

# JLA HANDBOOK

James L. Alexander School Information

2020-21

**The following information represents our school specific plan for a safe return to school at James L. Alexander School. Please note that the plan is subject to change at any time based on direction from Saskatchewan's Chief Medical Health Officer. Changes will be communicated as they occur.**

## History of JLA

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.

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## 2020-21 Staff List

### Classroom Teachers

Ms. Becky Murray	Ms. Stacey Vasko
Ms. Chelsey Braybrook	Mr. Matthew Schule
Ms. Kelsey Mullen	Ms. Nicola Topp/Labrecque
Mrs. Kandice Heinrichs	Ms. Annie Armstrong
Mrs. Belinda Jayson	Mrs. Jana Gibbons

### Resource Teachers

<b>EAL Teacher</b>	Mr. Matthew Zelensky & Mrs. Marcia Apesland
<b>Teacher Librarian</b>	Mrs. Jody Rutherford-Cey
<b>Band / Music Education</b>	Mrs. Kristin Smith
<b>Physical Education</b>	Mr. Lee Adams
<b>Arts Education</b>	Mr. Pat Mackintosh
<b>Library Technician</b>	Mrs. Shari Williams
	Ms. Cheryl McFie

### Educational Assistants

Ms. Carlie Novak	Mrs. Habiba Mahamud
Ms. Tanya Southworth	Mr. Mason Fergusson
Mrs. Leanne Kennedy	Mr. Dennis Streilein
Mrs. Kathleen Baptie	Ms. Emma-Leigh Gerlinsky
Ms. Fondel Baldasso	

### Building Operator

<b>Caretaker</b>	Mr. Jerry Boese
<b>Administrative Assistant</b>	Mr. Gerry Rohs
<b>Administrative Team</b>	Mrs. Arlene Plummer
	Mrs. Shari Williams, Vice Principal
	Ms. Chandra Gerich, Principal
<b>Area Superintendent</b>	Mrs. Nicola Bishop-Yong
<b>Area Trustee</b>	Ms. Donna Banks

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## Bell Times

9:05-9:10	Opening Exercises
9:10-10:50	Instructional Time
10:50-11:05	Recess
11:05-11:55	Instructional Time
11:55-12:40	Lunch Break
12:40-2:20	Instructional Time
2:20-2:35	Recess
2:35-3:25	Instructional Time
3:25	Dismissal

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## Health and Safety Precautions

As you are aware, there are hygienic and sanitization standards that will be followed in each school. If your child is sick or exhibiting any symptoms, please keep them home. You can inform the office or their classroom teacher of all absences. Our contact information is listed at the bottom of this section.

Masks are strongly encouraged for K-3 students. Grade 4-12 students, as well as staff, are required to wear masks when appropriate physical distancing cannot be maintained. It would be beneficial for your child to practice wearing a mask. Mask breaks may occur when physical distancing is achievable. There will be hand sanitizer available at school; students may want to have their own but please be aware of scent sensitivities. Students are able to bring their own masks. One reusable mask will be provided for each student by SPS; additional masks will be available when required.

Students are encouraged to go home for lunch. For those that stay, they will remain in their classroom in their assigned seat. Food is not to be shared and physical distancing will be maintained as much as possible.

James L. Alexander School  
jamesl.alexanderschool@spsd.sk.ca  
427 McCormack Road Saskatoon, Sk.  
(306) 683-7280

Website: <https://www.saskatoonpublicschools.ca/jla>  
Facebook: @JLASchoolYXE  
Twitter: @jamesalex

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## School Access

Parents/Caregivers are encouraged to contact the main office to make an appointment if they need to come to the school. At this point, we request that this occur only if necessary. Email, phone calls and virtual meetings are also available to communicate with staff. When parents or caregivers enter the building, there will be a QR code to scan on the front door which connects to a healthy survey. If you don't have a smartphone, there will be hardcopies at the office. You are required to wear a mask at all times when in the school and there is a sanitizer station at the entrance. We are respectfully asking that parents, caregivers and others refrain from coming into the school. Please call the front office (306-683-7280) if you need to get ahold of your child. We will support them by sharing messages and having them at the front for pick-up when necessary.

All exterior doors will be locked, except the front door, so all 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. Students will line up with a safe distance between each other to enter/exit the school. Students are encouraged not to come early to school, as they will be outside without supervision until 8:50am and physical distancing in cohorts is difficult to manage at this time.

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## Isolation Area

If a student becomes sick or exhibits symptoms, they will be moved to the front foyer to be supervised. Parents will be called immediately to pick them up. Current emergency contacts will need to be provided.

Students in this situation will need to wear a mask, as will their supervisors. Hand hygiene and other protective safety measures will be implemented.

## Kindergarten

Staggered start information and other Kindergarten specific information will be communicated to families by the teacher, Ms. Becky Murray.

## Fun Times Before & After School Program/Huskies Den Preschool

These programs follow school protocols, as well as additional precautions. More information will be provided by program leaders.

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## Physical Distancing in School and at Recess

We will promote and encourage physical distancing by following flow patterns throughout the school and in individual classrooms. When entering and exiting the building, classes will utilize four exterior doors and will have staggered times for exit and entry. Students will have an assigned space for their outdoor shoes that is spread out from the rest of their class.

Students will sanitize their hands before recess and upon entrance back into the school. They will be led by their teacher to maintain structure and routine for safety purposes. During recess, classes will have assigned areas in which to play. They will be in cohorts in these areas. We will determine safe activities and equipment, with students, for their assigned area. Masks will be worn outside during close play and worn before re-entry into school.

Students will be encouraged to use the washroom during supervised times (upon exit and entry) and physical distance when in the washroom with other students. There will be limits to the amount of students permitted in the washroom at a time so students can wait on the stickers indicating safe physical distance.

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## School Reopening

With school resuming, we have plans in place that look different than in previous years.

If you are wanting your child to receive online/remote learning, please register online with the OLC (Online Learning Center) and email or phone the school to let us know. The expectation is that students have full access to technology and remain in online learning for the year. We are happy to welcome students back next year! In exceptional circumstances, transitions should be made at the end of term. Throughout the week of August 24-28, we will be contacting families to help determine student enrolment. This will help with separating into classes and keeping groups of students safely together. We appreciate your patience and cooperation during this time.

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## Staggered Start

We will be having a staggered start for all grades the week of September 8-11. This will occur on alternating days; half of the class will attend full days on Tuesday and Thursday, with the other half attending full days on Wednesday and Friday. This will allow for students to see the space and learn routines alongside a smaller group of peers. Busses will be running during staggered start for Grades 1-8.

Classroom teachers will be contacting families the week of August 31-September 4, to indicate which class students are in, where their classroom muster point is and any other information relating to their class.

Regular classes begin on September 14, with bussing for K-8 (but not at lunchtime).

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## Parent Information

Due to the Ministry request that parents drive their students to school, we anticipate larger amounts of vehicles during drop off and pick up times. Please choose a muster (meeting) point with your children that is close to the school. Parents can park along Smith, Neatby, Needham, Fairburn and Fusedale. If you park along McCormack Road, you must ensure you are not blocking any driveways. Please make sure you are not in the accessible parking area, staff parking lot or the bus loading zone at ANY time. You will be required to move immediately.

Before school, and at the end of each recess, students will be meeting their teacher at their outdoor muster points. They should not arrive any earlier than 8:50am. After school, they can walk to your pre-determined family muster point, where you can walk with them to your vehicle or they can make their way home or to your vehicle.

## 3-Way Conferences

This year, 3-Way conferences will be held prior to receiving report cards. We will hold conferences on Thursday, October 22 from 4pm-8pm and Friday, October 23 from 9am-12pm.

The purpose for conferences before report cards is to discuss current performance and progress, reflect and to set goals for improvement before report cards.

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## Dates to Remember

The division calendar is available at:

<https://www.spsd.sk.ca/Schools/calendar/Pages/default.aspx#/=>

September 16	School Community Council (SCC) Annual General Meeting (AGM) 4:00pm-virtual meeting link to come
September 8-11	Staggered start-Students attend 2 of 4 days
September 14-18	Welcome Back Week/Meet the Staff
October 12	<b>No School</b> -Thanksgiving Holiday
October 16	School Photos (tentative)
October 22	3-Way Conferences 4pm-8pm
October 23	<b>No School</b> -3-Way Conferences 9am-12pm
October 26	Election Day: <b>No School</b> -PD/Planning
November 9	<b>No School</b> : PD/Planning
November 11	<b>No School</b> -Remembrance Day Holiday
November 23	Report Cards Go Home
December 18	Last Day of Classes before Christmas Break
January 4	Classes Resume
January 25	<b>No School</b> -PD/Planning
February 4	3-Way Conferences 4pm-8pm
February 5	<b>No School</b> -3-Way Conferences 9am-12pm
February 15-19	<b>No School</b> -February Break
March 8	<b>No School</b> -PD/Planning
March 22	Report Cards Go Home
April 2	<b>No School</b> -Good Friday
April 5-9	<b>No School</b> -Easter Break
May 24	<b>No School</b> -Victoria Day Holiday
June 4	Kindergarten Sneak Peek
June 21	Grade 8 Farewell
June 23	Tommy Douglas Graduation
June 24	Last Day of Classes for Students
June 25	Last Day for Staff

## School Community Council (SCC)

On September 16, 2020, our School Community Council (SCC) will be holding its Annual General Meeting virtually at 4 pm, due to COVID-19. All parents/caregivers who are interested in becoming 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. This is specifically a parent group that fundraises for school-wide initiatives.

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.

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## 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 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. Please call the school if your child will be away. Families are also able to share student absences online through School Messenger.

## 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.

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## Parent-School Communication Protocol

If you have any questions, concerns, or suggestions:

### Regarding Your Child

(Progress/Problems)

**1<sup>st</sup> Contact your Child's Teacher:**

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

**2<sup>nd</sup> 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,

**3<sup>rd</sup> Contact a Superintendent:**

-your principal will identify the appropriate area superintendent for you to contact.

If the issue is still unresolved,

**4<sup>th</sup> Contact the Director of Education:**

**5<sup>th</sup> Contact the Board of Education:**

-either the Chairperson or any trustee

### B. Regarding Your School

(Activities, Hours, Playground ...)

**1<sup>st</sup> Contact Your Principal:**

-who will pass concerns on to a Superintendent

**2<sup>nd</sup> Contact/Discuss with Parent Organization:**

-such as a member of the School Community Council

**3<sup>rd</sup> Contact the Board of Education:**

### C. Regarding School or Board Policies and Programs

**1<sup>st</sup> Contact your Principal**

**2<sup>nd</sup> Contact the Superintendent or appropriate administrator or consultant**

**3<sup>rd</sup> Contact the Director and/or Board**

**4<sup>th</sup>** If related to The Education Act or Legislation, contact the Minister of

Education or your MLA

## 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.

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## School Zone (Parking & Driving)

It is extremely important that all parents and caregivers know 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 accessible parking zone and staff parking lot; and keeping our neighbors' driveways clear of parked vehicles.

## School Supplies

We have intentionally minimized our school supply lists to the essentials that each student will require. This allows for students to use their backpack as their desk/locker; we will not be utilizing lockers at this time. It will be reevaluated if needed. Students will bring their backpack back and forth from home to school.

Please feel free to keep any additional supplies (extra looseleaf, pencils, etc.) at home until they are required, as the students are transporting it full of supplies, daily.

Students will bring their school supplies to their first staggered start day unless otherwise directed by their teacher.

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## Bus Transportation

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. Parents will need to fill out a form at the front office if the children have not previously taken the bus.

Before anyone can ride the bus, the bus driver will make contact with each parent. Until then, your child should NOT be getting on the bus. **This year, family groups will sit together and there will be assigned seating. The bus will load back to front and unload front to back. Masks will be worn by everyone on the bus, including the driver. We are the second school that the bus services: due to sanitization protocols, please expect that the bus may arrive within a window of time rather than a specific time.**

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.

When arriving at school, students will go to their assigned play areas and wait for the bell to meet their teacher at their classroom muster point.

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## 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.

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## 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 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 upcoming school newsletters. **Students should not be dropped off or picked up in the staff parking lot.** All students will remain outside until the bell rings when they will meet their classroom teacher at a pre-assigned muster point. If you accompany your child to school, please wait with them outside in their designated area.

**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 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. **This year, we won't be using lockers to start so they will not have a safe, locked place to keep expensive items. If, and when, we return to using lockers, students will need to use a combination lock.**



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## 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 and/or 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.

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## 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.

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## 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 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.

## Conflict Resolution & Restorative Justice

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)

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## Lunch

At present, James L. Alexander School has lunch supervision for students who are unable to go home during the noon hour. We strongly encourage students to go home for lunch as we believe that children need a break from school routines and should spend time at home, in a family setting, at noon 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
- exceptional circumstances

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

- ◇ We will wash our hands before eating, and we will remember there is no sharing of food. (Allergy and COVID-19 precautions)
- ◇ We will respect food and property.
- ◇ We are responsible for our own clean up. (sanitizer will be available for before and after eating)
- ◇ 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, they 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 be aware that we are a NUT-FREE school and that there are several 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!

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## 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). On these inside days, children will remain indoors with plans in place for physical distancing when possible. 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 front door where they will be supervised.

We are no longer allowing students in the bootrooms during recesses to ensure physical distancing and safe protocols when returning to class. Please discuss these expectations with your children as recess has typically been the time when we see the most behaviours. It is important that students are prepared to follow expectations in a consistently respectful way.

## Mental Health & Well-Being

Well-being is one of our four student goals in our school division strategic plan. Opportunities to learn about and practice well-being exist across multiple curricular areas.

Students who need additional support for their well-being may receive support from the school counsellor. Parents who believe this support may be necessary can contact school administration, or classroom teacher, to discuss.

**We would like to thank you for your patience while we developed safe protocols for our school. We also thank you for your continued support in developing strong, confident learners and citizens.**