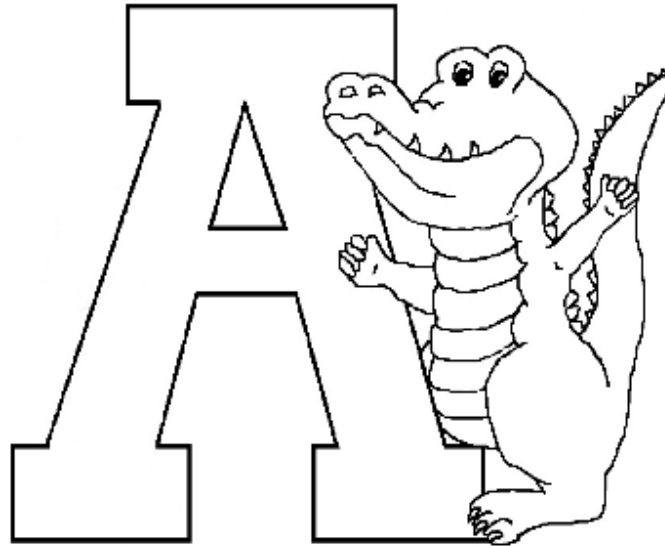


# Alexander School Handbook 2022-2023



102 Argyle Street  
Box 21  
Alexander, Manitoba  
ROK OAO  
(204) 729-2790  
(204) 752-2509 (FAX)  
alexander@bsd.ca

## Welcome to Alexander School!

Alexander School is a K-8 school located in the community of Alexander, which is 25 kilometers west of Brandon, Manitoba. The school is committed to a collaborative partnership with students, families and the community to ensure each child is engaged academically, artistically, socially, emotionally and physically. Our goal is to prepare children for the challenges of an ever-changing world and to become valued and contributing members of society.

We offer an excellent academic program with an emphasis on "Learning with the Arts". Students are grouped in multi-age groupings to foster a sense of community and support continual development in all academic and social domains. Students participate in basic French, creative arts, physical education, music, Home Economics and Industrial Arts programming at the appropriate levels.

As partners in your child's educational journey, we welcome and encourage your suggestions, comments and concerns at any time. Through this cooperative partnership, we believe students will find success in a safe and challenging environment.

**Mission Statement:** To engage students socially, emotionally, intellectually, physically, and artistically through quality learning experiences in a multi-age environment.

### Alexander School Staff

Principal  
Kindergarten  
Grade 1/2  
Grade 3/4  
Grade 5/6  
Grade 6/7  
Grade 7/8  
Phys. Ed.  
Resource/Reading Recovery  
Guidance  
Music/Arts  
School Administrative Assistant  
EA/LRA  
EA/LRA  
EA/LRA  
Custodian

Mrs. Lindsay Filewich  
Mrs. Krista Clayton  
Mrs. Samantha Kolesar  
Ms. Brooke Piche  
Miss Mackenzie Wright  
Miss Alissa Swaenepoel  
Mrs. Tara Friesen  
Mr. Thomas Weber  
Mrs. Kate Locke  
Mrs. Lisa Bridges  
Ms. Kelsey Brown  
Mrs. Wendy Clark-Jago  
Mrs. Joan Mills  
Mrs. Natasha Krieser  
Mrs. Natalie Rousseau  
Mr. Lenar Amador

### Parent Council Lunch Program Staff

Lenar Amador



## SCHOOL HOURS

At Alexander School, we are continuing the "Balanced Day" approach to program delivery. This is an alternative school day schedule that conforms to the requirements of the Manitoba Public Schools Act. This structure aligns with research findings that support the view that consistent and predictable chunks of time-on-task allow teaching and learning to occur at an optimal level.

### Daily Schedule

8:40 a.m. Morning Bell  
8:50 - 10:30 a.m. First Learning Block  
10:30 - 11:00 a.m. Nutrition/Movement Break  
11:00 - 12:25 p.m. Second Learning Block  
12:25 - 1:30 p.m. Nutrition/Movement Break  
1:30 - 3:20 p.m. Third Learning Block

**Please ensure that students are arriving just before the entrance bell at 8:40 am. This is when supervision is available. This is especially important during cold and/or inclement weather.**



### OFFICE HOURS

The school secretary is available from 8:00 am to 3:30 pm every day. If you contact the school and there is no one in the office, please leave a message on the answering machine and someone will get back to you as soon as possible. When you come to Alexander School please enter through the front doors. If the doors are locked please ring the doorbell and someone will be with you shortly. We look forward to greeting you in the main office upon arrival. **All visitors must sign in.**

### ABSENCE CALL BACK SYSTEM

To ensure the safety of Alexander School students, the school operates a "call back" system daily. Teachers enter their class attendance on the computer by 9:00 a.m. every morning and 1:40 p.m. every afternoon. The secretary then will check her computer to see if the teachers have entered any unexplained absences. If the secretary notes an unexplained absence, and the parent has not called the school, she will call the parent at home or work. When your child is going to be absent from school, please phone the school before 9:00 a.m. Messages may be left on the answering machine regarding absences. Your cooperation in contacting the school prior to the school contacting you is appreciated.

## ALEXANDER SCHOOL LEARNING BELIEFS



- ◆ Meaningful learning infuses arts and technology into the curriculum
- ◆ Communication and collaboration between home and school is a vital link that supports student learning
- ◆ Learning is best achieved in a safe and supportive environment, which nurtures self-confidence, self-esteem, and mutual respect
- ◆ Students need to be actively engaged in learning that provides them with the opportunity to explore and present information, share their experiences, and make real world connections using multiple intelligences
- ◆ Students need opportunities to make choices regarding their learning and their behavior to become responsible citizens
- ◆ Learning is a process that may take many paths to get to the learning outcome
- ◆ Differentiated instruction is key to supporting student learning and promoting success for all students

### "LEARNING WITH THE ARTS"

#### Program Description:

Our instructional programming focuses on infusing the arts across the curriculum to enable each student to achieve success through hands-on learning experiences and differentiated learning opportunities. The Provincial curricular outcomes, in all subject areas, form the foundation for planning and instruction. The distinguishing features of our program are the infusion of arts into the curriculum and having artists in residence to enhance student learning and engagement. Students are provided with the opportunity to explore, learn, and present information and experiences in multiple ways. There is a greater emphasis on the process of learning through this experiential methodology. In addition to more traditional methods, students share what they have learned through the disciplines of the fine, performing, and media arts. They are encouraged to find ways of learning that help them understand concepts, analyse experiences, and develop attitudes that value the rigour that the arts require.

"Talent" is not the issue in Arts-Infused Learning; rather the emphasis is on a learning process that encourages:

- ◆ Collaboration
- ◆ Inquiry
- ◆ Exploration
- ◆ Experimentation
- ◆ Reflection



The prescribed Manitoba Curriculum serves as the foundation for our work in providing quality learning experiences for all students. Through the infusion of arts into the curriculum, we believe that students should have opportunities to achieve beyond the basic curricular expectations.



## **MULTI-LEVEL LEARNING ENVIRONMENT**

At Alexander School, we group students in multi-grade levels to capitalize on students' learning opportunities. Through this approach we look at each student as an individual learner and provide opportunities for enrichment as well as additional support as needed. The philosophy behind this approach is based on the concept of continuous learning and meeting the needs of each individual learner. The teacher remains (when possible) with the students for at least two years. The focus is on skill development through differentiating the content as articulated by the Department of Education. The social studies, science, and health curriculum is rotated so that each student will receive the content knowledge defined at each grade level over the course of multi-level experience. The outcomes for math and language arts are taught each year as appropriate for your child. The teachers will send home a curriculum overview of the content being explored over the course of the year. Please watch for this document towards the end of September.

## **OUTCOMES-BASED CURRICULUM**

The teachers plan for instruction using the Manitoba curriculum documents, which identify essential learning outcomes in all subject areas at each grade level. The teachers will provide you with curriculum overviews in September and more detailed information about teaching and learning can be found on the Manitoba Education website at [www.edu.gov.mb.ca](http://www.edu.gov.mb.ca). Student achievement is reported on essential outcomes at each grade level three times per year. Please contact your child's teacher if you have questions about classroom instruction.

## **ASSESSMENT**

The Brandon School Division has formalized a policy that addresses assessment as an integral part of the instructional process. Student assessment is done to gauge the learner's prior knowledge, their acquisition of knowledge, and their ability to apply that knowledge in new learning contexts. Assessment determines the instructional approach the teacher uses to help students acquire the grade level outcomes in each of the Manitoba curriculums. On your child's report card progress will be reported using performance indicators represented by the following:

**4** - Very good to excellent understanding and application of concepts and skills

**3** - Good understanding and application of concepts and skills

**2** - Basic understanding and application of concepts and skills

**1** - Limited understanding and application of concepts and skills; see teacher comments

**ND** - Does Not yet Demonstrate the required understanding and application of concepts and skills; see teacher comments

## **REPORTING AND STUDENT-LED CONFERENCES**

During the months of November and March, teachers send home a report card that outlines your child's progress in accordance with the curriculum outcomes. A student-led conference will be scheduled for you and your child regarding his/her growth over the course of each term. During the conference, your child will share work samples that illustrate their progress towards the grade level outcomes.

**NOTE:** If you have questions, comments, or concerns about your child's progress please contact your child's teacher at any point during the school year.

## ALEXANDER SCHOOL EXPECTATIONS

- ◆ Be on time.
- ◆ Be prepared.
- ◆ Walk in the hall in a quiet and safe manner.
- ◆ Respect all property.
- ◆ No fighting, play fighting or throwing objects.
- ◆ Speak, act and write respectfully.
- ◆ Solve problems peacefully.



### ALEXANDER SCHOOL OUR RIGHTS AND RESPONSIBILITIES

- |  |   |   |
|--|---|---|
| I have the right to enjoy school.                        | > | I am responsible for having a positive attitude and participating so others can enjoy school.   |
| I have the right to learn.                               | > | I am responsible for:<br>* being on time.<br>* being prepared.<br>* doing my best.  |
| I have the right to be safe.                             | > | I am responsible for:<br>* walking quietly through the school.<br>* remaining in the school and on the school grounds.<br>* never threaten or physically harm anyone. |
| I have the right to have my personal property respected. | > | I am responsible for respecting the property of others.   |
| I have the right to hear and be heard.                   | > | I am responsible for communicating in a way that does not disturb others.   |
| I have the right to be treated with respect.             | > | I am responsible for never teasing, bothering or hurting the feelings of others.<br><br>I am responsible for solving conflicts peacefully.                            |

**As a member of Alexander School,  
I am responsible for my own actions!**

## ALEXANDER SCHOOL CODE OF CONDUCT



1. All students and staff must behave in a respectful manner and comply with the code of conduct. The Alexander Behavior Matrix, called "Gator Behavior", identifies the three expectations of behavior in our school. The 3 'B's (be respectful, be responsible, be safe) are explained in regards to what they look like in different settings within our school. (Classrooms, halls, entrances, playground, gym, lunch room, bathroom/change rooms and community) Each classroom annually reviews the Matrix.
2. Bullying and/ or harassment is unacceptable. Physical force and put-downs are identified as non-negotiable and will be addressed in an appropriate manner. Students and staff will refer incidents of bullying/harassment to the principal. The guidance counsellor will become involved with students who engage in repeated bullying behaviours.
3. Discrimination on the basis of any characteristic set out in subsection 9(2) of the Human Rights Code is unacceptable and is addressed through bullying/harassment referrals.
4. Using, possessing or being under the influence of alcohol or illicit drugs is unacceptable. Brandon School Division Student Conduct Policy provides direction for response.
5. Gang involvement will not be tolerated. Alexander School adheres to Brandon School Division Code of Conduct Policy.
6. Possession of a weapon as defined in Section 2 of the Criminal Code (Canada) is prohibited. Alexander School adheres to Brandon School Division Code of Conduct Policy.
7. Students and staff must adhere to Brandon School Division Student Conduct Policy in regards to respecting appropriate use of electronic mail and the Internet, including the prohibition of accessing, uploading, downloading or distributing material that the school has determined to be objectionable.
8. Violations of the code of conduct are referred to the school administration for disciplinary consequences. These office referrals are recorded and a parent meeting is scheduled when appropriate. Frequent parent contact is maintained for students who need assistance managing their own behaviour.
9. Either the classroom teacher or a member of the administrative team communicates disciplinary decisions to parent/guardians. Parents/guardians are frequently encouraged to collaborate on discipline decisions. Parents/guardians are offered the opportunity to appeal a suspension through a the Superintendents' Department at the Brandon School Division Office.

### THREAT ASSESSMENT REMINDER



At Alexander school, the safety and security of all students is of the utmost importance. At this time, we would like to share the protocol and procedures that Brandon School Division have in place to assess and deal with potentially threatening behaviours. All threat-related behaviours will be taken seriously. Threats may be written, verbal, drawn, posted on the Internet, or made by gesture only. Threats may be overt, conditional, or veiled. There is a school threat assessment team that will assess the potential risk and the response levels will vary in relation to the assessed seriousness of a threat. Any type of threat will not be tolerated and will be taken seriously at Alexander School. All students have been given "fair notice" by way of classroom discussions. If you have questions, comments, or concerns please contact Mrs. Filewich at the school (729-2790).

SETTING



**BE  
RESPECTFUL**

- Listen to the speaker
- Be helpful
- Use inside voices
- Work cooperatively
- Raise your hand
- Take turns and share
- Take off your outdoor shoes
- Take off head gear when you enter the school
- Respect other people's belongings
- Be honest
- Do not interrupt other people's learning

**SCHOOL**

- Help when needed
- Be kind
- Include others
- Bring in playground equipment
- Respect property
- Say sorry if accidents happen
- Share equipment
- Speak to each other respectfully
- Put garbage in the garbage can

**PLAYGROUND**

**BE  
RESPONSIBLE**

- Follow the rules
- Try our best
- Be on time
- Be prepared for learning/Homework
- Clean up after yourself
- Have your agenda/Bear Bag with you
- Look after your property

- Follow the rules
- Take care of school equipment
- Use garbage cans and pick up litter

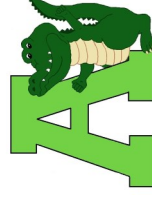
- Follow the rules
- Use garbage cans
- Go home after school
- Reduce, reuse, and recycle
- Be responsible for your actions
- Be honest

**BE  
SAFE**

- Follow the school emergency rules
- Be aware of what is going on
- Wash your hands
- Bring healthy food
- Keep your hands and feet to yourself
- Wear indoor shoes
- Stop the spread of germs (cover your mouth)
- Listen
- Clean up
- Walk

- Dress for the weather
- Stay on school property
- Play safe
- Follow game rules
- Exit and enter safely
- Keep your hands and feet to yourself

- Listen to patrols
- Use the crosswalk
- Stay away from the bus loading areas unless you are a bus student
- Stay out of the parking lot area
- Follow the bus safety rules







### Use of Electronic Devices at School

The use of cell phones is not permitted during school hours. Students are welcome to use the phone in the office with permission of school personnel. If you need to contact your child at school, please contact the office (729-2790) and a message will be given to your child as soon as possible. Please remember that arrangements for after school activities are to be made the previous day and appropriate notes sent to the bus drivers if applicable.

Students are not permitted to use personal digital recording devices (phones, cameras, DS, PSP, IPod, etc.) during school hours without the consent and supervision of school personnel. At no time are

students permitted to take pictures of other students or school events and post them on the Internet (Facebook, etc.). Concerns have been raised about pictures being taken at school without consent and posted on social media. This is not acceptable.

### SCHOOL PATROLS

School patrols are located on Argyle Street, in front of the school. Patrols will be on duty from 8:30 - 8:45 a.m. and 3:15 - 3:25 p.m. (or until buses have left). The availability of a patrol is not a substitute for children using a safe and proper way to cross the street.

Please stop your vehicle when the school bus is loading and unloading. Watch for the stop signs and flashing lights of the school bus.

Please respect the NO PARKING signs on the west side of the school.



### INCLEMENT WEATHER

School Patrols will not be on duty, and recess will be indoors when the temperature is lower than -26° C with or without a wind chill, or if it is lightning.

In the event of unfavourable road conditions, due to inclement weather, it may be necessary to cancel some or all of the school buses. Please listen to the radio stations for information pertaining to busing and possible school closures. This information is also posted on the Brandon School Division website. It is important to note that if the buses are cancelled the school may remain open as usual. Parents may be required to make arrangements to pick their child up or have their child remain in the town of Alexander School with a billet family. Please ensure that you complete the Emergency Billet Residence form that is included in the start up package.

- ♦ The Supervisor of Transportation will call 101 the Farm/KX96/Star 94 FM/CKLQ prior to 7:00 a.m. and advise which buses are cancelled. This information will also be posted to the Brandon School Division and Alexander School Websites.
- ♦ If all buses to Alexander School are cancelled, please listen to the radio because the school may remain open as usual. Pertinent information will also be posted on the Brandon School Division Webpage.



## Alexander School Lunch Program

The Alexander School Parent Council/Lunch Committee runs the canteen and lunch program that operates during the 12:30—1:30 p.m. nutrition/movement break at the school. A lunch supervisor will heat up lunches prior to the nutrition break, provide canteen items during the break, and also help with supervision of students during this time. There is a cost to have your child participate in this parent run program. More information is included in the Lunch Contract. We encourage students to eat their own lunches and snacks as we do have food allergies in the building.

The students eat their lunch in the classrooms and then they are supervised during indoor or outdoor activities.

Please remember we are a "NUT-SAFE" school

### Nutrition Breaks

We strongly encourage each student to bring nutritional food items for both nutrition breaks. Please consider Canada's Food Guide when you make your selections. Some suggestions are fruit, crackers and cheese, veggies and dip, dried fruit, yogurt, meat, etc.) Students may purchase items such as milk, granola bars, crackers, fruit snacks, etc. from the canteen during both nutrition breaks if they are participating in the lunch program.

**"Learning and Proper Nutrition Go Hand In Hand"**

### Allergies

Please note we have a severe scented product allergy, severe nut allergies, and egg and milk allergies in our school. Please refrain from wearing scented products when entering the school. Students will not be allowed to bring any nut products into the school. If you have any questions or concerns please contact the school.



### Bicycles

Students may bring bicycles to school but do so at their own risk. Alexander School and the Brandon School Division accept no responsibility for bicycle security at school. However, we do what we can to deter tampering and theft.

### Dress Code

Alexander School follows the division policy for appropriate dress, which is embedded in the Student Conduct Policy. Students are expected to wear appropriate clothing in the school at all times during the school day.

Appropriate clothing is free from:

- ◆ inappropriate words, phrases, and images;
- ◆ being sexually explicit or revealing in nature;
- ◆ inappropriate accessories that may cause potential harm to self and others.

Students will be asked to change clothing if there are words or symbols on them that are deemed inappropriate for school. Hats, hoods, caps, and outside jackets may not be worn in the school.

Children should dress according to the weather conditions. Gym clothes and runners are required for physical education.



# STUDENT SUPPORT SERVICES



## GUIDANCE COUNSELOR

Our guidance counselor works collaboratively with staff and support agencies to address the needs of students individually, in groups, and in the classroom. The counselor is instrumental in assisting with the creation of a safe and healthy environment for students. If you have a concern or a question please feel free to contact the counselor at the school or leave a message and she will return your call at her earliest convenience.

## RESOURCE STAFF

Our resource teacher provides assistance to teachers for students who are experiencing academic challenges. The classroom teacher, resource teacher, student (if appropriate) and parents develop programming goals or adaptations to address specific learning needs of the student. Educational assistants may be used to support the implementation of these programs. Our resource teacher assists students and teachers through assessment, program development and monitoring of student progress.

## READING RECOVERY

Reading Recovery is an early intervention program for students in Grade 1. This program is designed to provide the extra support in learning to read and write that some young children require to get the literacy process underway. Children selected for the program receive reading-writing lessons for one-half hour each day with a trained Reading Recovery teacher.

## LITERACY SUPPORT

Early Years Literacy support is available for students (in grades 2 and 3) who require additional guided practice to solidify their literacy skills. Students in grades 4 - 8 are also able to access literacy support if they are experiencing challenges in the area of literacy.

## CLINICAL SERVICES

Our Clinical Services Department is based in the Brandon School Division Office. A team including a psychologist, speech therapist and social worker is available to assist teachers and parents in the assessment of students needs.

Recommendations are made to develop appropriate programs for individual students. These programs may involve direct service from one or more of the clinicians. Clinical referrals are made through the resource teacher and require parental approval.



## **ALEXANDER SCHOOL YEARBOOK**

The student yearbook committee, along with school staff, prepare a yearbook for the school annually. It is available on a pre-ordered basis in June.

## **PARENT COUNCIL**

Alexander School has a very active and supportive Parent Council. This group acts as a liaison between home and school, and assists the school with a variety of activities, including fund-raising. Meeting dates will be determined at the first meeting in September. All parents are welcome and encouraged to become involved with their child(ren)'s school. Please check meeting dates in the monthly newsletters.

## **VOLUNTEERS**

Volunteers assist with students who require extra support in academic subjects, reading to students and listening to students read, library, Hot Lunch Days, transporting students to events, baking, sewing, tying skates, art projects, etc. Parents, guardians and community members interested in contributing to school activities are always welcome! If you wish to volunteer at the school please contact the office at 729-2790. You will need to have criminal and child abuse registry checks completed, prior to volunteering, at no cost to you in accordance with divisional policy.



## **COMMUNITY USE OF THE SCHOOL**

Areas of the school are available for use by the community during evenings and weekends. We welcome community use of the school and arrangements can be made with the principal.

## **TECHNOLOGY**

Students have access to computers on a network system. Students are introduced to the use of technology beginning in Kindergarten. Technology is integrated and used to assist students demonstrate their understanding of curriculum areas. Students have access to Ipads and laptops, as well as Smartboards in the classrooms.

## **STUDENT LEADERSHIP**

The leadership team organizes school dances, spirit days, fundraising activities, etc. Students are encouraged to show initiative, be responsible for following through with his or her plan, and be helpful to others without being asked to do so within the school and community. We encourage all of our students to participate in leadership activities.

## **Website**

An important part of communication between home and school is the school website. There is information about what is happening in classrooms, students' artwork and writing featured, as well as information about things happening in the school and in the community.



## EMERGENCY PROCEDURES

The Brandon School Division has an Emergency Procedures Manual that guides staff response should an emergency occur. Our main objective in such circumstances would be to attend to the welfare and safety of our students. The following areas are addressed in the manual:

- |                         |                                      |
|-------------------------|--------------------------------------|
| -Emergency Contact List | -School Response Team                |
| -Medical Emergencies    | -Bus Accidents Resulting in Injuries |
| -Bomb Threats           | -Chemical/Hazardous Materials        |
| -Security Situations    | -Explosions                          |
| -Fire                   | -Tornadoes                           |
| -Community Emergency    | -Plant Emergency                     |
| -School Relocation      | -Severe Weather                      |
| -Tragic Events          | -Threat Assessment Team              |



We conduct 10 fire drills and 2 bus evacuations annually. The Whitehead Fire Hall and/or the Whitehead Community Hall are our emergency sites should the children need to relocate at an alternate location. Please read our Risk Response pamphlet for more detailed information.

**We ask you to follow the guidelines below should you hear of any school emergency.**

**Thank you for your support.**

1. **TURN ON YOUR RADIO OR TELEVISION.** We will keep the media accurately informed of any emergency.
2. **PLEASE DO NOT PHONE THE SCHOOL.** We have one phone line. This must be used to respond to the emergency. Please make all inquiries to Brandon School Division Office at 729-3100.
3. **PLEASE DO NOT COME TO SCHOOL UNLESS REQUESTED.** Any emergency involving your child's school may mean emergency vehicles and disaster workers must be able to get to the building. If the emergency necessitates relocation of staff and students, stay tuned to the radio and television stations for updated, accurate reports and information provided by the school division's administration about when and where to pick up your child/children.

### **IMPORTANT REMINDER**

Please ensure that your child has a **LOCAL Town of Alexander Emergency Billet Residence.** This is very important in the event of the school closing during the day due to weather, etc. Please ensure this form (found in the start up package) is completed and returned as soon as possible. Thank you!