

"RESPECT, RESPONSIBILITY & RIGHT CHOICES"

Respect, Responsabilité & Bons choix

"ACT Now for Preparing Your Future"

Agis maintenant afin de préparer ton futur



Woodstock High School Handbook 2024 - 2025

The following provides you with important information about the school, school policies, and expectations. Please keep this as a resource. A copy of this handbook can be found on the school website along with other school information such as news items and staff contacts.

[Woodstock High School Website](https://whs.nbed.ca/)

<https://whs.nbed.ca/>



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

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Welcome Message

On behalf of the staff, it is our 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 handbook has been developed to help you and your parents or guardians 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.

Welcome to WHS - Home of the THUNDER!

~ Nicole Giberson, Melissa Richardson and Christopher Sparrow

Mission:

To foster an environment where students learn to demonstrate RESPECT, take RESPONSIBILITY and make RIGHT CHOICES.

Vision:

ACT Now for Preparing Your Future

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.

District Website:

Please use link below to access information about ASD-W news, policies and programs.

<https://asdw.nbed.ca>



1135 Prospect Street | Fredericton, New Brunswick E3B 3B9 | www.asdw.nbed.nb.ca

September 2024

Dear Families/Caregivers:

Anglophone School District West 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 child, please be assured that our protocol is being followed and that the goal is safety for all students.

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

ASD-W SCHOOL CALENDAR – 2024-2025

<u>Month</u>	<u>Dates</u>	<u>Events</u>
August	20	Opening Administrators' Meeting – ASD-W
	21	Opening Administrators' Meeting – ASD-W
	22	New Administrators' Meeting – ASD-W
	26	Full Administration Day – School Based
	27	NBTA Council Day
	28-29	EECD Professional Learning Days K-12
	30	Full Administration Day – School Based
September	2	Labour Day
	3	First Day of Classes for Grades K-12 (or staggered entry as noted by the school)
	30	National Day for Truth and Reconciliation Day
October	14	Thanksgiving Day
	15-18	Registration for Students Entering Kindergarten in 2025-2026
November	8	ASD-W School Improvement Planning Day
	11	Remembrance Day Holiday
	12	Report Cards Issued 9-12
	22	K-8 Full Day – Report Card Writing
	22	9-12 Full Day – Parent/Teacher Interviews (½ day); School Based PL
December	2	Report Cards Issued K-8
	6	K-8 Full Day – Parent/Teacher Interviews (½ day); School Based PL ½
	20	Last Day of
	23-31	ClassesHolidays
January	1-3	Holidays
	6	First Day for Students
	20-24	Assessment/Demonstration of Learning Week - High School Only
	27	Turnaround Day – High School Only
	28	Turnaround Day – High School Only (No School for High School Students)
	29	Semester 2 Begins-High School Only
February	17	Family Day
March	3-7	March Break
	28	K-8 Full Day – Report Card Writing
April	7	Report Cards Issued K-12
	11	K-12 Full Day – Parent/Teacher Interviews (½ day); School Based PL ½
	18	Good Friday
	21	Easter
		Monday
May	2	NBTA Council Day – Provincial
	12	ASD-W NBTA Branch Meeting
	19	DayVictoria Day
June	9-13	Assessment/Demonstration of Learning Week - High School Only
	20	Last Day for Students – Final Report Card Day (K-12)
	23	NBTA Council Day
	24-25	Full Administration Days - School Based K-12

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 interaction 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.

Anti-Bullying Statement

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 are repeatedly directed towards an individual or group. This may happen both inside and outside of school hours and 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 someone's sexuality;
- **Racial, religious, or cultural harassment**, which may include racial slurs or name-calling.

ATTENDANCE:

The staff at WHS believe that regular attendance is fundamental to academic success. Students who are frequently absent or tardy are at a disadvantage because learning experiences that take place at school are a meaningful and essential part of education.

1. Legal obligation to attend

The Education Act refers to regular attendance as both a duty of students and an expectation on the part of parents or guardians to cause regular attendance to take place, except when just cause exists (i.e.: documented illness, emergency, religious holidays, circumstances of a compassionate nature). Refer to section 16(1) of the Education Act for more information.

2. Student responsibilities when absent

- Students must provide a valid excuse from a parent or guardian to the office within two (2) days directly following an absence. Parents or guardians are asked to use the School Messenger app but may call the main office at 506-325-4437 or send a note to provide the excuse. When calling the office or sending a note, each excuse must include the current date, the date(s) of the absence(s), a valid reason for the absence, and a signature if the excuse is in written format.
- Students must ensure they catch up on missed work to the best of their ability and must write missed tests as per school major/minor assignment and test writing policy.
- Chronic tardiness or truancy will result in disciplinary action. Parents or guardians are asked to contact the school or leave a message when their child is absent.

Excessive unexcused absences may be subject to consequences such as school detention or in-school suspension to complete missed work. Meetings between parents or guardians and Administration may be deemed necessary. When it is deemed impossible to pass courses due to excessive absenteeism an alternate learning plan may be implemented by administration and or the termination of a learning cycle could occur until absenteeism is corrected.

3. Communication regarding attendance

WHS has implemented the following to communicate attendance to students and their families:

- After an unexcused absence, an automated voicemail goes home explaining which class was missed.
- After missing 5+ unexcused absences, the subject teacher will voice concerns to the student and will notify family of the absences.
- After missing 10+ unexcused absences, the subject teacher will voice concerns to the student and Administration and/or our Education Support Team will contact family to notify them of the concerns.
- Further unjustified absenteeism will be reviewed by the Student Services team. Possible actions based on academic standing will be determined.

4. Students Leaving During the Day

For safety reasons, we need to know who is or is not in the building. Therefore, students must check out at the office if they need to leave school during the day for any reason. Parents or guardians must notify the office by phone in order to release students. Students also need to check in at the office if they return to school later that day.

5. Tardiness

Chronic tardiness will result in consequences. Students arriving after the 8:30 am “Welcome Bell” must sign in at the main office and proceed directly to class. 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.

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

ASSESSMENT AND EVALUATION

1. 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.

2. 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.

3. EXAMINATIONS AND 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 assessment being declared as a pass/fail which means the student would receive a 60% upon the completion of the assessment.

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 medical reason must provide a note from a doctor or professional with whom they were meeting. Opportunity to write the exam or to complete the alternate final assessment will 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 re-opens. 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 they knowingly uses materials other than those prescribed by the subject teacher.
- If they use sources of information other than those prescribed on the question papers.
- If they knowingly helps another candidate.
- If they knowingly receives help from another candidate.

4. EXAM PROCEDURES

- All examinations will be written in a designated area. The schedule will be posted in each classroom.
- **Students are to arrive by 8:30 a.m. for the morning exam which starts at 8:45 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 (ipads, ear buds, smart devices, 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.

5. MAJOR ASSIGNMENTS (Defined as 20 marks or greater)

It is the student's 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.

6. MINOR ASSIGNMENTS (Defined as less than 20 marks)

It is the student's 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.

7. MARKS AND REPORTING PERIODS

At WHS we have a 'rolling mark' system. That is, until a final mark is given, a student's mark is always changing based on work they have completed. Four times a year a formal report card is issued. These times are November (mid term), January (end of 1st semester), April (mid term) and June (year end). Teachers are required to send a course syllabus home to have signed, clearly explaining the calculation of marks in their courses and course expectations.

- **Minimum pass marks for all courses is 60%**
- **Examinations and final assessments must not be worth more than 20% of a courses's mark**

Parents or guardians and students may also register for Power School and School Messenger, where they can log in and see current grade and attendance data at any time.

8. MISSED TESTS

If a student is absent on a day when they have a test scheduled, a parent or guardian must contact the school by the morning of the absence to excuse the student for that day. They may call (506) 325-4437 and leave a voice message if they do not get an answer or they may use the safe arrival app. On the first day that the student returns, they must make arrangements with the subject teacher as to when they will write the test. The test must be completed within one week from the date of the student's return. The student should go to the "Test Room" during the noon hour to complete it as arranged. Teachers will inform parents or guardians if the student does not show up to write the test. Unexcused absences may result in a 0% score for the test.

9. PLAGIARISM

Plagiarism is a serious academic offense, and it will not be tolerated at WHS. Plagiarism is the act of copying another's work without giving proper credit to the individual (s) who produced the original work. ***With the emergence of Artificial Intelligence platforms, it is imperative that parents and students understand the importance of personal intellectual growth, creativity, and their own application of learning outcomes. Artificial Intelligence can be a beneficial tool if used appropriately.*** Please note that WHS's plagiarism policy includes any work submitted by a student that was completed in part or in whole by Artificial Intelligence (AI).

- The act of plagiarizing any part of an academic assignment.
- Any student who willingly and knowingly copies any assignment from another student.
- Any student who willingly and knowingly provides another student with an assignment – thus providing the student receiving the assignment the opportunity to plagiarize.

When school personnel believe that a student has not completed their own work, parents/guardians will be notified, a mark of zero may be assigned and the student may have to redo the assignment under supervision.

10. 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.

BEHAVIOURS, VIOLATIONS AND CONSEQUENCES

Note: For the purpose of this section, a “Staff Member” is defined as Administrators, Teachers, Tutor/Mentors, Teacher Assistants, Wolastoqey Worker, Behaviour Intervention Mentor, Administrative Assistants, Librarian, Bus Drivers, Custodians, Maintenance Worker, Cafeteria Workers, Visiting District or Department Staff and Volunteers.

1. A Positive Work and Learning Environment at WHS 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 for guidance and direction relating to expectations. 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.

2. When a WHS 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 or 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. Assaults – A student may be suspended if they attack another person at school physically, verbally, or for sexual purposes because **WHS promotes treating others with respect.** 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

4. Fighting – A student who willingly engages in a physical altercation or chooses to set up a fight will be assigned a suspension because **WHS supports solving problems through dialogue and mediation.** 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. Theft – 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 because **WHS encourages everyone to be honest and trustworthy.**

6. 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 because **it is a privilege, not a right, to be transported on a school bus.**

7. Smoking or Vaping -- is not permitted by anyone within the school building, on school property, or on school buses. A violation of this policy, by a student, will result in immediate suspension. The 1st offence for a student smoking or vaping in the school building will result in a 1-day out-of-school suspension. The 2nd offence will result in a 3-day out-of-school suspension. A 3rd offence will result in a 5-day out-of-school suspension and a 4th offence will result in a request to the Director of Schools for a long-term suspension. Please note that students having a vape or cigarette in-hand in the building will also face the same consequences.

8. Profanity and Obscenity – 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 because **WHS encourages everyone to use appropriate language.**

9. Dangerous Item – 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 because **WHS promotes a safe and orderly school environment.** 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

10. 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 may not be considered for year-end awards.

EXTRA CURRICULAR ACTIVITIES

Student participation in extra-curricular activities is one of the factors that contributes to the physical, social, emotional and intellectual well-being of students. Furthermore, such activities form the basis of an overall improved school climate in the form of “school spirit”. We hope that all students can find a club or activity that interests them! Below are examples of some of the activities that have been offered WHS.

Art Club	Badminton	Baseball
Basketball	Book Club	Cheerleading
Choir	Concert & Stage Band	CyberTitan
Cross Country	Debate Club	Drama
GSA	Golf	Hockey
Interact	Jazz Band	Leadership
Musical	Noon Intramurals	Oratory
Rugby	Safe-Grad	Senior Class
Soccer	Swim Team	TADD
Track and Field	Volleyball	Yearbook

All activities will be offered subject to student interest, availability of coaches, advisors, and funding.

Following NBIAA regulations, students must be enrolled in a full-time program at WHS to be eligible to participate in athletics. Please see the detailed Athletic Code of Conduct available from the Athletic Director for specific information about participating in athletics at WHS. All outstanding fees must be paid before students can participate in extra-curricular activities.

1. Coaches and Advisors

Coaches and advisors will be appointed annually by staff leaders, SPRs and administration once names of interested parties have been submitted to the school. Screening processes may be used to ensure that volunteers have the necessary training, skills, and knowledge to safely and appropriately develop WHS students physically, mentally and emotionally. All coaches and advisors must be trained in Policy 701 and will be held to the same ethical standards as a member of the teaching staff and must act accordingly.

2. 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, behavioral or attendance expectations these privileges may be suspended.

3. Academic Performance

While participating in extra-curricular sports and activities, the first priority for students should still be academic achievement. Therefore, students experiencing academic difficulties will be given a chance to improve and if there is no improvement, they may have their extra curricular privileges suspended.

4. Conduct

It is expected that students participating in extra-curricular activities as participants or spectators on/off school property conduct themselves in such a manner that does not embarrass themselves, their coaches, families, school or community -- for they represent all of these groups. *Students whose behaviour proves inappropriate to the school will be suspended from extra-curricular activities for a period deemed appropriate by Administration.* Subsequent offences will result in suspension from all extra-curricular activities as participants or spectators for a period deemed appropriate by Administration and the Athletic Director. **Team or activity initiation procedures (hazing) are strictly prohibited.**

5. Attendance Policy

When a student is absent from school and that absence is unexcused, that student will not be allowed to take part in any activity sponsored by the school during or following classes on that day or weekend (if the absence occurs on a Friday). If the student's absence is excusable under the school's attendance guidelines, except for an absence due to illness, they may be permitted to participate. *Students with 10 or more unexcused absences may lose the privilege of participating in extra-curricular activities.*

6. Use of Alcohol or Drugs

- Any student possessing or using alcohol or drugs during the time period in which they are involved in an extra-curricular activity will be suspended from all extra-curricular activities for a period of time deemed appropriate by Administration.
- A second alcohol or drug offence during the same school year will result in loss of all extra-curricular activities for a period up to six months.
- An alcohol/drug infraction occurring at a particular event will result in suspension from attending or participating in that event for a period of 6 months.
- Notwithstanding any of the above guidelines, school administration may suspend students for cause at any time from participation in extra-curricular activities.

7. Activity Fee Structure

Various clubs and teams are required to charge a participation fee in order to operate. Please check with the coach or activity supervisor regarding possible fees. Activity fees help cover the following: NBIAA insurance and registration, operations for travel, tournament events, equipment, awards, training for coaches, first aid training and kits, and other expenses associated with running or improving the team. If the fee poses a problem for your family, please discuss this with administration or guidance.

8. Fundraising

Any fundraising activities associated with the school (i.e. any team, club, group, organization) must be approved by the administration. All activities must follow Department of Education Nutrition Policy 711.

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. (Already mentioned above.)

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 or guardian must take responsibility for their child and agree their child 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 duties associated with the above policies.

GENERAL INFORMATION

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.

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 gather in common areas nor **leave the building during this time unless directed to as part of a class activity or sanctioned by Administration.**

8:20	Warning Bell
8:25 – 9:28	Period #1 – 63 minutes
9:32 – 9:42	Homeroom
9:46 – 10:49	Period #2 – 63 minutes
10:53 – 11:03	Morning Break – 10 minutes
11:07 – 12:10	Period #3 – 63 minutes
12:10 -- 12:55	Lunch Break
1:00 – 2:03	Period #4 – 63 minutes
2:07 – 3:10	Period #5 – 63 minutes

SMARTPHONE POLICY

A “new” policy regarding the use of smartphones during school hours has been implemented for the 2024-25 school year. This decision was made to foster a more focused and productive learning environment for all students.

Students will be required to adhere to the following basic guidelines regarding smart phone usage:

- Smart phones are not to be on the student during instructional and/or transitional times. They must be turned off and stored in lockers or kept in bookbags.
- Students can use their phones during morning break and lunchtime.
- In case of an urgent need to contact parents, students can inform their teacher and use the school office phone.

After the initial two-week training period, the policy will be strictly enforced, and violations will be treated as defiance and dealt with through administration.

Please note: the use of laptops and I-pads are still allowed.

COMMUNICATION

WHS will communicate information to our students and families through voicemails, emails, newsletters, memos sent home, the WHS Website (<https://whs.nbed.ca>), TV monitors at school, school announcements, posters at school and social media. **Please bookmark our website and follow us on Facebook (Woodstock High School) and on Instagram (@woodstockthunder) for general school information.** Please ensure that your contact information is up-to-date and correct. If you have changes in address, phone numbers and or email, it is essential that a new data collection form is completed. The only way you will receive information from administrative assistants or school administration is this information is accurate. Please call our main office at 506-325-4437 with any changes.

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.

EXPECTED MANNER OF DRESS

Appropriate and respectable dress that demonstrates respect for school environment is expected at WHS. Any clothing, facemasks, jewelry or tattoos that by word, illustration, or innuendo promote drugs, alcohol, tobacco or vape products, sexual or violent themes or are insensitive to diversity, race or culture are prohibited. **Hats and hoods that obscure identity are not to be worn** in the building for safety reasons. There are a few times when this is relaxed for special theme days or in the case of religious/cultural practices (in line with the Canadian Charter of Rights and Freedoms). Footwear is to be worn at all times. Any student in violation of this code will be notified and requested to change or cover the offending items. A parent conference will be held when deemed necessary. Repeated offences will be seen as defiance and result in additional consequences.

Note: Ball caps are permitted to be worn in common areas throughout the building. However, wearing a ball cap in all other areas of the building is at the discretion of the staff member (theatre, gym, classrooms, shop area, etc.).

Students are expected to change into athletic clothing and footwear for Physical Education classes.

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 SchoolCashOnline.com: [Welcome](#) and click "Register". **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 may be denied until arrangements have been made.

Student Fee: The amount of the student fee is \$75. The fee is used to cover expenses associated with a number of activities available to all students including yearbook.

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.

Course Fees: A student who participates in a course elective may be required to pay a course fee. The course fee helps off-set the costs of running the program.

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, and other expenses related to graduation activities.

SCHOOL CLOSURES

The contact number for information on school closures is 1-888-388-4455 or visit our school website and click on alerts. We are Zone 3.

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

TRANSCRIPTS

Transcripts will be issued upon request to post-secondary institutions, financial assistance committees, etc. at no charge to current students. Requests should be made at the Office or via email to woodstockhigh@nbed.nb.ca at least **one week** in advance of the date when the transcript is to be issued.

VISITORS

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

GRADUATION REQUIREMENTS and GRADUATION CLASS ACTIVITIES

1. Graduation Requirements

Students expected to **graduate in 2024 and 2025** will continue to work towards graduate requirements in the **New Brunswick Credit System**. Graduates must:

- meet all grade 9 and 10 requirements
- successfully complete the ELPA (if not exempt)
- successfully complete **the required credits associated with their current pathways** which include courses below or others described in their current pathway:
 - ✓ NRF 10 Math or a grade 11 or 12 Math course
 - ✓ English 11 (2 credits)
 - ✓ English 12 (1 credit)
 - ✓ Math 11 (Foundations 11 or Financial Workplace 11)
 - ✓ Modern History 11
 - ✓ Science Credit (Physics, Biology, Chemistry, Auto Electrical, Intro to Environmental Science, Intro to Electronics, Human Physiology)
 - ✓ Fine Arts /Life Role Credit (Nutrition, Outdoor Pursuits, Visual Arts, Graphic Arts, Entrepreneurship, PE Leadership, Wellness, Music, Theatre Arts, Family Dynamics, Co-Op, Career Exposure)
 - ✓ 5 Grade 12 credits of your choice
 - ✓ 5 other credits of your choice at the grade 11 or 12 level

Students expected to **graduate in 2026 and after** will see a change in graduation requirements. Graduates must:

- ✓ Have met learning requirements prescribed in the Grade 9 curriculum.
- ✓ Have completed compulsory credit-hours in grades 10 through 12
- ✓ Have accumulated 100 credit-hours to apply for graduation
- ✓ Have developed a documented career-life plan

Students are required to accumulate:

- ✓ 80 total credit-hours from the list of compulsory courses and options in the cluster areas [72 credit-hours from the list of compulsory outcomes + 8 credit-hours from any cluster]
- ✓ A minimum of 20 additional credit-hours which may include elective courses, up to 8 credit-hours from Challenge for Credit Courses, 4 credit-hours for Independent Study, and/or 8 credit-hours for Locally Developed Courses.
- ✓ French Immersion students must complete 50% of the grade 9 curriculum and 40 credit-hours in grades 10 – 12 French.
- ✓ For students in the **New Brunswick Essential Skills** pathway, students will:
- ✓ Embark on an individualized learning path based on federally and provincially established Essential Skills.
- ✓ Participate in a personalized, experiential, problem and project-based learning environment that positions the student at the center, and the teacher as trusted guide on the side. Students will complete a foundational learning block to ground them in essential skill learning. Then, students move into a personalized college entry pathway, based on their skills, talents, abilities and ambitions or to the workplace readiness program. ****Note:** This program is not credit based.

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.

1. 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

2. 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 their years at WHS.
3. Minor Award– Participation in **6** major activities (or its equivalent) during their 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	GSA	Badminton
Soccer	TADD	Golf
Volleyball	Student Council	Safe Grad
Art Club	Baseball	Senior Class
Cross Country	Swim Team	
Debate Club	Track and Field	

3. 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.

Salutatorian

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

HEALTH AND SAFETY

1. ADDICTIONS and MENTAL HEALTH SERVICES

CRISIS SERVICES CANADA: 1-833-456-4566

CHIMO: 1-800-667-5005

RCMP: 1-800-665-6663

Kids Help Line: 1-800-668-6868 or text 68-68-68

Mental Health Center: Woodstock – 506-325-4419

Crime Stoppers: 1-800-222-TIPS

Family Enrichment & Counselling: 506-458-8211

Fredericton Crisis Pregnancy Center – 506-450-3272

New Brunswick Gambling Hotline: 1-800-461-1234

Hope for Wellness Indigenous Support: 1-855-242-3310

Mobile Crisis Services: 1-888-667-0444 (Woodstock)

Suicide and Crisis Lifeline: 988

Sexual Health Center: 506-453-5200

Narcotics Anonymous: 1-888-436-2929

Woodstock Child and Youth: 506-325-4475

Sexual Health Nurse: text -506-391-8314

Upper River Valley Hospital: 506-375-5900

Talk Suicide Canada: 1-833-456-4566

Health & Community Services: 1-800-442-9799

Sanctuary House (abused): 506-325-9452

Trans Lifeline: 1-877-565-8860

Transgender Suicide Hotline: 1-877-330-6366

Woodstock Town Police: 506-325-4601

Websites:

www.crmhaa.ca

Capital Region Mental Health and Addictions: CRMHAA works with community members living with mental illness and their families in the Fredericton and surrounding areas.

www.letswork.ca

Let's Work provides transition to employment services to adults whose mental health presents as a barrier in seeking employment.

www.capitalyouthhub.ca

Capital Youth in an initiative that supports the mental wellness of young people, families, and the community through free and low-cost wellness programming.

nb.bridgethegapp.ca

Bridge the Gapp offers online resources designed to support mental wellness during times of heightened stress and uncertainty.

cmhanb.ca

BounceBack is a free bilingual website that offers resources about mindfulness in action.

app.mindwellu.com

This platform offers simple and effective tools to decrease stress, minimize burnout, improve focus, and perform and feel your best.

www.wellnesstogether.ca

Resources regarding mental health and substance use support.

crmhaa.thinkific.com

Suicide intervention program. Learn how to talk to your friends about suicide.

WHS School Counsellors: Tim Wright, Shawn Saulis, Jenny Acott - 506-325-4437

Private Area Counsellors: Sarah Johnson, River Valley Wellness Centre, Michelle Brennan, Rhonda Stairs

****911* may be used in the case of ANY life-threatening emergency***

2. FIRE DRILLS

WHS practices several fire drills each year so that we are prepared in case of an emergency. If the fire alarm is sounded, students will file out of the building immediately as directed by teachers. Pulling of an alarm or making a false 911 call for mischievous reasons will be treated as a major infraction and will be reported to the RCMP.

Fire Drill General Rules:

- Students are to move out of classrooms in an orderly manner.
- Students are to move well away from the building to their designated area, where teachers will take attendance.
- All people should leave the building even if they feel the alarm has been sounded accidentally.

3. LOCKDOWN AND EVACUATION PROCEDURES

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 administration. **Cell phone use is prohibited.** 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 designated area.

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.

Lockdown and evacuation procedures are reviewed annually with staff and students. The plan is put into action when there is a possible threat to the student population. Total student co-operation is expected. In the event of a lockdown or evacuation, parents or guardians will receive information via School Messenger. Please do not come to the school during a lockdown, as students will not be released in a threatening environment.

4. SMOKE, SMOKELESS AND NICOTINE-FREE ENVIRONMENT

➤ **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.

5. 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.

6. SCENTS

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.

WHS and WHS PROPERTY

1. Lockers

Lockers are the property of WHS and therefore, school personnel reserve the right to periodically inspect lockers for damage or contents, etc. Students to whom the lockers are assigned will be responsible for any damages incurred or loss of locks. **Only standard school-issued locks are to be used on lockers. Lockers are not to be shared.**

2. Textbooks

It is the expectation that the school will make every attempt to recover textbooks assigned to students by taking the following steps:

- The classroom teacher should communicate verbally and in writing to the student the textbook(s) that are to be returned within a specified period of time.
- If the textbook(s) are not returned, the school should communicate with the family verbally and in writing. It is expected that students will pay for any lost or damaged books.

3. Restitutions

Students are held accountable for items loaned to or used by them during the school year. Examples include student fees, course fees, uniforms or other school-provided items, etc. This must be paid by graduation.

4. Library Services and Expectations

The Library will be open on Monday to Thursday from 8:30am – 2:45pm and on Friday's from 8:30am – 2:00pm.

Students need to have permission from subject teacher to work in the library class time and are expected to:

- read or work quietly.
- sign for any materials that are removed from the library; other than course reserves sign out for a period of two weeks and pay fines levied for overdue books.
- have teacher's permission and a written note to be in the library during instructional time.
- to follow Policy 311 "Acceptable Use Policy".

5. Computers, Network, and Internet Use

WHS students have limited access to networked computers and iPads. Students are bound by the terms and conditions as outlined in Policy 311, the *Acceptable Use Policy*. Policy 311 is posted throughout the school and can also be found on the school's website. Inappropriate use of computer technology will result in suspension of privileges. The length of the suspension relates to the nature of the offence. WHS is a 'Bring Your Own Device' school which offers Wi-Fi to students and teachers. Students need to follow classroom expectations regarding the use of electronic devices. WHS is not responsible for technical support for devices owned by students.

6. WHS Campus

WHS is an open campus for all students at noon. However, students who leave campus and cause problems may lose their off-campus privileges. When students leave or return to WHS property, they are expected to be good representatives of WHS – not loitering or causing mischief.

7. Student Vehicles

Bringing a vehicle to WHS is a privilege extended to students. Vehicles are to be used for transportation only and students are required to drive with due care. Students are not to drive vehicles around the school or congregate in vehicles at any time. Students must abide by the conditions of their graduated licenses, drive a vehicle in proper running order, and have proper insurance for the driver. Students who do not comply with provincial law and public safety and these expectations will lose the privilege of driving vehicles to/from school for a period of time deemed appropriate by administration up to permanent loss of privilege. The Woodstock Town Police may be notified of infractions with potential fines to follow. In cases of refusal or non-compliance with expectations, vehicles may be towed at the owners' expense. We must have compliance and safe, careful operation of motor vehicles. We cannot permit reckless or unsafe practices on school property.

- **Students are not permitted to park in the staff parking section. Staff vehicles will be identified by a permit. All other vehicles are subject to towing at owners expense.**

8. WHS Property - includes 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 may face prosecution. All incidents will be documented.