

*"RESPECT, RESPONSIBILITY & RIGHT CHOICES"*

*Respect, Responsabilité & Bons choix*

*"ACT Now for Preparing Your Future"*

*Agis maintenant afin de préparer ton futur*

Phone: (506) 325-4437

144 Connell Park Road  
Woodstock, NB  
E7M 1M4

Fax: (506) 324-4451

HOME OF THE



## **PARENT/ STUDENT HANDBOOK**

The following provides you with important information about the school, school policies, course descriptions, and expectations. Please keep this as a resource. The school website is now up and running and will be maintained throughout the school year.

<https://web1.nbed.nb.ca/sites/ASD-W/woodstockhigh/Pages/default.aspx>

TABLE OF CONTENTS	Page #	TABLE OF CONTENTS	Page #
School Calendar	2	Graduation Information	14-17
District Mission/School Beliefs	2	Appeals	17
Teachers names & emails	3	Strategies For Success	17
Fair Notice Letter	4	Course Information	17
Principal's Message	5	Crisis Response	18
School Calendar	6	Exam/Tests/Alternative Final Assessment Procedures	18-19
Bell Schedule	6	Extracurricular Information	19-20
Education Act	7	Fine Arts Certificate	19
Absence Codes for Class Periods	7	French Oral Proficiency Certificate	21
Procedures & Routines – Students	8	Guidance and Career Information	21
Duties of a Pupil (Education Act)	10	Library books and Textbooks	21
Improper Conduct (Education Act)	10	Lockers / School Closures	21
Roles of Parents (Education Act)	10	Assemblies / Visitors	21
Violations & Consequences	9-12	Sign in/Sign Out	21
Attendance Policy	11	Student Parking	22
Anti-Bullying	12	Young Adult Health Clinic	22
Academics	13-14	Nurse Practitioner Letter	22

**ALL POLICIES ARE NOT IN THIS PACKET AND MAY BE SUBJECT TO CHANGE.**

**District Mission:** “Excited. Involved. Prepared.”

- School Beliefs:**
- Building trusting relationships and a culture of respect;
  - Maintaining an instructional focus using best practices and research;
  - Encouraging everyone to value learning;
  - Promoting acceptance of diversity;
  - Creating a culture and climate that fosters successful, productive learners;
  - Solving problems;
  - Celebrating accomplishments.

## WHS Teacher E-mail Addresses 2022 - 2023

Teacher Name	E-Mail Address
Acott, Jennifer- School Counsellor	<a href="mailto:Jennifer.Acott@nbed.nb.ca">Jennifer.Acott@nbed.nb.ca</a>
Arseneau, James	<a href="mailto:James.Arseneau@nbed.nb.ca">James.Arseneau@nbed.nb.ca</a>
Belyea, Peter	<a href="mailto:Peter.Belyea@nbed.nb.ca">Peter.Belyea@nbed.nb.ca</a>
Bertrand, Henry- Resource & Methods	Henry.Bertrand@nbed.nb.ca
Boyd, Lauren	Lauren.Boyd@nbed.nb.ca
Bridgeo, Stephen	Stephen.Bridgeo@nbed.nb.ca
Campbell, Kathy	Kathy.Campbell@nbed.nb.ca
Carr, Kyla	Kyla.Carr@nbed.nb.ca
Clowes, Jamie	Jamie.McCue@nbed.nb.ca
Cole, Andrew	Andrew.Cole@nbed.nb.ca
Culbert, Ellen	Ellen.Culbert@nbed.nb.ca
Davidson, Will	William.Davidson@nbed.nb.ca
Dempsey, Tracy	Tracy.Dempsey@nbed.nb.ca
Dingee, Jennifer	Jennifer.Dingee@nbed.nb.ca
Doucet Fletcher, Danielle	Danielle.Doucet@nbed.nb.ca
Everett, Nathan	Nathan.Everett@nbed.nb.ca
Fletcher, Michael	Michael.Fletcher@nbed.nb.ca
Giberson, Nicole – Vice Principal	Nicole.Giberson@nbed.nb.ca
Gray, Jeffrey	Jeffrey.Gay@nbed.nb.ca
Greer McEwing, Bridgette	Bridgette.McEwing@nbed.nb.ca
Hawkes, Tony – Vice Principal	Tony.Hawkes@nbed.nb.ca
Jones, Scott	Scott.Jones@nbed.nb.ca
Kee, Francoise	Francoise.Martin-Kee@nbed.nb.ca
Kettela, Paul	Paul.Kettela@nbed.nb.ca
King, Meg	Meg.King@nbed.nb.ca
Lenahan, Amanda –Resource & Methods	Amanda.Lenahan@nbed.nb.ca
MacInnis, Andrea	Andrea.MacInnis@nbed.nb.ca
McLatchy, Jewel	Jewel.McLatchy@nbed.nb.ca
McEwing, Michael	Michael.McEwing@nbed.nb.ca
Munro, Nicole – Resource & Methods	Nicole.Munro@nbed.nb.ca
Oakes, Maria	Maria.Oakes@nbed.nb.ca
O’Leary, Derrick – Principal	Derrick.O’Leary@nbed.nb.ca
Palmer, Danielle	Danielle.Palmer@nbed.nb.ca
Porter, Lisa	Lisa.Porter@nbed.nb.ca
Roy, Jessica	Jessica.Roy@nbed.nb.ca
Saulis, Shawn – School Counsellor	Shawn.Saulis@nbed.nb.ca
Schmidt, Lisa	Lisa.Schmidt@nbed.nb.ca
Sharpe, Mallory	Mallory.Sharpe@nbed.nb.ca
Sherwood, Savanna	Savanna.Sherwood@nbed.nb.ca
Sparrow, Christopher	Chrisopher.Sparrow@nbed.nb.ca
Stiles, Trudy	Trudy.Stiles@nbed.nb.ca
Wallace, Robb	Robb.Wallace@nbed.nb.ca
Wark, Taralee	Taralee.Wark@nbed.nb.ca
Woolaver, Charlene	Charlene.Woolaver@nbed.nb.ca
Wright, Tim – School Counsellor	Tim.Wright@nbed.nb.ca



## ANGLOPHONE WEST SCHOOL DISTRICT

### 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 2022

Dear Parents/Guardians:

Anglophone West School District is committed to creating and maintaining an environment in schools where students, staff, and visitors feel safe. To enhance safety and security, district protocol requires intensive threat assessment training of School Administrators, Education Support Services, and District Staff. Further to this, partners from Policing, Public Safety, Social Development and Mental Health are also trained in this multi-disciplinary approach.

The protocol requires trained school staff, as a team, to complete a Violence Threat Risk Assessment (VTRA) in all cases where students make significant threats to harm themselves or others. The purpose of the VTRA process is to use the best knowledge, skill, and experience available to assess level of concern so that appropriate interventions can be identified to protect individuals from harm and to ensure a climate of safety in schools and the community. As noted above, a multi-disciplinary approach is used. Please be assured that the school team will be taking measures to deal with all known threats/high-risk behaviours in a positive and proactive manner. If the school team invites you to a meeting to discuss safety concerns about your own child, please be assured that our protocol is being followed and that the goal is safety.

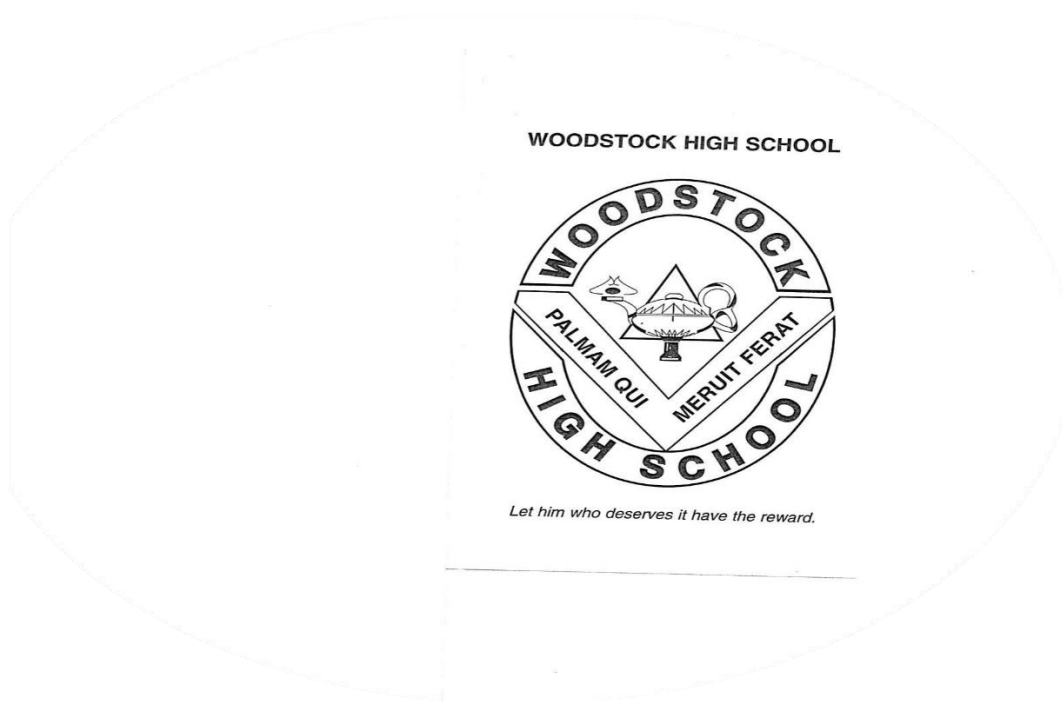
Anglophone West School District will respond to all serious threats. If there is a need, a school may initiate a state of "lock down" or "hold and secure" within the facility. A principal has the authority to declare either condition and will often do so through collaboration with district office officials and/or emergency responders. Please note...a "hold and secure" allows those who are in the building to continue with their normal routines but calls for increased monitoring of entrances and for no one to enter or leave the building. A "lock down" requires all who are within the building to immediately stop what they are doing and assume a quiet, hiding position within their current space. Staff and students practice this as a drill each year. In either case, it is important for parents/guardians to know that they will not be able to retrieve their child(ren) until the "all clear" is given. The school and district will do their best to provide communication throughout the situation, although the priority will always be to ensure the safety of individuals first.

To help keep our school communities safe, there is an expectation that parents, students, and community members who have knowledge of a threat or high-risk behaviour will report this information to the principal. It would be helpful if you would discuss this protocol with your child(ren). Our goal is to respond to all threats in a professional manner that provides for a safe, healthy and caring learning environment. We appreciate your support in helping ensure our schools are safe environments for all children and staff.

Sincerely,

David McTimoney

Superintendent



### **Principal's Message**

On behalf of the staff, it is my pleasure to welcome you to Woodstock High School. A special welcome to all students entering WHS for the first time. We are extremely proud of the programs we offer our students, and we encourage you to make the most of your time with us.

This binder has been developed to help you and your parents learn as much as possible about school policies, procedures and the services we offer students. It offers a great deal of information about activities at the school, the school calendar, student expectations, and many facts that can be used on a daily basis.

Whether you are joining us for the first time or have been with us for a number of years, we encourage you to become an active member of WHS. In addition to an excellent academic foundation, we offer many activities, clubs and sports to help students become well-rounded, mature young adults.

We look forward to this school year with great excitement. Get involved in your school and be committed to academic success. We hope you have a wonderful year.

Sincerely,

Derrick O'Leary

<b>September</b>	<b>5</b>	<b>Labour Day</b>
	<b>6</b>	First Day for Grade 9 Students
	<b>7</b>	First Day for All students
<b>October</b>	<b>10</b>	<b>Thanksgiving Day</b>
<b>November</b>	<b>11</b>	<b>Remembrance Day</b>
	<b>14</b>	Report Cards Issued
	<b>18</b>	Parent/Teacher morning and Professional Learning in afternoon – No school for students.
<b>December</b>	<b>2</b>	Professional Learning Day – No school
	<b>23</b>	Last Day of Classes
<b>January</b>	<b>26-30</b>	<b>Christmas Holidays</b>
	<b>2 - 6</b>	<b>Christmas Holidays</b>
	<b>9</b>	First Day for Students
	<b>23 – 27</b>	Assessment/Demonstration of Learning Week
	<b>30</b>	<b>Turnaround Day – High School only- no school for students</b>
	<b>31</b>	Turnaround Day – High School only
<b>February</b>	<b>1</b>	<b>Semester 2 begins</b>
	<b>20</b>	Family Day
<b>March</b>	<b>6 – 10</b>	<b>March Break</b>
<b>April</b>	<b>6</b>	Report cards issued
	<b>7</b>	<b>Good Friday</b>
	<b>10</b>	<b>Easter Monday – No school</b>
	<b>14</b>	Parent/Teacher interviews (1/2 day), (PL ½ day)
<b>May</b>	<b>5</b>	NBTA Council Day- no school
	<b>15</b>	NBTA Branch Meeting –no school
	<b>22</b>	<b>Victoria Day</b>
<b>June</b>	<b>12 - 16</b>	Assessment /Demonstration of Learning Week
	<b>12 - 23</b>	Course Recovery
	<b>23</b>	Last Day for students – Final report card Day

**BELL SCHEDULE (The building opens at 7:45 a.m. Monday – Friday)**

The time between periods are referred to as “transition times”; students use this time to move from one class to the next. Students are **not to leave the building during this time unless directed to as part of a class activity or sanctioned by Administration.**

8:25	Warning Bell – students are to move to their Period 2 class
8:30 – 9:34	Period #2 – 64 minutes
9:38 – 9:48	Homeroom – 10 minutes
9:52 – 10:56	Period #3 – 64 minutes
11:00 – 12:04	Period #4 – 64 minutes
12:04 - 12:44	Lunch break
12:48 – 1:52	Period #5 – 64 minutes
1:56 – 3:00	Period #6 – 64 minutes

## **DUTIES OF PUPILS – EDUCATION ACT**

**14(1)** It is the duty of a pupil to

- (a) participate in learning opportunities to his or her potential,
- (b) accept increasing responsibility for his or her learning as he or she progresses through his or her schooling,
- (c) attend to assigned homework,
- (d) attend school regularly and punctually,
- (e) contribute to a safe and positive learning environment,
- (f) be responsible for his or her conduct at school and while on the way to and from school,
- (g) respect the rights of others,
- (h) comply with all school policies.

**14(2)** It is the right of a pupil to be informed of his or her educational progress on a regular basis.

## **IMPROPER CONDUCT – EDUCATION ACT**

**22(1)** Where a person creates or attempts to create a disturbance in or on school property while being used for school purposes, a teacher may exclude that person from the school property.

**22(2)** Where under subsection (1) a teacher attempts to exclude a person from school property and that person refuses to immediately leave the school property that person commits an offence punishable under Part II of the *Provincial Offences Procedure Act* as a category C offence.

**22(3)** Where a person, in or on school property,

- (a) uses threatening or abusive language, or
- (b) speaks or acts in such a way as to impair the maintenance of order and discipline in or on the school property, that person commits an offence punishable under Part II of the *Provincial Offences Procedure Act* as a category C offence

## **When a Disagreement Occurs**

It is possible in a system like education that some contacts may lead to a misunderstanding or disagreement. When one occurs between the school system and a parent, it is essential for the well being of all concerned, especially the student, that the adults reach a resolution quickly and reasonably.

The following steps shall be taken to ensure fairness:

1. Meet with the person and attempt to resolve the concern.
2. If a satisfactory resolution cannot be reached, meet with the appropriate supervisor – an administrator when it deals with a staff member - the Senior Education Officer when it deals with the Principal.

## **ROLES OF PARENTS – EDUCATION ACT**

**13(1)** In support of the learning success of his or her child and the learning environment at the school, a parent is expected to

- a. encourage his or her child to attend to assigned homework,
- b. communicate reasonably with school personnel employed at the school his or her child attends as required in the best interests of the child,
- c. cause his or her child to attend school as required by this Act,
- d. ensure the basic needs of his or her child are met, and
- e. have due care for the conduct of his or her child at school and while on the way to and from school.

**13(2)** The parent of a pupil has a right to reasonable consultation with the pupil's teacher or the principal of the school the pupil attends with respect to the education of the pupil.

**13(3)** It is the responsibility of the parent of a pupil and of school personnel to conduct themselves in a respectful manner and to follow established procedures when involved in communications concerning the pupil.

## PROCEDURES & ROUTINES – Students

1. Arrive at school by 8:20 a.m.
  - Remain in the building during transition times.
2. Use and maintain your assigned locker and do not share your locker with other students.
  - Store your winter outerwear in your locker during instructional time.
  - Keep a sweater or sweatshirt in your locker and use it for classrooms that periodically experience cooler temperatures.
  - Use only the lock issued by the school for your locker.
3. In all classes:
  - Demonstrate regular and punctual attendance (seated and ready to work prior to the tone signaling the start of the instructional period).
  - Be prepared.
  - Seek permission from your teacher to leave the instructional area.
  - Sign out at the office whenever you leave the W.H.S. campus for reasons not associated with your course of studies.
4. **Get your parent or guardian to contact the office at 325 4437 by 3pm on the day of the absence. Notify the Office anytime you pick up your son or daughter during instructional time.**
5. Do not smoke or vape on the W.H.S. campus.
6. Park your vehicle in the students' parking area.
7. Do not threaten the safety of another person:
  - Any item which is used for this purpose will be confiscated by school officials.
  - Items such as, but not limited to, guns, knives, firecrackers, stink bombs, laser lights, and aerosol sprays are prohibited. All-Terrain vehicles, dirt bikes, and snowmobiles are to remain off school property.
8. Listening devices, and video devices, must be turned off during instructional time and stored in your book bag, purse, or locker. The teacher may grant permission for students to use a listening device in the classroom whenever students require them in the learning activity or when students are working independently. The teacher will monitor devices to ensure they are being operated at safe sound levels.
9. **Cell phones are to be turned off and out of view during tests and assessments, unless otherwise directed by a teacher. During instructional time, cell phones may be used at the discretion of the teacher. However, the teacher must give permission to use the technology.**
10. **At no time shall you take, send or post electronically a picture of students or staff members without their knowledge and permission OR use the picture for an unethical/illegal purpose.**
11. Students are not to hang out in the following areas: the properties adjacent to the compound/shed at the north end of the school (including the woods), the entrance to the Y's Men building, and the entrance to the stables on Connell Park Road.
12. Do not loiter in the front lobby, on stairs, in stairwells, at entrances and emergency exits, or in vehicles parked on school property.
13. **Pay your fees promptly or make appropriate arrangements for payment.**
14. Remove your head gear before entering offices, classrooms, theatre, gym (instructional time), assemblies or meetings.
15. Place your skateboard in your locker, and do not use it on school property.
16. Comply with all school policies and perform the Duties of a Pupil as outlined in the Education Act.
17. If being picked up by a parent/guardian during instructional time, remain in your class until you are notified by the office to leave.
18. Textbooks are to be returned to the library before you write their exam or final assessment in both January and June.



**ATTENDANCE – THERE IS A DIRECT CORRELATION BETWEEN STUDENT ATTENDANCE AND STUDENT SUCCESS.**

<u>Period Codes</u>			
Illness	IL	School Sports team	ST
Tardy	TA	Late Bus	LB
Absent – unexcused	UA	Attendance not required	XX
Excused Absence	OI	School Activity	SA
Medical Appointment	MA	Bereavement	BE
In school Suspension	IS	Sports – Non-school related	NS
Out of school Suspension	OS	Inclement Weather – Parent	IW
Distance Learning	DL	School programming	SP

**VIOLATIONS AND CONSEQUENCES**

Note: For the purpose of this section, a “Staff Member” is defined as Administrators, Teachers, Tutor/Mentors, Teacher Assistants, Native Education Worker, School Intervention Workers, Administrative Assistants, Assistant Librarian, Custodians, Maintenance Worker, Cafeteria Workers and Volunteers.

**1. Academic Deadlines For Essential (Major) Assignments**

When the deadline is missed, the teacher will:

- Contact the parent/guardian (if deemed an essential assignment)
- Hold the student accountable for completing the assignment
- Other expectations as per course outline and administration

**2. When a W.H.S student demonstrates defiance, the Staff Member will:**

- Meet with the student
- Define the problem using a collaborative process with the student and inform the parents/guardian when necessary.
- Involve the student in constructing a plan to deal with a similar problem in the future.
- Forward documentation to administration
- If assistance is required, consult administration.

**3. A Positive Work and Learning Environment at W.H.S. is created when students and Staff Members interact in a respectful manner. If someone is not contributing to a positive learning environment, then refer to Policies 701 and 703 on the government web site [www.gnb.ca](http://www.gnb.ca) for guidance and direction. Most incidents can be handled by following these steps:**

- Arrange to meet – this would be initiated by either the student or the staff member.
- Utilize the restorative process.
- If a student has a concern, the student is encouraged to involve another staff member.
- Contact the parent/guardian when necessary and document.
- A staff member will assign an appropriate consequence for either initial or repeated incidents.
- Consult administration whenever there is a serious breach of conduct.

4. **Property of W.H.S. is the grounds, building and any contents purchased by or for the school or belonging to the Province of New Brunswick.**

A student who willfully, or accidentally, damages school property will pay restitution and may face prosecution. All incidents will be documented.

5. **Fighting – W.H.S. supports solving problems through dialogue and mediation.**

A student who willingly engages in a physical altercation or chooses to set up a fight will be assigned a suspension and the length will be determined using, but not limited to, the following criteria:

- Recency, frequency, and intensity of threatening behaviours
- Level of disturbance
- Degree of any injury
- Level of responsibility for instigating

6. **Assaults (Physical, Sexual, Verbal) – W.H.S. promotes treating others with respect.**

A student will be suspended if he/she attacks another person at school physically, verbally, or for sexual purposes. The victim will be encouraged to contact the police and make an appropriate statement regarding the incident. The length of the suspension will be determined using, but not limited to, the following criteria:

- Recency, frequency, and intensity of threatening behaviours
- Degree of any injury
- Level of threat to the safety of the student
- Level of assurance for reform

7. **Punctuality – W.H.S. encourages everyone to be early.**

A student who fails to be punctual will be dealt with by the teacher in a progressive manner. The teacher will use, but not be limited to, the following interventions:

- Meet with the student.
- Contact the parent/guardian.
- Document all actions taken.
- Consult with administration in cases where the student fails to cooperate.

8. **Theft – W.H.S. encourages everyone to be honest and trustworthy.**

Any case of theft is to be reported to administration. The student(s) will be required to return property in the condition it was in before it was taken. This may result in the student paying restitution and/or being suspended.

9. **Tobacco – W.H.S. supports “no smoking/tobacco/vaping product” including e - cigarettes on school property.**

**Sale**

It is a criminal offense to sell tobacco products to any person less than 19 years of age. A student who is caught selling will be required to turn over all money and tobacco products to school administration.

**Use**

The building and property have been identified as a “No Smoking Zone.” Any student who smokes, uses chewing tobacco or the smokeless cigarettes in this zone will be assigned an out-of-school suspension.

**Possession**

Possession of these materials is not permitted at Woodstock High School. It is a violation of Department of Education policy to use these materials on school property, therefore, carrying these

materials inside the building is not necessary. Students will be permitted to store the above items in their locker or vehicle. A suspension will be issued if a student is found with the above on their person.

10. **Drugs and Alcohol – W.H.S. encourages everyone to make the “right choices” with respect to drugs and alcohol.**

Any student who is under the influence of, or found using, possessing or transmitting, drug paraphernalia, illegal drugs or alcohol will be assigned a 5 day out-of-school suspension, and a referral of the student will be made to the Addictions Counselor. Any student who sells drug paraphernalia, drugs or alcohol will be suspended from school. The length of the suspension may be long term thus the length will be determined by the Superintendent. This is in effect anytime a student is under the jurisdiction of school officials.

11. **Parking – W.H.S. has designated parking areas for students, staff and general public.**

The lower parking area is designated for staff and the general public. The upper parking area is designated for students. Student vehicles in the staff parking may be towed at the owner’s expense.

12. **School Bus – It is a privilege, not a right, to be transported on a school bus.**

All students are required to obey the rules as set down by the driver. Any infraction of the rules will be dealt with in a progressive manner and may lead to suspension from using all school bus conveyance.

13. **Profanity and Obscenity – W.H.S. encourages everyone to use appropriate language.**

The use of language deemed offensive or obscene is discouraged and may result in being assigned a detention/suspension depending on severity and frequency of the infraction.

14. **Dangerous Item – W.H.S. promotes a safe and orderly school environment.**

Any item that threatens the safety of others will be confiscated by school officials. Any student who uses the item will be assigned a suspension. The length of the suspension will be based on, but not be limited to, the following:

- Recency, frequency, and intensity of threatening behaviours
- Degree of injury or potential injury
- Level of assurance that the act will not be repeated
- Student’s behaviour record
- Level of police involvement

15. **Scent Free – W.H.S. promotes everyone wearing unscented personal products.**

Scented products contain chemicals that can cause serious problems for some people, especially those with asthma, allergies or environmental illness. Please be sensitive to other’s health problems. Spraying cologne/perfume/deodorant or other scented products is prohibited. Failure to support this expectation will result in disciplinary action that could lead to suspension.

16. **Cell Phones** - Cell phones must be shut off and stored in a students’ bookbag during class time. Some teachers may choose to collect cell phones and place them in a location in their classroom and this practice is supported by the administration at Woodstock High. When a cell phone is required/beneficial, for instructional purposes, the teacher will give permission for students to take the cell phone from their book bag. If a student has their cell phone out during class time, the student will give the phone to the teacher and a parent will pick up the phone at the office at their convenience.

### **17. Late assignments.**

It is the students' responsibility to complete all assigned work on time. When an assignment is late, the teacher will contact a parent informing them of the late assignment. After a parent has been contacted, students will receive a 10% penalty for each day their assignments is not submitted. After 4 days the assignment will now be graded on a pass/fail scale, meaning an acceptable assignment will result in a maximum mark of 60%. Assigned work must be completed within two calendar weeks of the parent contact or a mark of zero will be assigned.

### **18. Missed tests.**

If a student is absent the day they have been assigned a test, a parent/guardian must contact the school (325-4437) on or before the morning of the absence and excuse the student for that day. Please feel free to leave a voice mail message at any time. Unexcused absences will result in a mark of 0% for the test. The teacher will place a copy of the test in the office and the student has one calendar week to report to the "Missed test room" at noon hour to complete the test.

## **Anti-Bullying**

### **Statement of Intent**

Woodstock High School is committed to providing a caring, friendly, and safe environment for all members of the school community so they can learn and work in a relaxed and secure academic atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all members of the school community should be able to report incidents and know they will be dealt with promptly and effectively, according to the anti-bullying policy currently being developed by the Government of New Brunswick.

### **What is Bullying?**

Bullying is a serious misconduct, which includes incidents that happen both inside and outside of school hours and both on and off school property to the extent they affect the school climate. Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim, and many others in the immediate environment, including classmates, teachers, and support staff. Bullying can include any behaviours that verbally, physically, or psychologically affect another person. These behaviours may be initiated directly or indirectly by one or more people. These behaviours are deliberate and hurtful, and usually involve an imbalance of power. Research shows that bullying reduces student effectiveness and ability to learn in school. Bullying increases anxiety and health-related problems in victims. There are long-term harmful effects of bullying for both victims and bullies. Some of the many types of bullying and harassment are:

- **Verbal bullying**, which may include name-calling, threats, teasing, unkind or suggestive and abusive remarks, and making intimidating phone calls;
- **Physical bullying**, which may include shoving, hitting, poking, tripping, pushing, threatening, or destroying property;
- **Relational bullying**, which may include spreading rumours, passing notes, making false accusations, racial slurs, interfering in friendships, and excluding from a group;
- **Cyber bullying**, which may include threats, intimidation, or teasing over the internet [including mobile devices and social media];
- **Intimidation**, which may include writing graffiti, playing a dirty trick, taking possessions, and coercion;

- **Sexual harassment**, which may include making unwelcome comments or actions of a sexual nature;
- **Homophobic harassment**, which may include derogatory comments or actions focused on the issue of sexuality;
- **Racial, religious, or cultural harassment**, which may include racial slurs or name-calling.

At Woodstock High School, we believe that bullying is a serious problem for the individuals involved, the school, the families, and the community. Bullying and victimization are not part of the healthy development of the individuals or the stability of any community. Bullying will not be tolerated in this school in any form.

### CHALLENGE FOR CREDIT

Any student in grade 11 or 12 who has met all the learning, process, interpersonal, participation objectives or outcomes/requirements outside of school for any prescribed course in the New Brunswick public school system may challenge for credit.

Procedure:

- Must apply in writing to the principal prior to or within two weeks of the beginning of a course.
- The application must include clear evidence of appropriate prior learning outside of school and be supported by one pedagogical professional.
- The school principal, along with a guidance counselor and one teacher, will review the application with the student and parent/guardian and advise them on the validity of the application.
- Meet with a panel of three people knowledgeable in the area of the challenge, with one person being a professional from outside the student's school, and find out what is required for the challenge.

### PLAGIARISM

Plagiarism will not be tolerated. The **work may be assigned a zero**; the **student must redo the work in all cases of plagiarism**, and the **teacher will contact the parent/guardian**. Be that as it may, plagiarism will have a negative impact on the final evaluation in the course. Harvard has a great website for detailing types of plagiarism with specific examples for students and parents to see and help them understand:

It is the responsibility of the student and their parent(s)/guardian(s) to understand what constitutes plagiarism. To that end, Woodstock High School is providing a resource to help everyone in our school community comprehend what forms of plagiarism exist, examples of plagiarism, and how to avoid it.

<http://isites.harvard.edu/icb/icb.do?keyword=k70847&tabgroupid=icb.tabgroup106849>

### FEES

**In all cases where fees are collected from students, receipts will be issued. Keep your receipts. Fees should now be paid on line. To create your profile, go to <https://anglophonewest.schoolscashonline.com> and click "Get started today?"**

**Student Fee: The amount of the student fee is \$65.** The fee is used to cover expenses associated with a number of activities available to all students.

**Activity Fees:** A student who participates in an extracurricular activity is required to pay an activity fee. The activity fee helps off-set the costs in running extracurricular programs.

**Band Fee:** Students involved in the Senior Band are required to pay an annual instrument rental fee. This is to be paid **before** practices begin. **If the fee cannot be paid on time, please contact administration to set up a payment plan prior to the start of the activity.**

**Grad Fee:** All seniors are required to pay a graduation fee. The amount of the grad fee is dependent upon the number of graduates. The grad fee covers the cost of the diploma cover, graduation cap & gown, invitations, baccalaureate service, and other expenses related to graduation activities **This does not include the grad banquet.**

**All payments are made on School Cash online or if unable, at the administrative office. PLEASE ENSURE THAT THE FEES ARE PAID BY THE DUE DATE. IF THIS IS NOT POSSIBLE, PLEASE CONTACT THE OFFICE TO SET UP A PAYMENT PLAN. THIS IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN. IF THIS IS NOT DONE, PARTICIPATION WILL BE DENIED UNTIL ARRANGEMENTS HAVE BEEN MADE AND HAVE BEEN FOLLOWED THROUGH.**

#### **E-LEARNING**

Courses are offered on-line, and they are open to students who need to fill a slot in their timetable. Students should consider this option if they are self-directed and prepared to take on a heavier workload. Readings, essays, power point presentations, internet researches, and hands-on activities represent the majority of E-Learning. A word of caution: a midterm mark is not given out, but you do receive a mark from your on-line teacher for each completed assignment. The E-Learning room is to be used only by the supervisor and students enrolled in E-Learning courses.

#### **INDEPENDENT STUDY CREDIT**

Any student in grades 11 or 12, who is interested in working independently, can be granted a credit for the successful completion of a course cooperatively developed with a supervising teacher and approved by the supervising teacher, the guidance counselor, and the principal. The Independent Study may include:

- a prescribed course in the province of New Brunswick,
- a topic or theme that extends the curriculum of a prescribed course,
- a topic or theme chosen by the student, including work that combines a number of disciplines.

Check with guidance for additional information.

#### **GRADUATION INFORMATION**

##### **Graduation Requirements (effective as of March 2019)**

##### **In the 21-credit system, students must**

- meet the requirements of the prescribed common curriculum of the 9/10 program as outlined in the *Grades 9/10 Companion Document* (completing Information Technology outcomes satisfies Computer Literacy requirement)
- acquire a literacy credential by achieving a successful rating on the reading and writing components of the English Language Proficiency Assessment in grade 9. A reassessment in grades 11 and 12 is available to students that do not achieve a successful rating on the reading and/or writing components; a potential graduate reassessment in June of grade 12 is a final opportunity to achieve the literacy credential for graduation requirements

- attain 18 of 21 credits (including compulsory credits) as outlined in the *High School Program of Study*
- accumulate a minimum of 5 credits at the grade 12 level

**There are 7 compulsory credits**

- English grade 12 (**1 credit**)
- English grade 11 (**2 credits**)
- Finance and Workplace Mathematics 11 *or* Foundations 11 (**1 credit**)
- Modern History grade 11 (**1 credit**)
- Science (**1 credit**) from Physics, Biology, Chemistry, Environmental Science, Robotics and Automated Technology 120, Automotive Electrical Systems 120, Micro Electronics 120, Introductory Electronics 110, Physical Geography 110, human physiology 110
- Fine Arts/Life Role Development (**1 credit**) from Visual Arts 110, 120, Music 111/2, 113, 120, 122, Fine Arts 110, Theatre Arts 120, Performing Arts 120, Graphic Art and Design 110, Family Living 120, Co-op Ed 120, Career Explorations 110, Outdoor Pursuits 110 (regular course or Challenge for Credit with successful completion of Duke of Edinburgh's Award Young Canadians Challenge Silver or Gold level), Health and Phys Ed 120, Entrepreneurship 110, Reading Tutor 120

French language requirements are met in the grade 9/10 program.

Students may take up to **2** Challenge for Credit Courses and **1** Independent Study for graduation purposes. Only **2** Locally Developed Courses are eligible for credits for graduation purposes, but these courses may not replace a compulsory course.

**Graduation requirements for a student identified as being exceptional (as defined by the Education Act) may vary as documented in his/her Special Education Plan (SEP).** Modification (MOD) must be indicated on the transcript. No such indication will appear on the diploma.

**Adult High School Diploma:**

An Adult High School Diploma is issued by the Department of Post Secondary Education, Training and Labor and may be awarded to a student who meets the established criteria. This diploma requires fewer credits than the traditional diploma. Check with the School Counsellor if you require further clarification.

**Essential Skill Program**

- Personalized opportunity for students to receive a high school diploma that will lead them directly to one of 41 college entry pathways at NBCC, which can position them for future employment in one of the 70,000 openings projected by the 2017–2026 Labour Market Outlook
- Individualized learning path, based on Employment and Social Development Canada's (ESDC) nine essential skills, that is a best fit for their future career aspirations
- Students complete a foundational learning block, in classes of 12–15 students per class, to ground them in objective-based, essential skill learning.
- When attained, students move into their personalized college entry pathway, based on their skills, talents, abilities and ambitions.
- To finish the Essential Skills Achievement Pathway, students will complete a Capstone project to showcase their achievements throughout the program.

## GRADUATION AWARDS

The Governor General's Medal is awarded annually to the student with the highest academic average upon graduation from a secondary school. The average is based on the final two years of the secondary school program.

In addition, there are numerous opportunities to secure financial support for postsecondary education. Contact Guidance for more details.

### **HONOR CORD**

A graduate is issued an honor cord provided the student has met the following criteria:

- academic average of 80% or above at the end of grade 11,
- academic average of 80% or above at the end of grade 12,
- all courses are completed and show a pass
- 

### **Activity recognition**

To recognize student achievement and participation in school clubs, committees, sports teams, and organizations, graduates may receive an acknowledgement based on the following criteria:

1. One major activity = Two minor activities.
2. Major Award– Participation in **8** or more major activities (or its equivalent) during his/her years at WHS.
3. Minor Award– Participation in **6** major activities (or its equivalent) during his/her years at WHS.
4. Submit your information to the Senior Class Advisor.

### **Major Activities**

Jazz Band	Hockey	Leadership
Concert Band	Musical	Choir
Basketball	Yearbook	

### **Minor Activities**

Rugby  
Soccer  
Volleyball  
Art Club  
Cross Country  
Debate Club  
Gay Straight Alliance  
Swimming  
TADD Executive  
Student Council  
Baseball  
We Act  
Badminton  
Golf  
Safe Grad  
Yearbook  
Senior Class  
Track and Field



## SENIOR CLASS LEADERSHIP

This committee helps organize graduation events.

It serves as a liaison between the senior class and the staff advisors

**This committee is not responsible for senior activities. The seniors must take initiative as to what they would like to do and seek out a staff advisor to head the activity.**

## VALEDICTORIAN

It is an honor and a privilege for a graduating member of the senior class to give the valedictory speech at graduation. The speech is limited to 5 minutes and includes memories, acknowledgements, and a thoughtful message about the future. A student interested in applying for the position must meet all the following criteria in his/her senior year:

- academic average of 90% or above at the end of gr. 11
- academic average of 90% or above based on the first three progress reports in gr. 12
- passing all grade 11 and 12 courses
- carry a full course load
- regular and punctual attendance to all classes
- highest vote total from the senior class.

## OTHER GRADUATION SPEAKING ROLES

- passing all grade 11 and 12 courses
- carry a full course load
- regular and punctual attendance to all classes
- next three highest vote totals from the senior class

## STRATEGIES FOR SUCCESS

Your success is dependent on what you choose to do. Below is a list of recommended strategies for success:

- Attend every class
- Arrive early to each class with all appropriate materials and resources
- Listen and record notes
- Ask specific questions when you do not understand something
- Participate in class discussions
- Produce quality work
- Respect deadlines
- Do correctives
- Arrange for extra help when you experience academic difficulties
- If you are absent from a class, find out what you missed and catch up
- Volunteer answers
- Complete homework in a quality manner
- Contribute to a positive learning environment
- Prepare well for tests and exams – organize a review, read and write down key points, do all review questions and problems

## PROCEDURE FOR APPEAL

**Step 1** – Meet with the teacher and review the rationale used to determine the evaluation.

**Step 2** – Meet with an administrator and the teacher only if there is solid evidence the teacher did not follow the marking guide, or did not adhere to the performance criteria, or made an error in calculation. The administration, in consultation with the teacher, will render a decision on behalf of the school.

**Step 3** – Follow the Appeal Process as outlined in The Education Act.

## CRISIS RESPONSE

To signal a lock down, a special tone will be followed by an announcement over the intercom **“LOCKDOWN, LOCKDOWN, LOCKDOWN – THIS IS NOT A DRILL.”** Find a room that is open and shut the door. All door knobs should be in the locked position. Remain quiet and move away from the door so that you can't be visible to someone looking into the room. You are to stay there until a formal announcement is made over the intercom by a law enforcement officer. If you are outside the building, then go directly to the AYR Motor Centre.

To signal evacuation of the building, the same special tone will be followed by an announcement over the intercom **“EVACUATE THE BUILDING – EVACUATE THE BUILDING.”** Students and staff are instructed to leave the building quickly and quietly and go directly to the AYR Motor Centre and remain there until further instruction. Once there, students must remain seated in the designated seat.

When the fire alarm sounds, students and staff will exit the building quickly and quietly; everyone should move to a safe area away from the building but not to areas where emergency vehicles need access. Unless otherwise stated, students and staff will go to the AYR Motor Centre. Once in a safe area, attendance will be taken by the teacher and further direction will be given.

## EXAMINATIONS – TESTS – ALTERNATE FINAL ASSESSMENTS

Teachers at Woodstock High School are encouraged to develop appropriate and challenging alternate final assessments, and these assessments must be treated by students as a final exam. Failure to complete the final alternate assessment by the deadline may result in the course being declared as a pass/fail which means the student may receive either 60% upon the completion of the assessment and credit for the course or a mark less than 60% or no credit for the course for the final evaluation.

School examinations and alternate final assessments are scheduled in January for semester 1 courses, and in June for semester 2 courses. Examinations or alternate final assessments are compulsory for most courses. Dates for exams and alternate final assessments are found in the school calendar. At the beginning of each term, course instructors will advise students about the evaluation criteria they will use to assign a grade. **A student who misses an exam or alternate final assessment because of a valid reason must provide a note from a doctor or professional with whom they were meeting. Opportunity to write the exam or do the alternate final assessment may be given. However, contact with school administration is required prior to the assessment date.** When school is closed, the exam or alternative final assessment will be rescheduled on the first day the school reopens.

Whenever a student misses a test and has a valid excuse, the student must arrange with the subject teacher to write the test at another time.

### **A candidate's exam-test paper will be invalid:**

- If he/she knowingly uses materials other than those prescribed by the subject teacher.
- If he/she uses sources of information other than those prescribed on the question papers.
- If he/she knowingly helps another candidate.
- If he/she knowingly receives help from another candidate.

## EXAM PROCEDURES

- All examinations will be written in a designated area. The schedule will be posted in each classroom.

- **Students are to arrive by 8:40 a.m. for the morning exam which starts at 9:00 a.m. and 12:15 p.m. for the afternoon exam which starts at 12:30 p.m.**
- Students are to bring all necessary materials they will need to write their examination.
- Food, drink (except water), cards, electronic devices (CD players, game players, MP3 players, iPods, cell phones, etc.) are not allowed in the examination area. **These items will be confiscated by the supervisor.**
- Students are not permitted to leave the examination area for any reason unless a legitimate emergency situation arises. Students will be released after an hour and a half but will have the full two hours to write.
- Any student who chooses to leave the examination area before the examination period ends forfeits the examination and risks receiving no mark for the course.
- Students who remain in the building during the day must stay in the cafeteria during exams.
- During the examination period, students are not to visit other area schools.

## **EXTRACURRICULAR**

### **STUDENT PERFORMANCE EXPECTATIONS**

Being a member of an extracurricular activity is an opportunity and a privilege. All fees must be paid promptly or a payment plan arranged and met. Academics must come first. Interim reports will be given out and students must be passing 4 out of 5 of the courses that are assigned. If he/she is failing 2 or more at the time of their interim report, they are removed from the activity for 1 month at which time marks will be re-submitted. This will be explained in detail at the parent information meeting for the activity information

### **ELIGIBILITY FOR SPORTS**

- Varsity Sports – five (5) years since entry into grade 9
- Junior Varsity Sports – two (2) years after entering Grade 9

**Suspension** – Any student that is suspended out-of-school is ineligible to practice or play in an extracurricular activity. The student may return to the activity on the next day following the end of the out-of-school suspension unless it was due to the misuse of drugs or alcohol as previously referred to. The student will not be considered for year-end awards.

### **POLICY – Transportation to Extracurricular Activities Organized by the School**

The principal is responsible for ensuring safe and appropriate transportation for students participating in an extracurricular activity away from the school. This means the responsibility starts when the team departs from the school and ends when the team returns. If cars, rental vehicles or 21 passenger vans are used, then the principal will ensure the driver of those vehicles:

- is 21 years of age or older,
- must be a parent/guardian, a member of the coaching/school/district staff or a person employed by the provincial or federal government
- must be insured (\$2 million liability is encouraged),
- must have the proper class of license,
- must have a responsible driving record,
- must enforce school/team rules, and
- is not a student as defined in the Education Act.

Whenever a vehicle is rented for the purpose of transporting students, the extra insurance must be purchased. Refer to Policies 512 and 513 for detailed information on responsibilities and expectations of school personnel and drivers.

**NOTE:** In most cases, parent/guardians will be assigned the responsibility to organize the transportation of their child to the event held away from the school. This responsibility can never be assigned to a student by the parent/guardian, but it can be delegated to another parent/guardian.

### **POLICY – Accommodations for Students Staying Overnight at Extracurricular Activities when Organized by the School**

The principal is responsible for all students who have to stay overnight while participating in an extracurricular activity organized by the school:

- make proper arrangements for accommodations
- prepare a rooming list
- ensure proper supervision
- monitor rooms
- enforce school/team rules

If your child stays in a room with the parent/guardian, the parent/guardian must take responsibility for their child and agree that he/she is subject to all school/team rules and expectations, and remains additionally under the supervision of the principal.

**Note:** The principal can designate another person to carry out his/her duties associated with the above policies.

### **FINE ARTS CERTIFICATE PROGRAM**

#### ***Purpose***

The purpose of the Fine Arts Certificate Program (FACe) is to:

- Encourage participation in the Fine Arts in our school
- Help develop and define an identity for the school's fine arts community
- Recognize the achievements of students in the Fine Arts
- Encourage personal growth, not necessarily expertise
- Encourage community involvement in the Fine Arts

#### ***Objectives***

The FACE will

- Encourage students to undertake artistic thought and processes
- Provide a framework through which student artistic growth can be observed and assessed
- Nurture student involvement in the arts
- Reinforce creative thought in many subject disciplines
- Promote the success of the school's artistic community

#### ***Areas of Concentration and Interest***

In Grade Ten a student identifies an “**Area of Concentration**” and a “**Secondary Area of Interest.**”

- An **Area of Concentration** consists of 2 curricular courses and 3 arts related extra-curricular activities.
- A **Secondary Area of Interest** consists of 1 curricular course and 2 arts related extra-curricular activities.

**For a course to count toward the FACe, the minimum grade must be 80%.**

- A sixth arts related extra-curricular activity is also required.
- Of the 6 extra-curricular activities, four **MUST** be school-based and two may be community based.
- At least 3 of the extra-curricular activities must last for the greater part of the school year – (role of major and minor extra-curricular activities)

Other required components include:

***Self-Evaluative Paper – Draft – Due May 1 Grade 11, Final Due May 1 Grade 12  
Portfolio Component***

#### **FRENCH ORAL PROFICIENCY CERTIFICATE**

Students must have successfully completed FI Language Arts 110 and FI Language Arts 120 (or be enrolled) or students must have successfully completed French 112 and French 122 (or be enrolled) in order to get tested for the French Oral Proficiency Certificate.

French Immersion Certificate requirements are outlined in Policy 309.

In order for students to receive a certificate for having completed the French Immersion program, we will need to adhere to Provincial guidelines (50% of courses at grade 9 in FI; 50% of courses at grade 10 in FI; 25% of courses over the two years of grades 11 & 12 in FI – which works out to be a total of 5).

#### **GUIDANCE AND CAREER EDUCATION PROGRAM**

The fundamental goal of the Guidance and Career Education Program is to support all students in acquiring and developing the skills they require to make appropriate choices and informed decisions regarding their:

- Educational opportunities and plans
- Career possibilities and paths  
Self-awareness and self-management
- Understanding of the interaction with others.

The student services center is open each day, and both students and their parents are encouraged to use the available resources, take part in workshops and information sessions, check the Student Services' bulletin boards and publications, and speak with Counselors.

#### **COURSE INFORMATION**

Course changes are completed by the Guidance department and occur during the first few days of classes or between semesters. Changes are made when:

- A student fails a compulsory course.
- The subject teacher, counselor, and administrator feel a student is wrongly placed in a course.
- A student in grade 11 or 12 would like to change an elective course

#### **BORROWING BOOKS/TEXTBOOKS**

Students will be responsible for cost recovery/replacement fees for damaged, lost, or mistreated library equipment/books.

Students must have a library pass from their subject teacher to be in the library during class time.

#### **LOCKERS**

- Upon request, students are assigned a lock and locker.
- Return the lock to your advisor teacher at the end of the school year.
- Students are not to share lockers with other students unless they are assigned to do so.
- It is the responsibility of the occupant of the locker to keep the interior of the locker neat and tidy at all times and to ensure that no garbage collects in that locker. Any damage to

the interior of a locker shall be the occupant's responsibility. Any damage you notice to your locker, whether interior or exterior, should be reported to the main office.

- Students who lose a lock are required to purchase a replacement lock at the office. A lock costs \$7.00.
- Only locks issued by the school are permitted on student lockers.
- **The lockers are school property and, as such, are subject to periodic inspections/searches at various times throughout the school year by the administration.**
- The student may be held responsible for the cost of any repair to her/his locker.
- Graffiti, photos, stickers, posters, etc., must be removed at the end of the school year.

## SCHOOL CLOSURES

The contact number for information on school closures is 1-888-388-4455 Zone 3.

## SIGN-IN/ SIGN-OUT

Students must sign in if arriving for the first time after the 8:30 a.m. tone. Students must sign out if leaving the school before the end of the day. The Sign-in/Sign-out sheets are located in the main office.

## STUDENT PARKING

The parking policy is in effect Monday through Friday between 7:45 a.m. and 4:00 p.m.

- Students that want to bring a motor vehicle to school are required to park it in the designated paved area (student parking lot). Students are not to loiter in the parking area, use the vehicle as a gathering place or park in the staff parking lot.

## VISITORS

All visitors must report to the office and seek permission to be in the school.

## ASSEMBLIES

Assemblies will be organized throughout the school year, and they will take place either in the theatre or the gymnasium. Students are reminded that this is a school-sanctioned activity. Please listen, cooperate and respect others.

## YOUNG ADULT HEALTH CLINIC

The Young Adult Health Clinic is located by the Guidance Office. Check the office door for hours of operation. The Sexual Health Nurse, a Physician and the Addictions Counselor work out of this area.

AIDS NB	1-800-561-4009
CHIMO	1-800-667-5005
Emergency	911
Family & Community Services	1-866-444-8838
Family & Community Services	325-4412
Gambling	1-800-461-1234
Kids Help Line	1-800-668-6868
Mental Health Centre	325-4419
Public Health	325-4408
R.C.M.P. (Woodstock)	325-3000
Sexually Transmitted Infections	1-877-784-1010
TELECARE	811
Woodstock Town Police	325-4601

**NURSE PRACTITIONER-** In an effort to improve sexual health services to high school students in ASDW, we are happy to announce the addition of a Nurse Practitioner to the River Valley Health Public Health Sexual Health Team. A space has been designated in our high school to provide these services. The Nurse practitioner has a local consultative physician who is available for students sexual health needs beyond her scope of practice.

The Medical Consent of Minors Act gives students the right to seek these services without a parent's/guardian's consent. Contact District office for a copy of the act or visit this web site to view the act: <http://www.canlii.org/nb/laws/sta/m-6.1/20080818/whole.html>