



# Brookwood School

## Handbook

### 2023-2024

Principal: Karen Stride-Goudie

Assistant Principal: Rosanne McIntyre

Secretaries: Nicole Patras and Lindsay Stoodley

Address: 460 King Street, Spruce Grove, Alberta, T7X 2T6

Phone: 780-962-3942 Fax: 780-962-4310

E-mail: [Brookwood@psd.ca](mailto:Brookwood@psd.ca)

School Website: [Brookwood.psd.ca](http://Brookwood.psd.ca)

Parkland School Division website: [www.psd.ca](http://www.psd.ca)

# Contents

PSD Vision, Mission and Priorities	Page 3
School Profile	Page 4
Early Education	Page 4
Christian Program	Page 4
Parkland School Division Calendar	Page 5
Calendar of Events	Page 6
Bell Schedule	Page 7
Communication	Page 8
School Website	Page 8
Brookwood Banner	Page 8
PowerSchool	Page 8
Reporting Absences	Page 8
Messages to Students	Page 8
School Safety	Page 9
Allergies	Page 9
Medication	Page 9
Drop Off & Pick Up	Page 9
Entering & Exiting the Building	Page 10
Late Arrivals & Early Departures	Page 10
Visiting Brookwood	Page 10
Emergency Response Procedures	Page 11
Assessment & Reporting	Page 12
Student Code of Conduct	Page 13
Who to Contact	Page 16

# PSD Vision, Mission & Priorities

## Vision

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

## 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.

## Foundational Statements

Our Ultimate Goal is Student Success and Well-Being. We therefore value:

- Learning opportunities that are:
  - Purposeful
  - Essential
  - Relevant
  - Authentic
  - Responsive
- Excellence in achievement
- Trustworthy, respectful relationships
- Resilience with self-awareness

## Priorities

- Meaningful Engagement
- Inspired Exploration
- Connected Community
- Resource Stewardship
- Wellness Culture
- Confident Resilience

# Brookwood School

## Brookwood School (K-4)

Located in the heart of Spruce Grove, Brookwood School serves approximately 525 students from Kindergarten to Grade Four. Designed in 1970 as an open area school, Brookwood School promotes a friendly and caring learning environment, where a high level of cooperation is nurtured amongst students and staff.

Brookwood School is a dual track school. We have a regular K-4 Program, as well as a K-4 Christian Program. We also have four Early Education classes.

## Parkland School Division Christian Program

The Parkland School Division [Christian Program](#) is available to all families who want their Kindergarten to Grade 4 children taught in a non-denominational and spiritually nurturing environment.

The program supports Christian values of the home by involving students in morning prayers, Bible readings, songs, and assemblies with a Biblical perspective. Sustained by Christ's teachings and God's love, students in the program are encouraged to develop commitments to their families, neighbors, country, and global community while leading moral, healthy, and productive lives.

## Early Education

Early Education classrooms provide embedded programming for children with severe special needs, four mornings or afternoons a week, within play-based settings. Teams work collaboratively to meet the individual needs of each child within an inclusive environment.

# Parkland School Division Calendar

## PARKLAND SCHOOL DIVISION 2023-2024 CALENDAR



Total Days: 220

Operational: 195

Instructional: 182

PD Days: 13

### Legend

Students' First Day



Students' Last Day



Non-Instructional



Non-Operational



Statutory Holiday



Diploma Examination



HS Transition



PD/New Teacher



AUGUST					
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		

SEPTEMBER					
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	

OCTOBER					
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				

NOVEMBER					
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		

DECEMBER					
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	

JANUARY					
M	T	W	T	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			

FEBRUARY					
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		

MARCH					
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	

APRIL					
M	T	W	T	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				

MAY					
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	

JUNE					
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	

# Calendar of Events

August 29 - Sept 1	Staff Startup Days - PD Days
September 4	Labour Day
September 5	First Day for Students
October 6	PD Day
October 9	Thanksgiving
November 13 - 17	Fall Break
December 22	PD Day
Dec 23 - Jan 5	Winter Break
February 8 & 9	Teachers' Convention
February 16	PD Day
February 19	Family Day
March 24	PD Day
March 25 - April 1	Spring Break/Easter
May 17	PD Day
May 20	Victoria Day
June 27	Last Day for Students
June 28	PD Day

# Bell Schedule 2023/24

8:15am	Buses Arrive & Supervision Begins
8:30am	Welcome Bell
8:30am-8:37am	Registration & Learning Activities
8:37am-8:40am	Announcements/O'Canada
8:40am-9:10am	Block 1
9:10am-9:40am	Block 2
9:40am-10:10am	Block 3
10:10am-10:25am	Recess (Gr 1-3) Learning Activities/DEAR (Kinders & 4)
10:25am-10:40am	Learning Activities/DEAR (Gr 1-3) Recess (Kinders & 4)
10:40am-11:10am	Block 4
11:10am-11:40am	Block 5
11:40am-12:10pm	Block 6
12:10pm-12:35pm	Lunch (K, 3, 4) Recess (1, 2)
12:35pm-1:00pm	Lunch (1, 2) Recess (K, 3, 4)
1:00pm-1:05pm	Registration/Transition
1:05pm-1:35pm	Block 7
1:35pm-2:05pm	Block 8
2:05pm-2:35pm	Block 9
2:35pm-3:05pm	Block 10
3:05pm	Dismissal
3:15pm	Buses Depart & Supervision Ends

# Communication

## School Website

For up-to-date school calendars and news, check our school [website](#).

## Brookwood Banner

Each month, a newsletter will be sent home electronically to the email provided on PowerSchool. This document contains school news, important dates, and information from our School Council and Fundraising Association.

## PowerSchool

Powerschool allows you to update information, pay fees, and access attendance info and report cards. By keeping your information up-to-date, you can also receive important messages from our office. If you require assistance accessing or using PowerSchool, please refer to this [webpage](#), or contact our school office.

## Reporting Absences

To report an absence for your child, please email [Brookwood.Absence@psd.ca](mailto:Brookwood.Absence@psd.ca) or call and leave a message at the school office (780-962-3942, press 1). Please include the student's name, teacher and grade, and reason for the absence in your message.

## Messages to Students

Our office staff will do its best to convey urgent messages to students and staff. However, we cannot guarantee that messages received **after 2:30pm** will be delivered or received by students and staff before dismissal.

## Change of Address/Phone Number

Please notify the office immediately of any changes to address, phone number or emergency contacts. This is extremely important in case of emergency.



# School Safety

## Allergies

Some of our students and staff have life-threatening allergies to nuts and nut products. Therefore, our school is "NUT-AWARE". We are asking for your help and cooperation in ensuring our school continues to be safe by not sending any nut products to the school. Thank you in advance for your commitment to our safety!

## Medication

In order for school staff to administer medication to any student we must be in compliance with Parkland School Division [Administrative Procedure 782: Medical - Administering Prescribed Medications](#).

### Before Prescription Medication is Administered

The Request for Assistance to Administer Medication form must be completed by the parent or guardian, the prescribing physician, and school administration. The school reserves the right to refuse to administer medication. These forms are available from the school office. The medication must be delivered to the school by a parent in a container labeled by the pharmacy and is to be stored in a locked cupboard in the school office.

## Drop Off & Pick Up

Please note the following important information regarding child safety at Brookwood School:

### MORNING ARRIVAL

We look forward to welcoming students at **8:15am**

- Buses arrive and supervision begins
- Parents/Guardians bringing students to school are asked to stay outside the school.
- Students will enter the building through their designated doors when the bell rings at 8:30am

## AFTERNOON DISMISSAL

Students will be dismissed at **3:05pm** from their homerooms and exit through their designated doors.

- Parents/Guardians picking up students at school are asked to stay outside the school.
- We would appreciate your assistance to ensure that all of our Brookwood students are safe and accounted for at the end of the school day. Here's how you can help:
  - Please ensure that your children meet you and stay with you.
  - Please do not allow your children to play on the playground & swings prior to Bus Dismissal at 3:15pm

## Entering & Exiting the Building

We are sure that everyone will agree that our children's safety is paramount. We appreciate your attention to these details.

1. Students enter the school through their designated doors. The main doors at the front of the building are for adults and guests to our school, or students arriving late or being picked up early.
2. All exterior doors are locked during the school day.
3. Parents picking up students at the end of the day are asked to wait outside for their student(s).

## Late Arrivals & Early Departures

If your child is arriving late to school, please ensure he/she comes in the front doors to sign in. Likewise, if you are picking your child up early, please ensure that you have called the office and have notified the teacher of the student leaving.

## Visiting Brookwood

All visitors, including parents, are required to sign in at the school office upon arrival.

# Emergency Response Procedures

Parkland School Division's first priority is the safety, security, and well being of our students and staff. Throughout the year, students and staff practice emergency procedures such as lockdowns and emergency evacuations.

Your cooperation is vital to helping us protect the safety and welfare of all children and school employees. Please observe the procedures explained below. Greater explanation can be found on the [Parkland School Division website](#).

## In The Event Of An Emergency:

- **Do not call the school or your child's cell phone.** It is important that phone systems be open and available for emergency communications. 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.
- **Do not come to the school until instructed to do so.** In the event of a lock-down or shelter-in-place, the school will be locked with NO arrivals or departures. 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.
- **Check the following to receive quick and accurate emergency announcements and status reports:**
  - [Brookwood School website](#)
  - Brookwood School [Facebook](#)
  - PSD [Twitter](#) and [Facebook](#)
  - Centre for Education (780-963-4010)
  - Local radio station

# Assessment & Reporting

**ASSESSMENT** involves gathering information about student progress, in order to improve teaching and learning.

**EVALUATION** involves making a professional judgment based on the assessments provided.

**REPORTING** involves communicating to students and parents the evaluation of student performance in relation to the learning outcomes in the Alberta Programs of Study.

Parkland School Division shall report progress with four indicators of achievement (Grades 1-4). Note that the indicators of achievement for knowledge tasks **are equal, in range of percentage, to the indicators of achievement**. The expected acceptable standard for all students is to achieve, at least, a level of competence while continually striving to achieve a standard of excellence.

Parkland School Division - Report Card Indicators of Achievement - Equivalent Standards			
EXCELLENT (EXC)	COMPETENT (COM)	SATISFACTORY (SAT)	INSUFFICIENT (INS)
100% - 80%	79% - 65%	64% - 50%	49% - 0%

A student may receive feedback that utilizes descriptive indicators of achievement, relative to the outcome expected:

Indicators of Achievement (words that MAY be used to describe a student's competency with respect to specific outcomes)			
Correct / Meets Expectations / Pass			Incorrect / Growth Required / Fail
Excellent / Independent / Superior / Detailed / Exceptional / Sophisticated / Insightful / Advanced	Competent / Mostly Independent / Consistent / Demonstrated-Capability / Coherent / Adept / Logical	Satisfactory / Sufficient/ Limited / Approaching / Somewhat Dependent / Basic / Emerging / Straightforward / Adequate	Insufficient / Beginning / Avoidant / Not Evident / Poor Quality / Not Attempted / Incoherent / Mostly Dependent

Please refer to our school website for further details.

# Student Code of Conduct

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.

Our students are taught before I say or do something I will ask myself:

- ❖ Will this be *helpful*?
- ❖ Will this be *hurtful*?

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 at any time 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 assures supportive learning environments, meaningful experiences and healthy relationships that create opportunities to develop resilience, to gain diversity in perspectives and to achieve enduring success.

In keeping with a commitment to the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms, in Parkland School Division everyone is accepted and experiences a sense of belonging. The Division supports the endeavors of staff, students, parents and the community to promote positive student behavior and conduct throughout our community of schools.

## Expectations for Students

Brookwood School students are expected to demonstrate:

- Respect for Themselves
- Respect for Others
- Respect for the Space

These expectations apply to and from the school, during the school day, as well as by electronic means. These also include both on-campus and off-campus activities (including, but not limited to, field trips and sporting events).

Students are expected to show this respect by:

- Attending class and being prepared for learning
- Dressing in a respectful manner that is appropriate for a learning environment
- Using appropriate and respectful language
- Following school and classroom rules
- Cooperating with and following directions of staff members
- Showing consideration for personal and school property
- Acting in a safe manner which does not threaten the safety of students or staff
- Reporting instances of inappropriate behaviours, whether in-person or online
- Helping to preserve the natural environment

### Unacceptable Behaviours

Students will be held accountable for their conduct. Conduct that negatively affects a member of the school or interferes with the school environment may result in school-based consequences.

Unacceptable student behaviours include, but are not limited to:

- Behaviours that interfere with the learning of others and/or the school environment
- Behaviours that create unsafe conditions for staff or students
- Acts of bullying, harassment, or intimidation
- Physical violence
- Retribution against any person in the school who has intervened to prevent or report an incident or safety concern
- Actions such as:
  - Theft or damage to property
  - Possession or use of weapons

### Consequences

Learning shall be the foundation and primary consideration of any disciplinary action.

Disciplinary actions may include, but are not limited to:

- Problem solving, monitoring, or reviewing behavior expectations with student
- Parental involvement
- Removal of privileges (such as extra-curricular activities)
- Detention of student
- Implementation of an in-school short term alternative placement
- Behavioral contract with student
- Restitution, where the Division may seek restitution for damage to Division property
- Suspension from riding the school bus
- Suspension from school

### **Closed Campus Expectations**

Students are to remain on campus during the school day, unless signed out by a parent or guardian, from the time they arrive until dismissal at the end of the day.

### **Technology/Internet Use Expectations**

All Parkland School Division schools have instituted a Responsible Use of Technology Agreement. A copy of the agreement must be signed by each student in order to access computer technology in the school. In the event that there is a breach in the agreement (i.e. downloading software/files, viewing/searching for inappropriate material, or any other misuse/vandalism of the technologies) students may lose access privileges to computers/internet at the discretion of the school administration.

Our school welcomes the use of personal technology devices to enhance learning. All other use is at the discretion of the teacher and/or office administration.

### **Parkland School Division Code of Conduct**

In Parkland School Division, all members of our school community are expected to promote and demonstrate respect, civility and responsible citizenship.

With these goals in mind, everyone must:

- Demonstrate honesty and integrity.
- Respect differences in people, their ideas and their opinions.
- Acknowledge the right of everyone to be treated with dignity, at all times.
- Take appropriate measures to help those in need.
- Use non-violent means to resolve conflict.
- Honour the role(s) of persons in positions of authority.
- Show care and regard for school property and the property of others.
- Comply with all applicable federal, provincial and municipal laws.

We are all models for the kinds of citizens we desire to be. We teach and learn by example.

The Division's expectations for conduct are outlined in the following documents:

- [Board Policy 18](#): Role of the Student
- [Administrative Procedure 380](#): Promoting Positive Behavior at School
- [Administrative Procedure 360](#): Student Discipline

# Who to Contact

## Classroom Questions

For any questions or concerns regarding your child's classroom learning experience, please contact his/her homeroom teacher.

## Bus Questions

For any questions or concerns regarding your child's busing, please contact your child's bus driver or PSD Transportation Services.

## School Questions

For any questions regarding school-wide events or concerns impacting our school community, please contact the office.

## Office Support

Our teachers and drivers do an exceptional job of managing most concerns at the classroom level or bus level, but occasionally they require support from our office team (principal, assistant principal, counsellor). If you require further support for your child, our office team is here to support all of our students and their families.

## Extra-Curricular Support

- Athletics - Mr. MacKay: [Jeff.MacKay@psd.ca](mailto:Jeff.MacKay@psd.ca)
- Choir - Mrs. Gottenbos: [Daina.Gottenbos@psd.ca](mailto:Daina.Gottenbos@psd.ca)

## School Council & Fundraising

- School Council: [Brookwood.scchair@partner.psd.ca](mailto:Brookwood.scchair@partner.psd.ca)
- Fundraising Association: [Brookwoodschoolassociation@gmail.ca](mailto:Brookwoodschoolassociation@gmail.ca)
- Facebook [Brookwood School Council & Fundraising Committee](#)