



Woodhaven Middle School Handbook

2024-2025

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**Learn How
to Learn**

**Learn How
to Get Along**

Do Right



WOODHAVEN MIDDLE SCHOOL KEY CONTACT INFORMATION

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PRINCIPAL'S MESSAGE TO STUDENTS

I am so excited to be welcoming you back to Woodhaven Middle School; home of the Wolfpack for the 2024-2025 school year! Whether you are a new student just joining us, or a returning member of the Wolfpack, I am certain you will find your place here at Woodhaven. At Woodhaven working together and supporting each other is at the heart of all that we do and I cannot wait to meet families and see children grow and learn!

Students at Woodhaven are encouraged to be curious, be respectful and to work together to ensure our school is a safe, caring and welcome place for all. Our staff are committed to ensuring students' needs are met both academically and social-emotionally. Learning is a journey and it is the challenges encountered along that journey that really help us learn and grow. We are committed to focusing on students strengths while providing the support needed to strengthen weaknesses.

Our school offers a plethora of opportunities for students to learn and grow beyond the classroom. Through our robust CTF programming, Performing Arts, Athletics and community service projects, our students find school to be a place where they can discover their passions and talents while building lifelong friendships.

We know that middle school can be challenging as children learn to navigate figuring out who they are, what their passions are and perhaps what they want to do with their future. It is because of this that we encourage students to join clubs, try new things and make connections with your fellow classmates.

Above all else, always have respect. Respect for yourself, others and your environment is key to our school's values. Treat each other with kindness, empathy and respect and remember that for every action, there is a reaction. Learn to embrace others differences and perspectives, as it is our uniqueness that makes our community awesome.

Communication is key, and I urge you to reach out to your teachers, our counselor, Mrs. Boschman, myself, Mrs. Joy and Mr. Griffin whenever you have questions, concerns, or ideas. We are here to support you and help you succeed in every aspect of your school life.

As we embark on this academic journey together, let's remember to uphold the principles that make Woodhaven Middle School a place of excellence. Work hard, stay curious, be kind, and strive for personal growth. I have no doubt that, with your dedication and enthusiasm, this will be an outstanding year for all of us.

Sincerely,

Mrs. Dickson

Principal, Woodhaven Middle School



Parkland School Division, and all of our schools, are committed to acting on our vision, mission, values and priorities to ensure we meet our ultimate goal of student success and well-being.

Parkland School Division



Where the **WORLD** opens up

OUR VISION

Our students possess the confidence, resilience, insight and skills required to thrive in, and positively impact, the world.

OUR MISSION

We assure supportive learning environments, meaningful experiences and healthy relationships that create opportunities to develop resilience, to gain diversity in perspectives and to achieve enduring success.

OUR PRIORITIES

- Student Wellness & Workplace Wellness
 - Equity, Diversity & Community
- Indigenous Perspectives & Ways of Knowing
 - Programming and Pedagogy

OUR VALUES

- Learning opportunities that are purposeful, essential, relevant, authentic and responsive;
 - Excellence in achievement;
- Trustworthy, respectful relationships; and,
 - Resilience and self-awareness

OUR ULTIMATE GOAL

Student Success & Well-being

2024-2025

CALENDAR OF EVENTS

AUGUST/SEPTEMBER

Aug. 20 Office Opens 8am-4pm
Aug 28 First Day of Classes (Term 1)
Sept. 12 Meet the Staff BBQ 4pm – 5:30
Sept. 18 School Council Meeting AGM
Sept. 19 Immunization Education Session Gr 6
Sept 19 Woodhaven Cross Country Run
Sept 20 PD Day (No School)
Sept 25 MADD Presentation Gr 9
Sept. 29 Terry Fox School Day Run
Sept 30 National Day for Truth and Reconciliation (Orange Shirt Day)

OCTOBER

Oct. 10 Picture Day
Oct 11 PD Day (No School)
Oct 14 Thanksgiving Day (No School)
Oct 16 School Council Meeting
Oct. 22–24 Parent Teacher Interviews (Tues & Thurs)
Oct. 22–24 Library Book fair

NOVEMBER

Nov 4 Picture Retake Day
Nov. 6 Take our Kids to Work Day (Gr 9)
Nov. 7 Remembrance Day Ceremony
Nov 11 Remembrance Day (No School)
Nov. 12–15 Fall Break (No School)
Nov 19 Round 1 Immunizations
Nov 20 School Council Meeting

DECEMBER

Dec 5 Immunization Education Gr 9
Dec. 23 - Jan. 3 Christmas Break (No School)

JANUARY

Jan. 6 First day of classes after Winter Break
Jan 15 School Council Meeting
Jan 22 Immunizations Grade 9
Jan. 30 Term 1 Ends Report Cards go Live
Jan 31 PD Day (No School)

FEBRUARY

Feb. 6 & 7 Teacher's Convention (No School)
Feb. 14 PD Day
Feb. 17 Family Day
Feb 19 School Council Meeting

MARCH

Mar 19 School Council Meeting
Mar 25 & 27 Parent Teacher Interviews (Tues / Thurs)
TBA Marmot Grade 8 and 9 Ski Trip (tentatively booked - based on numbers)
Mar. 27 Talent Show
Mar 28 PD Day
Mar. 31–Apr 4 Spring Break (No School)

APRIL

Apr. 16 School Council Meeting
Apr. 18 & 21 Good Friday & Easter Monday (No School)
TBA One Act Matinees

MAY

May 16 PD day (No School)
May 19 Victoria Day (No School)
May 20 Round 2 Immunizations Grade 6
May 21 School Council Meeting
TBA East Zone Track Meet
TBA Woodhaven Grade 4/5/6 Track Meet
TBA PCAA County Track Meet

JUNE

TBA Zone 5 Track Meet (Sherwood Park)
TBA Co-ed Soccer Week
June. 21 National Indigenous Peoples Day
TBD Grade 9 Trip
TBA Grade 8 Field Trip
June. 26 Recognition/Awards assembly
June 26 Report Cards Available Online
June 26 Grade 9 Farewell PM
June 27 Last Day of Classes
PD Day (No School)

BELL SCHEDULE 2024-2025



REPORTING ABSENTEES

For the safety and success of our students it is important that parents and or guardians inform the school when your child is, or will be, absent from school. Please call **(780)962-2626** and leave a message on our absentee line or email woodhaven@psd.ca in order to let us know when your child will be absent.

Office hours are from 8:00 a.m. to 4:00 p.m.

8:23 am -	Welcome Bell
8:25 am -	Students require late slip
8:30 am - 9:10 am	Block 1
9:10 am - 9:50 am	Block 2
9:50 am - 10:05 am	Recess
10:05 am—10:45 am	Block 3
10:45 am—11:25 am	Block 4
11:25 am—12:05 am	Block 5
12:05 pm - 12:35 pm	Lunch Recess
12:35 pm - 1:05 pm	Lunch
1:05 pm - 1:45 pm	Block 6
1:45 pm—2:25 pm	Block 7
2:25 pm - 3:05 pm	Block 8
3:14 pm -	Bus Departure

Every minute counts

Good time keeping benefits your child's healthy morning routine and prevents loss in their learning.



Your child has arrived in good time.



Morning routine begins.



Your child has missed their time to settle and get ready to learn. Anxiety may be setting in.



Your child will enter the classroom and students will have already gone over today's schedule and discussions will have begun.



The day's lessons are in full swing. Your child is now starting the day in a deficit. Anxiety can develop, leading to low participation or heightened emotions.

Better late than never, but never late is better!



INCLEMENT WEATHER

During extremely cold or wet weather, students will remain indoors during recess and lunch break.

School will remain open during regular hours unless specific information is broadcasted on local radio stations or posted on the school/school division website

STUDENT ATTENDANCE

Attendance Matters



A 90% attendance rate means you're chronically absent.

It's equivalent to missing one month of learning in a year.

Absences reduce your chances of academic success and can negatively impact your mental well-being.

Attend today, achieve tomorrow.



ATTENDANCE MATTERS SKILLS DEVELOPED IN SCHOOL THAT ARE ESSENTIAL IN THE WORKPLACE



Attend today, achieve tomorrow.



Attendance Monitoring Process

We know that regular school attendance is essential to student success and well-being at school. Therefore we will endeavor to always work alongside families struggling to get their children to school. This may include counseling supports, community supports or administration intervention with an issue or conflict preventing a student from wanting to come to school.

Students with an attendance rate below 90% should expect to have the teacher reach out to help solve the attendance concern first. Should more support be required, or should attendance continue to decline, administration would then become involved. If this were not successful in solving the attendance issue, a referral would be made to Parkland School Division's attendance personal. Ultimately, we are required to do all that we can, both school and parents to ensure students attend school under the Education Act and students are required to attend.

WOODHAVEN SCHOOL COUNCIL

Without question, the success of a school community depends heavily on the active and committed support of parents and guardians. At our regular monthly meetings held on the third teaching Wednesday of the month, parents, guardians, and community members are provided with the opportunity for direct input on matters such as the education plan, school procedures, programming priorities, and perhaps most importantly, to work with teachers, support staff and administrators to promote student learning as well as enhance student well-being. School Council meetings provide parents and guardians with the opportunity to pose questions and provide input to improve the Woodhaven School Community.

School Council is made up of a Chair, Vice-Chair, Secretary, Volunteer Coordinator and Treasurer. Elections for School Council take place at the Annual General Meeting in September.

In addition to school council, the Woodhaven Middle School Parent Association is a another school based committee that contributes to the overall well-being of the school community through organizing parent/guardian volunteers for various events which take place during the school year.

As a volunteer committee, they contribute greatly to making Woodhaven a great school! You do not need to be a member of Council to volunteer and any amount of time you can give to the school is greatly appreciated. There is no minimum/maximum amount of time expected. Parents can volunteer on a one-time basis with no obligation to volunteer again, or they can volunteer on a regular basis at a specific time or whenever they can make the time.

If you, as a parent, guardian or community member, are interested in helping out, please feel free to contact the Council Chair at woodhavenscchair@psd.ca or the Volunteer Coordinator through the school or via email.

Woodhaven Middle School Parent Association (WMSPA)

WMSPA is a separate association from School Council and was created to handle all fundraising done for the school. WMSPA consists primarily of a Chair, Vice-Chair, Secretary and Treasurer. The Association meets immediately after parent council meetings. The Executive meets only on an as necessary basis and works with Council on projects to benefit our school community.



CELL PHONES, PERSONAL PROPERTY &



CELL PHONES

Cell phone and mobile technology use is not permitted during class or non-instructional time unless permitted by a staff member. Students will be expected to keep their phones and mobile personal devices in their lockers. They will be provided time to check messages at the start of each break and then will be expected to return their phone/personal mobile technology into their locker if they are remaining at school for the break. If the guidelines for use are not followed, the student will have their device confiscated to be picked up at the end of the school day. If problems persist, the student could lose the privilege of having their devices at school. It is important that our students understand appropriate use for personal devices and we will do our best to help them learn. While we recognize cell phones have become a modern place in society, the use of technology at school is for learning purposes. Students can always be reached by calling the office at 780-962-2626.

ELECTRONIC DEVICES

Our school welcomes the use of student-owned Chromebooks or laptops to enhance learning and home/school communication. If the use of a Chromebook in class is distracting from student learning, the student will lose this privilege. We continue to work with our students to help them learn how to use technology in meaningful, responsible ways.

PERSONAL PROPERTY

The school is **not responsible** for a student's personal property. We strongly recommend that all school supplies, lunch kits, footwear, outer clothing, and any other personal effects be marked with the child's name prior to sending them to school.

Money can easily be misplaced or lost. We ask that children bring any cheques to school in a sealed envelope identified with the student's name, teacher's name, and purpose for the money.

*Make all cheques payable to: [PARKLAND SCHOOL DIVISION](#)

***Alternatively, all payments can be made using the PowerSchool online payment system on our school website. Please visit: www.woodhaven.psd.ca*

STUDENT ATTIRE/DRESS

DRESS CODE

The purpose of the Woodhaven Middle School dress code is to support students wearing clothing that is appropriate for their primary role as a learner.

- No underwear/undergarments showing
- No offensive shirts (swearing, alcohol, drugs, violence, sexual innuendos, gangs, etc.)
- No bottoms/bums showing (including when moving throughout the school)

School is a place of work and clothing choices should consider this.

Application of the Dress Code:

The dress code outlined above is intended to provide general guidelines and does not consider every possible situation or clothing item that may be presented. As such, staff will consider the purpose as outlined within this dress code, in addition to applying their judgment as the adults managing our learning environment when interpreting this dress code.

Should a student be in violation of the dress code, a staff member will respectfully ask the student to:

- Adjust the garment if applicable (e.g. ask a student to pull up their pants).
- Put on an additional piece of clothing (e.g. put on a sweater over an inappropriate top; use a belt to hold up pants).
- Access additional clothing (e.g. use their PE clothes, borrow from a friend etc.). If a student has no other clothing available, they will be offered clothing from our PE department.

If none of the above solutions are accepted by the student, they will work in the office until a parent or designate can bring an alternate piece of clothing.

DAILY ROUTINES AND OPERATIONS

MORNING DROP-OFF

Please note the school doors are opened to students at 8:15. Students are considered late if they arrive after 8:25am.

Please do not drop off in the parking lot or in the bus lane. Please use the designated drop off lane.

Lunch Routine

Students are provided an assigned, supervised place for eating lunch and for their recreation time. All grade 5-8 students are expected to remain on school grounds. Students in Grade 5-8 are NOT allowed to go off campus without written consent (See Yellow Cards below). All students are expected to return on time and to be prepared for classes prior to the afternoon bell.

Designated, supervised areas during the morning recess and lunch recess are staggered according to class and grade. Supervised areas available to our students change at times throughout the year based on several factors (weather, intramurals, etc.) Students are assigned specific areas for morning and lunch recess on a rotating basis.

STUDENTS ARE NOT permitted off campus during the morning recess.

Yellow Cards

Parents who would like their child to go home for lunch are asked to complete the off campus/lunch permission form (available on our website) and return it to the office. During the school day, Woodhaven is considered a closed campus; meaning students between grades 5-8 are expected to remain on campus for the duration of the school day.

Students who have permission to leave campus for lunch will be provided a yellow card from the office. Student yellow cards may be revoked due to inappropriate conduct.

Parents and guardians of students without yellow cards are asked to provide either a written consent or call the main office to provide the student permission to leave the school during lunch hours on a one off situation.



Hot Lunch / Vending Machines

We are committed to offering more choices to students purchasing food and beverages on campus. Our vending machines are available before and after school and during our lunch break with a variety of drinks and snacks.

We have a dedicated group of parent volunteers who also organized our Hot Lunch program. Information will be communicated out at the start of each school year.

Grab and Go Breakfast Program

We have been fortunate to have parent volunteers coordinate a Grab and Go Breakfast program which provides students with a healthy snack to start their day. Grab and Go is administered by the Woodhaven Middle School Parents Association. If you are able to volunteer, please contact the school.

Home-School Communication

In order to provide a full picture of student progress and growth, we strive to provide frequent home-school communication through Remind (text messaging), e-mails, newsletter, website updates, blogs, Facebook pages, phone calls, and parent/student/teacher conferences.

The teacher is the primary contact and is responsible for keeping parents/guardians informed of students' progress throughout the year. Please contact your child's teacher by e-mail if you have any questions or concerns. Teachers' contact information is available through the PowerSchool portal or on the school website.

Administering Medications

Parkland School Division acknowledges that the primary responsibility for administration of medications rests with the family and/or the appropriate medical personnel. Whenever possible, medication needs to be given at home. If it is necessary for school staff to assist parents in the administration of medications to students, parents are required to have completed the appropriate paperwork (*Medication Care Plan*) which includes written instructions and signatures of the parent. Forms are also available through the school office. If you have any questions regarding the distribution of medication to student, please speak with Mrs. Nealle Dickson, Principal Woodhaven Middle School.

NOTE: Under no circumstances are non-prescription drugs to be brought to school.

ADDITIONAL STUDENT INFORMATION

Lockers

Locks and lockers are the property of the school. Students will be assigned a school locker and a lock upon signing the Parkland School Division Locker License Agreement available on the parent portal. Students are required to use the school provided lock on their lockers. Students are not permitted to share their locker or locker combinations with other students: combinations need to be kept private.



Bicycles, Skateboards, Rollerblades

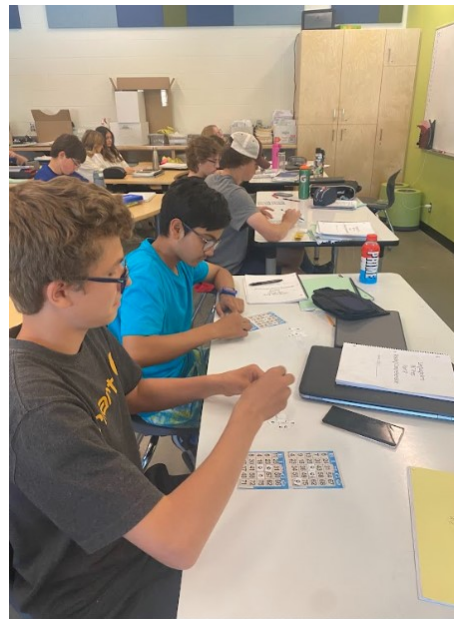
Bicycles should always be locked in the racks provided outside the school. By provincial law, bike helmets are mandatory. Scooters, skateboards and rollerblades may not be used inside the school and should be stored in their locker. Additionally, to ensure the safety of all of our students, all students are expected to walk their bikes, scooters, skateboards etc. on and off campus. Students are encouraged to wear helmets when scooters, skateboards and rollerblades are being used.

Textbooks and other Materials

Students are responsible for their assigned textbooks and course materials. It is expected that students will return the texts in the condition in which they were loaned. Lost or damaged textbooks will be assessed at the cost of replacement and charged to the student.

DLR (Directed Learning Room)

The Directed Learning Room is a space assigned to students by Woodhaven Staff. DLR may be assigned to students who are behind, have failed to hand in assignments, or as a consequence for a variety of behaviors. DLR will occur at lunch time.



ADDITIONAL PARENT/ GUARDIAN INFORMATION

Nut Free Zone

Some Woodhaven Students and Staff are at high risk to potentially fatal reactions to nuts and other allergens. To ensure the safety of these students, Woodhaven strives to be a nut free environment. Parents and guardians are asked to check the ingredients of all products in students' lunches/snacks and avoid bringing these foods to school. *While* inconvenient, even the possibility of a fatal reaction is simply not worth the risk. Your cooperation in contributing to making Woodhaven a nut-free learning environment is appreciated.

Appeal of Final Grades

Students have the opportunity to appeal teacher-assigned final marks. If you question a mark, the first approach should be to the teacher who assigned it. If still dissatisfied, students should appeal in writing to the school principal. This appeal should be made promptly on receipt of the mark and must include your reasons for the appeal.

Student Awards

Athletic Awards

- Presented to students who represented Woodhaven as an ambassador in Inter-School Athletics .
- Grade 5/6 Played on a minimum of 2 teams
- Grade 7-9 Played on a minimum of 3 teams
- School Teams include volleyball, basketball, indoor games, badminton, cross country, soccer, golf (tournament), and track (at the county level)

Academic Awards

- **Honours with Distinction:** Excellent in all 5 core subjects
- **Honours:** Excellent in 4 core subjects and Competent in 1 core subject
- **Honourable Mention:** Excellent in 3 core subjects and Competent in 2 core subject

School Fees

Preferred method of payment is PowerSchool/VISA/Mastercard. Cheques and cash will be accepted. All cheques are to be made payable to Parkland School Division. Field trips and option fees will be added to your PowerSchool account as they arise.

Student Drop Off/Parking

Thank you for dropping off and picking up students in the designated area and for using the visitor parking as marked. Please ensure that handicapped parking is available for those who require it and that the crosswalk remains clear for pedestrians. For the safety of all students, parents/guardians are asked to obey parking lot signage and refrain from blocking the staff and visitor parking lanes. To avoid parking lot congestion, parents/guardians are encouraged to drop off/pick up students at a nearby off campus location.

EMERGENCY RESPONSE

Parkland School Division's first priority is the safety, security, and well-being of our students and staff. While we hope our schools are never faced with an emergency situation, our goal is to be prepared to respond to an incident if one should occur. To that end we have taken numerous steps to better prepare our schools and school jurisdiction to deal effectively with emergency situations that could occur in or around a school during the school day. The Division has developed a comprehensive Division Emergency Response Procedure, complemented by individual plans tailored for each school.

Should an emergency arise these plans will be implemented. Check the Division website www.psd.ca for procedures to follow in the event of an emergency. In order for our Emergency Response Plan to be effective, we depend on the cooperation and assistance of many people, including the police and fire departments, as well as parents. Your cooperation is vital to helping us protect the safety and welfare of all children and school employees.

**In The Event Of An Emergency: Do not call the school or your child's cell phone.
Note: It is imperative that the contact information on Powerschool is current.**

We understand and respect your concern, but it is essential that the phone systems be available for emergency communications. If you call the school, you will tie up lines and systems required for communicating with emergency responders and may inhibit our ability to send or receive critical information. By calling your child's cell phone, you could potentially put them in harm's way, depending on the nature of the crisis. We will ensure that you get the information you need by contacting you. There are many ways for you to quickly and accurately receive emergency announcements and status reports without having to call your child's school.

- Visit this Parkland School Division website for updated notifications, the latest news will be posted on the front page.
- Call the Centre for Education at 780-963-4010.
- Tune into a local radio or television station.

What happens during a Lock-Down or Shelter-in-Place? In the event of a lock-down or shelter-in-place, the school will be locked with NO arrivals or departures of anyone including staff, students or parents. You will not be allowed to pick-up your child until after an "all-clear" is given and established student release procedures are in order. This procedure will be strictly adhered to under all circumstances. Please do not go to the school until instructed to do so.

What if the school is evacuated? It may be necessary to keep the streets and parking lot clear for emergency vehicles. If it's necessary to evacuate the school, students will gather at a primary assembly location, pre-determined by each school, to ensure their safety. Students will remain at the assembly location until they are returned to the school or released to their parent/guardian. Depending on the severity of the situation, students may be transported to a secondary assembly location away from the school. You will be notified of this via the Division website and the media.

WMS STUDENT CODE OF CONDUCT

At Woodhaven Middle School we believe that staff, students, parents /guardians must work together to create the safe, caring, inclusive, and fun learning environment that we strive for each day.

Our Student Code of Conduct exists to ensure that each student and staff member has access to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging. The Code of Conduct ensures that our school promotes a culture of wellness that:

- *Establishes and maintains a welcoming, caring, respectful, and safe learning environment for all students, staff, families and the greater community;*
- *Establishes and maintains an appropriate balance between individual and collective rights, freedoms, and responsibilities in the school community;*
- *Establishes and publishes expectations for student behavior while at school, at a school-related activity, or while engaging in an activity that may have an impact on others in the school;*
- *Ensures that healthy environments exist in all schools that are free from fear, discrimination and harassment while promoting inclusive strategies to ensure that every student is treated with respect and dignity.*

Parkland School Division is a place where exploration, creativity and imagination make learning exciting and where all learners aspire to reach their dreams. In keeping with a commitment to the Alberta Human Rights Act, in Parkland School Division everyone is accepted and experiences a sense of belonging. Every student, no matter their ability, disability, language, cultural background, religion, sexual orientation and gender identity, has meaningful contributions to make. The Division supports the endeavors of staff, students, parents and the community to promote positive student behavior and conduct throughout our community of schools.

All stakeholders in the success and well-being of students, and especially the students themselves, are expected to recognize their responsibilities in developing student self-discipline a culture of wellness.

EXPECTATIONS FOR STUDENTS

The Expectations for Students in the Woodhaven Middle School learning community can be summarized with the brief, but meaningful expectation of “Do Right”. At Woodhaven Middle School we expect students to Do Right in their interactions with peers, staff, community members and guests within our school. We recognize that middle school students develop citizenship skills at different rates, and as they grow will at times make poor decisions with respect to their behavior. We are committed to supporting the development of these citizenship skills in conjunction with parents./guardians.

Students are expected to demonstrate respect towards themselves, others, and property by:

- attending class promptly
- being prepared for learning
- dressing in an appropriate manner including wearing clean footwear
- using appropriate and respectful language at all times
- following directions carefully
- behaving in a safe manner
- showing consideration for personal and school property
- helping to preserve the natural environment
- actively contributing to a safe, caring, inclusive, and welcoming learning community
- refraining from filming, recording, or posting online any misbehavior; or being willingly present when misbehavior occurs

At Woodhaven Middle School all students are expected to refrain from, report, and refuse to tolerate bullying or bullying behavior including electronically, regardless if it happens outside of the school or school hours.

STUDENT DISCIPLINE

Discipline practices at Woodhaven Middle School will align with Parkland School Division Administrative Procedure 355, Student Discipline, as well as with our belief that with the support of parents, students and staff, students can make appropriate choices for their behavior. Students are expected to make choices that maintain and foster a safe, caring, supportive, and inclusive learning environment for all members of our learning community.

When students do not adhere to the Woodhaven Middle School Code of Conduct the following disciplinary principles will be considered:

- learning
- student safety
- communication with parents/guardians
- corrective discipline
- thoughtful consideration of each situation, context, and individual

Grounds for Disciplinary Action

Discipline promotes safe and orderly learning environments within Woodhaven Middle School. While it is not possible to reasonably foresee all grounds for disciplinary action, in addition to failing to adhere to the Woodhaven Middle School Code of Conduct clear examples of unacceptable behavior that could lead to disciplinary action include:

- Discrimination in any form as defined in the *Alberta Human Rights Act*;
- Any action deemed non-compliant or in contravention with:
 - Alberta School Act Section 12
 - Parkland School Division Board Policy 18
 - Parkland School Division Administrative Procedure 350
 - School codes of conduct
- Conduct which threatens the safety of students and/or staff;
- Conduct that is injurious to the physical or mental well-being of others in the school;
- Conduct which inhibits the process of learning for others;
- Mean behavior;
- Failing to refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means;
- Harassment or sexual harassment (as defined by Division *Administrative Procedure 170*);
- Damage to property;
- Abuse of the Division computer network, the internet, email or any electronic privileges;
- Tampering with fire, fire alarm or safety equipment;
- Possession of a weapon or weapon replica on a student's person, or in a student's locker or desk, that is dangerous to students and staff;
- Displaying or brandishing a weapon or weapon-replica in a threatening or intimidating manner;
- Assaulting another person;
- Possession, being under the influence of, use of, or trafficking of any of the following substances in school and on school/Division property or at school/Division related events or activities:
 - Tobacco products (including vapor or e-cigarettes); illegal drugs; alcohol; inhalants;
- Possession of drug paraphernalia, including any item used in connection with ingesting, selling and/or distributing prohibited substances.
- Conduct that displays an attitude of willful, blatant or repeated refusal to comply with school

DISCIPLINARY ACTIONS

At Woodhaven Middle School discipline refers to specific corrective learning – not punishment - which is intended to build the foundational behaviors and habits of mind that will contribute to our student’s well- being and success, resulting in the creation and maintenance of a safe, caring, inclusive and respectful learning environment for all.

The school will engage in a restorative process to solve an issue, problem, or conflict with all necessary parties. Restorative discipline looks to repair the harm rather than punish the offender. As well, restorative approaches not only promote responsibility and accountability, they empower those harmed by providing a voice in the re-

- Problem solving, monitoring, or reviewing behavior expectations with student and reprimand;
- Parental involvement that may include a Disciplinary Hearing as outlined in *Administrative Procedure 356 Student Disciplinary Hearings*;
- Assignment of designated tasks;
- Temporary removal of privileges;
- Detention of student or time in D.L.R
- Implementation of an in school short term opportunity placement;
- Behavioral contract with student;
- Suspension from riding the school bus;
- Suspension from school;
- Involvement of police; and/or
- Expulsion from school (by the Board upon recommendation of the Principal).

At Woodhaven Middle School, staff recognize that effective disciplinary practices can help lead to positive development. Some disciplinary measures that do not contribute to the development of appropriate student citizenship which will not be used with our students are:

- Bullying, harassment, teasing, or humiliation;
- Corporal punishment or physical attacks or threats upon the student;
- Mass detention or mass punishment aimed at specific individuals or groups;
- Verbal attacks in the form of yelling, sarcasm, profanity, racial, or derogatory remarks based on gender or personal references.

PARKLAND SCHOOL DIVISION 2024-2025 CALENDAR



LEGEND

- Student First: 28
- Student Last: 26
- PD / Non Instructional: x
- Non Operational: x
- Statutory: x
- TRC Day: 30
- Diploma Exam: x
- High School Transition: △

AUGUST

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

FEBRUARY

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

APRIL

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MAY

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JUNE

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

222 TOTAL DAYS
 10 STATUTORY
 18 NON OPERATIONAL
 13 PD DAYS
 194 OPERATIONAL
181 DAYS OF LEARNING

Month	Total Days	STAT	NON-OP	NON-INST	Operational	Instructional	Total
8	6			3	6	3	3
9	21	1	1	1	19	18	21
10	23	1		1	22	21	42
11	21	1	4	1	16	15	57
12	22	2	5		15	15	72
1	23	1	2	1	20	19	91
2	20	1		3	19	16	107
3	21		1	1	20	19	126
4	22	2	4		16	16	142
5	22	1		1	21	20	162
6	21		1	1	20	19	181
Totals	222	10	18	13	194	181	

n-Instructional = students do not attend. Non-Operational= students and typically most school staff do not attend. Division staff may still be required to work based on role and/or department. Staff are responsible for verifying whether or not they are expected to attend on non-operational days.

Date	Occurrence
August 23 rd	New Teacher Orientation / Teacher Preparation Day
August 26 th	Divisional Professional Development Day – No School for Students
August 27 th	Divisional Professional Development Day – No School for Students
August 28 th	First Day of School for Students
September 2 nd	Labour Day Statutory Holiday
September 20 th	Professional Development Day – No School for Students
September 30 th	Truth and Reconciliation Day – No School for Staff or Students
October 11 th	Professional Development Day – No School for Students
October 14 th	Thanksgiving Day Statutory Holiday
November 8 th	Professional Development Day – No School for Students
November 11 th	Remembrance Day
November 12 th – November 15 th	Fall Break
December 23 rd – January 3 rd	Winter Break
January 30 th	High School Semester Change – No School for High School Students Only
January 31 st	Professional Development Day – No School for Students
February 6 th – February 7 th	Teachers' Convention – No School for Students
February 14 th	Professional Development Day – No School for Students
February 17 th	Family Day Statutory Holiday
March 28 th	Professional Development Day – No School for Students
March 31 st – April 1 st	Spring Break
April 18 th	Good Friday Statutory Holiday
April 21 st	Easter Monday Statutory Holiday
May 16 th	Professional Development Day – No School for Students
May 19 th	Victoria Day Statutory Holiday
June 26 th	Last Day of School for Students
June 27 th	Professional Development Day – No School for Students
June 30 th	Non-Operational Day for Schools

Family Calendar follows on the next page, and indicates the days that students do not attend school.