

# James Alexander School - Student Handbook

## Caring For Each Other

It is our goal that James L. Alexander School (JLA) is a great place to be for everyone. We expect everyone to be treated with dignity and respect and included in recess, classroom, and school activities.



At James L. Alexander, our school-wide classroom management practice is centered around Conflict Resolution and Restorative Justice, in which students, staff and families take responsibility for their actions, reflect on the action, feel and demonstrate empathy for others involved, and find resolutions to repair the harm and to prevent further issues. All students reflect using a written prompt that allows them to de-escalate from the situation and think of a way to resolve the issue. It allows for everyone involved to have a voice. We model and support collaborative problem solving conversations, mediation opportunities, and logical consequences.

When involved in a conflict or disagreement, we encourage everyone to 'Use their WITS':

**W**-Walk Away (find a different space away from negative actions)

**I**-Ignore (pay attention to more positive people)

**T**-Talk it Out (calmly discuss what the problem is and how you can resolve it for everyone involved)

**S**-Seek Help (find a supervisor and tell them what is happening; as for their support to resolve the issue)

Our school-wide mediation strategy is SOS:

**S**-Stories (calmly take turns telling each side of the story without interruptions and using 'I' statements)

**O**-Options (together, brainstorm as many options to resolve the conflict as everyone can think of)

**S**-Solutions (together, decide on one solution that will fix the problem and is acceptable for both sides)

The mentor text we use to guide this work is "Hacking School Discipline" by Nathan Maynard and Brad Weinstein.

## **Supporting Diversity**

The official motto of our province is, "*From many peoples, strength*". Please know that we want you to share your family's traditions with our school family so we can support this diversity. You are invited to send the school a note about festivals and important days that would be suitable for our newsletter so that we all learn more. If you have special dietary requirements, please let your teacher know so we can pass this information when food is involved. Where possible, alternatives will be provided. Throughout the year, there will be opportunities for your family to share information about your culture and traditions in the classroom and/or at assemblies.

## **Supervision of Students & Bell Times**

Our staff provides supervision starting at **8:50** in the morning. Students should not arrive before this time.

- 9:05 a.m. Start of school day
- 10:50 a.m. Recess
- 11:55 a.m. Lunch
- 12:40 p.m. Afternoon classes resume
- 2:20 p.m. Recess
- 3:25 p.m. Dismissal

## **School Access**

We welcome parents/caregivers in our building. Thank you for checking in at the office when you arrive to help us assist you.

All exterior doors remain locked throughout the day, except the front door. Students will meet their teacher at their class outdoor muster point (at 9:05am, 11:05am, 12:40pm and 2:35pm) before entering the school.

## **Recess**

James L. Alexander School will be implementing a full outdoor recess for health and safety reasons. Students are expected to go outside during recess and noon hour breaks (for the entire duration) unless the weather is inclement (extremely cold-colder than -27 or wet conditions).

## Lunch

Supervision will be provided for students who eat lunch at school. This year, there will be a fee of \$100 per student (capped at \$200 for families with 2 or more children). More information will be coming about paying these fees through our online KEV program - School Cash Online.

Students in Grades 1-8 will demonstrate the following lunchroom expectations for health and safety reasons:

- ◇ We will wash our hands before eating.
- ◇ We will respect food and property.
- ◇ We are responsible for our own clean up
- ◇ We will show responsible behaviour.
- ◇ We will stay on the school grounds during the lunch hour unless parents indicate otherwise by a note or a phone call to the classroom teacher.
- ◇ We will respect our lunch supervisors and will follow their instructions.
- ◇ We will be prepared to go outside for each recess by dressing appropriately for the weather.

If a student is having difficulty meeting these expectations, alternate lunch arrangements may need to be made for a defined length of time. In these situations, parents will be contacted by the classroom teacher, vice-principal or principal.

## Clothing

We ask students to dress in a manner that allows them to express their identity and participate in activities comfortably and appropriately. Clothing with inappropriate images, messaging, or language (profanity, vulgarity, hate speech, alcohol, or drugs) will not be allowed. We rely upon the good judgement of students and parents in determining what kinds of clothing children should wear to school and will work together with families if clothing presents obstacles to success at school.

Students should dress for the weather, and since they are expected to go out outside for recess, this is particularly important. During spring, it may be wise to send along a change of clothing in your child's backpack.

We encourage students to be prepared with proper physical education attire. The wearing of gym shorts (or sweatpants) facilitates easier movement, while running shoes provide the necessary traction for safety. Please purchase non-marking gym shoes.

## Hats

Students are welcome to wear headwear at school as long as they respect the following expectations:

- ◇ All headwear must be appropriate for school (logos, colours, designs, etc.)
- ◇ Headwear must be removed during assemblies and during all anthems. 
- ◇ Wearing headwear in school must not be a distraction or cause for disrespect.

## Lost or Stolen Items

Saskatoon Public School Division insurance does not cover items belonging to staff or students, which are lost or stolen. Please help us by labeling all items that come to school. Students are strongly encouraged to keep expensive items and money at home. We ask for your help in developing respect for one's own, and other people's, belongings. Please discuss this with your children at home. If using a locker, students may choose to use a combination lock. They must be able to open it on their own (a handy skill to have), and teachers may request the code.

## Edsby

Much of our school and classroom communication will come through Edsby. Our school division uses Edsby for students, parents and caregivers to follow student's progress at school, enter student absences online, receive school updates, and much more. If you are new, or have not previously signed up, the school will send you an email invitation for each of your children. For example, if you have three children, you will receive three invitations. Once you create a profile, Edsby can be accessed using an internet browser or the Edsby mobile app. Your account allows you to see information for all of your children in one place even if they go to different Saskatoon Public Schools. The URL is [spsd.edsby.com](http://spsd.edsby.com) and the code is SPSPD.

To learn more about Edsby, visit the school division's website: [saskatoonpublicschools.ca](http://saskatoonpublicschools.ca)

## Attendance

Attendance is crucial for students to fully benefit from the instruction in the classroom. Please enter absences on Edsby or call the school **if your child is ill or will be away from class**. Leave a message (306-683-7280) between 4:00 pm and 8:00 am, indicating your child's name, grade, teacher's name, and reason for absence. Inform your child's teacher of extended absences. Please be aware that for each absence, the school phones your home to ensure that the student is accounted for. This will include phoning work and cell phone numbers if there is no answer at home.

## **Bicycles, Rollerblades, Scooters, & Skateboards**

We encourage families to ensure their children's safety by instructing them in how to bike, blade, scooter, and skate properly, to obey the safety rules, and to wear proper equipment such as helmets. It is also important to know that the school and the School Division cannot assume responsibility for bikes, boards, scooters or rollerblades that are lost, destroyed, or stolen during school hours. Should this occur, please call the Saskatoon Police Service at 306-975-8300. It is helpful to have all bikes registered with the Saskatoon Police 'Get My Bike Back Registry', as well as a photo of the bike.

Upon reaching the school grounds, bikes should be walked across the playground to be locked to the bike racks by the Jr. Bootroom. Please support your children with learning how to lock and unlock their bikes independently. Rollerblades, scooters, and skateboards, like bicycles, are modes of transportation. They are not to be used on school grounds during school time and must be cared for by the student until the bell rings.

## **Technology & Cell Phones**

Access to school technology is a privilege that comes with responsibility. Students will be held responsible for their online activity and whatever is on their account, so it is important to protect their password. The internet is to be used for access to appropriate learning sites and not for entertainment. A student's access will be temporarily or even permanently removed if the rules are not followed. **Students who bring personal technology from home (cell phones, iPads, etc.) are asked to use them solely for academic purposes and only with teacher permission throughout the entire school day (from first bell until last bell).** Devices are not to be used during unstructured times, such as recess, as we encourage visiting, physical activity, and building relationships. Students who do not abide by these rules may be asked to turn their device in to their teacher or administrator for safe keeping. We cannot be responsible for lost, damaged, or stolen devices.

## **Medical Concerns/Allergies**

Medical information for students who have specific medical needs (ex. diabetes, epilepsy, anaphylaxis) is posted for staff to access. Parents must ask for and complete a form for any medication to be administered at school. **This must be repeated every school year.** Please talk with your child's teacher about important medical considerations at your earliest opportunity.

**Do not send anything to school that has nuts** and please check packages for "May contain traces of nuts" (this warning can even appear on popsicles). We count on teachers and

parents to help students understand that peanut contamination can be spread when hands aren't washed before coming to school or when lunches are shared. We cannot guarantee that there is no nut contamination in our school.

### **Scents**

Many people have sensitivity to scents which can cause illness. Staff, students, and parents are asked to refrain from using highly scented products, such as perfumes and body sprays.

### **Photo Permissions**

We would like to utilize photos of activities and events at the school in newsletters, social media accounts and on the TV in the foyer. Please read through the media release to identify whether you are comfortable with having your child's picture used. There won't be any names used.

### **Student Safety**

We will do everything reasonable to ensure student safety. Contact sports and roughhousing are not allowed. Bringing weapons (or replicas) to school will not be tolerated, along with any type of substances such as tobacco, drugs, or alcohol. We will have fire and lockdown drills during the school year and some of these will be a surprise, therefore shoes need to be worn indoors at all times.

**Parents: It is important that we are able to reach you or a trusted adult who knows your family; please ensure that the school office always has your current phone numbers and contact information.**

### **Crisis Management:**

We are obligated to prepare ourselves for whatever might arise; fire, severe weather, or intruder. Students will have fire drills, lockdown practices, and "Shelter in Place" drills. The cooperation of parents is requested. In rehearsing for intruder situations (a lockdown), the classroom doors are locked, and the windows are covered. No one is allowed in or out of the school.

According to Saskatoon Public School Policy, students are not allowed to be in the possession of weapons (**including replicas**) at any time.

### **Emergency Procedures**

When an accident happens here at school, depending on the severity, parents are contacted. Many of our staff have taken First Aid/CPR courses and have their certificates.

If an emergency occurs where the school must be evacuated, teachers will accompany children to St. Marguerite School (located at 1235 McCormack Road; their phone number is 306-659-7380. Information for parents will be broadcasted on the radio and parents would be telephoned. In the event of such an emergency, please listen to the radio or come to the school; do not telephone as our phone lines would be inaccessible. Saskatoon Public Schools has a mass communication tool called Everbridge, which will inform families of various emergency situations at the school. Please ensure we have your current contact information to receive alerts. We will not send children home unless we can assure ourselves of their safety through communication with their family.

### **School Zone (Parking & Driving)**

It is extremely important that all parents and caregivers know and follow the law when entering the school zone. **The school zones are now in effect from 7 a.m. - 7 p.m., 7 days a week, all year round.** This includes: utilizing the crosswalk with or without your children; not doing U- turns anywhere in the school zone; parking well away from the bus zone, the accessible parking zone and staff parking lot; and keeping our neighbors' driveways clear of parked vehicles.

### **Weather**

In extremely cold weather, we are still open. The buses do not run if the temperature is below -45, but the school will still be open. We only close by order of the City of Saskatoon Emergency Measures in which case we will contact every family

### **Accident Insurance**

All students are automatically enrolled in a basic accident insurance program that provides coverage for injury sustained during the school day or during participation in a school approved activity. An extended insurance program that provides coverage 365 days per year, 24 hours per day is also available. Personal items that go missing are not covered by any policy at the school or school division level. Therefore, please use discretion regarding costly items being brought to school. The most commonly accessed coverage under the basic and extended insurance programs includes:

- coverage of costs for ambulance services, prescription drugs, physiotherapy treatment, and rental for crutches associated with accidents;
- nominal indemnity for dislocations, fractures, and other miscellaneous injuries;

- cost of repair or replacement of eyeglasses up to a maximum of \$100 provided that the accident also results in an injury that receives medical attention.

### **Before and After School Program**

We are fortunate to have a Before and After School program ("FUN TIMES Before and After") available for families who require this childcare service. It does not operate on PD days or holidays. Please call 306-281-5278 or 306-384-0370 for information.

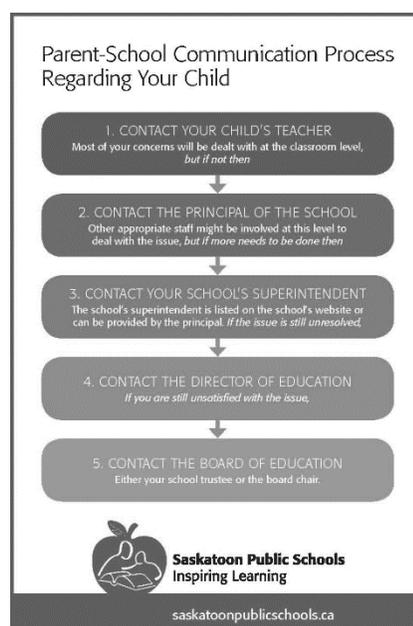
### **Preschool**

We are very pleased to host the Huskie's Den Preschool at JLA. Please call the preschool (306-933-2441) for more information.

### **School Community Council (SCC)**

The ministry mandate of SCC's is to support the school in planning for the implementation of the strategic plan and learning goals (Academic Excellence, Engagement, Citizenship, and Well-Being). The Annual General Meeting date will be set for early October, and will be advertised. All parents/ caregivers who are interested in becoming involved at the school level are encouraged and welcome to attend the election meeting. You do not have to hold an elected position within the SCC; becoming an active member at large is strongly encouraged.

SCC meetings will be determined by the executive. The schedule of upcoming meetings will appear in the newsletter following the AGM. All parents/ caregivers who have children attending James L. Alexander School are welcome to participate.



JLA Staff - 2022-2023

Ms. Emily Fillo - Kindergarten  
Ms. Katelyn Warner - Grade 1  
Ms. Kelsey Jones - Grade 1  
Mrs. Kandice Heinrichs - Grade 2  
Ms. Denee Beauchamp - Grade 2/3  
Ms. Heather Hutchison - Grade 3/4  
Ms. Stacey Vasko/Chelsea Laprairie - Grade 4/5  
Mrs. Christine Berkan - Grade 5/6  
Mr. Rob Newton - Grade 6  
Ms. Nicola Labrecque - Grade 7/8  
Mr. Corey Fisher - Grade 7/8

Resource Teachers	Mrs. Marcia Apesland & Ms. Lana Abercrombie
EAL Teacher	Ms. Leanne Benjamin
Teacher Librarian	Ms. Jennifer Sparks
Band / Music Education	Mr. Lee Adams
Literacy Support Teacher	Ms. Dana Willms
Physical Education	TBD
Arts Education	Mrs. Shari Williams
Library Technician	Ms. Cheryl McFie
School Counsellor	Ms. Nadine Procyshyn

Educational Assistants	
Ms. Tanya Southworth	Ms. Piyus Mishra
Mrs. Leanne Kennedy	Ms. Jaden Radke
Mrs. Kathleen Baptie	Ms. Asma Batool
Ms. Fondel Baldasso	Ms. Ashleigh Kleinermanns
Mr. Mason Fergusson	

Building Operator	Mr. Jerry Boese
Caretaker	Mr. Gerry Rohs
Administrative Assistant	Mrs. Arlene Plummer
Administrative Team	Mrs. Shari Williams, Vice Principal Ms. Candace Ahmed, Principal
Area Superintendent	Mrs. Nicola Bishop-Yong
Area Trustee	Ms. Donna Banks