

# ALAMEDA SCHOOL

## Handbook

Box 237

Alameda SK

S0C 0A0

Ph: 489-2230

Fax: 489-4401

Principal: Mr. J. Cameron

[contact.alameda@secpsd.ca](mailto:contact.alameda@secpsd.ca)



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## **Vision Statement**

*"Our vision is education cocooned in a culture of excellence."*

## **Mission Statement**

*"Our mission is to ensure every student has the opportunity to succeed intellectually, socially, emotionally and physically."*

## **Guiding Principles**

Success in Alameda School is achieved through shared values.

- \*We are committed to the pursuit of excellence and achievement of one's personal best.
- \*We are committed to conducting ourselves with integrity and compassion.
- \*We are committed to promote and model a culture that fosters respect for self, community and environment.
- \*We are committed to providing an environment which has clear expectations and consistent consequences.
- \*We are committed to help all students achieve the intended outcomes of curriculum by addressing individual needs and learning styles.
- \*We are committed to using methods of assessment that enable us to monitor the learning of individual students.
- \*We are committed to collaborating with others and our students to achieve our collective goals.
- \*We are committed to individual and organizational accountability.

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## Staff 2018-19

### Principal

Jeff Cameron (4/5, 6/7, 8/9)

### Teachers:

Lacey Millions	Homeroom 8/9 & RTI
Janessa Wilson	Homeroom 6/7 (8/9)
Stacey Brooks	Homeroom 4/5 & LST
Marilyn Hammermeister	Homeroom 2/3 (K/1)
Bev Cameron	Homeroom K/1 (2/3)

### Support Staff:

Penny Baldwin	Admin. Asst.
Melissa Buyers	AA
Mary Janke	EA
Koreen Kopelchuck	EA
Paula Herzberg	Librarian Asst. Custodian

### **Class & Bell Schedule**

Warning bell	8:40
1st Class	8:45-9:30
2nd Class	9:30-10:15
RECESS	10:15-10:30
3rd Class	10:30-11:15
4th Class	11:15-12:00
DEAR Time	12:00-12:18
NOON	12:18-1:08
Warning Bell	1:03
5th Class	1:08-1:52
6th Class	1:52-2:36
RECESS	2:36-2:51
Last Class	2:51-3:35
DISMISSAL	3:35

**If a student is not going to be at school, we ask that you please call or e-mail the school to let the office/teacher know. You can email the school at:**

**[contact.alameda@secpsd.ca](mailto:contact.alameda@secpsd.ca) or call: 489-2230**

## Odds & Ends....

- The Government of Saskatchewan has released new School Fire Safety regulations for all schools in our province. One of the new regulations will impact student use of microwaves. The regulation states that **“cooking appliances cannot be used in classrooms or hallways. Microwaves, hot plates and other cooking appliances must be used only in rooms or areas set aside for cooking.”** This means that we must remove all microwaves from the classrooms and hallways in our school in order to be compliant with the government’s regulations by the end of *June 2017*. The Alameda School will no longer have microwaves available for the students to use.
- Town students in grades 6-9 are asked to go home for noon hour (12:18-1:03). We ask that they are not sent back before 12:50. We will make an exception for students that the parents are working or students involved in extracurricular activities (intramurals, drama, etc.)
- New “lockdown” procedures are being implemented. We will be locking all entrance doors during school hours with the exception of the main entrance. We ask that all visitors/parents report to the office before proceeding downstairs or upstairs.
- Town students are asked to not be at the school before 8:30 am. Exception; if a teacher has asked or given permission to come early.
- Fidgets are not allowed at school. The only time a fidget will be allowed is if a teacher has given to a student or an OT has recommended for a specific student.
- Student cell phone use is banned from the school. Once the student enters the school the cell phone MUST be powered off and remain in student’s locker. They will not be allowed to be powered on until last dismissal @ 3:35 or if given permission by a staff member. Any violation of cell phone usage would result in complete ban of phones, for that student, for the year.

- With the age of technology and trying to keep up, we do a lot of correspondence through email (ex: notes, upcoming events, dates, etc.). I try to keep it mostly school related but at times I will send outside notes/announcements.
- When dropping off/picking up your child/children during bus times please use the side gate on the east side. We ask that you do not use the parking lot as this is for buses only and is a safety issue.
- If a bus student wants to leave the grounds during lunch hour a parent/guardian must send a note/email to the school giving the student permission to leave.
- Due to regulations, capacity of the bus, and liability issues. The Division requires that all students wishing to take a friend home on the school bus must contact the bus driver involved requesting permission to allow the student to ride the bus. In the event of an accident, the bus driver must be aware of, and have a record of, all children being transported.
- We do have a dress code. Students are not to wear shirts that have straps less than a 1 inch band, skirts/shorts must come down to bottom of fingers when arms are straight down.
- Students are allowed to wear flip flops, but cannot wear them for Phys-Ed or when participating in other sporting activities.
- All school related functions will start @ 7:00 unless otherwise stated.  
(ex: Christmas Concert, Lit Program, Awards Night)
- We have a school Broadcast/Announcement System. We can do an automated call out to individuals or our whole student population. This is used primarily for making school announcements and occasionally community announcements. (ex: Hot Dog Sale, School Events, Baseball practice etc.) The Division is also able to access and has been used in the past to send bus cancellations due to weather.

- We do count on our parents to volunteer to drive to our many extracurricular events, such as sports, fieldtrips etc. If you are able to help us out by driving students we ask that you please stop in the office or phone as we do have procedures and forms that need to be filled out. We greatly appreciate all of our volunteers.
- If you have any questions or concerns Mr. Cameron is available most days during his Admin time. Please call the office and we can set up a time to meet.

## **ALAMEDA SCHOOL WEBSITE**

- Access to the Alameda School website is through the South East Cornerstone School Division site @ [www.cornerstonesd.ca](http://www.cornerstonesd.ca) Look for our link under schools.
- On our website you will find monthly or bi-monthly newsletter and monthly calendars. The monthly calendar will also be emailed to each family. The newsletter is mailed out as a flyer to every Alameda post office box. (NOTE: if you have a **do not** accept flyers request on your post office box, you will NOT receive the newsletter.) If you would like a newsletter please let the office know and we can send home with a student.
- We will also include upcoming events, photos, creative writing and art work.



# Alameda School - Behaviour Matrix

	Classrooms	Hallways	Labs/ Gyms/ Library	Playground
<b>Respect Self, Others, and Property</b>	<ul style="list-style-type: none"> <li>* Wait to be acknowledged</li> <li>* Wait your turn</li> <li>* Use respectful language</li> <li>* Be polite &amp; friendly</li> <li>* Respect differences</li> <li>* Be Kind</li> <li>* Be empathetic</li> <li>* Take care to special equipment</li> <li>* Respect off limit areas</li> <li>* Dress modestly</li> </ul>	<ul style="list-style-type: none"> <li>* Use garbage cans</li> <li>* Respect personal space</li> <li>* Take care of your locker</li> <li>* Remove headwear when entering the school</li> <li>* Remember displays of affection can make others uncomfortable</li> <li>* Remove footwear at entrance</li> </ul>	<ul style="list-style-type: none"> <li>* Leave food and drink outside</li> <li>* Use computer care rules</li> <li>* Respect privacy of others</li> <li>* Clean up after yourself</li> <li>* Respect the role of caretakers</li> <li>* Return materials in the same condition you received them</li> <li>* Use appropriate volume</li> </ul>	<ul style="list-style-type: none"> <li>* Take turns on playground equipment</li> <li>* Share</li> <li>* Use appropriate language encourage others</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>* Be on time</li> <li>* Be prepared with materials</li> <li>* Follow directions</li> <li>* Be a positive example</li> <li>* Self monitor progress</li> <li>* Meet deadlines</li> <li>* Complete assigned work</li> <li>* Ask for help when required</li> <li>* Have a positive attitude</li> </ul>	<ul style="list-style-type: none"> <li>* Recycle</li> <li>* Keep cleaner locker</li> <li>* Look out for others</li> <li>* Report damage to property</li> <li>* Be orderly</li> <li>* Return rooms as found</li> <li>* Keep an aisle clear for others to walk</li> <li>* Clean microwaves Report bullying</li> <li>* Encourage responsibility in others</li> </ul>	<ul style="list-style-type: none"> <li>* Report equipment problems immediately</li> <li>* Follow safety rules</li> <li>* Use appropriate computer programs and websites</li> <li>* Return books and other materials on time</li> <li>* Conserve tangible resources (paper, food, wood)</li> <li>* Pay your fees on time</li> </ul>	<ul style="list-style-type: none"> <li>* Participate in events</li> <li>* Be a positive example</li> </ul>
<b>Choose to Learn</b>	<ul style="list-style-type: none"> <li>* Listen attentively</li> <li>* Be on task until dismissed</li> <li>* Participate</li> <li>* Do your homework</li> <li>* Be prepared</li> <li>* Be organized and neat</li> <li>* Ask questions, volunteer</li> <li>* Give your best effort every day</li> </ul>	<ul style="list-style-type: none"> <li>* Increase your awareness by reading posters, viewing bulletins</li> <li>* Read the announcements</li> <li>* Take part in intramurals</li> <li>* Listen to announcements</li> </ul>	<ul style="list-style-type: none"> <li>* Listen to instructions</li> <li>* Expand interests by reading</li> <li>* Challenge yourself</li> </ul>	<ul style="list-style-type: none"> <li>* Follow playground instructions</li> <li>* Participate</li> </ul>

	<b>Out of School Activities</b>	<b>Assemblies</b>	<b>Bus</b>	<b>Lunch Areas</b>
<b>Respect Self, Others, and Property</b>	<ul style="list-style-type: none"> <li>* Appreciate extra opportunities</li> <li>* Follow guidelines of the place your visiting</li> <li>* Support chaperones' decisions</li> <li>* Observe all school rules</li> <li>* Promote peer involvement</li> </ul>	<ul style="list-style-type: none"> <li>* Use appropriate applause</li> <li>* Celebrate others success as well as your own</li> <li>* Listen attentively</li> <li>* Participate</li> </ul>	<ul style="list-style-type: none"> <li>* Clean up after yourself</li> <li>* Appreciate your driver, thank them often</li> <li>* Greet your driver</li> <li>* Enter &amp; exit in an orderly fashion</li> <li>* Monitor your volume</li> <li>* Follow driver's requests</li> </ul>	<ul style="list-style-type: none"> <li>* Use good manners</li> <li>* Clean up area after finished eating</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>* Be a good ambassador</li> </ul>	<ul style="list-style-type: none"> <li>* Sit where assigned</li> </ul>	<ul style="list-style-type: none"> <li>* Care for others especially younger students</li> <li>* Comply with safety rules</li> <li>* Remain seated when bus is in motion</li> <li>* Report graffiti and damage</li> <li>* Be ready when your bus arrives</li> </ul>	<ul style="list-style-type: none"> <li>* Clean microwave after use</li> <li>* Discard empty lunch containers appropriately</li> </ul>
<b>Choose to Learn</b>	<ul style="list-style-type: none"> <li>* Take advantage of new learning opportunities</li> <li>* Leave with at least one positive thought</li> </ul>	<ul style="list-style-type: none"> <li>* Be opened minded</li> <li>* Appreciate differences</li> </ul>	<ul style="list-style-type: none"> <li>* Use bus time to complete homework or read</li> </ul>	



Administrative Procedure 140 – Appendix A

**EXAMPLES OF ACCEPTABLE, INCIDENTAL AND UNACCEPTABLE USE**

ACCEPTABLE		INCIDENTAL		UNACCEPTABLE		
Acceptable	Acceptable Incidental	Incidental	Incidental Unacceptable	Unacceptable	Illegal	
General Computing	Creating student handouts on your computer		Printing flyers promoting your home based business	Leaving a computer logged in with your teacher account as this is a security breach	Running an unlicensed (pirated) version of software on a computer	
E-mail	Sending a group email with minutes of a PLC meeting attached	Sending an email to a colleague that deals with work and the schedule for your upcoming hockey tournament	Sending emails to coworkers with birthday or holiday wishes	Sending a Division wide email (spam) with 'car for sale' type messages	Distributing racist or obscene jokes, pictures or graphics via email	Making a libellous statement about a co-worker or student in an email
Internet	Accessing <i>Central</i> / <i>School</i> resources	Downloading and installing plug ins and updates with prior authorization	Browsing a news site during the lunch hour to keep up with current events	Downloading and installing a screen saver program	Downloading a trial version of a program and installing it without authorization	Downloading, storing, distributing or selling child pornography
Bandwidth	Using the Breeze server to deliver online instruction	Viewing online streaming media with students for a curricular purpose	Listening to a podcast of the news	Streaming audio or video from Internet sites thus slowing down the Network e.g. YouTube	Excessive personal use of the Internet	Downloading, storing or distributing copyrighted music or videos

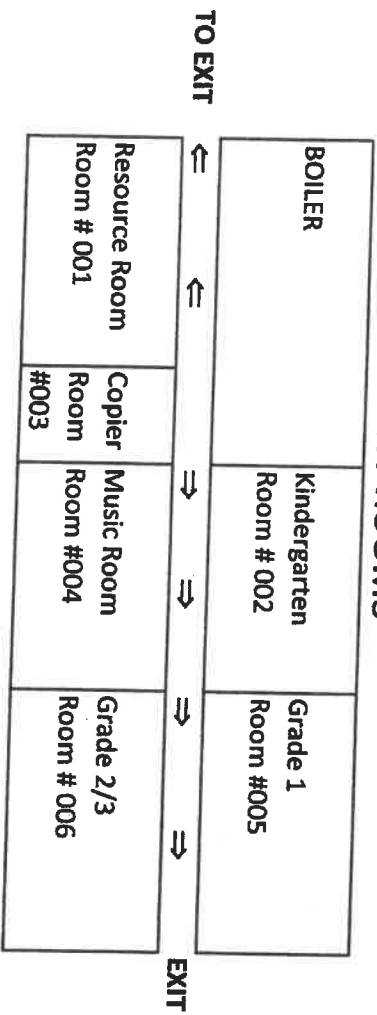
Note: These are examples only and not exhaustive or inclusive.

Reference: Sections 85, 87, 109, 175 Education Act

# ALAMEDA SCHOOL FIRE DRILL REGULATIONS

1. Classroom windows to be closed by appointed person
2. Electrical lights to be shut off if feasible
3. Classroom doors to be closed by teacher after room is evacuated
4. Exit from school by students to be orderly, quiet and single file
5. Students will gather near the play structure
6. If weather is inclement, we will gather at the United Church

## BASEMENT ROOMS



## UPPER FLOOR ROOMS

