

## PARENT/STUDENT HANDBOOK



**École Broxton Park School**  
**505 McLeod Avenue**  
**Spruce Grove, AB T7X 2Y5**  
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[www.broxtonpark.psd.ca](http://www.broxtonpark.psd.ca)

**2025-2026**



**Parkland School Division**  
**Mission & Vision Statement**

### **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.



**This agenda belongs to:**

**Student:** \_\_\_\_\_  
**Homeroom:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_

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### **Fusion** *noun*

#### **1. a blending or union. “The fusion of atomic nuclei releases tremendous energy.”**

The analogy behind the word “fusion” implies the coming together of individuals to create energy. Students chose the name “Fusion” for school clubs and teams to reflect the strength in diversity within our school. We hope to see the students in our school come together to accomplish common goals through leadership and collaboration.

### **Building a Learning Community Together**

Welcome to École Broxton Park School. Our staff is committed to working with each other, with students and families, and with the community so students can reach their full potential and literally create the world of the future.

### **Volunteer Program**

We appreciate the high levels of family and community involvement at École Broxton Park School. The goals of our volunteer program include:

- Enlisting and strengthening the involvement of families in the education of their children;
- Providing volunteer assistance to staff to better meet the needs of students; and
- Enhancing two-way communication between home and school.

Parkland School Division requires school volunteers to complete a ‘volunteer package’ that includes a criminal record check and a child-welfare check. Packages are available from the office.

### **Physical Education, Health and Wellness**

École Broxton Park School believes that student success depends on a blend of academic skills, good health, and physical and mental fitness. In order to achieve this, students are encouraged to:

- be physically active;
- learn to make healthy decisions, develop a healthy lifestyle; and
- experience traditional and non-traditional health-related fitness activities.

We encourage families, students and staff to develop an understanding of how healthy eating can support learning. This year, we will focus on adapting our programs to align with current healthy living practices.

Students will have the opportunity to participate in an excellent physical education program that includes daily physical activity and a variety of intramural and extra-curricular activities.

### **Extra-Curricular Programs**

École Broxton Park School supports extra-curricular activities for students. Coordination and supervision are done on a voluntary basis and in every case there must be a staff member involved. Activities are available subject to adequate supervision (including the use of trained volunteers) and adequate student interest. Where expenses are incurred, all activities will operate on a cost-recovery basis.

### **Administrative Information**

#### **Absences**

Child safety is our number one priority. Should your child be absent from school, please call us at 780-962-0212 or email [broxton@psd.ca](mailto:broxton@psd.ca) and leave a message indicating your child’s name, teacher, the dates of the absence, the reason and the expected return date. You can call the night before if you know your child will be absent on the following day.

Should your child be absent with no parent message or information, you will receive a call from the school to confirm that you are aware of the absence.

#### **Administering Medications**

In order to maintain a high standard of safety with regard to the administration of medication, specific procedures are in place. Before any medication (prescription or non) is administered, forms must be completed by the parent/guardian and on file with the office. Forms are available through the office. Forms can also be

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found on-line at [www.psd.ca](http://www.psd.ca) and/or [www.broxtontown.psd.ca](http://www.broxtontown.psd.ca). All medication must be brought to school by a parent/guardian in a container labeled by the pharmacy and will be stored in a locked cabinet in the school office. Non-prescription drugs will not be administered by school staff.

### Emergency Contacts

Please ensure the school has current telephone numbers and emergency contact information. These are critical for your child's well-being. An emergency contact name and/or number of someone within the vicinity of Spruce Grove is best. In the unlikely event that your child is believed to have a serious injury, you will be contacted as soon as possible. If the injury is deemed to be serious and you cannot be reached, your child will be taken to a local medical clinic or, if necessary, the hospital in Stony Plain.

### Inclement Weather

Should Parkland School Division cancel bussing due to extreme weather conditions, they will do a call out. The website [www.psd.ca](http://www.psd.ca) will also have up-to-date information. The final decision to send your child to school when the weather conditions are extreme rests with you and safety should be your first consideration. Be sure that your child is suitably dressed for the weather conditions. Please do not rely on the bus heaters as the only protection from cold weather and wind chills. Develop an emergency plan of action with your child so that appropriate shelter may be gained when daily routines are disrupted. Teach your child to be "weather-wise".

At school, students are encouraged to get fresh air every day. In the event of extreme weather, the Health Break (recess) may be shortened or spent indoors.

### Computer Use Policy

All Parkland School Division schools have instituted a "Computer Use Policy". Students may have their network privileges revoked for misuse (i.e. downloading software/files, viewing/searching for inappropriate material, accessing the computer network from any device without permission, or any other misuse/vandalism of the technologies). The length of that loss may vary and will be decided by school administration.

### Lockers

All students will be assigned a locker. Middle year students will also be assigned a school lock. Students are reminded to keep their combinations private. **No personal locks are allowed unless approved by administration.**

### Student Drop Off/Parking

Thank you for dropping students off in the designated area, and for using visitor parking as marked. Visitor parking is on the east side of the parking lot in the first section of angled parking. Please ensure that handicapped parking is available for those who require it. Be mindful of school buses as they depart from the bus lane throughout the day.

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### **Student Information**

#### **General Expectations**

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

- attending class promptly;
- being prepared for learning;
- using their student agendas;
- wearing clean footwear;
- using appropriate and respectful language;
- following directions carefully;
- behaving in a safe manner;
- showing consideration for personal and school property;
- helping to preserve the natural environment;
- respecting the property of neighbouring properties in the community;
- not using electronic devices during class time unless directed to do so by staff;
- using assigned doors to enter the building; and
- cleaning up after themselves and anything others leave behind for the benefit of everyone.

#### **Student Behaviour and Code of Conduct**

At École Broxton Park School our 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 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.

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.

Parkland School Division has a responsibility to ensure that each student enrolled in a school operated by the Board and each staff member employed by the Board is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.

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 within a culture of wellness. Staff members and students will not be discriminated against as provided for in the Alberta Human Rights Act or the Canadian Charter of Rights and Freedoms.

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### **Behaviour and Conduct Policy**

École Broxton Park School students have the right to learn in a safe and supportive environment. Our discipline process will:

- help students identify which behaviours lead to disciplinary action;
- help students identify better choices; and
- leave a student's dignity intact.

École Broxton Park School students will behave responsibly and in accordance with the Education Act. Teachers and support staff will work with students to promote and ensure appropriate classroom, bus and playground conduct.

Students will meet behaviour expectations as outlined in Section 12 of the Education Act while on school property or involved in school-sponsored or related activities.

Families play a vital role in supporting student behaviour and the conduct policy. It is the expectation of École Broxton Park School and Parkland School Division that parents:

- be aware that student behaviour is subject to the expectations as set out by the Education Act and current Board policy;
- will review the school's expectations for student behaviour and conduct with their child(ren) at the beginning of each school year;
- work with school staff to resolve student behavioural issues when they affect their child(ren); and
- co-operate with and support the school's disciplinary action.

3. Students shall show respect for:

- authority
- others and their property
- school property
- ethnic, racial, religious, and gender differences
- school attendance and punctuality
- work habits, assignments, and homework
- textbooks and equipment
- fire alarms and safety equipment, and
- Division policies relating to smoking, alcohol, drugs, and inhalants.

4. Failure to meet behavior and conduct expectations will result in some or all of the following consequences:

- problem solving, monitoring, or reviewing behaviour/expectations with student, and/or reprimand;
- parental involvement;
- temporary removal of privileges;
- detention
- temporary exclusion from class;
- in-school suspension;
- out-of-school suspension;
- confiscation of personal property;
- behavioural contract;
- restitution for property damage to an individual or board;
- involvement of police; and
- exclusion from a school or expulsion from all Division schools.

5. Grounds for disciplinary action that could lead to suspension exist when a student demonstrates unacceptable behaviours such as:

- conduct that threatens the safety of students and/or staff;

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- possession of a weapon, whether on a person, in a backpack, locker or desk, that is dangerous to students and staff. (A weapon is anything used, designed to be used, or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person);
- displaying or brandishing a weapon in a threatening or intimidating manner;
- assaulting another person;
- possession or use of illegal drugs, tobacco products, alcohol, or inhalants in school and on school property;
- contravention of Division policies and regulations related to student harassment, smoking, student attendance, and student rights and responsibilities;
- theft;
- willful disobedience and/or open opposition to authority;
- use or display of improper or profane language;
- willful damage to school or others' property;
- interfering with the orderly conduct of class(es) or the school; and,
- contravention of the code of conduct as set out in the Education Act.

Discipline is seen as an ongoing process rather than an event. Success is most likely to occur when the home and school work together in the student's best interests. Students are expected to make positive choices.

Students and teachers will work together to co-create their classrooms. Respect and common sense will be the guiding principles as they discuss what makes sense in terms of expectations and appropriate behaviour.

### **Dress Code**

Students are expected to dress in appropriate clothing while at École Broxton Park School and our staff will focus efforts on helping students make choices that demonstrate self-respect. Guidance will be offered in the same manner as discipline – on an individual, ongoing basis. Appropriately dressed means:

- no sayings or pictures on T-shirts deemed offensive by staff and no exposed undergarments.

Students will be asked to change if they are not dressed appropriately. Parents will be notified if an issue persists.

### **Closed Campus/Lunch Routine**

To ensure student safety, École Broxton Park School is a closed campus. Any guests or visitors are expected to check in at the school office.

Students who do not return home for lunch are provided time to eat followed by recreation time. Each group of students is assigned a supervised place to eat. All students are expected to remain on school grounds unless other arrangements have been communicated from home in the form of written parental permission. All students are expected to be prepared for classes prior to the afternoon bell.

### **Student Use of Bicycles, Skateboards, and Rollerblades**

Students are reminded to walk their bikes in the busy areas near the school. Bicycles brought to school should always be locked in the racks provided. Students will not be permitted to use **any** wheeled devices during the school day (unless it is part of a supervised class activity). This includes bicycles, skateboards, scooters, roller blades, and wheelies. By provincial law, properly fitted bicycle helmets are mandatory. Rollerblades and wheelies may not be worn in the school.

### **Student Telephone**

A student phone is located in the main office. The phone is available for student use before school, after school and at noon hours. Telephones are also located in classrooms and may be used by students with staff permission.

### **Cell Phone/Smart Watch Regulations**

No student will be allowed to use a cell phone/smart watch in the hallways, common spaces, or bathrooms during the hours of 8:30 a.m. to 3:05 p.m. Cell phones/smart watch must be off and secured in the students locker (or backpack where a locker is not available), unless given permission by their classroom teacher for educational purposes. Students in grades 7-9 will be permitted to use their devices when outside during recess times, but they are still bound by the Responsible Use of Technology Agreement. Should multiple offenses

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occur by an individual, the cell phone will be confiscated and then returned to their parent/guardian. Parents are encouraged to utilize the school phone number (780) 962-0212 to relay any messages that may be urgent in nature to their child or the students can check their messages at recess times. If there is an emergent message that parents need to convey to their child at school, please call the school and we will gladly pass along the message. Not only does this help the school know of what is to be expected should the student need to leave or require support but it allows the student to continue their learning activity without interruption unless absolutely necessary.

### **Student Valuables**

Students are strongly encouraged to leave valuable personal items at home. The school is not responsible for money and items that are damaged or go missing. Students should not leave backpacks or valuables in the change rooms unattended and should bring a gym kit for gym class that contains only the essentials.

### **Textbooks and Materials**

All workbooks and textbooks are provided to students by the school. Students are responsible for their assigned textbooks and are expected to return texts in the condition in which they were loaned. Lost, missing, or damaged texts will be assessed at the cost of replacement. Digital textbooks may be uploaded on google classroom.

Students are responsible for being prepared for classes. This means having the necessary supplies, including paper and pens or pencils. Parents are requested to check periodically to make sure their children have the necessary materials.

### **Parkland School Division – School Board Information**

Please visit **[www.psd.ca](http://www.psd.ca)** for the most up to date information about your school board Trustees and Executive. Alternately, you can phone the Center for Education in Stony Plain at 780-963-4010.

### **Emergency Information**

#### **Parkland School Division Emergency Response Plan**

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. 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.

One of the most significant steps has been the development of a comprehensive Division Emergency Response Plan. The Division Plan is complemented by individual plans tailored for each school. Should an emergency arise these plans will be implemented. The plans are reviewed regularly and have recently been revised to improve our response procedures.

In order for our Emergency Response Plan to be effective, we depend on the cooperation and assistance of many people, such as the police and the fire department. We also depend on you, as parents, to support our emergency response efforts. Your cooperation is vital to helping us protect the safety and welfare of all children and school employees. Therefore, we ask families to observe the procedures outlined below.

**In the event of an emergency DO NOT TELEPHONE OR TEXT** the school or your child. We understand and respect your concern, but it is essential that the phone systems be available for emergency communications. Furthermore, contacting your child could put him or her in harm's way, based on the nature of the crisis. Please do not call - we will ensure that you get the information you need by contacting you.

**DO NOT COME** to the school until instructed to do so. It may be necessary to keep the streets and parking lot clear for emergency vehicles. If evacuation is required, students may be transported to a location away from the school. You will be notified of this through your school's crisis notification system and the media.

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In the event of a lock-down or shelter-in-place, the school will be locked and NO arrivals or departures will be allowed. 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.

Should it be necessary to evacuate the school, students will be taken to an emergency evacuation centre or area to ensure their safety. Students will remain at the evacuation centre until they are returned to the school or released to their parent/guardian at the Parent-Child Reunion Centre.

Should circumstances merit, the school may establish a Parent-Child Reunion Centre. This allows the school to do a controlled release of students to their parents/guardians. Should it be necessary to activate the Parent-Child Reunion Centre you will be notified via the school's crisis notification system with instructions on where and when to pick up your child. Students will remain at the Parent-Child Reunion Centre until they are released to their parent/guardian.

In order for us to ensure your child's safety, it is necessary to establish procedures for picking up your child at the Parent-Child Reunion Centre. Detailed instructions will be posted at the Parent-Child Reunion Centre; please follow these instructions to assist staff in quickly reuniting you with your child. We recognize that you may be worried and want to be reunited with your child as quickly as possible. However, this system has been established to ensure your child's safety. You could be jeopardizing your child's or another child's safety by not adhering to these procedures.

### **Parent-Child Reunion Centre Guidelines:**

A designated Parent Wait Area will be established at each Parent-Child Reunion Centre. Please wait in this area until your child is brought to you. This is for the safety of both you and your child. **No student** will be released unless you or an individual designated on the student's Emergency Information Card arrives to pick up that student. Please ensure that your child's Emergency Contact Information is current.

You will be required to sign for the release of your child. This is extremely important, as it is our only means of ensuring all students are accounted for at all times. Please, do not just take your child from the Centre without signing for his or her release. You will also be required to show valid identification during this process. All students will be kept at the Parent-Child Reunion until such time as you can arrange to pick them up.

The Division has established a number of ways for you to quickly and accurately receive emergency announcements and status reports without having to call your child's school.

- Visit the Parkland School Division website **psd.ca** 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.

We are proud that Parkland School Division has safe schools, and we do everything possible to keep them that way.

