



# Brookwood School

## Handbook

### 2025-2026

Principal: Christine Ross

Assistant Principal: Stephanie Carrozza

Secretaries: Nicole Patras and Erin Graves

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

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

# 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 Parkland Christian Program. We also have four Early Education classes.

## Parkland School Division Christian Program

The Parkland School Division [Christian Program](#) is available to 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 pre-school-aged children with identified needs, five mornings or afternoons a week within a play-based setting. Teams work collaboratively to meet each child's individual needs within an inclusive environment.

# Parkland School Division Calendar

## PARKLAND SCHOOL DIVISION

### 2025-2026 CALENDAR



#### LEGEND

Student First



Student Last



PD / Non  
Instructional



Non  
Operational



Statutory



TRC Day



Diploma  
Exam



High School  
Transition



#### AUGUST

| 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 |

#### SEPTEMBER

| 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 |    |    |    |

#### OCTOBER

| 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 |

#### NOVEMBER

| 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 |

#### DECEMBER

| 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 |    |    |

#### JANUARY

| 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 |

#### FEBRUARY

| 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 |

#### MARCH

| 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 |    |    |    |

#### APRIL

| 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 |    |

#### MAY

| 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 |

#### JUNE

| 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 |    |    |    |

221 TOTAL DAYS

10 STATUTORY

17 NON OPERATIONAL

13 PD DAYS

194 OPERATIONAL

181 DAYS OF  
OF LEARNING

# Calendar of Events

|                    |  |
|--------------------|--|
| August 26 - 29     | Staff Startup Days - PD Days             |
| September 1        | Labor Day                                |
| September 2        | First Day for Students                   |
| September 29       | PD Day                                   |
| September 30       | Truth and Reconciliation Day – No School |
| October 13         | Thanksgiving                             |
| November 3         | PD Day                                   |
| November 11        | Remembrance Day                          |
| November 11 - 14   | Fall Break                               |
| Dec 22 - Jan 2     | Winter Break                             |
| January 30         | PD Day                                   |
| February 5 & 6     | Teachers' Convention                     |
| February 16        | PD Day                                   |
| February 27        | Family Day                               |
| March 27           | PD Day                                   |
| March 30 - April 3 | Spring Break/Easter                      |
| April 3            | Good Friday                              |
| April 6            | Easter Monday                            |
| May 15             | PD Day                                   |
| May 18             | Victoria Day                             |
| June 26            | Last Day for Students                    |
| June 29            | PD Day                                   |

# Bell Schedule 2025/26

|                     |                                   |
|---------------------|-----------------------------------|
| 8:15 am             | Buses Arrive & Supervision Begins |
| 8:30 am             | Welcome Bell                      |
| 8:30 am - 8:35 am   | Registration                      |
| 8:35 am - 8:40 am   | Soft Start                        |
| 8:40 am - 9:10 am   | Block 1                           |
| 9:10 am - 9:40 am   | Block 2                           |
| 9:40 am - 10:10 am  | Block 3                           |
| 10:10 am - 10:25 am | Recess                            |
| 10:25 am - 10:35 am | Soft Start                        |
| 10:35 am - 11:05 am | Block 4                           |
| 11:05 am - 11:35 am | Block 5                           |
| 11:35 am - 12:05 pm | Block 6                           |
| 12:05 pm - 12:35 pm | Recess                            |
| 12:35 pm - 12:55 pm | Lunch                             |
| 12:55 pm - 1:00 pm  | Soft Start                        |
| 1:00 pm - 1:30 pm   | Block 7                           |
| 1:30 pm - 2:00 pm   | Block 8                           |
| 2:00 pm - 2:30 pm   | Block 9                           |
| 2:30 pm - 3:00 pm   | Block 10                          |
| 3:00 pm - 3:05 pm   | End of Day                        |
| 3:05 pm             | Dismissal                         |
| 3:15 pm             | Buses Depart                      |
| 3:20 pm             | 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. You can also receive important messages from our office by keeping your information up-to-date. If you require assistance accessing or using PowerSchool, please refer to this [webpage](#) or contact our school office.

## Reporting Absences

SafeArrival is an absence management system that improves student safety and makes it easy for you to let the school know about your child's absence.

Absences can be reported in advance at any time, up to the cut-off time on the day of the absence. Morning cut-off is 9:10am, afternoon cut-off is 1:10pm. Whenever an absence is reported or updated, you will receive a confirmation notice by email and/or text message (assuming you have provided your contact information to the school).

If you don't report your child's absence in advance, the automated notification system will try to contact you. This may include push notifications to the app, email, SMS text messages, or phone calls. You will be asked to provide the reason for your child's absence immediately. You may do so using the phone line, website or mobile app.

## Messages to Students

Our office staff will do their best to convey urgent messages to students and staff. However, we cannot guarantee that messages received **after 2:30 pm** 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 an 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 the 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 **8:15 am**.

- Buses arrive and supervision begins
- For student safety, please do not drop off and leave students unsupervised before 8:15 am.
- 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 8:30 am

### AFTERNOON DISMISSAL

Students will be dismissed at **3:05 pm** 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 before Bus Dismissal at 3:20pm

### **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. During school hours, please ring the doorbell near the front entry doors and wait for an office member to welcome you into the building.
4. 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 come in the front doors to check in with office staff and obtain a late slip. If you are picking your child up early, please ensure you have called the office and have notified the teacher of the student's leaving. In addition, students must be signed out in the office.

### **Visiting Brookwood**

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

# Emergency Response Procedures

Parkland School Division's 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. A greater explanation can be found on the [Parkland School Division website](#) (Administrative Procedure 740).

## 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 contact and/or provide information to parents/guardians as necessary.
- **Do not come to the school until instructed to do so.** In the event of a lockdown 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 [X](#) and [Facebook](#)
  - Centre for Education (780-963-4010)
  - Local radio station

# Assessment & Reporting

**ASSESSMENT** involves gathering information about student progress 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 concerning 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 to learn
- 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 the directions of staff members
- Showing consideration for personal and school property
- Acting in a safe manner that 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 the student
- Parental involvement
- Removal of privileges (such as extra-curricular activities)
- Detention of a student
- Implementation of an in-school short-term alternative placement
- Behavioral contract with the 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 (780-963-8452).

## 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: [Brookwoodschoollassociation@gmail.ca](mailto:Brookwoodschoollassociation@gmail.ca)
- Facebook [Brookwood School Council & Fundraising Committee](#)

