

James L. Alexander School



427 McCormack Road
Saskatoon, Saskatchewan
S7M 5L8

(306) 683-7280 • (306) 657-3919 (Fax)



Saskatoon Public Schools
Inspiring Learning

J a m e s L . A l e x a n d e r S c h o o l

History of Our School

James L. Alexander School was opened in the spring of 1984; it was opened to students in Kindergarten to Grade 6. In January of 1986, the Board authorized expansion to include Grade 7. The following year, Grade 8 students were included. The Board decided a portable design would be innovated and practical for the Parkridge Community at that time as there was declining enrolment and school closures.



James L. Alexander was born in 1908 and passed away in May of 1984. He was a devoted family man, teacher, principal, and school trustee. He dedicated his life to education. Striving for the full development of happy children, this school that bears his name, seeks to carry on this man's philosophy in its pursuit of academic, social, and physical excellence.



Table of Contents

Welcome to JLA!.....	4
Staff List.....	5
Dates to Remember	6
Bell Times	7
School Photos.....	7
SPSD Policy on Lost or Stolen	7
School Community Council.....	8
Attendance.....	8
Emergency Procedures	8
Parent-School Communication Protocol.....	9
School Zone.....	10
Supervision of Students.....	10
Telephone	10
Transportation.....	10
Building Cooperation in Our School Learning Community	11
Technology/Cell Phone Policy	12
Clothing/Hat Policies.....	12
Lunch Arrangements	13
Recess / Noon Breaks	14
Accident Insurance.....	14
Bicycles, Rollerblades, Scooters, & Skateboards.....	14
Bus Transportation	15
Student Fees, Supplies, & Equipment.....	15
Assessment, Evaluation & Reporting	15
Student Conduct Code	16
Students' Rights & Responsibilities	16



Welcome to JLA!

At James L. Alexander, we are committed to providing a safe, positive learning environment for all our students. We work to develop intrinsic motivation so students are able to put their best effort into all of their academic work by providing opportunity for high expectations, commitment, resilience, respect and curiosity. As a staff, we model positivity, self-motivation, hard work and risk-taking as key elements of a successful, lifelong learner. At JLA, we work together with students and families to ensure that every student has the opportunity to develop to their full potential.

Our 2018-19 Strategic Plan, or school goal, is focused on meeting the goals of the Ministry of Education and of Saskatoon Public Schools. We are working towards each student learner reading at grade level. This is achieved by administering focused assessment tools to determine where each student is at and developing a course of action to move reading levels forward through specific instructional strategies.

We are also focused on improving students' understanding of grade level math. Basic skills and operations can be supported at home through games and other activities. In the classroom, we are looking at developing mathematicians who assess the problem, ask relevant questions, collaborate with peers, analyze and critique methods for solving the problem and provide a solution that they can defend. In math, we are using screeners at the beginning of the year to gather information about areas of strength and those areas that are challenging, as well as identifying where specific students require further attention. Once this information is collected, a plan is designed to meet the needs of the students. At the end of the year, the screeners are administered again to determine growth.

We have seen evidence that a positive attitude and growth mindset can significantly impact areas that students find challenging. It is equally as important to encourage learners and use language framed in the positive such as 'This may be hard but I can figure it out' or 'I don't get it yet'. Resilience is a significant part of success.

We are also working on developing consistency in using writing rubrics across grade levels. Grade 4 and 7 students will complete provincial writing assessments so we have committed to ensure that students are prepared for these assessments at each grade level. We believe that the acquisition of skills required for standardized tests are practiced and enhanced throughout their K-8 experience; students will be familiar with rubrics and writing portfolios in every grade.



James L. Alexander School



Classroom Teachers

K-Mrs. Kerstin Hettinga
1-Mrs. Alyssa Goodwin
1/2-Ms. Chelsea Braybrook
2/3-Mrs. Belinda Jayson
2/3-Ms. Stephanie Ochitwa
3/4-Mrs. Jana Gibbons
4/5-Ms. Kelly Folk

4/5-Mr. Bob Cowan
5/6-Ms. Michelle Gossen
6/7-Mr. Pat MacKintosh
6/7-Mr. Brent Gordon
7/8-Ms. Alana Toni
7/8-Mr. Matthew Schule
B-Mrs. Kendra Campbell

Resource Teachers

EAL Teacher

Teacher Librarian

Band / Music Education

Physical Education

Treaty Education

Library Technician

Mrs. Megan Kube & Ms. Kyla Siewert
Ms. Lana Kon
Mrs. Tanya Beattie
Mrs. Stefanie Stefanson-Pexa
Mr. Dean Wiebe
Ms. Katherine Panchuk
Mrs. Lori Trischuk

Educational Assistants

Ms. Carli Novak
Ms. Tanya Southworth
Mrs. Leanne Kennedy
Ms. Melanie Olsen
Mrs. Kathleen Baptie

Mrs. Naren Jurgens
Ms. Doralynn Lightle
Ms. Normalyn Young
Ms. Alyssa Rivett
Ms. Emma Leigh Gerlinsky

Building Operator Caretaker

Mr. Rick Novakovski
Mr. Gerry Rohs

Administrative Assistant

Mrs. Arlene Plummer

Administrative Team

Mr. Brent Gordon, Vice Principal
Ms. Chandra Gerich, Principal

Area Superintendent

Mr. Ken Okanee

Area Trustee

Ms. Donna Banks

School Nurse

Pam Sveinbjornson

School Resource Officer

Constable James Wawryk



James L. Alexander School

Dates to Remember in 2018-2019

September	4	Registration day (AM ONLY)
	5	First full day of classes
	5-7	Kindergarten Staggered Start Classes
	10	School Community Council AGM (7pm in the Library)
	19	Welcome Back Barbecue
October	5	School PD Day – No Classes
	8	Thanksgiving Day Holiday – No Classes
	12	School Photos
November	2	School Photo Retakes 1:00 pm
	9	School PD Day – No Classes
	12	Remembrance Day Holiday – No Classes
	26	Report Cards Go Home
	29	Three Way Conferences (4:00 – 8:00 pm)
	30	Three Way Conferences (9:00 – 12:00) – No Classes
December	3	School PD Day – No Classes
	12	Winter Concert
	22-30	Christmas Break – No Classes
January	1-6	Christmas Break – No Classes
	7	Classes Resume
February	18-22	February Break – No Classes
March	11	School PD Day – No Classes
	25	Report Cards Go Home
	28	Three Way Conferences (4:00 – 8:00 pm)
	29	Three Way Conferences (9:00 – 12:00) – No Classes
April	19	Good Friday Holiday – No Classes
	22-26	Spring Break – No Classes
May	17	School PD Day – No Classes
	20	Victoria Day Holiday – No Classes
June	7	Kindergarten Sneak Peak
	13	City Wide Meet
	24	Grade 8 Farewell
	26	Tommy Douglas Grad
	26	Last Day of School for Students
	28	Last Day for Staff



James L. Alexander School

Bell Times



9:05	Morning Bell-Classes begin
10:50 – 11:05	Recess
11:58 – 12:48	Lunch Break
2:32 – 2:47	Recess
3:40	Dismissal (no early dismissal on Thursday)

School Photos

Pictures of students and staff are taken in the fall. Purchase of these photos is optional. This year's Picture Day will occur on Friday, October 12, 2018 and our school re-takes are scheduled for Friday, November 2, 2018.



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.

SPSD Policy on Lost or Stolen Items

The 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 encouraged to keep expensive items (cameras, cell phones, electronic games, CD players, radio, etc) and money at home. We ask for your help in developing respect for one's own and other people's belongings. Please discuss this topic at home. Students who have been given the privilege of having a locker are encouraged to have a lock.

We invite you to check our "Lost and Found." Articles are also put on display periodically. Items that are not picked before Christmas break and the beginning of July are donated to families.



James L. Alexander School

James L. Alexander School Community Council

On September 10, 2017 our School Community Council (SCC) will be holding its Annual General Assembly in the school's LRC at 7 pm. All parents/caregivers who are interested in becoming more involved at the school level are encouraged and welcome to attend the election meeting. You will not necessarily have to hold an elected position within the SCC; becoming an active member at large is strongly encouraged.

Friends of James L. Alexander is a fundraising group that could use additional help to raise funds for our students and their needs/activities.

SCC meets at 7:00 p.m. in the library, with the fundraising (Friends of) meeting to follow. 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.

Attendance

We are concerned if your child is absent from school. Please 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 to ensure that the student is accounted for. This will include phoning work and cell phone numbers if there is no answer at home. Please call the school if your child will be away.

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 you have moved or changed your telephone number, please let us know as soon as possible so our information is current.

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.



Parent-School Communication Protocol

If you have any questions, concerns, or suggestions:

A. Regarding Your Child

(Progress/Problems)

1st Contact your Child's Teacher:

-most of your concerns will be dealt with at the classroom level, but if not then,

2nd Contact the Principal of the School:

-other appropriate staff might be involved at this level to deal with the issue, but if more needs to be done, then,

3rd Contact a Superintendent:

-your principal will identify the appropriate area superintendent for you to contact. If the issue is still unresolved,

4th Contact the Director of Education:

5th Contact the Board of Education:

-either the Chairperson or any trustee

B. Regarding Your School

(Activities, Hours, Playground ...)

1st Contact Your Principal:

-who will pass concerns on to a Superintendent

2nd Contact/Discuss with Parent Organization:

-such as a member of the PTA or a School Community Council member

3rd Contact the Board of Education:

C. Regarding School or Board Policies and Programs

1st Contact your Principal

2nd Contact the Superintendent or appropriate administrator or consultant

3rd Contact the Director and/or Board

4th If related to The Education Act or Legislation, contact the Minister of Education or your MLA



James L. Alexander School

School Zone

It is extremely important that all parents and caregivers consider and follow the law when entering the school zone. This includes: adhering to the 30km/hr speed limit; 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 handicap parking zone and staff parking lot; and keeping our neighbors' driveways clear of parked vehicles.



Supervision of Students

Staff provides supervision for students from 8:50–9:05 am and during recess. Students are requested to arrive at school no sooner than 15 minutes prior to bell time (this includes the lunch hour) unless they are involved in a scheduled activity for which there is supervision. Upon arrival, students may make use of the boot rooms during inclement weather, otherwise they are expected to be outside in their designated area. Students are expected to go directly home after school unless they are involved in a classroom or school activity with the prior knowledge of their parents/guardians.

It is very important that students are not at school early or staying late without supervision. We have a Before & After School program that can supervise your children for a fee.

Student safety is our first concern. Specific seasonal expectations will be reviewed in the school newsletter. **Students should not be dropped off or picked up in the staff parking lot.** As well, we encourage students arriving without a parent to utilize their regular bootroom door, rather than the front door.

Telephone

Each classroom has a telephone. These phones are for school business. All students must ask their teacher for permission to use the telephone. If a teacher feels the request is reasonable, the student will be given permission to use the phone. Everyone must dial 9 and 306/639 for an outside line. Students should be using the classroom phone with the teacher present. **Students are not to use the phone to arrange for after school play times.** These plans should be made ahead of time.

Transportation

Under most circumstances, parents are responsible for the transportation of students to and from school. Students living more than 1.2 km from school and reside in the James L. Alexander community will be transported by First Student Bus Transportation.

We encourage students to be active and hope that families consider allowing their children to bike or walk to school, possibly utilizing a 'walking' school bus approach for group safety.



Building Cooperation in Our School Learning Community

We believe that all students deserve a safe learning environment. We encourage and expect positive interactions between students, staff, families, and guests. There are several options to resolve situations that avoid physical, verbal or emotional aggression. At James L. Alexander, we resolve conflicts in a respectful and direct manner with those directly involved and make a plan to prevent future interactions of a similar nature.

We do not support bullying at James L. Alexander and work with students and families to identify concerning behaviors, provide logical consequences, and mediate situations that have the potential to escalate. Though we understand that not all conflict is bullying, we take student safety very seriously and will work to provide a learning environment that is inclusive to all members of our school community, regardless of age, ethnicity, gender, sexual orientation, social standing, or any other aspect that may be a target.

At James L. Alexander, we have a diverse student population. We acknowledge and celebrate days like Pink Day (Anti-Bullying), Orange Shirt Day (Residential Schools), Rainbow Day (LGBTQ Support), among others. Our students regularly inquire about showing support so it is clear these issues/topics are important to them. We encourage you to participate with your children and the staff, as the dates will be in newsletters.

We believe that all students show pride in their school, and respect for those within it, when they adhere to basic guidelines of courtesy and consideration. Students learn best when they are aware of the expectations and consequences and when they are provided with the opportunity to make appropriate choices. School staff members will support students' efforts to make good choices and to meet behavioural expectations. We believe parental support is essential in creating a positive and safe environment in our school. Occasionally problems occur that students are unable to solve themselves. Please encourage them to talk to an adult at school and at home. We also acknowledge that discipline occurs on an individual basis. We have consequences for inappropriate behaviour. Typically:

- minor offences are dealt with on the spot by staff members who are present or who have observed the situation
- major or repeated offences could require the involvement of: teachers, administration, parents, School Resource Officer, and/or our school superintendent

Consequences may range from removal from an activity, loss of privileges, guest desk in another classroom, development of an action plan for change of behaviour, restitution, in-school or out-of-school suspension, and if deemed necessary, expulsion from James L. Alexander School.

At James L. Alexander School, it is our expectation that students be responsible and respectful. Specifically, students are expected to be responsible to and for:

- themselves (take responsibility for their actions)
- their learning community, students, staff members, and visitors
- their school, property, and community



Technology/Cell Phone Policy

Students are able to bring devices to school and classroom teachers will determine whether and how they will be used within the classroom. If they are visible outside of the classroom during instructional time, they are able to be confiscated and picked up at the end of the day from their classroom teacher. Repeated use of cell phones outside of class during instructional time will result in the phone being held at the office for a parent to pick up.

Hat Policy

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.)



All headwear must be removed during assemblies and during all anthems.



Wearing headwear in school must not be a distraction or cause for disrespect.

Clothing Policy

We believe that how we dress affects our attitude and our confidence; we try to encourage good sense in school clothing. 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. Clothing which displays vulgar language or suggestive thoughts and alcohol, or other drug logos, is not valued at James L. Alexander School. Clothing should be comfortable, age-appropriate and respectful.







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

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.



Lunch Arrangements

At present, James L. Alexander School has lunch supervision for students who are unable to go home during the noon hour. We believe that children need a break from school routines and should spend time at home in a family setting at noon hour if at all possible. However, we will accept children for lunch room privileges for the following reasons:

-  students who attend a program not available in their neighborhood school
-  students that take the school bus
-  distance from school exceeds 1.2 km
-  emergencies
-  inclement weather (1km to travel with a wind chill factor of 1800 or more)
-  exceptional circumstances

Students in 1-8 will demonstrate the following lunchroom expectations:

1. We will wash our hands before eating, and we will remember there is no sharing of food. (Allergy concerns)
2. We will respect food and property.
3. We are responsible for our own clean up.
4. We will show responsible behaviour.
5. 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.
6. After we are dismissed, we will walk outside to the playground unless it is an “inside day.” We know we are to dress for the weather and that we are expected to get some fresh air during the noon hour.
7. We will respect our lunch supervisors and will follow their instructions.

If a student is having difficulty meeting these expectations, he/she may require a break from the program and 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.

Please consider carefully that we are a NUT-FREE school and that there are students who attend JLA with both severe and life-threatening nut and other food-related allergies.

Classroom teachers will communicate any allergies in the classroom. We thank you in advance for taking care of all our students with your choices for snacks and lunch!



Recess / Noon Breaks

James L. Alexander School has a “Fresh Air Policy.” Students are expected to go outside during recess and noon hour breaks unless the weather is inclement (extremely cold – wind chill above -27 or wet conditions). On these inside days, children will remain indoors. Please ensure that students come dressed appropriately to enjoy the fresh air experience (dress in layers). Students, who for medical reasons cannot go outside, should carry a dated exemption note (short term) and bring a book to the bootroom where they will be supervised.

Accident Insurance

All students subscribe to 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 is also available - which provides coverage 365 days per year, 24 hours per day. For additional information, please contact:

MARSH AND MCLENNAN, 301-122 1ST AVENUE SOUTH, SASKATOON SK S7K 7E5

PHONE NUMBER: 306-683-6950

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. 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.



Bus Transportation

The bus driver is responsible for the safe transportation of our students. **It is the responsibility of parents to notify both the driver and the school when a student is going to be absent or when the student has not been picked up.** Students should listen to the driver's directions and follow them. Students may lose the privilege of being on the bus for a specified time for misbehavior.

Transportation for class trips is accommodated in one of the following ways:

1. Students walk in a group under the supervision of the teacher, often with the assistance of parent volunteers.
2. Buses are used.
3. Commercial vehicles are chartered.
4. Private passenger vehicles are used. In this case, the number of passengers shall not exceed the seating capacity available, and seatbelts of the vehicle shall be utilized.
5. Students cycle, under appropriate circumstances. This mode of transportation is generally restricted to use by senior grades and is supervised by school staff. Helmets and vests are required.

Student Fees, Supplies, & Equipment

Recently, our school board passed a motion to cover the usual \$20.00 school fee in perimeter schools. Therefore, there are no school fees for students at James L. Alexander School. Occasionally parents may be asked to cover additional expenses (class trip) as required.

A supply list for each grade was distributed in June. Should you require a list, please ask your child's homeroom teacher for a copy. You may also access our supply list on Saskatoon Public School's on-line portal website. Please check supplies and restock as the year progresses.

<https://portal.spsd.sk.ca/school/jla/Pages/default.aspx>

Students are responsible for the good care and return of all books and equipment received from school.

Assessment, Evaluation & Reporting

Evaluation of student progress is continuous. Teachers evaluate students on both their oral and written work each day, as well as by periodic tests. The inclusion of student/peer assessment is a priority in our school. Evaluative assessment rubrics are created with the student so they can see their potential and reach for it. The information gained by the teacher is used as a basis for decisions to re-teach concepts presenting difficulty or to proceed to teach new work. It is our desire to establish two-way communication. Parents are encouraged to telephone or email the teacher if they wish to initiate additional conferences. Your support and your reports to us are of great benefit in our joint effort to provide your child with a sound education.



Student Conduct Code

We believe in setting high standards for our students, both in learning and in behaviour. This means that for a positive and relaxed learning environment, students are managed in a firm, fair, and compassionate manner. Students at James L. Alexander School are expected to use appropriate behaviour and language, to respect the school's property and the property of others, and to respect our "hands off" policy.



Students' Rights & Responsibilities:

I have the **RIGHT** to learn in my school.

It is my **RESPONSIBILITY** to listen to instructions, work quietly, do my best at all times and approach others in a courteous manner.

I have the **RIGHT** to hear and to be heard.

It is my **RESPONSIBILITY** to listen to others when they are speaking.

I should not shout or make loud or unpleasant noises in the school.

I have the **RIGHT** to be happy and respected at school.

It is my **RESPONSIBILITY** to treat others kindly and with respect.

I should not tease or bother people or hurt their feelings.

I have the **RIGHT** to be safe in the school.

It is my **RESPONSIBILITY** to play and move safely about the school and playground. I should not threaten or harm anyone, either physically or verbally.

I have the **RIGHT** to privacy and my personal space.

It is my **RESPONSIBILITY** to respect the property of others and to accept their right to privacy.

I have the **RIGHT** to attend an attractive school.

It is my **RESPONSIBILITY** to respect school property by keeping my personal space tidy and by helping others to keep the school and grounds looking good.

