“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 2026 - 2027

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/

POLICIES IN THIS HANDBOOK MAY BE SUBJECT TO CHANGE. WE RESERVE THE RIGHT TO ADD, CHANGE, OR DELETE POLCIES

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Welcome to Woodstock High School - Home of the THUNDER!
Dear Students, Parents, and Guardians,

Welcome to Woodstock High School! On behalf of our staff, we are pleased to welcome both returning students and those joining our school community for the first time. We hope you had a safe and enjoyable summer and look forward to an exciting and successful school year.

At Woodstock High School, we are committed to providing a safe, inclusive, and supportive learning environment where students are encouraged to achieve their personal best. We take pride in the academic, athletic, artistic, and extracurricular opportunities available and encourage all students to become actively involved in school life.

This handbook provides important information about school procedures, expectations, programs, and services. We encourage families to review it and refer to it throughout the year.

Success at Woodstock High School is built on strong partnerships between students, families, and staff. We value open communication and look forward to working together to support student learning, well-being, and achievement.

As we begin another school year, we wish all students success in their studies and activities. We are excited to see the growth, accomplishments, and school spirit that will make this year memorable.

Welcome to Woodstock High School—we are glad you are here.

Sincerely,

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.

ASD-W
Anglophone School District West
20 Knowledge Park Drive | Fredericton, New Brunswick, E3C 2P5 | www.asdw.nbed.nb.ca

September 2026

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 staff, and School District staff. Further to this, partners from Policing, Public Safety, Social Development and Mental Health are also trained in this multidisciplinary 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, whenever they can. 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 for all.

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
Anglophone School District West

ASD-W SCHOOL CALENDAR
2026-2027 - PUBLIC

MONTH	DATES	EVENTS	NUMBER OF DAYS FOR STUDENTS	NUMBER OF DAYS FOR TEACHERS
August	25	New Administrators' Meeting – ASD-W	0	1
	26	Opening Administrators' Meeting – ASD-W		
	27	Opening Administrators' Meeting – ASD-W		
	31	Full Administration Day – School Based		
September	1-2	NBTA Council Days	15	20
	3	EECD Professional Learning Day K-12		
	4	Full Administration Day – School Based		
	7	Labour Day		
	8	First Day of Classes for Grades K-12 (or staggered entry as noted by the school)		
	18	School Improvement Planning Day		
	30	National Day for Truth and Reconciliation		
October	12	Thanksgiving Day	21	21
November	2	EECD Professional Learning Day K-12	18	20
	11	Remembrance Day Holiday		
	20	K-8 Full Day – Report Card Writing		
	20	9-12 Full Day – Parent/Teacher Interviews (½ day); School Based PL ½		
December	7	Report Cards Issued K-8	13 (K-8) 14 (9-12)	14
	11	K-8 Full Day – Parent/Teacher Interviews (½ day); School Based PL ½		
	18	Last Day of Classes		
	21-31	Holidays		
January	1	Holidays	20	20
	4	First Day of Classes		
	29	Last day of 1st semester classes - High School Only		
February	1	Turnaround days – High School Only (No School for High School)	19 (K-8) 17 (9-12)	19
	2	Turnaround days – High School Only (No School for High School)		
	3	First day of 2nd semester classes – High School Only		
	15	Family Day		
March	1-5	March Break	15 (K-8) 16 (9-12)	16
	12	K-8 Full Day – Report Card Writing		
	26	Good Friday		
	29	Easter Monday		
April	5	Report Cards Issued K-8	21	22
	9	K-12 Full Day – Parent/Teacher Interviews (½ day); School Based PL ½		
May	7	NBTA Council Day	18	20
	17	NBTA Branch Day		
	24	Victoria Day		
June	18	Last day of 2nd semester classes – High School Only	19	22
	25	Last Day for Students – Final Report Card Day (K-12)		
	28-30	Full Administration Days		
Total Number of Days for Students			179 (K-8) 179 (9-12)	
Total Number of Days for Teachers				195

Blue – Teacher Workday, No Classes for Students
Red – First/Last Day of Classes for Students
Orange – Turnaround Days, No Classes for Students in Grades 9-12 Only
Green - Holidays for Teachers and Students
Purple – Opening Administrators' Meetings (Note: Additional Administrator Meeting dates will be forthcoming)

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 in the building. Therefore, students are asked to check out at the office if they leave school during the day for any reason. Parents or guardians are asked to notify the office by phone or via School Messenger app when students leave. Students are also asked to check in at the office if they return to school later that day.

5. Tardiness

Tardiness will result in consequences. Students arriving after the 8:30 am bell are asked to 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, 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 use 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 help another candidate.
- If they knowingly receive 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.**
- 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, 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 should 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. ACADEMIC INTEGRITY

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).

Examples of plagiarism:

- 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.
- Cheating on a test

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 <u>only</u> 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 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. T**he 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 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 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 possesses 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	Cross Country
Debate Club	Dragon Boat	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.

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 PERFORMACE 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, behviourial 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.**

8:25	Warning Bell
8:30 – 9:33	Period #1 – 63 minutes
9:37 – 9:47	Homeroom
9:51 – 10:54	Period #2 – 63 minutes
10:54 – 11:04	Morning Break
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

SMARTDEVICE POLICY

Students will be required to follow the "new" Government of New Brunswick (GNB) policy for high schools regarding cell phone use. While the policy is scheduled to take effect in **Semester 2**, Woodstock High School has chosen to implement the policy **beginning in Semester 1** and will follow it for the entire 2026–2027 school year. Under this policy, cell phones will not be permitted during the instructional day, including breaks and the noon hour. In other words, the policy will apply **"bell to bell."**

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

- Cell phones are not to be on the student during instructional and/or transitional times. They must be turned off and stored in lockers.
- In case of an urgent need to contact parents, students can inform their teacher and use the school office phone.
- Ongoing issues with non-compliance will be dealt with as defiance.

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). 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

Students must meet the following graduation requirements:

- 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.
- 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

Graduating students may receive an Honour Cord based on their academic average:

- **95% or higher:** Double Honour Cord
- **90%–94.9%:** Single Honour Cord

Please Note: Students in alternate programs or without a full course load are not eligible. ESAP students are required to take three regular courses during 75% of their pathway.

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:

Based on the following scale, a student must earn the required number of points to be recognized with either a **Large W** or **Small W**. The point scale takes into consideration criteria such as the length of the season and the number of hours of commitment required.

- **Small W:** 22 points
- **Large W:** 32 points

1 Point	2 Point	3 Point
Chess Club	Soccer	Chamber Ensemble
International Citizenship & Understanding	Baseball	Band
Book Club	Badminton	Choir
Rotary Interact	Unified Basketball	Basketball
Yearbook	Track & Field	Hockey
Art Club	Volleyball	Musical
Student Wellness	Swim Team	
GSA	Cross Country	
Christian Youth Impact	Dragon Boat (Spring)	
Student Leadership		
Golf Team		
Exhibition Volleyball		
Black Students' Assoc.		
Dragon Boat (Fall)		
Youth Engagement		

3. <u>VALEDICTORIAN</u>

Delivering the valedictory speech at graduation is a special honour. The 5-minute speech should include memories, acknowledgements, and a message about the future. To apply, a student must meet the following criteria in their senior year:

- Minimum 90% average at the end of Grade 11
- Minimum 90% average across the first three Grade 12 progress reports
- Passing all Grade 11 and 12 courses
- Enrolled in a full course load
- Consistent, punctual attendance
- Receives the highest number of votes from the senior class

<u>Salutatorian</u>

- Passing all Grade 11 and 12 courses
- Among the top vote recipients from the senior class
- Consistent and punctual attendance
- Enrolled in a full course load

HEALTH AND SAFETY

1. ADDICTIONS and MENTAL HEALTH SERVICES

C&Y Addictions and Mental Health Services: 506-325-4475

CHIMO: 1-800-667-5005

Crime Stoppers: 1-800-222-TIPS

Family Enrichment & Counselling: 506-458-8211

Fredericton Crisis Pregnancy Center – 506-450-3272

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

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

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

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

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

Narcotics Anonymous: 1-888-436-2929

RCMP: 506-325-3000

Sanctuary House: 506-325-9452

Sexual Health Center: 506-453-5200

Sexual Health Nurse: text -506-391-8314

Suicide and Crisis Lifeline: 988

Transgender Suicide Hotline: 1-877-330-6366

Upper River Valley Hospital: 506-375-5900

YES Program: 1-888-506-1472 (day) 1-800-442-9799 (afterhours)

Woodstock Town Police: 506-325-4601

Websites:

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 offeres resources about mindfullness 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 ENVIRNOMENT

- **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. 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.

5. 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.

6. 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 owner's expense.**

7. *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.