✚ There is no overall mark
- ✚ Reporting on each strand will use the following code: SP (strong performance), AD (appropriate development) and ED (experiencing difficulty)

Notes for Report Cards for Technology, PDCP, and Health:

- ✚ Due to these subject areas put on a rotation schedule – students may not receive a mark for November
- ✚ Some subject areas may only contain a final mark for June, 2014
- ✚ Teachers have put anecdotal reports attached to the report card. If parent/guardian is in need of additional clarification, they would need to set up an appointment with the teacher.

Notes for Report Cards for Music and Art:

- ✚ Due to these subject areas put on a rotation schedule, students may not always receive a mark for a reporting period.
- ✚ Some subject areas may only contain a final mark for June, 2014.
- ✚ Teachers have put anecdotal reports & attached to the report card. If parent/guardian is in need of additional clarification, they would need to set up an appointment with the teacher.

Notes for Report Cards for Language Arts:

- ✚ All three strands need to have a letter grade according to the descriptors below
 - Speaking & Listening
 - Reading & Viewing
 - Writing & Representing
- ✚ There is no OVERALL letter assigned to the student.

Following are the descriptors for Language Arts (FILA & English Language Arts):

Writing

- A+ The writing must exceed Strong Performance in all traits.
- A All Strong Performance traits must be present.
- B All Appropriate Development traits must be present, as well as, some Strong Performance traits.
- C All Appropriate Development traits must be present.
- D Many Appropriate Development traits must be present.
- E Few Appropriate Development traits are present.

Reading

- A Students must respond to ALL questions (literal, inferential, and personal critical/evaluative) at the Strong level.
- B Students must respond beyond the Appropriate level for some of the questions (literal, inferential, and personal critical/evaluative).
- C Students must respond at an appropriate level for all three types of questions (literal, inferential & personal critical/evaluative).
- D Students respond at an Appropriate level for only one or two of the levels of questioning (literal, inferential & personal critical/evaluative).
- E Students do not respond appropriately at any level of questioning.

Speaking/Listening

- ✚ Teachers will use their professional judgment in reporting on Speaking and Listening, as we do not have a District standard, at this time.
- ✚ Teachers need to be mindful of the curriculum outcomes and have evidence, such as anecdotal records or possibly, checklists of observed behaviors, to support the letter grade.

School Closures

- ✚ To ensure clarification – all school closure notices will come from the ASD-W Office of the Superintendent. They will communicate school closures via
 - The local radio station
 - Through the ASD-W website
 - You can call the ASD-W phone line and listen for the directions. (We are Zone 3)
 - Announcements will be made on local radio stations, through a recorded message that can be heard by dialing the district public information line at 1-888-388-4455 (toll free)
Or 1-506-453-5454 any time after 6:00 a.m., and by checking the district website at www.asd-w.nbed.nb.ca