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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.

[Woodstock High School \(nbed.ca\)](http://WoodstockHighSchool(nbed.ca))

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

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**WHS Teacher E-mail Addresses 2023 – 2024**

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## **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,

*Nicole Giberson*

### **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.

### **District Beliefs:**

To nurture learning in a healthy, safe, inclusive environment so students thrive and become confident, contributing community members.

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**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 2023

Dear Families/Caregivers:

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 Violence Threat Risk Assessment (VTRA) 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 and community partners, as a team, to complete an Assessment of Risk to Others (ARTO) in all cases where students make threats to harm others. The purpose of the ARTO 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 families/caregivers 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 families/caregivers, 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 students and staff.

Sincerely,

David McTimoney  
Superintendent



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**ASD-W SCHOOL CALENDAR – 2023-2024**

<b>MONTH</b>	<b>DATES</b>	<b>EVENTS</b>
August	28	Full Administration Day – School Based
	29	NBTA Council Day – School Based/District
	30	NBTA Council Day – School Based
	31	EECD Professional Learning Day K-12 (full day)
September	1	Full Administration Day – School Based
	4	Labour Day
	5	First Day of Classes for Grades K-12 (or staggered entry as noted by the school)
	22	Positive Learning Environment Day
October	2	National Day for Truth and Reconciliation Day
	9	Thanksgiving Day
	13	School Improvement Planning Day
	10-13	Registration for Students Entering Kindergarten in 2024-2025
November	3	Professional Learning (District Based)
	13	Remembrance Day Holiday
	20	Report Cards Issued 9-12
	24	K-8 Full Day – Report Cards ½ day; School Based PL
		9-12 Full Day – Parent/Teacher Interviews (½ day); School Based PL
December	4	Report Cards Issued K-8
	8	K-8 Full Day – Parent/Teacher Interviews (½ day); School Based PL
	22	½
	25-30	Last Day of Classes (Half Day for students) / ½ day Administration Day
		Holidays
January	1-5	Holidays
	8	First Day for Students
	22-26	Assessment/Demonstration of Learning Week - High School Only
	29	Turnaround Day – High School Only
	30	Turnaround Day – High School Only (No School for High School Students)
	31	Semester 2 Begins-High School Only
February	19	Family Day
March	4-8	March Break
	25	K-8 Full Day – Professional Learning (Report Cards ½ day; School Based ½ day)
	29	Good Friday
April	1	Easter Monday
	11	Report Cards Issued K-12
	15	K-12 Full Day – Parent/Teacher Interviews (½ day), (EECD ½ day)
May	3	NBTA Council Day – Provincial
	13	ASD-W NBTA Branch Meeting Day
	20	Victoria Day
June	10-14	Assessment/Demonstration of Learning Week - High School Only
	25	Last Day for Students – Final Report Card Day (K-12)
	26	Full Administration Day – School Based / Last Day for Teachers

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

The time between periods is 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 directly to period 1
8:30 – 9:40	Period #1 – 70 minutes
9:44 – 10:50	Period #2 – 66 minutes
10:54 – 12:00	Period #3 – 66 minutes
12:00 - 12:44	Lunch Break
12:48 – 1:54	Period #4 – 66 minutes
1:58 – 3:04	Period #5 – 66 minutes

Homeroom sessions will be held on Thursdays throughout the year. Administration will determine the frequency and time needed.

**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.

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**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 8:25 a.m.
  - Remain in the building during transition times.
2. Hats are permitted to be worn in common areas throughout the building. However, all other areas are at the discretion of the supervisor (theatre, gym, classrooms, shop area, etc.).
3. Use and maintain your locker and do not share your locker with other students.
  - Use only the lock issued by the school for your locker.
4. 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.
5. **Parents or guardians are to contact the office at 506-325-4437 by 3pm on the day of the absence. Parents or guardians are to notify the Office anytime they pick up their child during instructional time.**
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.

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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. **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.**
10. 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).
11. Do not loiter in the front lobby, on stairs, in stairwells, at entrances and emergency exits, or in vehicles parked on school property.
12. **Pay your fees promptly or make appropriate arrangements for payment.**
13. If being picked up by a parent/guardian during instructional time, remain in your class until you are notified by the office to leave.
14. Textbooks are to be returned to the library before you write their exam or final assessment in both January and June.
15. Comply with all school policies and perform the Duties of a Pupil as outlined in the Education Act.

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

**Attendance Codes**

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



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## **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. **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.
2. **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.
3. **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.
4. **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
5. **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

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6. **Punctuality – W.H.S. requires everyone to be on time.**

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.

7. **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.

8. **Tobacco – At W.H.S. “smoking/tobacco/vaping products” including e - cigarettes are prohibited.**

a. **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.

b. **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.

c. **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.

9. **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.

10. **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.

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**11. 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.

**12. 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.

**13. 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

**14. 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.

**15. Major Assignments (Defined as 20 marks or greater)**

It is the students' responsibility to complete all assigned work on time. The teacher will post the assignment and due dates on PowerSchool when an assignment is given out. When an assignment is late, the teacher will contact a parent or guardian informing them of the late assignment. After a parent has been contacted, students will receive a 10% penalty for each day their assignments are 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%. This late assignment must be completed by the date set by the teacher.

**Minor Assignments (Defined as less than 20 marks)**

It is the students' responsibility to complete all assigned work on time. The teacher will post the assignment and due dates on PowerSchool when an assignment is given out. When an assignment is late, the teacher will assign a mark of zero. When the student has failed to complete several minor assignments, the teacher will contact home and establish a due date with parent or guardian. If this expectation is not met, the mark of zero is finalized.

Parents or guardians are encouraged to check PowerSchool regularly.

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### **16. Electronic Devices**

Electronic Devices must be shut off and stored during class time. Some teachers may choose to collect these devices and place them in a location in their classroom. When an electronic device is deemed necessary, a teacher will give permission for students to use. If a student has an electronic device out during class time without permission the following process will be followed:

- 1<sup>st</sup> Offence: teacher gives student a verbal warning
- 2<sup>nd</sup> Offence: teacher takes electronic device until the end of the class
- 3<sup>rd</sup> Offence: teacher takes electronic device to the office to be picked up at the end of the day by the student; teacher contacts parent or guardian to discuss issue and "next steps"
- 4<sup>th</sup> Offence: teacher takes electronic device to the office to be picked up by parent or guardian; student is referred to administration for disciplinary action relating to non-compliance.

### **17. Missed Tests**

If a student is absent the day they have been assigned a test, a parent/guardian must contact the school (506-325-4437) 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. 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.

### **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;

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- **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.

### **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.

### **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.

### **CHALLENGE FOR CREDIT**

Any student in grade 10, 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.

### **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.

### **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 doorknobs 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.

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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.

### **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 research, and hands-on activities represent the majority of activities. The E-Learning room is to be used only by the supervisor and students enrolled in E-Learning courses.

### **ESSENTIAL SKILLS PROGRAM**

This Program is a 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.

### **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.

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**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. If a student is not meeting academic, behavioural or attendance expectations these privileges may be suspended.

**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

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- 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.

**FEES**

**Fees should now be paid online** or if unable, at the administrative office where receipts will be issued. Keep all School cash online and physical copies of receipts. To create your payment profile, go to <https://anglophonewest.schoolscashonline.com> and click "Get started today? **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.

**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.

**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.**



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**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.

**Honour 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	Interact

**Minor Activities**

Rugby	Gay Straight Alliance	Badminton
Soccer	TADD Executive	Golf
Volleyball	Student Council	Safe Grad
Art Club	Baseball	Yearbook
Cross Country	Interact	Senior Class
Debate Club	Swim Team	

**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
- next three highest vote totals from the senior class
- regular and punctual attendance to all classes
- carry a full course load

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

## **PROCEDURE TO APPEAL A GRADE**

**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.

## **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.

## **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.

Emergency 911

Kids Help line 1-800-668-6868 OR text 68-68-68

CHIMO 1-800-667-5005

Talk Suicide Canada 1-833-456-4566

Hope for Wellness (Indigenous communities) 1-855-242-3310

Woodstock Child & Youth 506-325-4475

Mental Health Mobile Crisis Unit 1-888-667-0444

Transgender Suicide Hotline 1-877-330-6366

School Counsellors: Tim Wright, Shawn Saulis, Jen Acott

Private area counsellors: Sarah Johnson, River Valley Wellness Centre, Michelle Brennan, Rhonda Stairs

Woodstock Town Police 506-325-4601

## **NURSE PRACTITIONER**

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: <https://canlii.ca/t/88q2>

## **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 corrections
- 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