James L. Alexander School

427 McCormack Road
Saskatoon, Saskatchewan
S7M 5L8

(306) 683-7280 • (306) 657-3919 (Fax)
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Let’s Get Acquainted

We are both excited and humbled to welcome back all of our returning families, as well as honored to extend a hearty handshake to those families that are new, to the James L. Alexander school community for the 2017-18 school year!

The purpose of this handbook is to provide students/families with important information about our wonderful school and all that happens at James L. Alexander! In this handbook, you will be able to find information on our school strategic plan, which is our school goal that will be described later on this page. This handbook also provides students with a yearly organizer to encourage keeping track of homework, tests, extracurricular activities and out of school events. It is also successful in communicating school events and classroom activities between home and school, as we believe that this communication is essential in the success of children.

At James L. Alexander, we are committed to providing a safe, positive learning environment for all our students. We strive to model and encourage perseverance, commitment, resilience, high expectations, respect and curiosity to enhance and extend learning opportunities. We work to develop intrinsic motivation so that students are able to put the best effort into all of their academic work. As a staff, we model that positivity, self-motivation, hard work and risk-taking are 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 2017-18 Strategic Plan 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, developing a course of action to move reading levels forward through specific instructional strategies used daily in the classroom, and support from home with intentional reading and discussions about new vocabulary, main ideas, conflicts, and other information that can be gleaned from a written passage. We are also focused on improving students understanding of grade level math. Basic skills are easy to support at home through games and other activities. In the classroom, we are looking at developing mathematicians who assess the problem, ask relevant questions, work 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 where classes are experiencing strength and where some of the challenges are, 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 we’ll get it if we stick with it’.

Lastly, we are working on developing some consistency in using writing rubrics across grade levels. Grade 4 and 7 students will be completing provincial writing assessments so we have committed to ensuring that students are prepared for these assessments at each grade level.
Teaching Staff
Mrs. Kerstin Hettinga  Ms. Michelle Gossen
Mrs. Cindy Pender  TBA
Ms. Alyssa Goodwin  Ms. Katherine Panchuk
Ms. Belinda Jayson  TBA
Mr. Allan Parson  Mr. Matthew Schule
Ms. Stephanie Ochitwa  Ms. Kendra Campbell
Mrs. Kelly Davies
Mr. Bob Cowan

Resource Teachers
Mrs. Deb Taylor & Ms. Alyssa Gillaland

EAL Teacher
Ms. Lana Kon

Teacher Librarian
Ms. Jaelynne Cherwoniak

Library Technician
Mrs. Lori Trischuk

Band Teacher
Mrs. Stefanie Stefanson-Pexa

Physical Education Teacher
Mr. Dean Wiebe

Educational Assistants
Mrs. Sandra Huculak  Mrs. Naren Jurgens
Ms. Tanya Southworth  Ms. Doralynn Lightle
Mrs. Leanne Kennedy  Ms. Normalyn Young
Ms. Melanie Olsen  Ms. Jodi-Ann McPhail
Mrs. Jennifer Pirot  Ms. Kelsi Davison-Handley

Building Operator
Mr. Rick Novakovski

Caretaker
Mr. Gerry Rohs

Administrative Assistant
Mrs. Arlene Plummer

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

Area Superintendent
TBD

Area Trustee
Ms. Donna Banks

School Nurse
Pam Sveinbjornson

School Community Liaison Officer
TBD
### James L. Alexander School

**Dates to Remember in 2017-2018**

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<th>Date(s)</th>
<th>Event Details</th>
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<td>6</td>
<td>First full day of classes</td>
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<td>6-8</td>
<td>Kindergarten Staggered Start Classes</td>
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<td></td>
<td>13</td>
<td>Welcome Back Barbecue</td>
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<td>18</td>
<td>School Community Council AGM (7pm in the Library)</td>
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<td>October</td>
<td>3</td>
<td>City Cross Country Meet</td>
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<td>School PD Day – <strong>No Classes</strong></td>
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<td>9</td>
<td>Thanksgiving Day Holiday – <strong>No Classes</strong></td>
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<td>School Photos</td>
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<td>November</td>
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<td>School Photo Retakes</td>
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<td></td>
<td>9</td>
<td>School PD Day – <strong>No Classes</strong></td>
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<td>STA Convention – <strong>No Classes</strong></td>
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<td>Remembrance Day Holiday – <strong>No Classes</strong></td>
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<td>23</td>
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<td><strong>No School</strong> Three Way Conferences (9:00 – 12:00)</td>
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<td>Christmas Break – <strong>No Classes</strong></td>
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<td>Christmas Break – <strong>No Classes</strong></td>
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<td>22</td>
<td>Three Way Conferences (4:00 – 8:00 pm)</td>
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<td></td>
<td>23</td>
<td><strong>No School</strong> Three Way Conferences (9:00 – 12:00)</td>
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<td>Good Friday Holiday – <strong>No Classes</strong></td>
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<td>May</td>
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<td>Victoria Day Holiday – <strong>No Classes</strong></td>
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James L. Alexander Community Council

On September 18, 2017 our School Community Council (SCC) will be holding its Annual General Assembly in the school’s LRC at 7 pm. All parents/guardians who would like to do more with their children’s school life outside of the home are welcome to attend the election meeting. You will not necessarily have to hold an elected position within the SCC, but becoming a more active member at large is strongly encouraged. Friends of James L. Alexander is a fundraising group, and we could use any additional help with this group to help raise funds for our students and their needs/activities. Call the school for more information. SCC meets at 7:00 p.m. in the library. 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.

A Responsible & Respectful Student:

1. Arrives at school
   a) on time and prepared to work
   b) with assignments completed
   c) with appropriate supplies and materials
   d) dressed appropriately

2. Uses appropriate language
   a) talks to others respectfully and cooperates fully with students, staff, and visitors

3. Uses appropriate actions
   a) treats others with respect (hands off, refrains from teasing)
   b) deals with problems in a positive manner
   c) treats others’ property with respect
   d) treats public property with respect (e.g. removes muddy/wet shoes)
   e) follows rules and procedures (e.g. plays safely)
   f) moves quietly and orderly throughout the school with purpose and permission
   g) leaves valuables at home
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

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. This will help us to prearrange schoolwork to assist in maintaining studies.

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 blades that are lost, destroyed, or stolen during school hours. Should this occur, please call the Saskatoon Police Service at 306-975-8300.

Upon reaching the school grounds, bicycles should be walked across the playground to be locked to the bike racks behind the school. Rollerblades, scooters, and skateboards, like bicycles, are modes of transportation. They are not to be used on school grounds during school time.

Buses & Transportation

The bus driver is responsible for the safe transportation of our students. Students should listen to the driver's directions and follow them. 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 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 are required.
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 these issues/topics are important to them. We encourage you to participate with your children and the staff, as the dates will be in the newsletter.

We believe that all students show pride in their school and respect for those within 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. We also acknowledge that discipline occurs on an individual basis. Occasionally problems occur that students are unable to solve themselves. Please encourage them to talk to an adult at school and at home. 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 will require the involvement of the teachers, administration, parents, and our school superintendent.

Consequences may range from removal from an activity, loss of privileges, guest desk – taken from 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
Clean Floor Policy

To show pride and respect for our school, students, staff, and guests can contribute to cleanliness by:

• Removing wet or dirty footwear at the doors and placing in designated spots by their classroom. Children should have an extra pair of shoes to wear at school.
• Keeping gum, chips, pop, sunflower seeds, slurpees, and raw, dry noodles away from the school.

Clothing Policy

We believe that how we dress affects our attitude and our behavior, and we try to encourage good sense in school clothing.

We rely upon the good judgement of parents in determining what kinds of clothing children should wear to school. Clothing which displays vulgar language or suggestive thoughts and alcohol or other drug logos is not valued at James L. Alexander School. Spaghetti straps, bare tummies, muscle shirts, skirts, and shorts that are too short are not acceptable for school wear. Students who come to school wearing such items will be spoken to privately and asked to change into something more appropriate. 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 wear 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.
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. A Blue Emergency binder detailing our emergency plan and student phone numbers is established and available at the office. We will *never* send children home unless we can assure ourselves of their safety.

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 not learned 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.

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.
Lunch Arrangements

At present, James L. Alexander School has a lunchroom supervision program in operation for students who are unable to go home at 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

Our students in Grades K-8 have agreed to the following lunchroom expectation:

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 we 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 principal or vice principal.
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
Technology/Cell Phone Policy
Students must refrain from using iPods and/or other musical recordings during school time. They must also refrain from using cellular phones and/or technological gaming devices that could interrupt their academic learning during class time, unless the classroom teacher allows such usage within curriculum learning. If these devices show up in the classroom/halls/playground, they will be taken away from the student.

Cell Phones: IF CELL PHONES ARE OUT DURING SCHOOL TIME, THEY ARE TO BE TAKEN AWAY AND GIVEN TO THE CLASSROOM TEACHER TO DEAL WITH.

The teacher will do the following:
1st offence - returned at the end of the school day
2nd offence - kept over night
3rd offence - parents have to come in and pick them 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.

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 required 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 required 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.

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).
Bell Times

9:05    Bell rings
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 13, 2017 and our school re-takes are scheduled for Wednesday, November 8, 2017.

Student Activities

Out of School Experiences

We value learning that takes place inside and outside the classroom. Out-of-school excursions will take place throughout the school year. Our senior students will have an opportunity to experience camps and a canoe club in the spring to name a few. We encourage parents to join us for these activities.

C.A.R.E. Partners

C.A.R.E. stands for Courtesy, Appreciation, Respect, and Enthusiasm. Our C.A.R.E. program matches students in our primary classes with senior students. Big and little buddies work together on reading to each other, art projects, assemblies, and class outings. We feel this program promotes understanding and positive interactions among students of all ages.

Student Leadership Club (SLC)

The Student Leadership Club is composed of students from Grades 5 to 8. The SLC meets with staff representatives to organize school spirit days, dances, special school projects, and other related school activities.

House Leagues

Along with the regular physical education classes, we offer open gym time and an interschool program. House Leagues time consists of a wide range of student selected games, which normally take place at recess. The program is structured to promote student participation, ‘in motion’, interaction and spirit in the school at the Grade 5 to 8 levels.
Extra-Curricular Activities
Extra-curricular activities are an important part of our educational program. Activities such as cross-country, volleyball, basketball, indoor track, and spring track and field, as established by schools in our zone and as coaches are available, take place throughout the school year. Teachers and Educational Assistants from our school act as coaches and schedule practices outside school hours. Interschool competitions are scheduled to take place after school. Team sports offer students the opportunity to compete and excel as well as to promote confidence in themselves and their teammates.

Students in grades 7 and 8 will have the opportunity to participate on school teams in volleyball and basketball.

Clubs & Activities
These vary yearly depending on staff interest and expertise, and may include:
- Skipping Club
- Choir
- Canoe Club
- Student Leadership Clubs
- Track
- Volleyball
- Basketball
- Playhouse Program

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.


**General Expectations for Student Conduct**

1. Students are expected to show pride in and respect for our school facility. In an effort to ensure the cleanliness of our school:
   a) Students are not to bring sunflower seeds or gum to school or gym.
   b) Drinks in paper or plastic cups (Slurpees, Big Gulps, etc.), bottles or cans are not to be brought to the school during the day unless they are part of a lunch to be consumed at noon or for a special occasion.
   c) Muddy or wet footwear is to be removed at the entry point into the building.
   d) Personal belongings should be kept in lockers, desks, or areas designated for storage. Lockers are school property subject to inspection by staff.
   e) Students are responsible for keeping their own school supplies and materials loaned by the school in good condition.

2. All students should have the necessary school equipment as described on the supply list.
   a) Appropriate equipment and gym wear should be available at the school throughout the year.
   b) Appropriate shoes must be worn during physical education classes.

3. Students should move through the school in an orderly manner with purpose, permission, and school staff knowledge.
   a) Students are not to be in the gym, classrooms, or other instructional areas without school staff permission.
   b) Cooperation is very important and students are expected to respond pleasantly to adults and fellow students. A positive attitude will insure that proper etiquette is followed in the school.

4. Behaviour that endangers or intimidates others will not be tolerated. Examples of this include: rough play, throwing snowballs or stones, or possession of dangerous objects.

5. During break times (recess and noon), students are expected to play cooperatively in the designated areas.
   a) Generally students are expected to get fresh air at break time.
   b) Students may re-enter the building to use the washroom and to briefly warm up in the waiting room. While inside the building, students are expected to behave appropriately.
   c) During inclement weather, indoor recess will be implemented.
   d) If a child, due to illness, cannot go outside at recess, parents are asked to send a note to the homeroom teacher requesting an indoor recess.
   e) When the windchill is greater than −27 Celsius, the school will implement an indoor recess. Students will have a washroom break and remain in their classrooms or designated areas. Outside supervisors will supervise indoors.

6. Specifically and Simply
   a) Students must walk in the hallways; students could be injured by running in the halls.
   b) Students must not use skateboards, scooters, roller blades or bikes on the school grounds.
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, 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.

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.
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. 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, all students are required to enter and exit the school using the boot room doors. We experience too much noise when the front doors are used, due to the portable ‘echo’. If very young students enter/exit the front doors with their parents, or caregiver, this is acceptable.

**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.