



Woodhaven 2025/2026 Middle School Student Handbook

“The Strength of the Wolf is the Pack”

Principal: Mr. Griffin

Assistant Principal: Mrs. van Beek

Assistant Principal: Mrs. Joy

Head Secretary: Ms. Golinowski

Secretary: Mrs. Pechtel

Secretary: Mrs. Kirk-Pearson

Bell Schedule

	Monday	Tuesday	Wednesday	Thursday
8:23 - 8:28	Announcements/O'Canada			
Block 1 8:28 - 9:08				
Block 2 9:08 - 9:48				
Recess 9:48 - 10:02	All Kids Out			
Block 3 10:02 - 10:42				
Block 4 10:42 - 11:22				
Lunch 11:22 - 11:52	Lunch			
Recess 11:52 - 12:22	Recess			
Block 5 12:22-1:02				
Block 6 1:02 - 1:42				
Nutrition Break 1:42-1:46	Nutrition Break			
Block 7 1:46 - 2:26				
Block 8 2:26 - 3:06				

CELL PHONES

Cell phones are to be kept in students' lockers at ALL times. Students will be provided a time to check their cellphones at the start of each break before returning it to their locker and going outside. Cell phones are NOT to be used during class time without specific permission from the teacher.

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.





Woodhaven Dress Code

At Woodhaven, we want everyone to feel comfortable, safe, and respected. School is a place for learning, and what you wear should support that. You can show your style, as long as your clothing is school-appropriate.

What this means:

- Don't let underwear or private areas show.
- Clothing with swears, drugs, alcohol, violence, sexual messages or gang references are not permitted.
- Clothes should stay in place when you move (walk, sit, reach, etc.).
- Remember: school is your workplace — dress in a way that fits this setting.

If there's a problem:

A staff member will kindly ask you to:

- Fix what you're wearing (pull something up, zip something up, etc.).
- Put on another layer (sweater, belt, etc.).
- Change into PE clothes, borrow from a friend, or use clothes from the office.

If none of these work, you'll wait in the office until a parent/guardian brings something different.

DAILY ROUTINES & OPERATIONS

Morning Drop-Off

School doors open at **8:15 AM**. You'll need a late slip if you arrive after **8:30 AM**

Recess

Monday/ Wednesday: Grade 5-6 Front, Grade 7-8-9 Back

Tuesday/ Thursday: Grade 5-6 Back, Grade 7-8-9 Front

*In order to limit congestion and ensure student safety when entering the building, please enter in single file through the doors.

Lunch

- **Woodhaven is a Closed Campus**
- All students eat in their classrooms supervised by their homeroom teacher.
- **Students must stay on school grounds** unless they have a signed **Go Home for Lunch Form**. You must live within 15 Minutes walking distance to be eligible for this form. This form is sent to guardians directly from the office.

Nutrition

- Students are expected to bring lunch and snacks to school each day.
- If you forgot your food or need more, we have a limited number of lunches and snacks available at the office.
- This is intended to support students who need it. Please do not **choose** not to bring food and then eat the food that others actually need.
- Vending machines are available at lunch time only and you need permission from your homeroom teacher to go.

Lockers

- Lockers belong to the school, but you get one to use during the year.
- You'll get a school locker **and a school lock** once your family signs the Locker License Agreement online.
- Always use the lock the school gives you — no personal locks.

- **Don't share** your locker or your lock combination with friends. Keep it private to keep your stuff safe.
- Administration can search your locker at any time to ensure student safety.
- Bags and backpacks must stay in your locker. **DO NOT** carry your backpack from class to class or it will be confiscated.

Bicycles, Scooters, Skateboards & Rollerblades

- **Lock your bike or scooter** in the racks outside the school.
- By law, you **must wear a helmet** when riding a bike.
- Skateboards, and rollerblades **can't be used inside** — store them in your locker.
- For safety, **walk** your bike, scooter, or skateboard when you're on school grounds.

Work Den

- Teachers will assign you to the Work Den during lunch recess if you missed school. This is an opportunity to catch up on assignments or exams. All other students are expected to go outside for recess.
- Teachers will give you reminders and opportunities to complete unfinished assignments. However, if after communicating with you and your family and giving you a second deadline you have still not handed in your assignment, your teacher may award you a zero as your mark.

Awards: [Academic Awards Criteria Video](#)

Student Discipline

At Woodhaven, discipline isn't about punishment — it's about learning, taking responsibility, and fixing harm.

Our Approach

- Learning first: mistakes are chances to grow.
- Restoring harm: students have opportunities to make things right with others.
- Respect and safety: all discipline supports a caring, inclusive school.

Engagement Hub

Instead of being suspended in the office or sent home, students may be referred to the Engagement Hub. There, you will:

- Keep up with schoolwork.
- Learn about the offence and how to make better choices.
- Repair harm caused (through actions, reflection, or restoration).

The goal is always to help you get back on track and stay connected to your learning while making things right.

Code of Conduct Offences include but are not limited to:

Non-Compliance

- Repeatedly refusing to follow school rules or the reasonable directions of staff.

Intimidation, Conflict, Aggression, or Mean Behaviour

- Disrupting learning for others.
- Threatening, intimidating, or aggressive behaviour.
- Verbal, written, or online threats or harmful comments.
- Bullying or cyberbullying.
- Hazing/froshing or making others feel humiliated.

- Using AI tools (like deepfakes) to harass, intimidate, or target others.
- Harassment or sexual harassment (unwelcome comments, bullying, discrimination, sexual remarks or actions).
- Physical assault.
- Having, showing, or using a weapon or a replica weapon.

Property

- Damaging school property, staff property, or another student's property.
Taking things that don't belong to you.
Misusing technology or the school's computer network.
- Damaging safety equipment (like fire alarms).
- Note: Students/parents may be required to pay for damage or stolen items.

Substances

- Possessing, using, or being under the influence of illegal drugs, tobacco/vapes, cannabis, alcohol, or inhalants at school, on school property, or at school events.
Sharing, selling, or distributing these substances.
- Having or sharing paraphernalia (items linked to substance use).

Academic Integrity

- Cheating, copying, or plagiarism.
- Damaging or altering another student's work.
- Misusing AI for cheating or plagiarism.