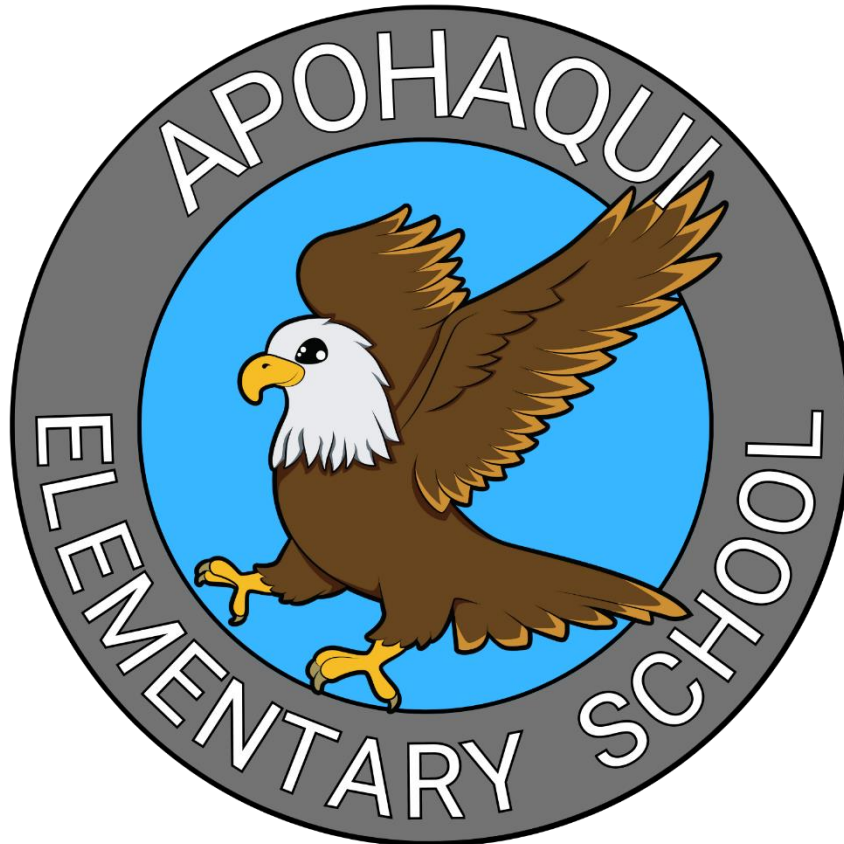


APOHAQUI ELEMENTARY SCHOOL

Home of the Apohaqui Eagles!
Encouraging all members of our community
to meet their full potential



This agenda belongs to:

Name: _____

Grade: _____

Address: _____

Phone Number(s): _____

School Information

Office Telephone (7:30-3:00)	432-2021
Fax	432-2039
School Website	http://apohaqui.nbed.nb.ca
District Website	http://web1.nbed.nb.ca/sites/ASD-S
Principal	Mr. Jeff Johnston jeff.johnston@nbed.nb.ca
Administrative Assistant	Mrs. Darlene Jones darlene.jones@nbed.nb.ca
Kindergarten	Mrs. Christy Hoyt christy.hoyt@nbed.nb.ca
Grade 1	Mrs. Teri Miller teri.miller@nbed.nb.ca
Grade 1	Ms. Sara Creighton sara.creighton@nbed.nb.ca
Grade 2	Mrs. Tracy Johnson tracy.johnson@nbed.nb.ca
Grade 3	Mrs. Angie Carmichael angela.carmichael@nbed.nb.ca
Grade 4	Ms. Sacha Hourihan sacha.hourihan@nbed.nb.ca Mrs. Becky Carr becky.carr@nbed.nb.ca
Grade 5	Mme Amber Douthwright amber.douthwright@nbed.nb.ca
Resource	Ms. Amanda Pangborn amanda.pangborn@nbed.nb.ca
Guidance	Ms. Danielle Materniak danielle.materniak@nbed.nb.ca
Phys. Ed.	Mrs. Laura Surrett laura.surrett@nbed.nb.ca
Educational Assistants	Mrs. Carrie Cossaboom Ms. Heather Johnson Mrs. Tammy McKnight Mrs. Tania Graham Mr. Cody Gard Mrs. Marlene Hall Mrs. Anna Smith
ASL Interpreter	Tracy Doucet
Custodian	Mr. Phil DeBouver

Daily Schedule

7:45	teacher duty		10:15-10:50	Learning Block 4
7:45-8:00	Homeroom		10:50-11:25	Learning Block 5
8:00-8:35	Learning Block 1		11:25-12:00	Learning Block 6
8:35-9:10	Learning Block 2		12:00-12:50	Lunch (play/eat)
9:10-9:45	Learning Block 3		12:50-1:25	Learning Block 7
9:45-10:15	Recess (play/eat)		1:25-2:00	Learning Block 8

The mission at Apohaqui Elementary School is to engage all learners, promote academic excellence, and develop individual growth in a safe, nurturing environment.

Apohaqui Elementary School Vision:

Encouraging all members of our community to reach their full potential

Personal and Social Wellness and our Positive Learning Environment

Our goal at Apohaqui Elementary School is to teach or guide students toward positive personal growth including taking responsibility for behaviour, developing positive self-esteem, and communicating effectively with others. We believe as students learn and practice positive social skills then negative behaviours will lessen. Our Mission Statement says that we have a right to come to a school where we are safe, where we are treated respectfully, and where we will be able to learn.

“Be Safe, Be Respectful, Be Ready to Learn” summarizes our responsibilities to ourselves and to others.

These are guidelines that will help our students lead productive lives at school, at home, in the community, and in the workplace. This behaviour code is reviewed regularly in classrooms and daily in morning announcements.

Joining In

At AES, we want our students to have fun and enjoy playing together. Sometimes roughhousing and/or aggressiveness occurs when children are unsure how to join a group or activity. Learning how to join in is a skill that might have to be learned.

Children use a number of strategies to join a group of children playing. Some linger close before asking, and others jump right in. Using these skill steps, students have the opportunity to join their peers in an on-going activity. Being able to join a group is a useful skill at any time in our lives.





1. Decide if you want to join in—do you really want to participate?
2. Decide what to say—possible things to say: “Can one more person play?” or “Can I play, too?”
3. Choose a good time—usually before an activity starts or during a break in the activity
4. Say it in a friendly way—both in tone and in “body language”

There’s playing and there’s rough-housing!

We are working hard at AES to teach the students pro-social skills — skills that will help children in their interactions with peers and adults at school, at home, and in the community. We are also encouraging children to be active on our playground—enjoying outdoors, climbing, running, and playing. What we cannot allow, however, is any sort of physical aggression including what the students say is “just fun” or “just playing.” Rough-housing of any sort cannot occur because it inevitably leads to hurt feelings or hurt bodies!

Teasing and Bullying

The Three-Step Plan is a guide for students to use when someone is unkind to them such as teasing. Teasing is when someone is saying or doing something that bothers us—sometimes children don’t even realize they are bothering others so it is necessary to tell them so they can stop. The Three-Step Plan is an assertive way to deal with teasing by using words to express feelings and by controlling reactions to others.

The Three-Step Plan:

It is essential to use assertive body language throughout the steps.

- ☐ Look at the person’s face.
- ☐ Use a serious facial expression (do not smile).
- ☐ Use a serious voice.

1. Say, (their name), “Stop bothering me.” or “Stop (say what they did).”

2. If they don’t stop say, “Stop or I’ll tell”

3. If they don’t stop, go tell.

Bullying, however, is when someone says they will hurt us or hurt our feelings or actually hurt us physically. It is intentional, repetitive, and it takes a person’s power away. Bullying is different than teasing, and we want students to report bullying right away. Students have a right to feel safe at school and have a responsibility to others to not behave in a way that threatens their safety. All students are taught skills for dealing with playground conflicts. The goal is to have children learn assertiveness skills necessary to feel confident and to be able to stand up for themselves and equally important to be able to stand up for their peers.

Another important lesson is: ‘There’s no such thing as an innocent bystander.’ Everyone can play a role in bullying prevention by supporting the victim, defusing the bullying, and reporting the behavior immediately. Students are taught how to do this without putting themselves at risk. A powerful force in preventing bullying is when children themselves show those who are bullying that they will not be looked up to nor will their cruel behaviour be tolerated. We want children to feel confident in their role in helping to create a playground or community where they feel safe and also in our assurance that we want this as well.

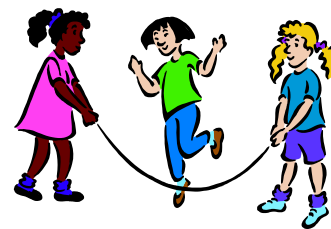
As a school community—staff, students, and families—let’s team together to ensure our students feel safe at school. Help us create a positive learning environment by discussing these issues with your child. Your

reinforcement of this training at home not only helps Apohaqui Elementary be a safe place but also provides the practice of pro-social skills which will be beneficial throughout life.

Playground Rules

Here are some more specific rules for outside play:

- There will be zero tolerance for fighting or even 'play fighting'.
- Students may not build forts, throw snowballs, or play 'king of the hill.'
- Students must stay out of the ditches and within playground boundaries.
- Students may not take snacks to the playground.
- Students may not leave the school grounds without permission



If you are picking up your child during school hours, please go to the office and we will arrange for your child to meet you. Please do not pick up your child directly from the playground during school hours.

PROVINCIAL STUDENT CODE OF CONDUCT

As a student,
I am responsible for my own behaviour to the best of my abilities.

- I will be responsible for my own personal choices.
- I will respect others' differences, ideas and opinions and treat everyone fairly.
- I will not tolerate bullying of any kind and I will report bullying when I have knowledge of it.
- I will do whatever I can to help those around me who may be struggling.
- I will respect the school's rules.
- I will attend my classes, do my homework, and be prepared and on time.
- I will behave in a way that is empathetic, responsible and civil to those around me.
- I will resolve my conflicts in a constructive manner.
- I will treat school property and the property of others with respect.

I will respect myself.

I will respect others.

I will respect my environment

Positive Learning at AES

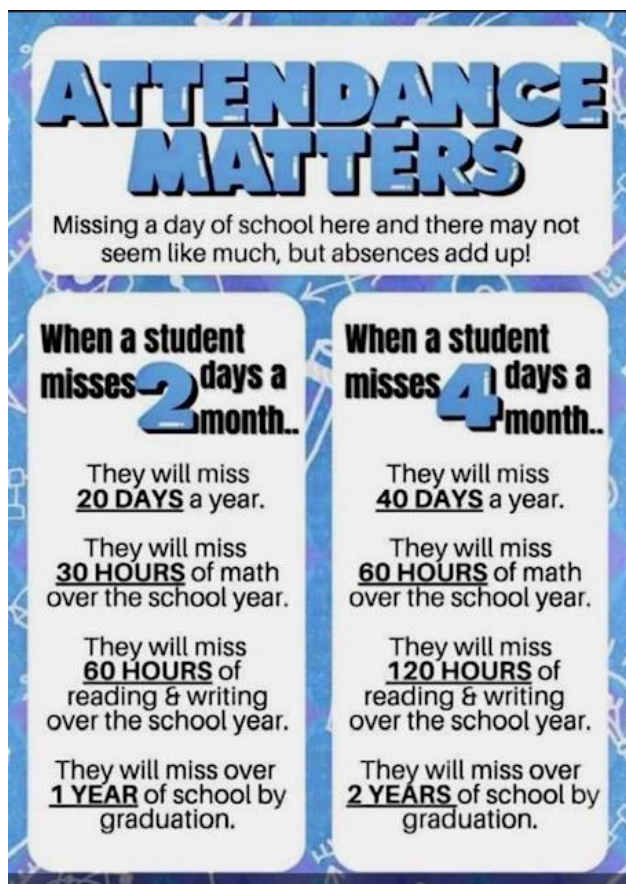
A number of programs are available to assist in student development of prosocial behaviour. Our goal at Apohaqui Elementary is to help students "turn it around" and make positive choices in the future. As stated in Provincial Policy # 703 – Positive Learning and Working Environment for New Brunswick Schools, 'Inclusive educational practices are supported and promoted. Students are responsible for their behaviour in accordance with their age and stage of development, and to the extent to which their behaviour is voluntary.' Intervention plans for students experiencing difficulties will be a team approach involving school personnel as well as the parent(s) and student to the fullest degree possible. Consequences will be appropriate for the student's age and/or stage of development, will be appropriately timed, and will reflect the severity of misconduct (in the case of chronic misbehavior, may take previous interventions into account). Emphasis will be placed on activities which allow students to understand how their behavior affected others and to make up for the misconduct, usually during an 'In the Zone' session.

Attendance and Tardiness

According to the New Brunswick Education Act, it is the role of a parent to ensure a child's regular attendance at school and this is crucial for academic success. This includes arriving at school on time in the morning and staying until instruction is completed at the end of the school day. If a student is absent from school for any reason, a parent or guardian must register that in School Messenger/Safe Arrival or provide a written excuse (in agenda or in note form) explaining the absence. Preference would be to have families register in School Messenger. Students are responsible for making up work and assignments missed during absences. Please call the school if your child will be absent for more than a day or two.

'Attendance Matters'

A school attendance policy (which reflects the district and provincial policies) was implemented to address absenteeism and emphasize the importance of daily attendance. When a child is present – important aspects of instruction are not missed and learning is not compromised.



Homework

Students are expected to complete their homework assignments to the best of their ability. A consistent study routine established now will aid students throughout their school career. Please sign your child's homework once it is completed.

Literacy & Numeracy Awareness

One of the best ways to enhance literacy development is to read to or with your child, to provide opportunities for your child to read aloud to you or another family member, or to read alone with their imagination!



Numbers, numbers everywhere! Take the time to show your child how numbers are all around us and how numeracy impacts day-to-day life. This helps them understand how important math really is!

Bus and Vehicle Zone and Restrictions

Vehicles are not to block bus entrance to or exit from the school driveway (7:30 to 8:00 and 1:45 to 2:10).

For parents who drive their children to school please do not leave your children until the supervising staff is present on the playground at 7:30 am.

Students who walk or ride bikes to school enter the playground on the east side (Sussex direction) of the drive and walk along the front of the school to the west playground. The same instructions apply while bus loading in the afternoon. For safety reasons, walkers and bikers are dismissed after the buses leave school grounds in the afternoon.

Safety Drills

Safety drills (fire drills, “lockdown” drills, and off-site evacuation drills) are practiced throughout the year. Parents will be given advanced notice of our first drills so that younger children can be prepared. Currently our off-site evacuation center is the Atlantic Community Church, and we thank the church staff for their hospitality on such occasions.

After-School Care Procedure and Bus Safety

Anglophone South School District Transportation provides busing to and from the stop closest to your home with one alternate location as approved. Please send your child's after-school care schedule to the classroom teacher. Any changes to the after-school schedule must be communicated in writing.

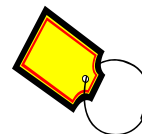
Emergencies should be the only reason for last-minute changes to an after-school schedule – such calls must be received prior to 1:30 pm to ensure that all concerned individuals receive this information in time for dismissal.

Visitors/Drop Off and Pick Up of Students

All visitors must sign in at the office, and a visitor's tag will be provided.

Please return the tag and sign out when you leave.

When picking up a student from during school hours, please go to the office and we will ensure your child meets you there. Please do not pick up students from the playground during school hours.



There are five basic on-bus rules:

- ***Obey the driver,***
- ***Respect others,***
- ***Remain seated,***
- ***Keep the aisle clear***
- ***Talk quietly.***



In the morning, students should be at their stop five minutes before their scheduled pickup. **For students in kindergarten to Grade 2, the district requires that a parent or caregiver be present/visible at the bus stop each day.** According to the Family Services Act of NB, a child under the age of 12 years cannot be left alone. If the bus driver suspects that a student is going home to an empty house, they will be returned to the school at the discretion of the driver, for the safety of the child.

Storm Days and Closure Routines

For the safety of students, during poor weather or road conditions schools may be closed. This will be announced prior to 6:30 a.m. on local radio stations. You may also call the weather line at **1-855-535-7669 [SNOW]**, check the district website at www.asds.nbed.nb.ca, or you can follow on Twitter at http://twitter.com/ASD_South



When it is decided that buses will be delayed the school will be open at the regular time to receive students.

If schools are closed early, every effort will be made to notify parents, and an announcement will be made on local radio stations. **Parents are asked to provide emergency numbers and an alternate location (and keep these updated throughout the school year)** for this reason. There may also be the occasion when an individual bus run may be delayed or cancelled. Ultimately, parents have the final decision in sending their children to school in inclement weather situations.

Toys and Electronic devices

All toys and electronic devices are to be kept at home to prevent loss, breakage, or a distraction to learning. School personnel will not be held responsible for these if they are brought to school.

Wellness Guidelines

We believe that a healthy lifestyle optimizes learning. Please help your child get adequate sleep, a good breakfast, and healthy snacks and lunches to provide the energy needed to learn. Treats in a student's lunch may be eaten after the lunch meal. Milk and water are encouraged for drinks.



Medication

Parents requesting the administration or supervision of the child's self-administering of medication must make their request in writing including an explanation of the condition, the care requested, the name of the medication, dosage, timing and amount, and any other information. Medication must arrive at school in the proper container with dispensing instructions clearly labeled. Please request an Essential Routine Services and Emergency Plan Form from your child's teacher. A meeting will be arranged to go over the necessary details.

Note: If a child is taking medication on a regular basis (even if this is only at home), it is the responsibility of the parent to inform the school of the medication and dosage. This information is required by First Responders and/or hospital personnel should an emergency arise. Please remember, non-disclosure may put your child at risk if such medical care is necessary.

Allergy and Scent Alerts

Apohaqui Elementary School is a nut-free, scent-reduced facility. Thank you for not packing peanut and other nut products in your child's lunch. Contact with nut products may lead to severe allergic reaction including shock, so students are asked to wash their hands before leaving for school as well. Students, staff, and volunteers are encouraged to wear scent-reduced deodorants, hair products, etc. Allergy Aware posters throughout the will indicate 'Scent Reduction' and 'Peanut/Nut Free' environments.



Apohaqui Elementary is an Allergy Emergency station. Both a junior and adult epinephrine dispenser is available in an alarmed cabinet in the school lobby. We are pleased to provide this service for anyone who may require this emergency, life-saving medication.

Apohaqui Elementary is also an AED site. A cabinet holding an Automated External Defibrillator has been placed in our school lobby. An AED is designed such that it can be used by persons without substantial medical training who are responding to a cardiac emergency.

Dress

Unless the weather is very severe, students will be outdoors for play periods. Please make sure they have water-proof footwear as well as warm clothes (layers are best), hats, and mittens for winter weather. A change of clothes kept at school is recommended for all students.

School and Home Connection

There are a number of ways you can help at AES: PSSC, Home and School, knitting mittens, volunteering in our school with special activities or outings, etc. Let us know if you would like to help out in any way!



We welcome parents' questions. In addition to parent-teacher interviews in the fall and the spring, please call the school office or send a note in the agenda at any time during the school year to set up a time to talk to your child's teacher.

A voicemail/email program called School Messenger is used to send weekly notices to your home. To be fully informed of special events, school activities, last-minute changes in bus routes (when applicable), and other important information your contact information must remain up to date.