

Whispering Hills Primary School

Volunteer Handbook



Dear Volunteer:

We are so very fortunate to have you assisting us to deliver an effective and exciting program to our kindergarten to grade three students. Your efforts assist us in ensuring our students meet their goals. As well, you're caring and patient ways help to develop the nurturing environment that allows our students to take risks and model volunteerism.

The information in this handbook is meant to help you in being informed as to the daily functioning of our school. Please take the time to become familiar with the information. As you peruse the booklet, we welcome your input as a volunteer for additional information that you feel would be beneficial.

Thank you for being willing to help!

In the Best Interests of Children,

A handwritten signature in black ink, appearing to read 'Lorna Kravontka', written in a cursive style.

Lorna Kravontka, Principal

On Behalf of Whispering Hills Primary School Staff

SAFETY

In all that we do, we insist on a safe and caring environment. Therefore, we ask that you allow us to welcome you to our school when you arrive by signing in at the office. Wearing a name tag will ensure other staff members can welcome you as part of our team. This ensures we know who is present should an emergency transpire.

Administrative Procedure 490 Volunteers: Classroom and Co-Curricular provides detailed information on volunteering within Aspen View Schools. It is attached for your perusal. As per this procedure, a valid criminal record check is necessary prior to volunteering (within two years).

GUIDELINES

In order to volunteer the following documents are required:

- Completed Volunteer Registration form
- Current Criminal Record Check
- Signed Freedom of Information and Protection of Privacy
- Signed Confidentiality Agreement
- Prior approval from the teacher

SCHOOL TIMES

8:55 am School Begins

10:35- 10:50 am Recess

12:20 - 12:40 pm Recess

12:40 - 1:05 pm Lunch

2:05- 2:20 pm Recess

3:24 pm Dismissal

In the morning children are supervised inside and outside by staff. During recesses all students are required to go outside unless the temperature is colder than -20. Staff supervises outside during the day. At the end of the day, all staff supervise as students load buses.

While supervising staff are encouraged to wear identifiable vests so children can easily identify them. Should you wish to supervise, extra vests are available in the office.

Please familiarize yourself with the playground guidelines which have been developed by our student and staff wellness team.



BUCKETFILLING

Whispering Hills Primary School students and staff are "Bucket fillers". The idea of "Bucket filling" comes from the book *Have you Filled a Bucket Today* by Carol McCloud. The bucket represents a person's emotional bank account (mental and emotional health). A person who is a 'bucket filler' is a person who says or does caring things that make others feel special. When you make someone feel special you are filling his/her bucket. When you fill another person's bucket you also fill your own. Anyone can be 'bucket filler'. It does not cost anything and it does not take much time. When you say or do meant or thoughtless things you dip into another's bucket. That's called 'bucket dipping'. You can never fill your bucket by dipping into another's bucket. When you dip, you empty your own bucket.

During weekly assemblies students will be recognized for their bucket filling efforts receiving Bucket Filling awards.

APPLE SCHOOLS



Whispering Hills Primary School is pleased to be part of the APPLE Schools project, in partnership with the School of Public Health at the University of Alberta. APPLE Schools strive to promote wellness and create environments that foster lifelong health and wellness by making the healthy choice the easy choice. Whispering Hills Primary School will be one of many schools in the province that will work with students, teachers, parents and community members to create a healthy school community and improve the eating behaviors and physical activity habits of students. In order to facilitate this initiative, healthy snacks are sold to students by grade on designated days for 75 cents. As well, students have the opportunity to purchase white or chocolate milk every day for the same price. Tickets may be purchased for these items.

LEADER IN ME

Whispering Hills staff and students are learning about the Seven Habits of Highly Effective People. The habits are developing throughout classroom and school activities.

Habit 1 - Be Proactive

Habit 2 - Begin with the End in Mind

Habit 3 - Put First Things First

Habit 4 - Think Win/Win

Habit 5 - Seek First to Understand then to be Understood

Habit 6 - Synergize

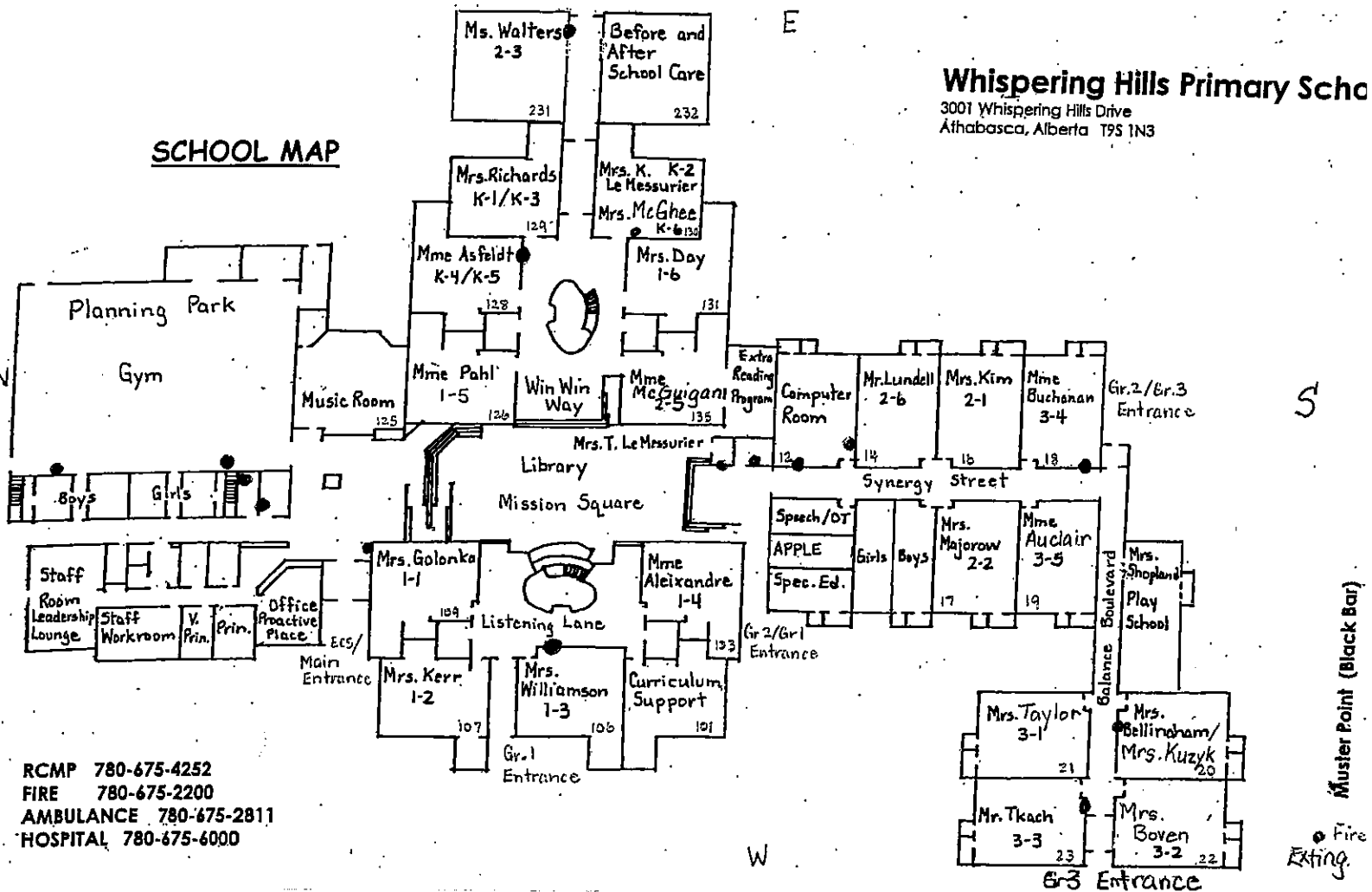
Habit 7 - Sharpen the Saw

Each habit is emphasized during teaching and learning while in the classroom or on the playschool to develop the concept and the language so that we can develop strong leaders for tomorrow.

SCHOOL MAP

Whispering Hills Primary School

3001 Whispering Hills Drive
Athabasca, Alberta T9S 1N3



RCMP 780-675-4252
FIRE 780-675-2200
AMBULANCE 780-675-2811
HOSPITAL 780-675-6000

PLAYGROUND AND GYM GUIDELINES

While in the gym, students and staff are expected to wear appropriate footwear at all times. When gymnastics is scheduled, bare feet are acceptable.

The playground guidelines are as follows:

- Slides - feet first sitting on your bottom, please no toys down the slide or climbing on the top on the outside
- Wood chips stay on the ground
- No tag on the equipment
- Rocket - no hanging upside down and feet may go on the yellow bar
- Umbrella - hanging hands only, no feet, no climbing or sitting on top
- Bucket - 3 people standing (feet and legs in)
- The Leaf - standing on red middle bar is okay, 2 at a time
- Take turns on the monkey bars, one at a time
- Swings - take turns counting to 25 Athabasca, sit on your bottom, no jumping off



Aspen View Public Schools Calendar 2015 - 2016

Important Dates:

August

26 – Staff Work Day
27 – System PD
28 – School PD
31 – First Day for Students

November

9 – Day in Lieu
10-13 November Break
11 – Remembrance Day
27 – Staff Work Day

February

1 – First day Sem 2
11/12 – Teacher Conv.
15 – Family Day
16 – Staff Work Day

April

1 – Spring Break
4 – Classes Resume
22 – Staff Work Day

June

24 – Last day for K-9 Students
28 – Last day for Students
29 – Last day Teachers

September

7 – Labour Day
18 – Staff Work Day

December

21-31 Christmas Break

March

18 - Staff Work Day
25 – Good Friday
28 – Easter Monday
29-31 – Spring Break

May

13 – Staff Work Day
16 – Exams Start
20 – Day In Lieu
23 – Victoria Day

October

9 – Staff Work Day
12 – Thanksgiving

January

4 – Classes resume
29 – Staff Work Day

Staff Work Day	Diploma Exam Start/End	School Closed for Students/PD
First Day of Classes	Last Day of Classes	Stat Holiday/Breaks/Closures

August 2015						
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23	24	25				29
30	31					

September 2015						
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27	28	29	30			

October 2015						
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November 2015						
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December 2015						
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April 2016						
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May 2016						
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June 2016						
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July 2016						
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Administrative Procedure 490

VOLUNTEERS: CLASSROOM AND CO-CURRICULAR

Background:

Volunteers can have a significant and positive impact on the educational environment and so encourages their involvement in schools.

Definition

A volunteer, for the purpose of this administrative procedure, is defined as a person who is not employed by or a contractor with Aspen View Public Schools and who is working directly with students in a curricular or co-curricular capacity.

Procedures:

1. The Principal of a school is designated as the supervisor for volunteers and is responsible for giving direction to volunteers in the school.
2. School administrators, and teaching staff where applicable, shall assist volunteers in understanding and following their designated roles.
3. School administrators have the responsibility to ensure that a volunteer enters a class with the prior approval of the teacher.
4. All volunteers shall complete the Volunteer Registration Form for Aspen View Public Schools. A new volunteer registration form will be required if the volunteer:
 - a. changes schools that he/she is volunteering in,
 - b. has been absent from volunteering for a year or more.
5. All volunteers shall submit a current criminal record check with the Volunteer Registration Form.
6. The original criminal record check must be presented to the school administration. A photocopy will then be made for school records and the original returned to the owner. The Criminal Record Check will be considered valid for a period of 2 years.
7. If a candidate is being considered for a volunteer position and a security clearance discloses a criminal record that has not been previously declared, the candidate shall be offered an opportunity to explain the discrepancy.

8. If a candidate for a volunteer position has a criminal record, that person may not begin volunteer duties until the principal of the school, in consultation with the Superintendent, reviews the case to determine the suitability of the candidate as a volunteer.
9. If a Criminal Record Check is not readily available or if a candidate for a volunteer position has a criminal record, the principal will review the suitability of the person for a volunteer position, in consultation with the Superintendent, and consider the following factors:
 - a. the type of charge or offence (if applicable);
 - b. the age of the charge or offence (if applicable);
 - c. any other factor(s) that the principal or Superintendent determine to be relevant.
 - d. the type of volunteer work under consideration; The following Level of Risk should be considered

Levels of Risk

For Criminal Record Check and Child Welfare Record Check: (please note all levels require staff supervision)

Minimal

Little or no direct interaction with students (e.g. food preparation)
Not in a classroom or with students under constant or direct supervision of school staff

Low

In the classroom under direct supervision of staff
In open, common areas with intermittent observation

Medium

In isolation area with a group of children
In isolation area with more than one child

High

In isolation area with one or two children
Coaching or other group activity off-site

10. Volunteers must notify the principal of all criminal charges at the time the charge is being issued, except for minor traffic violations.
11. Volunteers charged with an offence under the Criminal Code of Canada may be suspended from their volunteer positions, depending on the nature of the offence and its relationship to their duties.
12. Conviction of any criminal offence may result in termination of a volunteer position in Aspen View Public Schools.

13. Notwithstanding section 9(a), volunteer drivers must report all criminal charges and traffic violations at the time the charge is issued.
14. All information regarding security clearance is strictly confidential and may only be used or disclosed in accordance with this Administrative Procedure and the Freedom of Information and Protection of Privacy Act.
15. Schools should maintain a guest book for volunteers to sign each day they enter a school.
16. School volunteers are covered by the Division's liability policy.
17. For clarification purposes, guest speakers, presenters, or visitors to the school are not included in the definition of volunteer, as it pertains to this Administrative Procedure.

References

Section 60, School Act

Administrative Procedure 180

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Background

The Division recognizes that all procedures for the collection and storing of information by Division staff in the course of affairs and procedures regulating the release of information to other parties must follow provisions of the Freedom of Information and Protection of Privacy Act (FOIPP).

The purposes of FOIPP and Division administrative procedures are to:

- ♦ Allow any person a right of access to the records in the custody or under the control of the Division subject to limited and specific exceptions as set out in the Act;
- ♦ Control the manner in which a public body may collect personal information from individuals, to control the use that the Division may make of that information and to control the disclosure by the Division of that information;
- ♦ Allow individuals, subject to limited and specific exceptions as set out in the Act, a right of access to personal information about themselves that is held by the Division;
- ♦ Allow individuals a right to request corrections to personal information about themselves that is held by the Division; and
- ♦ Provide for independent reviews of decisions made by the Division under the Act and the resolution of complaints under the Act.

Procedures

1. The Superintendent has been named the Head of the Local Public Body for the purposes of the Freedom of Information and Protection of Privacy Act.
2. The Director, Business Services shall act in the capacity of FOIPP Coordinator for the Division.
3. The principal of each school shall be the site coordinator for the purposes of the Act. Site coordinators are responsible to ensure the protection of personal information at their schools and to direct inquiries about disclosure of information to the FOIPP Coordinator.
4. When fees are to be levied under the Freedom of Information and Protection of Privacy Act, the rates adopted by the Government of Alberta, as specified in Freedom of Information and Protection of Privacy Act Regulation 200/95, shall be confirmed as the rates used by the Division.

Aspen View Public Schools' FOIP Notification

Freedom of Information and Protection of Privacy Act (FOIP Act) Collection of Personal Information Notice under s. 34 of the FOIP Act

The FOIP Act, which came into effect for school boards on September 1, 1998, sets controls and standards on how public bodies, such as school boards, collect, use and disclose personal information that is in their custody or under their control. The FOIP Act requires that school boards collect personal information directly from individuals the information is about, that these individuals be provided with the legal authority for the collection, be explained the purpose of the collection and how the information will be used, and be provided a contact person should they have any questions relating to this activity.

- The information collected on this form as part of the school registration process is personal information as referred to in the FOIP Act. This personal information is collected pursuant to the provisions of the *School Act* and its regulations (e.g. for the establishment of a student record, determination of residency) and pursuant to section 33(c) of the FOIP Act as the collection is related directly to and is necessary to a school board's obligation to provide students with an education program that meets their needs and to provide a safe and secure school environment (e.g. program placement, determination of eligibility and/or suitability for provincial or federal funding, contact and health related information in the event of problems or emergencies). Personal information may also be provided to the Minister of Education for the purpose of carrying out programs, activities, or policies under his administration (e.g. research, statistical analysis).

Once the information is collected and compiled, the Aspen View Regional Division #19 believes the uses listed below are part of a vital, healthy and functioning school and participation of all students is important and encouraged. Here are examples of activities where the information may be used:

- the taking of individual, class, team or club photos for school purposes including school publications including newsletters, yearbooks and similar publications
- the use of student information, including photos, for other identification purposes
- the use of students' names in honour rolls, work ethic (listings), graduation ceremonies, program enrolment, scholarship or other awards within the school or school boards and at school sponsored events such as annual award's night
- the use of students' names and academic information necessary for determining eligibility or suitability for provincial, federal or other types of awards or scholarships in the event the board applies on a student's behalf
- the use of students' names, related contact information and telephone numbers for absenteeism verification
- the taking of photos and/or videos of classroom activities, and their use by the media or other organizations *where students are not interviewed or identified by name or face*. Where individual students are identified or interviewed and the material will be used outside the school a separate and specific consent will be required. You will be contacted prior to this event taking place. Please note that photos and/or videos of school activities that are open to the general public may be taken and used for purposes within and outside of the school.
- the taking of photos/videos of classroom or other school activities by the school board where the material will be used within the school. Where individual students are identified or interviewed and the material will be used outside the school, a separate and specific consent will be required. You will be contacted prior to this event taking place.
- the use of students' names on artwork or other creative work or material of students displayed at school or school board sites or at a school board sponsored display in the community, provided appropriate copyright legislation is followed.

If you have any questions or concerns regarding the collection and the intended purposes, please contact, Mr. Dave Holler, Director of Business Services, at Aspen View Public Schools, (780) 675-7080 ext 105.

If you wish to request that your child's personal information be **withheld** for any reason, please contact the **School Principal directly**.

I have read the Aspen View Schools' FOIP Notification and understand that my child's personal information will be used to provide an education program that meets their needs and provide a safe and secure school environment.

Student's Name: _____

Parent/Guardian Name: _____

Signature _____ Date _____

Administrative Procedure 401

CRIMINAL RECORD DISCLOSURE

Background

Criminal record checks for all prospective and/or new employees and volunteers will help ensure the safety of students.

Criminal record disclosure is required for all persons 18 years of age and over who have the opportunity to be in direct and regular contact with the students in the schools or on school property.

Information obtained during the criminal record disclosure will be held in the strictest confidence.

Procedures

Information obtained will not necessarily exclude the candidate from employment or being a volunteer.

If the information on file with the police is disputed, the candidate may be requested to submit to fingerprinting in order to determine whether or not he/she has been convicted of an offence that could affect the decision to hire. The fingerprints taken and the criminal record or clearance, will be returned to the candidate. It will be the decision of the candidate to provide this information to the Superintendent or designate in a timely manner. Should the candidate not choose to undergo the fingerprinting process, no further consideration will be given to the application.

The candidate will be given every opportunity to discuss any information obtained through the disclosure, and the final decision to approve or deny employment or being a volunteer will be made after careful consideration of all factors.

The candidate has the final responsibility for deciding whether to proceed with his/her application on the basis of having criminal and/or driving record disclosure completed.

The original criminal record check must be presented to Aspen View Schools. A photocopy will then be made for our records and the original returned to the owner.

Reference: Section 20, 60, 61, 113, School Act
Child, Youth and Family Enhancement Act
Freedom of Information and Protection of Privacy Act

Administrative Procedure 161

HEALTH AND SAFETY OF STUDENTS AND STAFF

Background

The Division is committed to providing a safe and healthy study and work environment for its students, staff members, volunteers and the general public.

Procedures

1. Under the Occupational Health and Safety Act and its regulations, all staff members have the responsibility to ensure the health and safety of students, themselves and their colleagues.
 - 1.1 All Division administrators, staff and contractors shall comply with Health and Safety legislation.
 - 1.2 All Division personnel and contractors shall comply with WHMIS (Workplace Hazardous Materials Information System) standards.
 - 1.3 All Division personnel and contractors who, as a part of their duties, either use or may be exposed to hazardous chemicals shall take a WHMIS training session.
 - 1.4 All students in laboratory courses shall have a safety training session.
2. The establishment and maintenance of safe learning and working conditions is to be a primary consideration for supervisors and staff.
 - 2.1 Each principal shall develop procedures and guidelines that prescribe the rules of safe operation of all laboratories within the school. Such procedures shall address:
 - 2.1.1 Safe and secure storage, annual checking, and disposal, where needed, of chemicals;
 - 2.1.2 WHMIS labelling of all chemicals;
 - 2.1.3 Safe and secure storage and use of laboratory equipment;
 - 2.1.4 Safe use of natural gas and security when gas is not in use;
 - 2.1.5 Appropriate teacher supervision of students in all laboratory activities;
 - 2.1.6 The training of staff in the use and maintenance of safety equipment, and the use and hazards of any equipment or chemicals they may use as well as the safety requirements of any procedure or activity they may use;
 - 2.1.7 The training of students in any safety procedures relevant to the work they are doing; and
 - 2.1.8 Any other measures required to ensure the safety of students and staff in any school laboratory.

3. The development and implementation of safety and accident prevention programs is mandatory in order to develop a learning and working environment that promotes health and safety.
4. The provision of instruction and training to students and staff is essential in order to encourage safe working practices and to ensure appropriate response in the event of an accident.
 - 4.1 In order to ensure that there are staff members proficient in administering First Aid, the Division encourages staff members to take a standard First Aid course.
 - 4.2 Upon approval and the successful completion of a standard First Aid Course, the Division will reimburse the staff member's registration fee.
 - 4.3 Any staff member covered by worker's compensation who is injured while carrying out his/her duties to the Division shall, within the specified time, fill out any forms required under Worker's Compensation.
 - 4.4 Any staff member not covered under Worker's Compensation shall report to their immediate supervisor any injury caused by an accident while carrying out their duties to the Division. The supervisor shall report such accident injury to the Director.
 - 4.5 The application of Universal Precautions, meaning the application of strategies for isolation precautions to prevent the spread of blood-borne infections by applying Blood and Body Fluid precautions universally to all persons regardless of their presumed infection status, is mandatory for all staff members.
 - 4.6 Universal Precautions in a school setting shall apply to isolation of all moist and potentially infectious body substances (blood, feces, urine, sputum, saliva, wound drainage, and other body fluids) from all persons regardless of their presumed infection status through the use of protective gloves.
 - 4.7 Staff members shall put on clean protective gloves just before contact with mucous membranes, non-intact skin and for anticipated contact with moist body substances. Remove protective gloves promptly after use, before handling non-contaminated items or environmental surfaces and wash hands immediately to avoid transfer of micro-organisms to others or environments.
 - 4.8 The principal or central office administrator shall ensure that an adequate supply of protective gloves is available to all staff members and that all staff members have knowledge of storage locations and easy access to the protective gloves.
 - 4.9 Principals shall ensure that procedures are developed for the application of Universal Precautions in the school environment.

Reference: Section 20, 45, 60, 61, 113, School Act
Occupational Health and Safety Act
Worker's Compensation Act
Communicable Diseases Regulation
Occupational Health and Safety Act Regulation
Occupational Health and Safety Code Order
Public Health Act

AP 161 Appendix

UNIVERSAL PRECAUTIONS**Background**

Hygienic practices are required to minimize the risk of transmission of infectious diseases following contact with blood or other body fluids.

Procedures

1. Use dressings and tissues to minimize direct contact with blood, other body fluids and wounds.
2. When cleaning up body fluids, protective gloves are to be used.
3. If any part of the skin comes in contact with body fluids, it is to be immediately washed with a disinfectant or hot soapy water.
4. Appropriate disinfectants (e.g. 1:9 dilution of household bleach in water) shall be used in cleaning body fluids from floors, walls and clothing. The Regional Health Authority can be contacted if there is doubt as to which disinfectants or cleansers should be used.
5. The person doing the cleaning is to use disposable materials such as paper towels, if at all possible. If a mop is used it is to be rinsed in disinfectant before being used again.
6. All disposable articles soiled with body fluids (e.g. paper towels) are to be placed in a plastic container.
7. Non-disposable articles such as clothing and linens visibly soiled with blood or other body fluids are to be rinsed in cold water and then machine-washed in hot water with ordinary household laundry detergent including bleach (or dry cleaned). The person who is rinsing the clothes is to wear necessary protective coverings.

Reference: Section 20, 45, 60, 61, 113, School Act
Occupational Health and Safety Act
Worker's Compensation Act
Communicable Diseases Regulation
Occupational Health and Safety Act Regulation
Occupational Health and Safety Code Order
Public Health Act