

A.P.P.L.E. CENTER HANDBOOK

2020-2021



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The Mission of our School is to Guide our Students to achieving a successful Education in a safe, caring, and enriched environment.

BTPS MISSION: Buffalo Trail Public Schools is committed to maximizing student learning, in a safe and caring environment, supported by a highly effective team.

SCHOOL MANTRA: I Can... You Can... We Can... Succeed!

INTRODUCTION

This handbook has been put together in order to provide families with information about the Amisk School. The guidelines presented in this document are subject to the authority of the policies of the Buffalo Trail School Division and the Alberta School Act.

AMISK SCHOOL PHILOSOPHY

Amisk School provides students with a safe and secure learning environment.

Amisk School aims at academic excellence for students at all abilities but also provides students with a variety of opportunities.

Amisk School emphasizes basic learning skills and strives to create high, but realistic, expectations for students.

Amisk School helps students maintain a sense of self-worth through positive learning experiences.

Amisk School aims at students developing independent thought and a sense of responsibility.

Amisk School encourages an active and healthy lifestyle.

At the A.P.P.L.E. Center, we believe that the administration, teachers, support staff, parents and students are a team. For this commitment to learning to be successful, the entire team must work collaboratively. As parents and students, we ask that you commit to the following:

- 1) Ensure that your child arrives at school and is properly nourished, rested and ready to learn.
- 2) Provide a nutritional lunch.
- 3) Strive to have your child attend school each and every school day.
- 4) Set aside reading time each school night.
- 5) Monitor homework to see that it is complete.
- 6) Communicate with your child's teacher should you feel there is an area of concern.
- 7) Attend, as requested, all scheduled parent/teacher conferences.

STUDENTS RIGHTS AND RESPONSIBILITIES

- 1. I have a **RIGHT** to learn in this school.
It is my **RESPONSIBILITY** to listen to my teachers, participate in classroom activities, and try to do my assignments to the best of my ability.
- 2. I have a **RIGHT** to be respected in this school.
It is my **RESPONSIBILITY** not to tease other students or to hurt their feelings.
- 3. I have a **RIGHT** to be safe in this school.
It is my **RESPONSIBILITY** not to threaten, kick, punch, or physically harm anyone else.
- 4. I have a **RIGHT** to privacy and to my own personal space.
It is my **RESPONSIBILITY** to respect the personal property of others and to accept their right to privacy.
- 5. I have a **RIGHT** to express my point of view and feelings.
It is my **RESPONSIBILITY** to follow accepted procedures when making my views known, and to allow others the opportunity to do the same.

SCHOOL CALENDAR

**AMISK SCHOOL:
SCHEDULE OF SCHOOL EVENTS,
2020-2021 SCHOOL YEAR**

Note: **Non-Attendance Dates for Students are shown on the BTPS Division Calendar**

***The following events require student attendance...**

- | | |
|--|-------------|
| 1. Welcome Back Assembly | Sept. 1 & 2 |
| 2. Kindergarten Gr 1-3 - First Day of School | Sept. 1 & 2 |
| 3. Apple Newsletter | Sept. 9 |
| 4. Basket of Greatness Assembly (11:00)am | Sept. 29 |
| 5. Terry Fox National School Run | Oct 1 |
| 6. Theme Day-Orange Day | Sept. 30 |
| 7. Apple Open House and Virtual Tour – Kindergarten- Gr. 3 | Oct. 6 |
| 8. Apple Newsletter | Oct. 14 |
| 9 BTPS Staff Activity Day – no school for students | Oct. 14 |
| 10 Happy Thanksgiving no school | Oct. 12 |
| 11 Science in motion | TBA |
| 12 Lifetouch individual photos—9:00 am | Oct. 13 |

| | |
|--|---------------------------|
| 13 No school PD for teachers | Oct. 23 |
| 14 Basket of Greatness Assembly-11:00 am virtual | Oct. 27 |
| 15 Theme Day- Halloween Dress up- Kindergarten | Oct. 29 |
| 16 Theme Day- Halloween Dress up- Gr 1-3 | Oct. 30 |
| 17 Parent Conferences (all grades 4:00 – 7:00 p.m.)virtual | Nov 3 & Nov 5 |
| 18 Apple Library Scholastic Book Fair | TBA |
| 19 Remembrance Day Celebration | Nov. 5 |
| 20 No school PD for teachers | Nov. 9 & 10 |
| 21 No school-day in lieu of P/T interviews & staff mtgs | Nov.12 & 13 |
| 22 Remembrance Day- no school | Nov. 11 |
| 23 Occupations & Careers Week | Nov. TBA |
| 24 <u>Theme Day- Disney Day</u> | <u>Nov.17</u> |
| 25 Apple Newsletter | Nov. 18 |
| 26 Basket of Greatness Assembly 11:08 AM virtual | Nov 24 |
| 27 Term 1 Kindergarten Report Cards | Dec. 3 |
| 28 Apple Newsletter | Dec 16 |
| 29 Amisk School Xmas Concert- | TBA |
| 30 Amisk Christmas Concert Evening Performance- | TBA |
| 31 Theme Day –Santa Hat Day & Christmas Sweater | Dec.17 |
| 32 Christmas Holidays – No School | Dec 21-Jan.3 |
| 33 Back to School | Jan 4 |
| 34 Apple Newsletter | Jan.13 |
| 35 Theme Day – Book Character Day | Jan.28 |
| 36 Basket of Greatness Assembly- virtual | Jan 26 |
| 37 <u>Non-Instructional Day – No school for students</u> | <u>Jan 29 & Feb 1</u> |
| 38 Start of 3-day week for ECS (Tues./Wed./Thurs.) | Feb 2 |
| 39 Winter Walk Day to be decided | Feb. 3 |
| 40 Apple Newsletter | Feb 10 |
| 41 Valentine activities | Feb 10 |
| 42 Theme Day- Red/Pink Day | Feb 10 |
| 43 No School- Teacher Convention new dates | Feb 11 &12 |
| 44 Family Day – No School | Feb 15 |
| 45 Random Acts of Kindness Day | Feb 17 |
| 46 Pink Shirt Day | Feb 24 |
| 47 Basket of Greatness Assembly 11:08 AM | Feb 23 |
| 48 Parent-Teacher Interviews (all grades 4:00-9:00 p.m.) | Mar 4 |
| 49 No School Teachers & support staff PD | Mar 5 |
| 50 Apple Newsletter | Mar 10 |
| 51 <u>Theme Day- St Patricks Day</u> | <u>Mar 17</u> |
| 52 Term 2 Report Cards- Kindergarten | Mar 18 |
| 53 Theme & Career Day | Mar 23 |
| 54 Kick off Jump Rope for Heart | TBA |
| 55 Basket of Greatness Assembly virtual | Mar 30 |
| 56 Winter fun & games- skiing– | TBA |
| 57 Theme Day- Jersey & Green Day | Apr 20 |
| 58 Apple Newsletter | Apr 14 |
| 59 Easter Break | April 2-11 |
| 60 Farm Safety | TBA |

| | |
|---|-------------|
| 61 Open House, Basket of Greatness, ASC Supper-pm | TBA |
| 62 No School | May 7 |
| 63 Talent Show | May 5 |
| 64 Theme Day- Rock & Roll Day | May 19 |
| 65 Apple Newsletter | May 12 |
| 66 No school-PD for teachers | May 7 |
| 67 Spring Photos and Class pictures | TBA |
| 68 No school- day in lieu of P/T interviews | May 20 & 21 |
| 69 Victoria Day no school | May 24 |
| 70 Basket of Greatness Assembly (11:08 am) | May 25 |
| 71 Fieldtrip | TBA |
| 72 Grade 3 visit to HPS | June 4 |
| 73 Beginner Day ECS in Grade 1 room | June 4 |
| 74 Preschool Beginner Day in kindergarten | June 4 |
| 75 Apple Newsletter | June 9 |
| 76 ASC Year-end lunch | June 15 |
| 77 Theme Day – Formal Dress Up | June 15 |
| 78 Elementary Awards Day- 1:00 p.m. | June 15 |
| 79 Last Day of School for ECS & report cards | June 16 |
| 80 Summer Games | June 24 |
| 81 Last day for Students | June 29 |
| 82 HPS Grade 12 Commencement Ceremonies | TBA |

ENTRANCE AGE

B.T.P.S. policy states that an individual who reaches the age of 6 years by December 31st of the current school year shall be permitted to enter Grade One. For example, for enrolment for the 2020-2021 school year, the child must be 6 years of age by December 31, 2020.

**For Kindergarten: 5 by December 31st of the current school year-2020-2021

SCHOOL DAY

CLASSES AND BELL SCHEDULE

| |
|-----------------------------------|
| 8:50-8:55 |
| 8:55-9:36 |
| 9:36-10:17 |
| 10:17 -10:27 recess |
| 10:27-11:08 |
| 11:08-11:49 |
| 11:49-12:22 recess & lunch |
| 12:22-1:02 |
| 1:02-1:42 |
| 1:42- 1:52 recess |
| 1:52- 2:32 |
| 2:32- 3:12 |

SCHOOL DAY

The regular school day is from 8:50 a.m. to 3:12 p.m. Each day will commence with morning announcements and our national anthem.

The principal and the teaching staff, at the beginning of the school year, will draw up a timetable scheduling classes that will follow the bell times:

Lunch – Students will be outside for the first 16 minutes, and then in their classrooms to eat their lunch for the remainder of the noon time

Elementary students must report promptly to their homeroom for morning and afternoon attendance.

Students who do not ride the school bus to school should NOT arrive at school prior to 8:40 a.m. and should not remain at school after 3:30 p.m., unless prior arrangements have been made and are authorized to do so by the principal or a teacher. The east entrance doors will remain locked until 8:30 a.m. The doors will be opened at this time and during recesses. For the remainder of the school day, the east doors will remain locked. This is in accordance with BTPS lock down procedures.

There is no staff on playground supervision before school. Students playing on school grounds before 8:45 a.m., do so at their own risk.

Students are not allowed to leave the school grounds without written permission from a parent or guardian. This applies to bus students, town students who stay for lunch, and town students once they have returned to school after lun

SCHOOL PERSONNEL

1. School Staff

Ms. C. Johnson, Principal

P.E All grades – K-3

Ms. B. Morrison

Grade 3/ Inclusive Learning Coordinator

Mrs. J. Dewald

Grade 2

Ms. J. Chevrax

Grade 1

Mrs. M. Roworth

Kindergarten

Mrs. P. Hovde

Administrative Assistant
& Learning Commons Facilitator

Mrs. S. Paulson

Educational Assistant

Mrs. P. Clark

Educational Assistant

Miss K. Morin

Educational Assistant

Mrs. C. Jones

Educational Assistant

Mrs. V. Damberger

Custodian

SCHOOL BUS DRIVERS

Mr. Alfie Walters, Transfer PR 16

Mr. Wayne Cooper, South PR 13

Mrs. Shawna Dyck, West & North PR 12

2. School Council

AMISK SCHOOL COUNCIL

On October 6th, the Amisk School is hosting an open house. *Open House was a virtual broadcast this year. We are inviting all students to come and show their parents around the school. Parents will also have an opportunity to meet staff. Snacks and refreshments will be available. A public meeting for parents will be held to select parent representatives on the 2020-2021. Amisk School Council. We encourage all parents to come out and support the school in an advisory capacity.

At the first regular meeting, the members will examine the School Council Constitution

and the Alberta Education regulations governing School Councils. The Council will decide on the scope of its involvement in school affairs within the parameters set out by Alberta Education.

3. Volunteers

All educators think education is important. We know that our children's future success and happiness depend on the education they receive today. That is why we are asking for your help. You can help children learn as volunteers.

It is important for volunteers to respect staff and students' rights. Volunteers in the classroom need to respect confidentiality of the children's learning. An individual may speak about his/her child's actions in class but a volunteer must not speak in public about the progress and activities of other children in the classroom. **Volunteers in the school need to have filled out the BTPS Volunteer Declaration Form.** This is in accordance with F.O.I.P.P.

CURRICULAR PROGRAMMING AND SUPPORT

1. Academic Program

School fees will be charged for grades Kindergarten to Grade 3 for the 2020-2021 school year. \$120.00 charged to Grade 1-3 students and \$60.00 to Kindergarten

ADDITIONAL FEE ITEMS

WINTER SPORTS: Student fees may be collected for bowling. Monies collected will be given as an honorarium to the respective clubs. The Amisk Agricultural Society has donated memberships and rental for the skating and curling ice for the P.E. program.

PROVINCIAL EXAMINATIONS

Alberta Education has developed Grade 3 SLA exams. Grade 3 students will not be completing these exams during the 2020-2021 school year.

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|--|
| General Information Bulletin available at www.education.gov.ab.ca/k_12 |
|--|

HOMEWORK

An important element of any effective school is the assigning of work to be completed at home. Depending on the student's grade level and the classes being taken, the amount of homework for each child may vary. However, homework is a necessary extension of the school day. If you feel your child is receiving too much or not enough homework, please contact your child's teacher.

To facilitate homework completion, Kindergarten and Gr. 1 students are given a pre-ordered homework agenda from the school. We ask that parents please review this each night and sign it.

2. Youth Internship Program (Work Experience)

The Youth Internship Education Program is the most advanced level of career planning and job search skills offered. Career education is important and there will be some exposure to various career-planning activities in grade 10 with priority given to grade twelve students. The objective is to help students research and identify their educational and occupational goals.

3. Accelerated Reader Program

The main purpose of the Accelerated Reader Program is to improve the reading level of students and help students to become excited about reading books in general. The program is open to all students from Grades 1-3. AR books are labeled in regards to grade level and points per book. The longer and more complex the book, the more points can be attained. The goal is to master the level you are at and then challenge yourself and continue to grow in terms of word recognition, retention and overall comprehension of the content. When reading goals are reached prizes can be chosen from the AR cupboard, approximately once a month totals are tallied. All AR Book quizzes are completed only at the Amisk School.

4. Learning Assistance Program

Not all students develop physically, mentally, or socially at the same rate. Along with regular teaching and support staff, this school division has access to services beyond the school. Some of these include an Educational Psychologist, a Youth Counselor, Public Health Nurses, a Speech and Language team and an Occupational Therapist.

In addition, it is recognized that parent support and involvement, is an asset to any child's education. Should a child be identified as having difficulty with his/her educational program, parents are encouraged to attend parent/school conferences. The purpose of such a conference would be to:

- a) Maintain communication between home and school
- b) Inform parents of the child's development and progress
- c) Provide suggestions for building on student strengths
- d) Provide suggestions for strengthening student weaknesses.

5. Youth Services

Amisk School provides a formal Counseling program. Various agencies include FCSS and a Social Emotional Coach (SEC) The SEC worker spends time in the schools and provides individual counseling to students. Stacie Bakken is the SEC counselor. The counselor is available to Amisk students by appointment on Wednesdays.

General Procedures:

- 1) Referrals may be submitted by staff, parent and student requests.
- 2) If a teacher feels that a particular student is in need of personal, professional counseling, he/she should do the following:
 - a) contact the parent and share the situation with him/her
 - b) ask the parent for verbal approval to proceed with a formal referral for counseling services for his/her child
 - c) fill in the referral form for the SEC Program with the necessary information required.

The SEC counselor may work with the student/parent and teacher in an attempt to resolve the concerns. If further help is required, this will be at the suggestion of the SEC Counselor.

Classroom teachers do their best to meet the social, emotional mental health needs of their students on an informal basis.

6. Daily Physical Activity

Daily Physical Activity is strongly encouraged at the A.P.P.L.E. Center. Students receive scheduled P.E. each day.

COMMUNICATION

1. Reporting to Parents

- Amisk School has an open door policy. Parents are welcome at the school at any time. When visiting the school all parents should attempt to call ahead to inform the teacher and/or principal and check in at the office prior to entering the

- classroom. This ensures that teachers can best meet parent needs as well as the needs of all students.
- A phone call for meetings with the principal is necessary, as her office time is limited.
 - Newsletters are issued electronically on a monthly basis and additional supplementary memos are sent out on occasion. Please check daily planners and folders for additional messages.
 - Parents are welcome to visit or call the school with any encouragements and concerns.
 - The school is equipped with an answering machine. If there is no one in the office to take your call, please leave a message and we will respond to it as soon as possible.

TELEPHONE/FAX/E-MAIL ADDRESS

The school phone number is 780- 856-3771 and the fax number is 780- 856-2377.

Our website is <http://amisk.btps.ca>

Our e-mail address is amisk@btps.ca.

If it is necessary to speak to your child at school, please try to arrange to call him/her during recesses or noon hour. If this is not possible, a message will be taken during class time and passed on to your child.

Telephone- Student Use

Students will be expected to ask permission before using the school telephone. Students are expected to plan well enough ahead so that they will not have to use the telephone, as permission will ordinarily not be granted for social calls.

- Formal progress reports for students in kindergarten are sent to parents and guardians three times a year. Gr 1-3 students will have their marks recorded using a web based marks program. This means that the marks are generated and recorded electronically. The use of this type of program will allow staff to generate reports at any point in the school year and share that information with students and parents. Parents can access Grade 1-3 marks using parent portal.
- Parent-teacher interviews are scheduled twice a year – November and March.
- Should you wish to discuss your son or daughter's progress at any time during the school year, please arrange an interview with the teacher(s).
- Parents of students with IPP's (Individualized Program Planning) are encouraged to make contact with the school frequently and attend scheduled interviews as well as regular parent teacher interviews.

2. Public Address System

Announcements are made daily at 8:50 a.m., followed by the singing of "O' Canada." If you have announcements, please inform the office before the given time. We will not disrupt classes with announcements, except during the given time. You may also fax in announcements to (780) 856-2377 or email patti.hovde@btps.ca

3. Newsletter (The Apple)

A monthly newsletter will go out on the second Wednesday of each month. Should you wish an item to go into the newsletter, please e-mail it to the school at the following address:

patti.hovde@btps.ca

Newsletters will only be distributed electronically.

4. Web Page

We presently have a web page and the address is <http://amisk.btps.ca>

Please subscribe to the website.

STUDENT MANAGEMENT AND CONDUCT

In addition to the fact that students require behavioral guidelines, both the School Act and BTPS Policy dictate the necessity for each school to have a Code of Conduct. The Alberta School Act, Section 7, sets forth the code of conduct expected of students in Alberta Schools. It states as follows:

“Students shall conduct their selves so as to reasonably comply with the following code of conduct”

- e) be diligent in pursuing their studies
- f) attend school regularly and punctually
- g) co-operate fully with everyone authorized by the board to provide education programs and other services
- h) comply with the rules of the school
- i) account to teachers for their conduct
- j) respect the rights of others
- k) Student Agendas must be read and signed by Parents daily- Kindergarten to Grade 1.

Buffalo Trail Policy also necessitates the formation of a Code of Conduct as seen in the following excerpt:

1. Students meet the recognized standards of conduct found in the Student Code of Conduct when they behave while on school property or in school-sponsored activities in a manner that shows respect for:

- 1.1 those in authority;
- 1.2 others and their property;
- 1.3 school property;
- 1.4 ethnic, racial, religious, gender and sexual orientation differences;
- 1.5 school attendance and punctuality;
- 1.6 work habits, assignments and homework;
- 1.7 textbooks and equipment;
- 1.8 fire alarms and safety equipment; and
- 1.9 Board policies relating to student conduct.

The essence of good discipline is to have a few simple rules of good behavior which are to be implicitly obeyed. These rules will apply to all students going to, during, and returning from school, and while on any school-sponsored function.

The Board believes that the ultimate goal of discipline is self-discipline. It is clearly understood that good discipline is not necessarily synonymous with punishment.”

1. Attendance

Each day at school is important to providing students with the complete educational programming necessary for optimal academic growth. It is understood that, on occasion, a student will be absent from school due to sickness or family-related issues. Concern occurs when the rate of absences impairs the ability of the school to provide the best educational experience possible.

The Province of Alberta School Act (Section 12) states: A student shall conduct himself or herself to reasonably comply with the following code of conduct:

As a safety precaution for our students, we have instituted the following attendance protocol:

- 1) Parents are asked to phone the school before 8:45 a.m. to report the absence of their children for that particular day. The answering machine is always on, just call 780-856-3771 and leave a message. You may also e-mail the secretary at patti.hovde@btps.ca or amisk@btps.ca
- 2) If no prior notice is given, it will be considered an inexcusable absence. The parents will be phoned either at home or at work. Phone calls will be documented. If the school is unable to contact parents or guardians the Alert Solutions system will continue to try and contact the parents or guardians.
- 3) Late attendance will be documented.
- 4) In cases where absences exceed five school days, the parent/guardian will be contacted.

2. School Rule Guidelines

Demonstrate Respectful Behavior at ALL times!!

Every student has the responsibility to cooperate fully with all persons employed by the Board. As well as, such other persons who have been lawfully assigned responsibilities and functions with respect to the instructional program of the school or such special or ancillary services as may be provided or approved by the Board. This statement is in accordance with the School Act.

The following standards have been established:

1. Students must be respectful of, and courteous toward, their teachers, support staff, students and custodians at all times.
2. When Bullying occurs there will be consequences appropriate to the behavior.
3. We will Not Bully others.
4. We will try to help Students who are bullied.
5. We will try to include Students who are left out.
6. If we know that somebody is being bullied, we will tell an Adult at School and an Adult at Home.
7. Waste paper and other types of refuse shall be deposited in a waste paper basket or appropriate recycle bin.
8. No head gear (hats, caps, bandannas, etc.) is to be worn in the school (except on dress-up days) between 8:40 a.m. and 3:30 p.m.
9. Disorderly conduct anywhere in the school such as running, pushing, jumping on top of someone, jumping down the stairs and shouting is not permitted.
10. Vandalism, theft, assault and other criminal activities will not be tolerated.
11. Student lockers and desks need to be kept tidy.
12. Students should not interrupt classes except in the case of an emergency.
13. In class, students must not engage in any activities that interfere with the normal functioning of the class.
14. Students may not leave a class without permission from the teacher.
15. No sunflower seeds are to be eaten at school.

16. No popping of microwave popcorn at school.
17. The use of profane or obscene language/gestures is strictly prohibited while in school, on the bus or on the playground.
18. Skateboards, wheeled-runners, or roller blades will not be used in the school facility or outside of the school entrances. Students may use them on the sidewalk or on the streets.
19. Students should not leave the playground area during school hours.

If a concern should arise with the progress of a student academically or socially, a parent or guardian will be contacted.

DISCIPLINE PROCEDURES

Students breaking school rules will be dealt with according to the severity of the offense. This may include:

- A conference- having the student suggest what went wrong and what can be done to avoid the repetition of the problem
- Detentions- recess, noon-hour or after school with parental notice
- Parent – teacher – student interviews

BULLYING

Bullying is the use of aggression, or intimidation, with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Students who are bullying need to learn different ways of behaving. Schools have a responsibility to respond promptly and effectively to issues of bullying.

Bullying can be:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Emotional • Physical • Social • Racist • Verbal | <ul style="list-style-type: none"> being unfriendly, excluding, tormenting (eg. Hiding books, threatening gestures). pushing, kicking, hitting, punching or any use of violence manipulating group membership, excluding individuals from social Connections, rejection by peer group racial taunts, graffiti, gestures name-calling, sarcasm, spreading rumors, teasing |
|---|---|

OLWEUS Behavior and Anti-Bullying Program

In the 2013-2014 School Year a committee was formed to receive training on the OLWEUS Behavior and Anti-Bullying program. This committee was comprised of teachers, community representatives and parents. The goal of this program is to achieve improved peer relationships at school, to prevent the development of negative behaviors and reduce bullying problems if they exist. The program is designed to improve student relationships and to maintain a positive place for students to learn and develop. The Staff at the A.P.P.L.E. Center have identified 3 main behavioral areas to focus on improving this school year;

1. The first strategy we discussed with the students at our assembly was on Telling versus Tattling. A poster that lists the four questions students can ask themselves to help them identify if their concern when shared with the staff member would be telling or tattling on a classmate was shared with the students.
(con't) Students then worked in small groups with an adult to role-play situations and

used the keys questions on the poster to identify if the situation would be something that is very important to tell an adult or if they would be tattling on another classmate.

2. “Better Way to Say Sorry,” was the second area that staff shared with the students. A poster with the 4 steps on How to Say Sorry sincerely was discussed with the children at a second assembly. The students were again divided into small groups and worked with an adult to role-play situations where an individual would apologize for something that accidentally happened. The students used the 4 steps on the poster to say “Sorry” to another student and the group discussed how saying sorry using these steps made them feel better and helped them understand what had happened.

3. The third area of concern was inappropriate behaviors on the playground, in class or on the school bus. These behaviors include teasing, name calling, pushing, hitting, tripping, gossiping, purposeful exclusion, bullying, insulting remarks or use of profanity. An inappropriate and Bullying Behavior – Guidelines and Consequences Publication was created to assist staff in identifying inappropriate behaviors, procedures that will be followed and consequences for Levels 1, 2 and 3.
These are the procedures for the Level 1 behaviors:
 - The first incident may be dealt with between the student and staff member.
 - On the spot intervention by the staff member will occur.
 - The second incident the student will be given a Warning ticket and complete a Time to Think Sheet. This ticket and Time to Think Sheet will be taken to administration; parents will be called to discuss the behavior; the student will receive 3 recesses inside with close supervision and the incident will be recorded in a Behavior Binder. The Time to Think Sheet will be taken home to be shared with parents. The parent will sign the form and return it the next day.
 - Staff member will contact the parent of the victim and apologize for the incident that occurred.
 - Level 2 Behaviors are any Level 1 infraction that has occurred more than 3 times.
 - Level 3 Behaviors are any Level 2 infraction that has occurred more than once.
 - ** It is important to recognize that each incident will be dealt with individually as all circumstances will be different. These guidelines will be at the discretion of the School Administration.

4. If parents wish to review The Inappropriate and Bullying Behavior – Guidelines and Consequences Publication in its entirety please contact the School Administration.

Better Way to Say “SORRY”

- 1) I'm sorry for
(Be specific. Show the person you are apologizing to that you really understand what they are upset about.)
- 2) This is wrong because
(Tell them you understand why it was wrong or how it hurt someone's feelings.)
- 3) In the future, I will
(Use positive language, and tell me what you WILL do, not what you won't do.)
- 4) Will you forgive me?
(This is important to try to restore your friendship. There is no rule that the other person has to forgive you.)

Tattling Chart

Before you tell the teacher...

➡ Is someone in danger?

➡ Is someone hurt?

➡ Did I try to solve the problem on my own?

➡ Am I minding my own business?

CLOTHING/FOOTWEAR/HATS

Shoes:

- Students are expected to wear clean footwear in the school. When entering the school, dirty or wet footwear must be removed and left in the boot-racks until leaving the school. A second pair of shoes should stay in school at all times for indoor use. Entering the school with dirty or wet footwear will not be tolerated.
- Students are expected to have **gym shoes** which conform to normal safety standards and **which do not leave marks** on the floor.
- All students **must** wear shoes at school unless otherwise instructed by a supervisor (Eg. Gymnastics). Students will not be permitted to stop and put on shoes in the event of fire or emergency.

Clothing:

- It is important for students to wear clothing suitable for the weather conditions. If the weather is inclement, students will remain indoors.

Hats:

- Hats are to be kept in lockers upon arrival to school. Exception would be special theme days

ENTRANCES

The Kindergarten students and Grade 1s will use the east entrance and the Grade 2s and 3s will use the west entrance.

LOCKERS

All students will have access to a locker. In some instances they may have to share a locker.

HALL RULES

The following are the hall rules:

- 1 Students are NOT permitted to loiter in the halls while classes are in session or during the last portion of lunch hour. They are expected in their homeroom to eat lunch.
- 2 When class is not in session, students in the hallways are expected to conduct themselves in a mature fashion and show due consideration of others.

GYM RULES

All students that participate in gym classes are expected to always have two pairs of runners at school; one for outside and one for inside. At any given day, students may be required to have outside PE classes. Flip flops, sandals, dawgs, etc. do not provide adequate support nor do they stay secure when running. The issue with outside shoes is that it only takes minor dirt/dust, which is abrasive, to wear the varnish on the gymnasium floor. This causes potential safety issues and decreases performance of our athletes. No food or drink is allowed within the gymnasium area.

GYM USE – During inclement weather, the gym may be used during lunch hour:

Cell Phone and Electronics If you have given your child permission to bring a cell phone or an electronic game on the bus or to school, the student will be required to place the device in their locker or hand it to their teacher for the remainder of the day. These types of electronic devices are not to be played with at recesses as we found they can get lost or damaged. Cell phones will not be used to contact parents during school hours without permission from the classroom teacher or administrator.

ELEMENTARY PLAYGROUND RULES AND EXPECTATIONS

*** Have respect for yourself, others and the property.

*** You must keep yourself in the view of the supervisor.

*** Think safety.

Bicycles

Bicycles are to be ridden only to and from school and are to be left parked during the school day. There is a bicycle stand by the front and back entrance.

LUNCH HOUR: PERMISSION FOR STUDENTS TO LEAVE SCHOOL PROPERTY

Students who need to leave school during school hours must have permission from their parents/guardians. Parental permission is required to ensure that when students leave the grounds, they do so with the consent of their parents.

Students will be expected to go outside for the first 16 minutes at noon and then return inside to eat their lunch for the remaining lunch time.

TRANSPORTATION OF STUDENTS

School Division busses may not be available for extra-curricular activities; therefore parental drivers are required. Volunteer drivers must provide proof that they have a valid driver's license and that there is adequate insurance coverage on the vehicle being driven. This info will be kept on file in the school **for the current school year only**. Each family must complete a BTPS permission form for transportation. Private transportation required for field trips and extra-curricular activities should be provided by parents of pupils involved or persons approved by the Amisk School Administration. Private vehicles must have a **minimum of \$1 million public liability**.

Vehicles carrying students are required to have transportation permit slip in their vehicle. Students are **NOT** permitted to ride with anyone but their parents if the driver's name is not provided on the original sheet (kept at school). If necessitated, verbal confirmation to the supervisor by the child's parent is adequate.

BUSSING – Refer to BTPS Policy at www.btps.ca

Students may be referred to Amisk Administration if their behavior on the school bus makes it unsafe for other students.

(cont.) Withdrawal of bus services due to inclement weather:

Inclement weather is defined by the Buffalo Trail Public Schools Division No. 28 (Policy Code: EEA) as the following:

- a) "Inclement Weather" is defined as snow, blowing snow, winds causing difficulty and/or low visibility or other weather conditions which would prevent the safe transit of students to or from school.
- b) Wind chill factors or blizzard conditions may necessitate early school dismissal or cancellation of busses in the morning or afternoon.
- c) Schools will remain open with staff in attendance unless otherwise authorized by the Superintendent of School.

Withdrawal of bus service may be initiated by bus drivers in consultation with the bus monitor, school administration and/or parents. When conditions are questionable, parents should communicate their concerns to their bus driver. In cases where busses are running, but parents feel conditions are dangerous, parents have the right to keep their children at home and should inform the school of this.

When busses are not running, the school will remain open for town students and for all other students who arrange their own transportation to school.

The authorized monitor or the Director of Transportation shall arrange for appropriate announcements on the following radio stations:

(910) or 840 CFCW 1080 CKSA 830 CKKY BTPS Website

FACILITIES AND EQUIPMENT USE

1. Service Charges to the Public

The general public will be charged the following fees for using the listed school equipment:

| | |
|-------------|--|
| Photocopier | \$0.25 per page |
| Laminator | \$1.00 per meter |
| Fax Machine | Local to send or receive \$1.00 per page |
| | In Province to send \$2.00 per page |
| | In Province to receive \$1.00 per page |

There are occasions when the community may book to utilize the school for a meeting, course etc. There are fees associated. The school does not allow bookings for birthdays. Please contact the office for more information.

2. Library

No food or drink is allowed in the library.

Please encourage your children to return their library books on time. If the books are overdue, Mrs. Hovde posts an overdue list and the teachers remind the students to return the books. However, if the books do not return, Mrs. Hovde will notify the parents asking for their help for returning the books. If the books are not returned, she will send a bill home to the parents for the replacement of the books.

Mrs. Hovde and the library are only available at certain times.

Students will be accessing the Downtown Library once a month starting in November.

LIBRARY BOOK FAIR

Cancelled this year

3. Replacement of Damaged Equipment

It is important that students, staff, and community members, respect school property and appropriately use equipment. If the equipment is used appropriately, it will last longer. However, damages occur and the cost of replacement is an issue.

School property or equipment which is damaged or lost through the actions of pupils, or a pupil, not attributable to willful neglect or disregard for school property, shall be repaired or replaced at the cost of the school division.

In instances where damage to board property is done in a willful or malicious manner, the principal and the staff of the school shall attempt to recover the full cost from the offending students. It is understood that the principal, at her discretion, may refer any case to legal authorities for investigation.

STUDENT RECOGNITION PROGRAMS

AWARDS AND RECOGNITION

The APPLE is proud to present the following awards and recognition to our students:

- **Basket of Greatness Awards**

Criteria for APPLE Awards at Basket of Greatness:

1. *Student has shown improved behavior over a period of time.*
2. *Student has shown improved academic standing over a period of time.*
3. *The student has demonstrated an understanding of the virtues.*
4. *The student has achieved a goal that was set by the student and teacher.*

**** Each student who is given an award will be recognized at the monthly Basket of Greatness ceremony. They will receive an apple with their name, reason for the award on it and date. This will be presented to them by their teacher. A group picture of all the monthly winners will be taken. Each student who receives an award will have their name put into a draw, ECS and Grade 1; Grade 2 and Grade 3; for a \$10.00 Scholastic purchase. This is donated by Tervita Earth Matters and Nutrien Ltd. 2018*

**** This award is given by the classroom teacher only.*

- **Accelerated Reader (Grades 1-3)**
 - Students complete comprehension quizzes on Library Books they have read. These quizzes will be completed at the Amisk School as teachers wish to monitor their progress. Students achieve points for successfully completing the quiz. When a child accumulates points to a designated point level they are given the opportunity to choose a prize, from the prize cupboard.

- **Cub Coupons**

Criteria for a Cub Coupon:

 1. Student has shown improved behavior over a period of time.
 2. Student has shown improved academic standing over a period of time.
 3. The student has demonstrated an understanding of the virtues.
 4. The student has achieved a goal that was set by the student and teacher.

****Each student who receives a coupon will be called to the office and congratulated by the principal. They will also receive a pencil in recognition and have their picture taken in the principal's chair. A copy of their picture will be sent home with them.*

This coupon can be given from any staff member in our school.

****There will be draws from all the names receiving a cub coupon for the first 3 months in November, February, and again in May. There will be 3 surprise boxes for them to choose from.*

- **Various Awards are presented to deserving students**
- **Elementary Awards in June.**

Basket of Greatness Awards

Celebrations will be held at 11:08 A.M. on the last Tuesday of the month.

The following dates this school year are:

| | | |
|--------------|-------------|---------------------|
| September 29 | October 27 | November 24 |
| January 26 | February 23 | March 30 |
| April 27 | May 25 | June 15(Awards Day) |

RESOLUTION POLICY

It is understood that during the course of the school year, parents will have concerns and complaints that are brought to the attention of administration. It is the intent of this policy to deal with these concerns and complaints in an efficient and effective manner.

GUIDELINES:

1. To lodge a formal complaint, the complainant must be prepared to address his/her concern in person or in writing to the person(s) involved.
2. An Administrator receiving a complaint about a staff member will refer the parent back to the staff member concerned, in an attempt to resolve the complaint.
3. Parental complaints should be resolved at the level at which they occur between the parties involved.
4. If resolution of the complaint is not successful at the first level of intervention between the parties involved, it may be necessary to involve the administration.