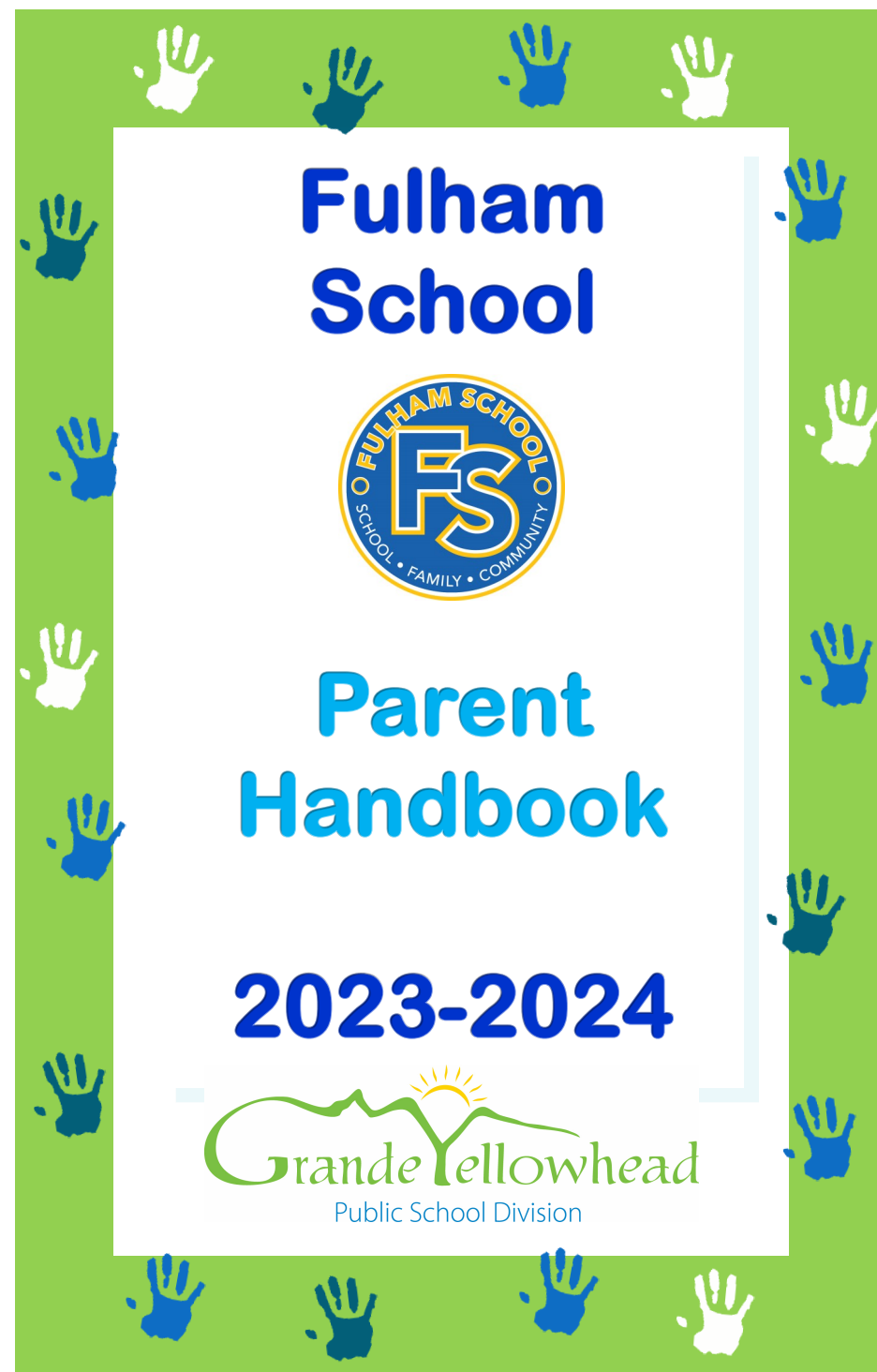


## **Fulham School Parent Council**

The School Council is of paramount importance to the success of many of our programs. Officers will be elected during the establishment meeting at the school on a date and time to be announced. All parents are welcome to attend Fulham School Parent Council meetings and it is a great way to be involved and informed about what is happening in our school.. The Council is always looking for new and fresh ideas. Meetings are held on a regular basis; watch for times and dates in the monthly newsletter.



Fulham School is a  
**NUT AWARE** school!

Please send **no nuts** of  
any kind to school with  
your child.

Fulham School is a  
**SCENT FREE** school!

Please do **NOT** wear  
strongly scented  
clothing or perfume of  
any kind.

No SCENTS = GOOD SENSE!



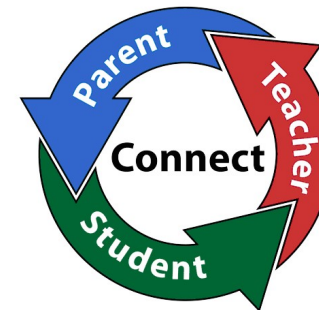
WE ARE SCENT-FREE

Allergy Aware School



### Communication With Parents

1. Parents needing to speak with their child's teacher in person should try to make an appointment in advance.
2. Memos are sent to parents when there is a change in school schedule, to announce special activities and to pass on information.
3. Newsletters are sent out at the beginning of each month through email to inform parents of the proposed program for that month. If you would like a printed copy of our newsletter, please let your teacher know.
4. Each student is given an agenda to be used as a communication tool with the classroom teacher.
5. A weekly phone message and email from the Principal is sent out every Sunday.



## TABLE OF CONTENTS

Page Number

### Outside Use of Facilities

1. Requests for use of school facilities by outside groups must be approved by the Principal.
2. Normally there is no charge for the use of facilities by local groups for recreational purposes such as volleyball, Brownies, etc.
3. Charges may be levied if it is necessary to have the custodian come in for extra work, if the facilities are not left clean or if any damage is done.

Welcome	4
How to contact us	5
Staff list	6
Our School Day	6
Attendance	7
School Philosophy	8
Progress Reports	9
Awards	10
Safety Drills	11
Busing	12
Bus Rules	13
Student's Rights and Responsibilities	14
School-wide Behavioral expectations	16-18
Anti-bullying	19
Homework	20
Instructional Materials Fees	21
Footwear	22
Lost Property	23
Library	24
Special Events	25
Illness of Students	26
Medications in school	27
Outside use of facilities	28
Communication with parents	29
School Council and Parent Council	30



## Welcome

We look forward to working with you as partners in the education and development of your child. Your involvement, participation and interest in our school community will benefit your child and Fulham School.

Thank you for your interest and involvement in your child's education. Together we will have a great year!

## Mission Statement

In conjunction with the community, our mission is to inspire all students to develop a passion for life long learning and to become engaged, active, informed, responsible citizens within a global community.



## ORAL MEDICATION IN SCHOOL

On request by a parent, oral medication may be administered by school division personnel during school hours or during a school sponsored activity, subject to the following regulations.

1. The principal shall designate someone with the school to administer the medication.
2. Written instructions signed by the parents and physician will be required and will include the following:
  - a) name of child
  - b) name of medication
  - c) purpose of medication
  - d) time to be administered
  - e) dosage
  - f) possible side effects, and required counter measures
  - g) duration of the treatment
3. The parents of the student must assume responsibility for advising the principal of any change in the student's health or change in medication.
4. The principal must have the discretion to reject requests for administration of medication.
5. Any medication remaining at the end of the designated administration period shall be returned to the parents.
6. The medication is to be labelled and stored so it is inaccessible to students.

## Illness of Students

1. If a child becomes ill during the school day, parents (or alternate emergency numbers) are informed immediately by telephone, whenever this is possible.
2. If it is not possible to contact the parents immediately, and medical attention is deemed advisable, the Principal or her designate arranges for the child to be examined by a doctor.
3. Every effort is made to inform parents or guardians of the child of the illness and have them assume custody of the child.
4. There is a Sick Room available at school for students who require it. However, students who are too ill to be in class should be at home.  
**Students deemed to be ill must be picked up by a parent/guardian within one hour of notification.**

## How to Contact Us

Grande Yellowhead Public School Division  
(Education Services Centre) 780 -723-4471

Fulham School 780-693-2186

### Mailing Address

Fulham School  
55425 HWY 32  
Yellowhead County, AB  
T7E 3X6

Our school website:

<https://fulhamschool.gypsd.ca/>



## Our 2022-2023 Staff

**Principal:** Janaya Marshall

**Kindergarten:** Mrs. Anne Walker

**Grade 1/2:** Miss Marshall/Mrs. Walker

**Grade 3/4:** Mr. Clay Beck

**Grade 5/6:** Mrs. Alison Minelli

**Education Assistants:** Mrs. Stacey Clark,  
Mrs. Connie Werzun

**Secretary:** Mrs. Teresa Donnelly

## Our School Day

Bell times	Monday-Friday
School start day	8:30
Classes Start	8:35
Recess or Break	10:30
Classes Resume	10:45
Lunch Recess	12:00
Lunch	12:30
Classes Resume	12:50
Recess or Break	2:00
Classes Resume	2:15
Dismissal	3:13

If students arrive prior to 8:20a.m., they are to remain in the library quietly reading until there is supervision outside, at which time they may join the bus students on the playground.

## Special Events

It is customary to hold parties for the children at Halloween, Christmas, and Valentine's Day.

It is also a tradition in this school to hold an annual concert at Christmas, in which all classes participate. The concert is a good experience for both parents and pupils. There is usually a dress rehearsal and two performances for the public.

Drama Week is generally held during March, in which all students participate in some capacity. The performances are held on the final day.

Special activities are planned for the end of June each year.

Some parents object on religious grounds to their children taking part in these special events. Parental wishes in these matters shall be respected. The children concerned are engaged in worthwhile activities or may stay at home on these days if the parent so requests.



## Library

1. Our students are encouraged to use the school library. They may exchange their books on a weekly basis or renew them for an extra week or two.
2. In the event that books are damaged or lost, we will bill parents so that we may replace those books. The student may not be allowed to check books out of the library until their fees have been paid.



## Attendance

Attendance is taken each morning and afternoon. If you know your child is to be away, please inform the classroom teacher and/or notify the office. Parents of students whose absence is unaccounted for, will be contacted by the office as a way of ensuring the safety of the student.



## School Philosophy

We believe that the primary purpose of our school is to assist each child in achieving his/her full potential as an individual and as a social being. Children need to develop self discipline and self respect as well as respect and tolerance towards others. We believe that this can best be achieved in a warm supportive environment based upon mutual trust and respect.



## Lost Property

1. Parents are strongly urged to insure that students have their names on all articles brought to school. Many articles are misplaced and names make it possible to identify them.
2. Parents should have their child check the "lost and found", as many missing articles frequently show up there.
3. Items not claimed in the "lost and found" are donated to the local Thrift Shop in Edson.

## Damage to School Property

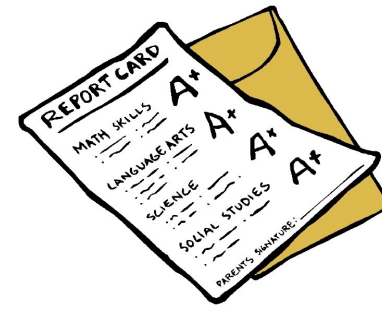
Billing parents for any damage done to school property by a student is done through the Division office.





## **Footwear**

Students should have proper boots to wear on wet, muddy days, and warm boots for winter. Outside boots must be taken off in the boot room. Light non-marking footwear is necessary for inside wear, especially since we are required to have fire drills. Proper fitting non-marking gym shoes are required for Phys. Ed. class. We ask that visitors to our school also remove wet and dirty outside footwear.



## **Progress Reports**

1. Report cards will be issued in December, March, and June . The June report indicates the pupil's placement for the following year and reports student learning.
2. Student evaluation will be a continuous part of the teaching process designed to determine what a student knows and can do in all areas of development relative to his/her education.
3. While formal written reports are issued during the year, parents are encouraged to maintain on-going dialogue with children and teachers regarding their child's learning.

## **Going Outside at Recess and Noon**

1. Generally, students who go outside feel more alert and work better; therefore, teachers strongly encourage children to go outside at recess and noon hour unless the weather is severe.
2. We strongly believe that if a student is too ill to go outside at breaks then, for their own sake and for the sake of the other students, they should be at home in bed.

## **Parent-Teacher Conferences**

1. Parent-teacher conferences are held twice a year as part of the reporting of student performance.
2. The dates of Parent-Teacher Interviews will be announced on the calendar. There is usually a choice of two days and they are held a few weeks before progress reports are issued.

## Awards

Awards are presented in June on the same day as our Grade 6 Farewell and Kindergarten Ceremony.

Citizenship Awards are awarded to students in Kindergarten to Grade 5 who demonstrate the characteristics of good citizenship.

The John Meyer Memorial Award is awarded to a Grade 6 student who consistently demonstrates the characteristics of a socially responsible citizen.

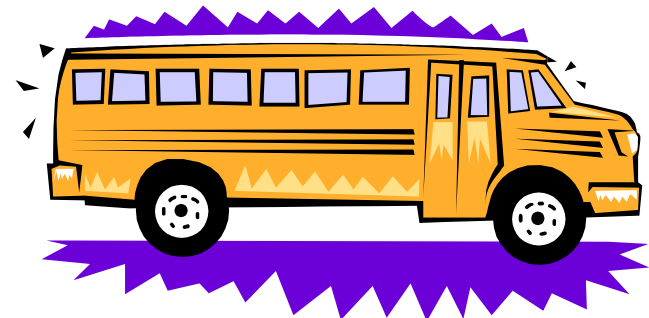
The Debra Anne Camarta Memorial Fine Arts Award is presented to a student in Grade five or six who demonstrates a positive attitude in the area of Fine Arts and effort in learning new skills and improving familiar ones.

The Garth Grigat Memorial Award is presented to a Grade five or six student who displays a positive language learning attitude and demonstrates a competence in their first language and in learning a second.

The Amanda Johnston Memorial Award is presented to a student with a happy disposition, positive attitude toward school, helpful and enjoys working with younger students.

## Instructional Materials Fee

The Instructional Materials fee for the current school year will be \$60/child, payable as soon as possible after Sept. 5th, 2023.



## Homework

Fulham School believes that homework is occasionally desirable and necessary.

### **GUIDELINES:**

Homework may be assigned to individuals under certain circumstances (e.g. absence from school, wasting time allotted in school).

If homework is assigned, the assignment shall be reasonable for the individual child.



## Safety Drills

### **Fire:**

Regular and alternate maps (fire routes) are posted in the classrooms and practices are held at intervals throughout the year.

1. Students and teachers will move directly to the exit door, not stopping to pick up materials or clothing on their way out. (That is why students should always be wearing shoes.)
2. Students will move out in a quiet and orderly fashion to designated areas.
3. Teachers will take attendance when outside. In the event of an actual fire students will be escorted across the road to the Fulham Community Hall.

### **Lock-downs:**

Students and staff will also practice Lock-down drills throughout the year. If a situation arises when it is safest for students to remain in the school but are threatened, then a Lock-down situation may occur.

Staff has been in-serviced on the proper protocol for lock-downs. If you have questions please ask your classroom teacher or Principal.

## **Bussing**

1. Parents who need to make different arrangements for their child to go home after school, please notify the bus drivers, as well as the office and/or classroom teacher by phone call, message, or writing in the child's agenda. As per GYPSD Policy 17, Transportation Services does not provide busing for non-registered riders. Families may request a single ride for a registered student on a different bus in the case of emergency child-care, which may be granted if special conditions are met. The bus will not deviate from its normal route or time nor will it make special stops.
2. Students must be appropriately dressed for the weather conditions.
3. The bus will not run if the temperature drops to dangerous levels or if stormy weather or road conditions make bus travel unsafe. The driver will attempt to phone all parents on his/her bus run to notify them that the bus is not running that day. Division wide or individual school closures will be announced on local radio stations.
4. Please call your bus driver as soon as possible if you know that your child will not be on the bus in the morning.
5. It is highly recommended that you sign up for the Bus Status app. This app is available for iPhone or Android phones and is free of charge. Through this app, you will receive immediate notice of any bus delays or cancellations.

## **Anti Bullying Policy**

Bullying means repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or distress to one or more other individuals in the school community, including psychological harm or harm to an individual's reputation.

Grande Yellowhead Public School Division has devised a policy in regards to bullying that may occur on and off school property. This document is available on the [gypsd.ca](http://gypsd.ca) website under the Our Division section; click on administrative procedures, 300 Students, and find AP310 Appendix– Division-Wide Bullying Prevention.

Fulham School does not tolerate any of these behaviors. If your child is aware of these behaviors occurring on or around our school, please inform the principal so that the appropriate actions can be taken.



	<b>Be Organized</b>	<b>Be Cooperative</b>	<b>Be Kind</b>	<b>Be Safe</b>
<b>Library</b>	-Push in chairs -If you look at a book, return it to its proper place on the shelf. -Put garbage in garbage cans	-Sit only in designated areas. -Use computers properly with permission	-Use an inside voice -Respect property -Return borrowed material	-Walk -Use only with permission -Use proper social distancing.
<b>Bathroom</b>	-Put garbage in the garbage can	-Use appropriate amount of soap, paper towel and toilet paper. Wash hands well for the correct amount of time.	-Flush -Respect others' privacy -Use a quiet voice -Use polite language	-Wear shoes -Use facilities properly
<b>Bus Lane</b>	-Have your belongings with you -Zip up your bag	-Keep walkway clear	-Use polite language -Make sure everyone is on the bus	-Walk single file in the correct direction. -Line up along the chain -Keep walking to the playground when a bus turns into the driveway—the bus will wait.

## School Bus Rider Rules

1. Students should be at the bus stop 3–5 minutes before scheduled pickup time and be appropriately dressed for weather conditions.
2. Wait for the bus to come to a complete stop before getting out of your seat or on/off of the bus. Students must not leave their seat while the bus is in motion.
3. Cross the road 3 meters in front of the bus. Do not cross the road until the Bus Driver signals you to do so.
4. Go directly to the seat assigned to you and sit facing forward with your feet in front of you.
5. Do not put arms, hands or head out the window. Place all garbage in the trash container. DO NOT throw garbage/objects out the window or on the floor.
6. Loud or noisy behavior is prohibited as this is distracting to the Bus Driver.
7. Articles NOT permitted on the bus: skis, snowboards, skateboards, animals, firearms, explosives, combustible materials or anything of a dangerous nature that might endanger the lives or safety of others. Check with the Bus Driver before taking sports equipment or band equipment on the bus.
8. Electronic audio equipment with adequate sound retention headphones may be used by passengers, at the discretion of the Bus Driver.
9. The aisle of the bus must be kept clear at all times. No article may block or extend into the aisle or emergency exits.
10. Permission from a caregiver/school is required before a passenger may be dropped off at another stop. Please inform the Bus Driver when you will not be on the bus.
11. The School Bus Driver is responsible for passenger safety. Follow the direction of the Bus Driver at all times.
12. Profanity, abusive language/behavior or possession/use of drugs, tobacco or alcohol, on the school bus, will not be permitted. Incidents will be reported to the Principal immediately.
13. Any violation of the rules or damage to the bus will be reported to the Principal. The passenger or their guardian may be charged with the cost of repair for any damages.



## Student's Rights And Responsibilities

### Rights

Students have the right to:

1. Be treated with understanding.
2. Be respected.
3. Be safe.
4. Learn.
5. A clean, orderly and pleasant school.
6. Have their property treated with respect.

### Responsibilities

Students have the responsibility to:

1. Not laugh at others or hurt their feelings.
2. Respect all others.
3. Not threaten or hurt others.
4. Ensure that their behavior does not interfere with the learning of others.
5. Help keep the school and school grounds clean, orderly and pleasant.
6. Respect school property and the property of others.



	Be Safe	Be Kind	Be Cooperative	Be Organized	Computer Use
	<ul style="list-style-type: none"> <li>-Only visit appropriate Web sites</li> <li>-Use devices only when supervised by an adult</li> <li>-Report inappropriate content</li> <li>-Do not plug or unplug the charger carts yourself, a teacher must do this.</li> </ul>	<ul style="list-style-type: none"> <li>-Use appropriate language when communicating with others</li> <li>-Connect device to charger when battery is getting low.</li> </ul>	<ul style="list-style-type: none"> <li>-Use Internet only as directed by supervisor</li> <li>-Have your name on your own personal computer.</li> <li>-Respect equipment and other people's work</li> <li>-No food and/or drinks nearby</li> <li>-Wear headsets when sound is on</li> <li>-Log on and off properly</li> </ul>	<ul style="list-style-type: none"> <li>-Only print school related material with permission</li> <li>-Leave the iPad and/or laptop clean and close the cover when not in use.</li> </ul>	
	<ul style="list-style-type: none"> <li>-Play by agreed-upon rules</li> <li>-Use equipment properly</li> <li>-Follow directions</li> <li>-Think before you act</li> </ul>	<ul style="list-style-type: none"> <li>-Be encouraging</li> <li>-Be kind about both winning and losing</li> </ul>	<ul style="list-style-type: none"> <li>-Include others</li> <li>-Show good sportsmanship</li> <li>-Wait for directions</li> <li>-Use an indoor voice</li> </ul>	<ul style="list-style-type: none"> <li>-Be ready on time</li> <li>-Return equipment to proper location</li> <li>-Wear proper gym shoes</li> </ul>	<b>Gym</b>

	Be Organized	Be Cooperative	Be Kind	Be Safe
<b>Classroom</b>	<ul style="list-style-type: none"> <li>-Be on time and prepared for class</li> <li>-Keep desk area tidy</li> <li>-Complete assigned tasks in a timely manner</li> <li>-Put garbage in the garbage cans</li> </ul>	<ul style="list-style-type: none"> <li>-Talk and work quietly</li> <li>-Ask permission to leave</li> <li>-Let others learn without interruption</li> <li>-Show respect for school property and the property of teachers, other students and your own</li> </ul>	<ul style="list-style-type: none"> <li>-Use positive and encouraging language</li> </ul>	<ul style="list-style-type: none"> <li>-Wear shoes</li> <li>-Walk</li> <li>-Keep hands and feet to self</li> <li>-Sit on chairs properly</li> <li>-Report when things are broken</li> </ul>
<b>Lunch/Snack</b>	<ul style="list-style-type: none"> <li>-Keep eating area clean</li> <li>-Return lunch kit to proper place when done eating</li> </ul>	<ul style="list-style-type: none"> <li>-Use good table manners</li> <li>-Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>-Use polite language</li> </ul>	<ul style="list-style-type: none"> <li>-Eat your OWN lunch</li> <li>-Throw away your garbage</li> <li>-Clean up spills</li> </ul>

### School Wide Behavioural Expectations

	Be Organized	Be Cooperative	Be Kind	Be Safe
<b>Playground</b>	<ul style="list-style-type: none"> <li>-Respond promptly to bells</li> <li>-Bring in equipment and belongings</li> <li>-Put garbage in the garbage cans</li> </ul>	<ul style="list-style-type: none"> <li>-Listen to all supervisors</li> <li>-Respect others' space, property and feelings</li> <li>-Take turns</li> <li>-Choose teams fairly</li> <li>-Play by agreed upon rules</li> </ul>	<ul style="list-style-type: none"> <li>-Use encouraging words instead of teasing words</li> <li>-Include others</li> </ul>	<ul style="list-style-type: none"> <li>-Follow play-ground rules</li> <li>-Stay in the perimeter</li> <li>-Think before you act</li> <li>-Hands to yourself</li> <li>-Use equipment properly</li> </ul>
<b>Hallway/boot room</b>	<ul style="list-style-type: none"> <li>-Keep boot racks, cubbies, hooks and lockers neat</li> <li>-Put personal items away properly</li> </ul>	<ul style="list-style-type: none"> <li>-Enjoy hallway displays, but don't touch</li> <li>-Stop and knock before entering other classrooms and staffroom</li> </ul>	<ul style="list-style-type: none"> <li>-Use positive language</li> <li>-Be courteous</li> </ul>	<ul style="list-style-type: none"> <li>-Keep hands, feet and objects to self</li> <li>-Walk</li> <li>-Older students yield to younger students</li> <li>-Walk to your right on the arrows.</li> <li>-Walk forward watching where you are going</li> </ul>