

# **A.P.P.L.E. CENTER HANDBOOK**

**2023-2024**



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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 to provide families with information about the Amisk School. The guidelines presented in this document are subject to the authority of the policies of Buffalo Trail Public Schools and the Alberta Education 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 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** to treat others with kindness and respect.
3. I have a **RIGHT** to be safe in this school.  
It is my **RESPONSIBILITY** to behave appropriately and follow the safety rules.
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, 2022-2023 SCHOOL YEAR

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

1. Kindergarten Gr 1-3 - First Day of School	Sept. 5 & 7
2. Apple Open House – Kindergarten- Gr. 3	Sept. 12
3. Theme Day-Crazy Sock Day	Sept. 21
4. Terry Fox National School Run	Sept. 21
5. Basket of Greatness Assembly 11:10 a.m.	Sept. 26
6. Truth and Reconciliation/Orange Shirt Day	Sept. 28
7. Apple Newsletter	Sept. 28
8. Lifetouch individual photos—9:00 am	Oct. 3
9. Happy Thanksgiving no school	Oct. 9
10. Fire Prevention Presentation at HPS	Oct. 10
11. Basket of Greatness Assembly-11:10 am	Oct. 24
12. Apple Newsletter	Oct. 26
13. Theme Day- Halloween Dress up- Gr K-3	Oct. 31
14. Apple Library Scholastic Book Fair	Nov. 21 - 23
15. Remembrance Day Celebration	Nov. 2

16. No school PD for teachers	Nov. 6 & 7
17. No school-day in lieu of P/T interviews & staff mtgs	Nov.8 & 9
18. Remembrance Day- no school	Nov. 10
19. Parent Conferences (all grades 4:00 – 7:00 p.m.)	Nov 21 & 23
20. “Dress Like Your Grade Level” Day	Nov. 28
21. Basket of Greatness Assembly 11:10 AM	Nov 28
22. Apple Newsletter	Nov. 30
23. Term 1 Kindergarten Report Cards	Dec. 1
24. Food Bank 12 Days of Giving	Dec 1 – 18
25. Theme Day –Santa Hat Day & Christmas Sweater	Dec.14
26. Amisk School Xmas Concert-	Dec. 19
27. Amisk Christmas Concert Evening Performance-	Dec. 19
28. Apple Newsletter	Dec 21
29. PJ and Teddy Bear Day for ECS	Dec. 22
30. PAC Christmas Lunch	Dec. 22
31. PJ and Teddy Bear Day for Grades 1 – 3	Dec. 23
32 Christmas Holidays – No School	Dec 34-Jan.7
33 Back to School	Jan 8
34 Theme Day – Book Character Day	Jan.25
35 Freedom to Read Day	Jan. 25
36 Basket of Greatness Assembly- 11:10 a.m.	Jan 30
37 Apple Newsletter	Feb 1
38 Non-Instructional Day – No school for students	Jan 31 – Feb 2
39 Start of 3-day week for ECS (Tues./Wed./Thurs.)	Feb 6
40 Winter Walk Day	Feb. 6
41 Valentine activities	Feb 14
42 Theme Day- Red/Pink Day	Feb 14
43 Random Acts of Kindness Day	Feb 28
44 No School- Teacher Convention	Feb 15 &16
45 Family Day – No School	Feb 19
46 Freedom to Read Week	Feb 20 - 23
47 Pink Shirt Day	Feb 28
48 Basket of Greatness Assembly 11:10 AM	Feb 27
49 Apple Newsletter	Feb 29
50 Teacher’s Pet Presentations	Mar 7-8
51 No School Teachers & support staff PD	Mar 15
52 Ski Trip	TBA
53 Term 2 Report Cards- Kindergarten	Mar 14
54 Theme Day: Career Day	Mar 21
55 Basket of Greatness Assembly 11:10 a.m.	Mar 26
56 Parent-Teacher Interviews (all grades 4:00-9:00 p.m.)	Mar 21
57 Apple Newsletter	Mar 28
58 Easter Activities	Mar 28
59 Easter Break	Mar 29– Apr 7
60 Theme Day- Silly Hair Day	Apr 18
61 No Waste Challenge (Earth Day)	April 23
62 Theme Day – Jersey Day	Apr 25
63 Basket of Greatness Assembly (evening presentation)	Apr 30

64 Farm Safety	TBA
65 Theme Day – Hats on For Mental Health	May 1
66 School PL Day- no school for students	May 3
67 Spring Photos and Class pictures	TBA
68 No school- day in lieu of P/T interviews	May 16 & 17
69 Victoria Day no school	May 20
70 Theme Day- Ranch Rodeo Day	May 22
71 ECS Swimming	May 23
72 Basket of Greatness Assembly 11:10 a.m.	May 28
73 Apple Newsletter	May 30
74 Preschool Beginner Day in Kindergarten	May 31
75 Beginner Day for ECS Students in Grade One	May 31
76 Grade 3 Students Transition Visit to HPS	May 31
77 Fieldtrip	June 6
78 PAC Year-end lunch	June 12
79 Theme Day – Formal Dress Up	June 12
80 Elementary Awards Day- 1:00 p.m.	June 12
81 Last Day of School for ECS & report cards	June 13
82 International Indigenous Peoples Day	June 21
83 Grades 1 – 3 Swimming	June 24
84 Talent Show	June 25
85 Apple Newsletter	June 26
86 Last day for Students	June 26

## 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 2023-2024 school year, the child must be 6 years of age by December 31, 2023.

\*\*For Kindergarten: 5 by December 31<sup>st</sup> of the current school year-2023-2024

## SCHOOL DAY

### **CLASSES AND BELL SCHEDULE**

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

### **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 school doors will remain locked. This is in accordance with BTPS lock down procedures.

There is no staff member 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 lunch.

## SCHOOL PERSONNEL

### 1. School Staff

**Mrs. B. West, Principal**

Literacy All grades – K-3  
P.E. Grades 2 and 3  
Inclusive Learning Coordinator

**Mrs. B. Whitehead**

Grade 3

**Mrs. J. Dewald**

Grade 2

**Ms. A. Carnegie**

Grade 1

**Mrs. M. Roworth**

Kindergarten

**Mrs. A. Flaade**

Administrative Assistant  
& Learning Commons Facilitator

**Mrs. D. Bowman**

Educational Assistant

**Ms. S. Unrau**

Educational Assistant

**Mrs. S. Jenkins**

Educational Assistant

**Mrs. V. Damberger**

Custodian

**SCHOOL BUS DRIVERS**

**Mr. Alfie Walters**, Transfer PR 16

**Mrs. Tricia Strang**, South PR 13

**Mrs. Shawna Dyck**, West & North PR 12

### 2. School Council

**AMISK SCHOOL COUNCIL**

A public meeting for parents will be held to select parent representatives on the 2023-2024 Amisk School Council. We encourage all parents to come out and support the school in an advisory capacity.

At the first regular meeting, the executive will be chosen for the school year. 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, and must also have a current criminal record check on file with the school.** 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 2023-2024 school year. \$120.00 is charged for Grade 1-3 students and \$60.00 for Kindergarten students.

#### ADDITIONAL FEE ITEMS

WINTER SPORTS: Student fees may be collected for bowling or skiing. 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.

General Information Bulletin available at <a href="http://www.education.gov.ab.ca/k_12">www.education.gov.ab.ca/k_12</a>
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#### 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 students are given a pre-ordered homework agenda from the school. We ask that parents please review this each night and sign it.

### 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 with their 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, students will have the opportunity to participate in fun activities at school. 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, 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 Mondays.

General Procedures:

- 1) Referrals may be submitted by staff, parent and student request.
- 2) If a teacher feels that a particular student needs 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 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 and 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 monthly and additional supplementary memos are sent out on occasion. Please check daily planners and folders for additional messages.
- Teachers communicate with parents through the online Seesaw program. Teachers will send home information at the beginning of the year about how parents can enroll in Seesaw to access messages from the teacher, and view their child's work.
- 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](mailto: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.

#### *Parent-Teacher Communication and Reporting*

- 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 ISPs (Individualized Support Planning) are encouraged to contact 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 [ashley.flaade@btps.ca](mailto:ashley.flaade@btps.ca)

## 3. Newsletter (The Apple)

A monthly newsletter will go out on the Thursday following each month's Basket of Greatness assembly. Should you wish an item to go into the newsletter, please e-mail it to the school at the following address: [ashley.flaade@btps.ca](mailto:ashley.flaade@btps.ca)

**Newsletters will usually 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

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 school to report student absences at [amisk@btps.ca](mailto:amisk@btps.ca), or use the school attendance reporting tool on our school website ([amisk.btps.ca](http://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 cumulative absences exceed given percentages of the student's school year, the parent/guardian will be contacted. Further absences may result in the necessity for a meeting between the teacher, principal and parent or guardian.

## 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. Wastepaper and other types of trash 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. The use of profane or obscene language/gestures is strictly prohibited while in school, on the bus or on the playground.
16. 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.
17. 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:

- Emotional                      being unfriendly, excluding, tormenting (eg. Hiding books, threatening gestures).
- Physical                        pushing, kicking, hitting, punching or any use of violence
- Social                            manipulating group membership, excluding individuals from social Connections, rejection by peer group
- Racist                            racial taunts, graffiti, gestures
- Verbal                            name-calling, sarcasm, spreading rumors, teasing

### **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 always stay in school 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](http://www.btps.ca)**

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

**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) Extreme cold weather, wind chill factors (-40 C) 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 CCKY    BTPS Website

Parents can also download the Bus Status app to have up to date information about their child's bus.

## **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. Flaade posts an overdue list, and the teachers remind the students to return the books. However, if the books do not return, Mrs. Flaade 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. Flaade and the library are only available at certain times.  
Students will be accessing the Downtown Library once a month starting in October.

### LIBRARY BOOK FAIR

The book fair is held each year in conjunction with parent-teacher conferences. Funds raised through the book fair will be used to supplement and increase the library's selection of books.

## 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 Walmart gift card. This is donated by 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 successfully meets their AR goal, they are given the opportunity to participate in planned events at the school.

- **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 small prize in recognition and have their picture taken.*

*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 26	October 24	November 28
January 30	February 27	March 26
April 30 (evening)	May 28	June 12(Awards Day)

**RESOLUTION POLICY**

It is understood that during the school year, parents may 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, 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.