

Fultonvale Elementary/Junior High School
Student Handbook

2008/2009

Principal: Miss MJ Nam

Assistant Principal:

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Sherwood Park, Alberta
T8C 1B5

Telephone (780) 922-3058
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Bell Schedule 2008-2009

Junior High

| | |
|--------------|---------------|
| Warning Bell | 8:30 |
| Period One | 8:35 - 9:25 |
| Period Two | 9:25 - 10:15 |
| Break | 10:15 - 10:21 |
| Period Three | 10:21 - 11:12 |
| Period Four | 11:12 - 12:03 |

| | |
|--------------------|---------------|
| Lunch in Homerooms | 12:03 - 12:21 |
| Lunch Recess | 12:21 - 12:51 |

| | |
|---------------|--------------|
| Warning Bell | 12:51 |
| USSR/DPA Time | 12:56 - 1:26 |
| Period Five | 1:26 - 2:16] |
| Break | 2:16 - 2:20 |
| Period Six | 2:20 - 3:10 |

Short Day Schedule

| | |
|----------|--------------------------|
| No USSR | |
| Period 5 | 12:56 - 1:33 (Short Day) |
| no break | |
| Period 6 | 1:33 - 2:10 (Short Day) |

On the First Wednesday of every month, students will be dismissed at 2:10

Elementary

| | |
|--------------|---------------|
| Warning Bell | 8:30 |
| Period One | 8:35 - 9:25 |
| Period Two | 9:25 - 10:09 |
| Recess | 10:09 - 10:21 |
| Period Three | 10:21 - 11:12 |
| Period Four | 11:12 - 12:03 |

| | |
|--------------------|---------------|
| Lunch in Homerooms | 12:03 - 12:21 |
| Lunch Recess | 12:21 - 12:51 |

| | |
|---------------|--------------|
| Warning Bell | 12:51 |
| USSR/DPA Time | 12:56 - 1:26 |
| Period Five | 1:26 - 2:10 |
| Recess | 2:10 - 2:20 |
| Period Six | 2:20 - 3:10 |

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Welcome to Fultonvale Elementary/Junior High School

The staff of Fultonvale welcomes all returning students and extends a special welcome to all new students, new grade sevens and those who have recently moved to our area. We know that you are eager to share in the many varied activities that make this an exciting school. We encourage you to add to the pride that students past and present have in this school.

We hold high expectations for your daily behavior and for the quality of work that you do in every class. We expect nothing less than your personal best at all times. *Respect for yourself and others*, and a *positive, cooperative attitude*, where you take responsibility for all you do, will be your guide to a productive year at Fultonvale.

This *Student Agenda* provides the information you need to be successful here. It is an excellent reference that you are expected to use on a daily basis.

Feel the HEAT

Fultonvale's school motto is "Feel the Heat". HEAT stands for Heart, Excellence, Attitude and Teamwork.

Heart - Fultonvale is a community of learners who care about each other where everyone can feel they belong and feel safe. Fultonvale students and staff care about themselves, they care for each other and they care about the school.

Excellence - We strive for personal excellence. We encourage you to do your best.

Attitude - A successful Fultonvale student is responsible for their learning and they are responsible in their behaviour. The attitude is to try your best, even when things get difficult.

Teamwork - The staff of Fultonvale believe very strongly that students achieve when they are part of a team made up of students,

staff, and parents. We strive to work together between the home and the school.

No matter what you are involved in at Fultonvale, keep our school motto in mind, and Feel the Heat!

Fultonvale School Student Behaviour Plan

Elk Island Public Schools promotes, reinforces and encourages the growth of student self-discipline, respect and responsible behavior in order to foster a safe and caring learning environment and enhance student achievement.

Philosophy

The underlying philosophy of the Fultonvale School Behaviour Plan is that all students have the right to learn in a positive environment. A positive learning environment is one in which students are encouraged to make appropriate choices and are responsible for their own behaviour. There are logical and natural consequences for the choices a student makes. Our goal is to work with parents and students in correcting poor choices and encouraging students to make positive ones where the needs of each student are respected. We believe that learning to take responsibility for one's actions and making positive choices is an important component in student growth and learning.

The development of positive student behavior is a shared responsibility between students, staff and parents.

The efforts of the staff and students will focus primarily on the following three areas:

- Cooperation and respect when interacting with students, staff and volunteers
- Put forth appropriate efforts on their studies to the best of their ability
- Attend school regularly, punctually, and be prepared for each class

Responsibilities of Students

Students have a responsibility to respect the rights and dignity of others and to become actively and productively involved in their own academic learning and social growth. In accordance with the School Act (Section 12, 2000) students are expected to conduct themselves so as to comply with the following code of conduct:

- Be diligent in pursuing their studies
- Attend school regularly and punctually
- Co-operate fully and respectfully with everyone authorized by the Board of Trustees to provide education programs and other services ie. within the classroom, on the playground, on field trips, or in the halls
- Know, understand and follow the rules of the school
- Accept responsibility for their actions at school or on school sponsored events
- Respect the rights and dignity of others

Responsibilities of Staff

Staff are responsible for establishing a positive school climate in which structure, support and encouragement are provided to assist the student in understanding the importance of education, and developing a sense of self-discipline and responsibility while making a positive contribution to society. This is a climate in which

- Students feel safe, important and trusted and have the opportunity to develop, assume and maintain responsibility and self-motivation
- There is a joint effort to learn and a feeling of mutual respect among staff, students and parents
- Appropriate behavior is consistently encouraged and complimented, thus increasing student self esteem and reinforcing positive behaviours

- On-going communication exists between staff and parents to encourage and provide the opportunity for active and constructive parental involvement in the education of their children

Responsibilities of Parents

Parents have a responsibility to ensure their children are ready to learn, and to help them make good academic progress. The Board of Trustees (Policy IG) believes that the role of the parent with respect to education includes the following:

- Encouraging their children to pursue their studies diligently
- Establishing a positive learning atmosphere in the home
- Supporting the staff in carrying out school policies and procedures, and assisting children to understand, respect and follow school rules
- Attending meetings with the school staff when parental involvement is necessary to assist a student such as Student/Parent/Teacher interviews
- Maintaining communication with school staff regarding the progress of their children regarding learning and/or behavioural issues and attend scheduled conferences with their child
- Encouraging and supporting the regular and punctual attendance of their children
- Keeping the staff apprised of necessary emergency contact phone numbers so that parents may be reached when needed

Parents are expected to honour the Elk Island Public Schools' Credo by appreciating and respecting the roles and responsibilities of all staff members. Parents with a concern about their child's progress and/or behaviour should communicate directly and reasonably with the classroom teacher at a convenient time to avoid class interruptions. Should the concern not be resolved, a parent is welcome to bring the issue to the attention of the administration. As administrators are often

in the classroom, it is appreciated that parents contact the school to arrange an appointment. This will allow the issue to be addressed in a timely manner and with the attention it deserves.

School Regulations

School regulations are established for the success and safety of all students. They promote a positive, safe and comfortable learning environment in which students can do their personal best. Staff will clearly communicate their high expectations for work and behaviour. Parents should expect their children to pursue their studies diligently, to cooperate with adult authorities, and to treat each other with dignity and respect.

Classroom Behaviour Plan

Each teacher will develop and state the expectations for students to follow while in class. This discipline cycle may include several steps such as

- Eye contact, proximity, or verbal warning clearly stating the inappropriate behaviour and telling the student what is expected
- Loss of privileges and/or time-out away from the group (followed as soon as possible by counselling with the teacher)
- Parents are contacted
- Further counselling or action by classroom teacher
- Time out at the office
- Parent-student-teacher conference (possibly with administration)

Depending on the seriousness of the offense, any of the above steps may be bypassed and the student may be referred to the office at the discretion of the staff member.

Students who do not respond to the teacher's classroom discipline cycle are referred to the office where the student fills out a Referral Form. The staff member fills in the appropriate portion. An administrator speaks with the student and discusses the behaviours, consequences, and alternatives.

Depending on the situation/incident, the student may take the form home, discuss the issue with parents and have them sign to acknowledge this discussion. The signed form is then returned the next day prior to the start of classes. Failure to comply with these requests may result in an administrative assigned study hall at noon until the form is returned.

A substitute teacher is a guest of the school and must be treated with respect. Students are expected to follow normal classroom procedures and assist the teacher where possible. As substitute teachers may not know student names and may be unfamiliar with school routines, students are expected to be especially co-operative and conduct themselves in an exemplary fashion. Students not following school rules and interfering with the learning process when a substitute is present will be dealt with as a major behavioural offense.

Major Behavioural Offenses (Office Referral)

It shall be deemed a major offense when a student

- Continually disrupts the learning process of others in the classroom
- Refuses to carry out the reasonable request of a staff member
- Uses profane, abusive or obscene language or gestures
- Forgery of a parent/guardian signature
- Is truant
- Engages in fighting or physical aggression (1 to 3 day out of school suspension)
- Engages in physical or verbal harassment of others
- Engages in vandalism (including attempted arson)
- Is found smoking in school or on school premises (1 day out of school suspension)
- Is guilty of theft
- Is in possession of or under the influence of alcohol or other illegal substances

- (5 day out of school suspension)
- Is in possession of dangerous objects (1 - 5 day out of school suspension)
- Leaves the school grounds without permission (1 day suspension)
- Behaves in a manner that affects the moral tone of the school
- Serious breach of EIPS technology user agreement and/or school technology code of ethics

Trafficking alcohol or controlled substances, possession or use of weapons, bomb threat, vicious physical assault, or serious verbal/written threats against others will result in immediate suspension with referral to the Board of Trustees. These violations represent criminal behaviour and students will be reported to the School's R.C.M.P. Liaison Officer.

Consequences (other than those listed above). Depending on the severity of the offense, the consequence may begin at any of the following steps. Administration may also, at their discretion, repeat steps if they feel that this will be of benefit to the student.

- | | |
|--------|--|
| Step 1 | Counselling by teacher/administrator. Written documentation for the student behaviour file. Student Referral form taken home, signed and returned. Study halls/community service assigned. |
| Step 2 | As in Step 1. Parents contacted by phone or by written form. Study halls/community service. |
| Step 3 | In school suspension (from 1 to 5 days)* |
| Step 4 | Out of school suspension (from 1 - 5 days).* Meeting with parents before the student is reinstated to school. |
| Step 5 | Suspension with referral to the Board of Trustees. |

* This step may be repeated for varying lengths of time.

A suspension with referral to the board is for a period of more than five days with the principal's recommendation to expel the student from the school. In accordance with the School Act, following a Board Hearing, the Board has the authority to reinstate the student, expel the student from the school or permit enrollment in another school/program. In the event of an expulsion, the Board must offer the student another educational program.

Bullying

We ask that students be forthright in their dealings with others. A bully cannot get away with anything if others know of a situation. Secrecy is how they keep us feeling afraid and unsure. TELL SOMEONE! That's all it takes!

- Students will not engage in fighting with, nor harassment of other students.
- Students will not promote fights by talking someone into becoming involved or suggesting they meet someone at a designated time and place, including by use of cellphone, text messaging, or other messaging devices and services.
- Students will not engage in watching a fight or encouraging other students to fight.

Consequences can include immediate out of school suspension.

Interventions

Where possible, meetings with parents and students may be arranged to discuss the student behaviour. Central Services support personnel may be utilized to assist the student in correcting the inappropriate behaviours. Referrals to appropriate agencies or placement in alternative programs that may better meet the student's needs may also be examined.

Assessment

Assessment needs to be ongoing, meaningful, consistent and fair for all students. Assessment is interwoven with teaching and is designed to improve student learning, guide effective instruction, provide information for reporting and inform decisions about student programming. Parents should be aware that some evaluations are referred to as "assessments for learning". These assessments provide the student and the teacher with valuable information about student learning, however, these assessments will not be used to determine final grades. "Assessments of learning" are designed to provide the student with an opportunity to demonstrate their learning. These instruments will be used to determine final grades.

A wide variety of assessment tools may be used to evaluate student progress at all grades. In kindergarten to grade 6, student progress is assessed in key areas for each subject compared to expectations set by Alberta Education. These key areas are called key learner outcomes, and are reported to parents each term.

Students in grades seven, eight, and nine will have their marks in the core and the compulsory subjects reported as percentage equivalents. Assessments are ongoing throughout the year. Report card marks are an indication of student progress at that point in the year, and reflect work completed to that time. The final mark for each junior high student in the core subjects is obtained by combining the year's work with the final exam mark.

Report Cards Report cards are issued three times a year. Interim report cards will be issued halfway through the year. At risk students will be contacted by administration.

Assignments and Homework Many students think that homework and assignments are the same thing. An assignment is work that must be completed and submitted by a certain time. Assignments are only a part of the work expected of all students. Homework includes completing

assignments, reading, reviewing work previously taken, practicing difficult exercises, summarizing important points, going over previous exams, making notes, organizing binders and actively studying at home. Students should expect to spend an increasing amount of time doing homework. The amount of time spent on homework will depend upon the grade level of the student, the student's ability, and the subject area. While each student is responsible for completing this work or review, parents can greatly assist their child by: providing a quiet, regular place to work, helping to schedule the necessary amount of time, assist or be the "audience" when appropriate and demonstrating a positive attitude towards learning and the task.

Suggested daily amount of time:

Supervised

Grade 1 10 minutes

Grade 2 20 minutes

Grade 3 30 minutes

Partly supervised

Grade 4 40 minutes

Grade 5 50 minutes

Grade 6 60 minutes

Grade 7-9 60 - 75 minutes

Cheating Policy Any student who is observed cheating during any part of a final or common exam will receive a mark of 0% for the complete exam. There will be no part marks and no opportunity to rewrite any part of the exam. In the case of final exams, the mark of 0% will be averaged with the year's work to determine the final grade for the student. Teachers will apply this policy during the year for in class exams, quizzes and assignments. Students found plagiarizing written assignments from any source will receive a mark of 0% for the assignment and will be expected to redo the assignment.

Use of Student Agenda Students are expected to take responsibility for their own learning and to use the agenda daily, bringing it to each class to write in all assignments and for recording of marks. Parents can help students become more responsible by

expecting that the agenda is filled in daily, brought home daily, and that all homework is completed.

Study Hall At Fultonvale, it is an expectation that all students will complete their assignments properly and when assigned. Students who do not fulfill these expectations may be assigned study hall at noon by their respective teachers to ensure student success. During this time, students can receive extra help and will be given the opportunity to complete the work in a quiet supervised area. Failure to come to an assigned study hall may result in a referral to the office. Students can come to the study hall at noon for extra help on their own and are encouraged to do so.

Writing Term/Final Exams For security reasons term and final exams will not be written early.

How To Get Help

If you are having difficulty with school or school work, the following people will be of help.

HOMEROOM TEACHERS should be the first individuals to contact.

SUBJECT TEACHERS are available, on request, to give you help with your subject difficulties at noon.

THE PRINCIPAL AND THE ASSISTANT PRINCIPAL are always available to help you if your homeroom teacher cannot solve your problem.

THE OFFICE STAFF often can help you.

THE LEARNING STRATEGIES TEACHER(S) will be able to provide subject area assistance. You may refer yourself. See the principal for details.

Celebration of Learning (Kindergarten - Grade 6)

Each class will celebrate their learning and excellence at the end of the year with a culminating Celebration of Learning.

Promotion Policy (Grades 7-9)

Minimum Passing Standards A student will be promoted to the next grade provided that he achieves a 50% average in the

academic core subjects of Math, Language Arts, Science, and Social Studies. Each student's case will be reviewed by a support group including teachers, the administration, counsellor, and parents, prior to deciding whether it is in the best interest of the student to pass, repeat the grade, or be referred for a modified program. Students experiencing difficulties will be monitored throughout the year. The following criteria will be considered for promotion purposes

- Attitude - the student has demonstrated responsibility for work and behaviour
- Effort - the student has shown sincere effort in all classes
- Ability - the student is achieving in accordance with his tested ability and performance

Awards Program

Special and Service Awards The criteria for a Service award is participation in a service club providing a service to the school.

Athletic Awards The criteria for Athletic award is participation and achievement on interschool teams.

Merit Awards To receive a merit award all marks must be over 50% with a satisfactory effort rating and a 75.0% overall average in the four academic core subjects and one other subject. Language Arts, Social Studies, Science and Mathematics will be weighted at 1.0. The other course will be weighted at 0.5. Students may write final examinations to achieve a merit standing.

Honours Awards To receive an honour award, all marks must be over 50% with a satisfactory effort rating and an 80.0% overall average in the four academic core subjects and one other subject. Language Arts, Social Studies, Science and Mathematics will be weighted at 1.0. The other course will be weighted at 0.5. Students may write final examinations to achieve an honour standing.

Complementary Course Awards The criteria to receive a complementary course award is achievement and participation in the course

Highest Academic Achievement Award The criteria to receive the highest academic achievement award, the overall average in the four academic core subjects and one other subject at each junior high grade level is determined

Lynn Mekechuk Award This is a Fultonvale Parent Council award. The criteria is based on character education demonstrated by a student, elementary and junior high.

Student of the Year Award The criteria for Student of the Year is achievement and participation and is a composite award in all areas. This award is teacher nominated.

Final Exams

All students must write all exams.

Appeals Procedure A final mark or grade placement may be appealed in writing to the principal within 60 days of being made available. The appeal must outline the reason for making the request. The appeals will be considered prior to the commencement of the next school term. If the student or parent is not satisfied, further appeals may be made firstly to the Associate Superintendent, Instructional Services; secondly, to the Superintendent of Schools; and ultimately, to the Special Cases Committee of Alberta Education.

Conduct on School Buses - Elk Island Public Schools Policy

The Board requires that order and discipline shall be maintained on school buses to ensure the safety of all students and staff.

Guidelines

1. All students, parents, and bus operators are to be aware of and abide by the rules and procedures for student behaviour on school buses.
2. The transportation rules for student behaviour as well as all EIPS policies apply to students while on the bus, at transfer locations, and while boarding and leaving the bus.

3. Any student responsible for an act of vandalism will be assessed for the full cost of the damage.
4. Parent/guardian(s) are responsible for students prior to the school bus arriving and after the school bus departs from the designated pick-up/drop-off location.
5. Any articles transported on a bus must meet the requirements as stipulated in the Traffic Safety Act - School Bus Operation Regulation.
6. Students shall ride only their assigned bus. Exceptions may be granted upon written request from parents/guardians to the Director, Student Transportation for child care purposes. In emergency situations parents/guardians shall contact Student Transportation to request alternate arrangements. In emergency situations Principals may make alternate arrangements and contact Student Transportation.

School Bus Transportation Rules For Student Conduct

1. Students are expected to be at their designated boarding location five minutes prior to departure time.
2. Students are responsible for their personal property (Elk Island Public Schools shall not be responsible for lost or stolen property).
3. Directions, as given by the bus operator and/or individual(s) employed by EIPS, must be followed.
4. Students must sit in an assigned seat and remain seated while the bus is enroute.
5. All objects and parts of the body must be kept inside the bus.
6. While quiet conversation is permitted on the bus,

- unnecessary conversation with the bus operator is prohibited. There must be absolute silence at railway crossings.
7. Disruptive, destructive or unsafe behaviour such as pushing, spitting, fighting, use of profane language or gestures, throwing of objects, or acts of vandalism are prohibited.
 8. Eating or open beverage containers are not permitted. (Medical exemptions may be made upon written request to the Director, Student Transportation.)
 9. The use of personal cellular phones, cameras, and recording devices are prohibited on school buses. Electronic games or musical devices which do not emit noise are acceptable for use.
 10. The use of tobacco or other smoking materials is prohibited on buses and at transfer stations.
 11. Students will not be permitted to board or ride buses if conveying, using, or under the influence of alcohol or other controlled substances.
 12. The possession, use, or conveyance of potentially dangerous items is prohibited.
 13. In conjunction with the *Traffic Safety Act*, skateboards, snowboards, skis, and hockey sticks are not permitted on the bus. "Heelies" are also not permitted on the bus. All other articles being transported must be fully contained in a canvas bag or case that the student can store under the seat of the bus.

Procedures

1. Consequences may be repeated due to improved behaviour or omitted due to the seriousness of frequency of a rule violation.

2. The consequences for offenses are as follows:

STEP 1: Verbal warning to the student.

STEP 2: Verbal warning to the student. Bus operator records the incident and contacts the parent/guardian(s).

STEP 3: Written warning to the student. Bus operator completes the misconduct report. The principal directly notifies the parent/guardian. Copies of the misconduct form are distributed by the principal to parent/guardian(s), bus operator(s) and the Director, Student Transportation.

STEP 4: Written warning to the student. Bus operator completes the misconduct report and reviews the details of the incident with the principal in a timely manner. The next steps in the discipline process are outlined by the principal to the student and parent/guardian(s). Copies of the misconduct form are distributed as above.

STEP 5: One (1) to five (5) day suspension. Bus operator completes the misconduct report and reviews the details of the incident with the principal within one school day. Principal discusses the situation with the student and decides on the length of suspension and consults, if necessary, with the other principal and the other student involved. If a meeting with the operator is necessary, the principal notifies the parent(s) of the bus suspension and arranges for a meeting, with the parent/guardian(s), the student, bus operator and Student Transportation staff prior to the student being reinstated from suspension. Student and parent/guardian(s) are notified that further misconduct may result in suspension with a recommendation for expulsion from EIPS Student Transportation to the Board of Trustees. Principal notifies the Director, Student Transportation by telephone, fax or e-mail regarding reinstatement date.

Director, Student Transportation advises the operator(s) by telephone, fax or e-mail regarding the suspension. Copies of the misconduct form are distributed as above.

STEP 6: Suspension with a recommendation for expulsion from EIPS Student Transportation to the Board. Upon receipt of the student misconduct form and after discussion with the operator and student, and after consultation with the Director, Student Transportation and/or a member of Student Support Services Staff (if applicable), the principal shall follow the procedures outlined in Board policy IGC, Suspension or Expulsion of Students.

NOTWITHSTANDING THE ABOVE, THE SERIOUSNESS OF THE MISBEHAVIOUR MAY WARRANT IMMEDIATE SUSPENSION OR REFERRAL TO THE BOARD OF TRUSTEES ON THE FIRST OFFENCE.

Elk Island Public Schools Suspension of Bus Service

Parents and students are advised to listen to the radio for information concerning bus cancellations when weather conditions are severe. Parents must use their discretion when sending their children to school during inclement weather conditions even when buses are running and schools are open. Guidelines are placed in the monthly newsletter in the fall. Schools will remain open to students should school bus service be suspended for the day. At Fultonvale School, when bus service is suspended, classes are restructured to accommodate those students in attendance.

School Routines and Procedures

Attendance The School Act requires that each student be in regular attendance throughout the school year. If a prolonged absence is necessary, please notify the school if a student is going to be absent or will be

arriving late or leaving early. If a student is absent and we have not received a call or a note, we will contact parents/guardians.

It is the **student's responsibility** to find out about missed work and to complete the assignments missed during any absence. Students in all grades should have a "study buddy" who will pick up work for them in the case of an absence. Students absent for medical reasons will receive consideration from staff to assist in completing the work missed.

Lates Any student arriving late must report to the office to check in and request a late slip. A phone call should precede their arrival or a note should accompany the student which states the reason for being late. Students who are late to class will be dealt with according to the School Behavior Plan.

Leaving School Early These procedures must be followed when students leave early

- Bring a note from parents or have parents call the school
- Bring the note to the office prior to going to class
- Parents need to sign the log book in the office before a student leaves school. Under no circumstances can students leave school during the day without checking out of the office first.

Period Changes It is expected that all students will arrive to classes on time with the appropriate books and materials. Junior high locker times are between periods 2 and 3, at noon, and between periods 5 and 6. Junior high students should prepare for two classes at a time.

Hall Passes When a student needs to exit a classroom during instructional time he must be in possession of a classroom hall pass. Students in halls and washrooms may be asked to show their hall pass when requested by a staff member.

Medication Students required to have medication need a signed parental permission form on file granting the school permission to administer the medication.

Messages for students When it is necessary to pass on a message to a student,

we ask that you try to phone as early as possible during the day. This is so we have sufficient time to pass on the information before your child leaves the school.

Telephone Usage Students who need to use the office telephone during the school day will require permission from a classroom teacher or the office. We discourage any incoming telephone calls for students as it can be highly disruptive to the classroom learning. Students will not be allowed to use the telephone to make spontaneous social arrangements. **Cell phones are not to be used during the school day, and must be kept in lockers.**

Valuables, Personal Property, Lost and Found Students are discouraged from bringing valuable items to school or large amounts of cash. Students are responsible for the safekeeping of all personal property. **Make sure your name is in your books, your footwear, and on other valuable items.**

Keep all your personal items and valuables locked in your locker. If you lose an item, please do the following:

- Check around the school and retrace your steps
- Check the Lost and Found boxes found around the school
- Inform the homeroom, or classroom teacher, and the office

Audio Equipment and Electronic Games The use of MP3 players, walkie-talkies, and electronic games is not allowed within the school building, and students are discouraged from bringing those items to school. If brought to school, any audio equipment or electronic games must be kept in the student's locker (junior high) or desk (elementary) during the day. Students are responsible for the safekeeping of such items, and school staff will not investigate missing or lost equipment.

Noon Hour Lunches are eaten in homerooms under the supervision of staff. Junior High students have a choice of supervised areas to go to following lunch which may include the library, the gym, outside, study hall, meetings, or various classrooms under the supervision of a staff member. Students are not allowed to eat or drink in the halls.

Elementary students go outside for recreation and fresh air after eating their lunches. During inclement weather students will be informed by an announcement if it is an inside recess. Students are kept inside at - 22°C or equivalent wind chill condition.

Lunches Students are encouraged to bring a balanced and nutritious lunch from home. A noon hour concession is available for students to purchase select lunch items. A hot lunch program is provided by the School Council and is available throughout the year. Pizza lunches are also available throughout the year on designated days.

Footwear Students are encouraged to have a separate pair of inside footwear (preferably gym shoes) since these are required for physical education and may be worn inside the school at all times. Footwear that marks or damages the floor will not be permitted. Due to safety concerns, students are not allowed to wear "heelies" on the school property. Appropriate footwear must be worn at all times in the school.

Student Dress Students at Fultonvale are guided by good taste in dressing neatly and appropriately. Clothing with inappropriate language, symbols of drugs and alcohol, obscene gestures, or sexually suggestive sayings are not acceptable. Clothing choices need to be age appropriate and students are expected to wear clothing that appropriately covers the shoulders (no halter-tops or spaghetti straps) as well as the midriff area. Coats and jackets are to be left in lockers for the day. Students who arrive at school inappropriately dressed will be asked to change into more suitable clothing. Hats are not to be worn inside the school. Any recurring incidents will be dealt with according to the Student Behaviour Plan.

Backpacks Students may carry their books and necessary supplies to and from school in backpacks. Students must leave backpacks, bags and briefcases in their lockers and carry their textbooks and supplies for two periods at a time. Locker breaks occur between Periods 2 and 3, at noon and Periods 5 and 6. Backpacks are the property of the student, but may be searched by staff if there are grounds for suspicion of

items that may compromise safety, health, or discipline.

Emergency Drills Emergency drills are held a minimum of six times throughout the year consisting of emergency evacuation, shelter in place, lock down, duck-cover-hold, hit the floor, on alert, and stay put. Guidelines for these drills are reviewed by the students and staff regularly as there are distinct procedures which must be followed. It is vital for each drill that students cooperate fully with the staff and conduct themselves in absolute silence. Staff accompany students in each drill.

In the event that a fire bell sounds during the noon hour or when classes are not in session, students should use the nearest exit to leave the school proceeding to the front of the school to a designated area. A signal will be given when students are to return to the school. In the event of an external emergency (toxic chemical or inclement weather), all students, staff, parent volunteers must go to their designated areas in the school building.

Body Sprays, Perfumes, and Colognes Some students and staff members may be particularly sensitive to certain scents. In some cases, this sensitivity may pose serious health problems. For this reason, students are asked not to use any perfumes, colognes, or body sprays in the school hallways. This includes products such as "Axe" body spray.

Gum Alert Fultonvale is a no gum facility. Staff, students and parents are asked not to chew gum at school as a matter of respect and responsibility.

Nut Aware Some students may have allergies to nuts. In some cases, this may pose serious health problems. We ask that as a matter of understanding and respect to please send nut free foods to the school.

Junior High Locks and Lockers Lockers are provided for the convenience of students but remain the property of the school. Only school locks shall be used on lockers, and other locks shall be removed immediately. Lockers may be opened and examined at any time by school staff if there are suspicions about their content for safety, health, or disciplinary reasons. Students are expected

to keep the locker clean and neat at all times. If a student loses a lock, \$10.00 must be paid to receive a new one. If the lock is found, this money is refunded. **Students should not tell anyone their combination.**

Accidents If an accident occurs on school premises, the person on supervision or the office should be notified immediately. In the event of a serious injury, the student is given every possible care and parents will be notified. If parents are unavailable, students may be taken to a doctor and an ambulance may be called if there is any doubt about moving a student or the urgency of the situation.

Textbooks Students will be issued the necessary texts and workbooks. The cost is covered by the Learning Resource Fee that has been set by Board Policy of EIPS. Students are responsible for the care and return of the books assigned to them; therefore, students should not lend their textbooks to others. Lost or damaged books will be charged back to the student who signed it out. Texts are returned at the end of the year and charges will be levied for damage or loss. If a lost book is found, students will be refunded the monies less a processing fee. **Final report cards may be withheld until student accounts are settled.**

Physical Education and Gymnasium Facilities All students are required to take physical education and are encouraged to take part in other sports activities. Locks are recommended and are provided to Junior High students if requested and must be returned at the end of the year. Students are responsible for the safe keeping of their property and valuables must not be left in the change rooms. It is the student's responsibility to keep the lockers and change room neat and tidy. All items of clothing and footwear must be placed inside lockers. Proper running shoes must be worn at all times in the gymnasium. Only clean footwear will be permitted in the gym. Students must dress appropriately for class and a minimum standard includes gym shorts, a plain top, and acceptable footwear. These clothes should be labeled for identification. Students who present a doctor's certificate may be excused

for physical education but must accompany their classes to the gymnasium unless other arrangements have been made.

Bicycles Students must file a registration form from their parents granting them permission to bring bicycles to school. A bicycle lock is a must. Students may not carry passengers on their bikes. As well, students may not ride their bicycles during the noon hour or at recess. For safety reasons, students are not allowed to ride their bikes after school until a staff supervisor has given them permission to proceed. We ask that all students stay away from the bike racks during the day. Helmets are mandatory.

Staying after School Students are welcome to remain after school to participate in a school activity, seek assistance from a teacher or be a spectator at a sporting event. Students must be supervised by a teacher and have the written permission of a parent.

Volunteers Volunteers are welcome in the school, however, it is imperative that volunteers sign in at the office and pick up a volunteer badge. Volunteers must complete a "Confidentiality Undertaking for Volunteers" form on a yearly basis.

Visitors Visitors are welcome at Fultonvale, but we ask that they sign in at the office and obtain a visitor badge which should be worn while in the building. Visitors are asked to respect the importance of instructional time and not interrupt classes by asking to speak to teachers or students during this time. Teachers are pleased to make appointments outside of class hours.

Activities and field trips

Participation

Fultonvale offers a wide variety of activities above and beyond the core and complementary subject work at the school, such as field trips and extracurricular activities. Extracurricular activities offer many positive features for participating students, including enjoyment, skill development, learning to work in teams,

dealing with pressures of competition, and learning to budget time. Although extracurricular activities are beneficial, it is vital that students keep their core and complementary subjects their top priority.

Exclusion

At times, a decision may be made to exclude a student from a field trip or extra curricular activity. The two major considerations will be what is best for the student, and whether or not his or her actions may interfere with the security, enjoyment, or development of other students. In any situation in which students are involved in school activities either off the premises or with outside groups they are seen as being ambassadors of our school and as such, appropriate behaviour is essential. As well, any suspension means automatic removal from the extracurricular activities for the duration of the suspension.

Firebird House League

All students and staff of Fultonvale are divided into one of four houses according to their day of birth. The houses are **Winspear** (January 1 - March 30), **MacEwan** (March 31 - July 6), **Rutherford** (July 7 - September 28), and **McClung** (September 29 - December 31). Each house has a designated color: Winspear (white), MacEwan (blue), Rutherford (red), and McClung (yellow). Students earn points for their house in a variety of ways, such as achieving a high academic standing, participating in school events, volunteering their time, and playing on school athletic teams. Points are calculated on a monthly basis.

Intramural Program

Intramurals for elementary and junior high are run during the noon hour in the gym. Emphasis is placed on participation in activities such as volleyball, running, basketball, floor hockey and badminton. Anyone not complying with the expectations of the intramural supervisors/coordinators will not be allowed to participate.

Positive Practices

Fultonvale Elementary/Junior High School reflects pro-active, positive practices to teach, reinforce and encourage student self-discipline, respect and responsibility. The behavior plan is flexible and reflects positive practices, interventions and consequences that are clear. The positive practices at Fultonvale include

- Positive and caring staff, students and parents
- Positive referrals/phone calls/comments
- Positive recognition/awards/incentives
- Firebird Fun Day
- Special activities that encourage and promote positive student behavior and participation (eg. Dances)
- Clubs, sports, fine arts activities, extra curricular involvement
- Agenda use encouragement programs
- Support through individual and group counselling
- Contracts -- individual, class
- Individual behaviour improvement plans
- Clear, consistent class/school rules and consequences
- Programs that provide a continuum of services to all students ie. Saffron, SOS
- School Dances linked to celebrating respect and responsibility
- Class Clinics to review at risk students
- R.C.M.P. Liaison program

Interventions For Students

Experiencing Difficulties

Positive interventions for students experiencing difficulties include:

- Review student records
- Conduct Parent/Student/Teacher/Counsellor Case Conference
- Conduct academic/intellectual/psychological testing
- Revise or modify the academic/complementary program
- Consider a class/school change

- Consultation with Instructional Services staff
- Request support from system specialists/consultants
- Referral to medical practitioner/consultants
- Referral to community agency - e.g. Mental Health, AADAC, Child Welfare, Strathcona Connections, etc.
- Referral to private psychologist upon parent request
- Referral for psychiatric evaluation - e.g. C Child, medical referral, etc.
- Request educational assistant support if appropriate
- Referral to special program
- Consider Home Education

Health Services

Capital Health, Strathcona County and Elk Island Public Schools work together to provide a range of coordinated health and support services for school children and their families including vision, hearing or dental screening; immunizations; speech and language services; rehabilitation services, and emotional/behavioural support. If you have concerns about your child's health or well being, contact the school's health nurse at 467-5571 or the school administration.

Library/Media Services

The Library is open from 8:30 am until 3:45 pm. The library may be used for accessing materials, doing research, completing assignments, writing tests, or using a computer. The library is available for whole class or individual use. Students may use the library outside of class time; however, during class time, they must bring a library pass signed by a teacher. Books and magazines may be borrowed for a two week period. Students will be charged for lost or damaged books. Consuming food or drinks, or using personal electronics is not permitted in the library.

All students and parents are required to sign the EIPS Network User Agreement

and Parent Permission Form prior to student use of school computers.

Junior High Courses

The subjects for Junior High School fall into two categories:

Core subjects or compulsory subjects include Language Arts, Mathematics, Social Studies, Science, Health and Physical Education. All students at Fultonvale also take CTS and participate in a daily reading time or physical activity period immediately following the noon hour.

Complementary subjects include the practical and technical arts, fine and performing arts, second languages, and locally approved courses. These are offered when staff and facilities are available. Students are given the opportunity of selecting the courses of their interest. The complementary subjects offered at Fultonvale include art, drama, French, community services, outdoor education, recreation, handicrafts, media, publication and hockey.

Once a complementary subject has been chosen, no changes will be made except for special circumstances stated in writing by parents to the principal before the second week in September.

Junior High Student Council

The role of the student council is to allow students and staff the opportunity to plan programs and activities which will enrich the junior high experience. It provides students with the opportunity to take responsibility for implementing these plans. It is hoped that these activities reach as many students and staff as possible in a positive way. The students are expected to plan and carry out the activities while staff help facilitate the process.

Fultonvale School Athletic Philosophy

There are many aspects that comprise Fultonvale School's Athletics Philosophy. They include enjoyment of sport, player development, competition and the 'Play like a

champion Today' philosophies. These ideals are expected to be carried out by our coaches, staff, parents and student athletes.

As a member of EIPS, our school participates in volleyball, basketball, badminton and track and field.

Enjoyment of Sports Sport is meant to be fun. If an athlete, coach, or spectator is not enjoying him/herself, then what is the point in participation? We believe that our Firebird teams are to promote our students' participation and enjoyment of the games that we play.

Player Development One purpose of our teams is to develop our student athletes to play at the higher levels of competition in high school and beyond. Fultonvale School promotes individual skill development as well as team skills development. This combination will allow our athletes to move onto a higher level of play.

Competition Fultonvale School strives to put competitive teams into action every year. In being a small school within our league, we have had many successes. We view every game as a challenge to be savoured and not to be feared.

Play Like a Champion Today Part of our philosophy is to always play like a champion. This idea should be at the forefront of any of our student athlete's day, be it a practice, game or tournament. Even in defeat a champion finds victory and even in victory a champion is graceful and reflective of what he/she could do to improve.

