

# Whispering Hills Primary School Information Handbook 2016 – 2017

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Celebrating a Community of  
Learners and Leaders  
Proud to be a *Leader in Me* School  
and **APPLE** School

**APPLE** – Alberta Project Promoting Active Living and Healthy Eating

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## Message from the Administrative Team

Dear Families,

Welcome to the Whispering Hills Primary School family. This handbook has been designed to provide you with information about our school, its programs, policies, and events.

We currently have around 350 students in Grades 1-3 and approximately another 100 children in kindergarten. Our school offers both English and French Immersion programs. Our staff uses a TEAM (**T**ogether **E**veryone **A**chieves **M**ore) approach which means we realize the most success for your child is when we synergize together.

Please keep this handbook in a convenient place for future reference. We look forward to meeting you and encourage you to drop into our school as often as you can. Come and see your children working/participating in school activities, eat lunch with them, and/or volunteer.

If you have any questions, concerns, or ideas, please feel free to contact us. Communication among staff, parents, and students enhances the effectiveness of your child's education.

In the Best Interests of Students,

Mrs. Lorna Kravontka - Principal

Mrs. Marianne Saunders - Assistant Principal



## STAFF

<b>Administration Team</b>		Lorna Kravontka Marianne Saunders Michelle Bahry Wanda Semashkewich Deidre Runcer	Principal Vice Principal Secretary to Administration School Secretary School Secretary
<b>Kindergarten</b>	K-1/K-3 K-2 K-4/K5 K-6	Azure McGhee Tracy Lundell Kathy Asfeldt - French Immersion Sheena Garton	
<b>Grade 1</b>	1-1 1-2 1-3 1-4 1-6	Jennifer Mitchell Karen Kerr Collene Williamson Michelle Aleixandre - French Immersion Lisa Day	
<b>Grade 2</b>	2-1 2-2 2-3 2-4 2-5 2-6	Linda Kim Gayle Majorow Shelby Hoffman Alison Pahl – French Immersion Kayla McGuigan - French Immersion David Lundell	
<b>Grade 3</b>	3-2 3-3 3-4 3-6	Donna Splinter/Marianne Saunders Claire Boven Melanie Buchanan – French Immersion Angie Bellingham	
<b>Music</b>		Ali Meyer	
<b>Librarian</b>		Tara LeMessurier	
<b>Inclusive Education Coordinator</b>		Donna Splinter	
<b>Educational Assistants</b>		Tanya Belland Audrey Crosby Judy Hulowski Elisa Pochynok Liz Yowney	Tracy Chernish Donnalee Devoe Kris Kowalchuk Donna Rolof
<b>Custodians</b>		Chris Ladouceur	Fred Mikalunas, Jules Kubota



# Aspen View **Foundational** PUBLIC SCHOOLS **Statements**

## **Our Mission:**

“Engage Learning. Ignite Potential. Inspire Success.”

## **Our Vision:**

“Aspen View Public Schools is committed to preparing our students to achieve success and reach their unique potential through the provision of meaningful learning opportunities”

## **Our Commitments:**

### Student Learning

**Inspire** to engage in relevant learning experiences in an inclusive environment that leads to academic student success.

### Staff Learning

**Support** staff members to be reflective, life-long learners, continually striving to improve their practice.

### Communication

**Engage** in open, active, ongoing and honest communication with students, staff, parents and community.

### Culture and Climate

**Promote** teamwork and model welcoming, caring, respectful, safe and inclusive schools that demonstrate diversity.

### Social Emotional Needs

**Encourage** all students to develop self-awareness and decision-making skills to achieve personal and interpersonal fulfillment.

### Physical Needs

**Promote** and **model** active and healthy lifestyle choices.

### Entrepreneurial Spirit

**Equip** students with skills in areas of innovation, technology, literacy and numeracy enabling them to adapt and thrive in an ever-changing world.

We are a dual track school teaching both English and French. Depending on the number of students, classes are arranged to best meet student needs.

Long range planning, unit plans, and daily plans are prepared in compliance with curriculum documents from Alberta Education. Teachers also plan units and themes together, sharing ideas, materials, and resources. Technology skills and objectives are incorporated into the subjects. Specific learner outcomes and expectations are available to parents by the homeroom teachers. Every effort is made to accommodate the individual needs of the students and to provide situations in which all students can experience success.

In order to meet the needs of individual students we partner with the following agencies and provide the following interventions:

- FCSS – Family Community Support Services
- RCSD – Regional Collaborative Service Delivery
- School therapists
- RTI – Response to Intervention for Literacy
- LLI – Leveled Literacy Intervention
- Aspen Health Services

## SCHOOL PROGRAMS



### APPLE School

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 stands for **A**lberta **P**roject **P**romoting active **L**iving and healthy **E**ating. APPLE Schools strive to promote wellness and create environments that foster lifelong health and wellness by making the healthy choice the easy choice. 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 is one of many schools in the province that works with students, teachers, parents and community members to create a healthy school community and improve the eating behaviors and physical activity habits of students.

To facilitate this, healthy snacks are sold to students on designated days for 75 cents. As well, students have the opportunity to purchase white milk every day for the same price. Tickets may be purchased for these items. Partnering with our School Council we host Family Lunch Fridays approximately once a month selling a 'choose most often' lunch for a cost recovery amount. We enjoy family members to join us for lunch.

We ask families to provide a nutritious lunch and discourage students from bringing pop, chocolate bars, candy, chips or glass containers to school. Please send ample nutritious snacks to last throughout the day. Students will eat in their classrooms under the supervision of their classroom teacher. Students bringing lunches to be heated in the microwave should only bring items that will take less than 2 minutes to heat. Please do not send lunches that need some preparation (such as Kraft dinner). Also to help save time, students could also bring their hot lunches in a thermos. Due to severe allergies, some classes will be designated as being nut-free. A note will be sent home from the teacher identifying the types of food that must not be sent to school. Thanks for your support in keeping the children at Whispering Hills Primary School safe.



### **Bucket Filling Program**

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 mean 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 Leadership/Bucket Filling awards.

### **Leader in Me Program**

#### **Developing Leaders, One Child at a Time!**

The Leader in Me is a process for teaching students personal leadership skills, such as goal setting, time management, teamwork, problem solving, respecting diversity, and life balance. The program is founded on The 7 Habits of Highly Effective People and creates a safe-and-friendly school culture.

As a school staff we are committed to weaving these principles into our daily practices. Our

#### **\*Habit 1 Be Proactive**

You are in Charge

#### **\*Habit 2 Begin with the End in Mind**

Have a Plan

#### **\*Habit 3 Put First Things First**

Work First, Then Play

#### **\*Habit 4 Think Win-Win**

Everyone Can Win

#### **\*Habit 5 Seek First to Understand, Then to be Understood**

Listen Before You Talk

#### **\*Habit 6 Synergize**

Together is Better

#### **\*Habit 7 Sharpen the Saw**

Balance Feels Best

### **Wellness Commitment**

In order to support Aspen View Public Schools Wellness Policy 28, Whispering Hills developed a Wellness Commitment looking at developing all aspects of the child. See our website for the full details of this.

## General Information

### Attendance

Regular school attendance contributes significantly to academic success; consequently, monitoring of attendance is vital and must represent a cooperative endeavor of the students, parents, teachers, counselors and school administrators.

Please notify the school (780-675-4546) if your child will be absent from school and/or will not be riding his/her regular bus. **This information should be written in his/her agenda if it is a planned absence.** You may also e-mail the school at [www.whps@asperview.org](mailto:www.whps@asperview.org). Absences can be reported 24 hours a day, seven days a week by calling 780-675-4546 and leaving a message. When leaving a message, please state:

1. Name of student
2. Length of absence; and
3. Reason for absence.

Alert the office of any communicable sickness, allergies, or other physical conditions.

If we have not received communication with regards to your child's absence prior to 9:20 am, you will be contacted by phone in order to determine your child's whereabouts.

The responsibility for **regular and punctual** attendance rests with the students and parents.

Regular attendance of students under the age of sixteen is compulsory. Attendance data will be included on each student's report card and be included in his/her permanent cumulative file. Students will maintain regular class attendance; and in the event of an absence, parents will be required to provide an explanation of the reason for the absence either by telephoning the school or writing a note in the agenda prior to or after the absence.

If a student develops a pattern of missing school, the student will be considered truant and the case will be passed on to the Division's Attendance Officer. If the Division's Attendance Officer deems it necessary, the case will be turned over to the Provincial Attendance Board.

Whispering Hills Primary School operates attendance checks on children to ensure that no child is lost or experiencing problems between home and school. To assist us with this program, we ask parents to inform the school prior to a child's absence or late arrival by phoning the school at 780-675-4546.

### Schedule and Supervision

8:50 am	Classes begin
10:35 - 10:50 am	Recess
12:20-12:40 pm	Lunch <u>Recess</u>
12:40 – 1:03 pm	Supervised Lunch
2:05 – 2:20 pm	Recess
3:25 pm	Students dismissed

School doors open at 8:20 am. As students arrive to school, they are required to put their backpacks in their classrooms. Kindergarten students must go directly to their classrooms and all other students will go to the south playground to play from 8:20 -8:50 am as this is the only playground that is supervised at this time. In the case of inclement weather, all students will stay in their classrooms upon arrival. \*\*\*Students who walk to school are asked to arrive after 8:30 am, as there is no assigned supervision before that time.

Supervision of children as they move to and from school is a shared responsibility between the home and school. Please let us know of any problems so that we may work together to solve them.

Supervisors wear safety vests so they are easily identified and are on duty every day before school, during recesses, and after school until 3:40 pm.

Supervision of students is as follows:

8:20 - 8:50 a.m. 10:35 – 10:50 a.m. 12:20 – 12:40 p.m., 2:05 – 2:20 p.m. 3:25 – 3:45 p.m.

**Students should not arrive at school prior to 8:40 am, unless their school bus unloads prior to that time.**

For the safety and protection of students, all school doors with the exception of the main entrance, will remain locked throughout the day (8:50 am-3:20 pm). Students arriving late are required to use the main entrance and report to the office prior to going to their classrooms. Parents should call if a student is going to be late. Students use the playground after school at their own risk, as there is no supervision at that time.



### **Transportation**

For information about bus transportation, contact Rhonda Alix, Transportation Coordinator, 1-888-323-3959 and have your legal land location and municipal address ready. It is imperative that the office (675-4546) be informed of changes prior to 3:00 p.m., as it is school policy to put students on the bus if we have not been notified of changes.

Note: It is the bus drivers' responsibility to ensure that all riders are off the bus in the morning after the drop off and in the afternoon after his/her run is complete.

To ensure that your children are supervised and safe after school on the days when you are picking them up, the following procedures are in place:

**Kindergarten:** must be picked up at the classroom

**Grade One:** must be picked up at the classroom

**Grade Two and Three:** will wait by the flagpole on the front sidewalk

**If you are bringing your child to school after 9:00 a.m., please accompany him/her to the classroom through the main door as all of the other doors are on timers and will be locked.**

The parking lot is divided into staff and visitor parking. **Driving or parking in the bus loop in front of the school is not permitted.** Use visitor parking or streets north and south of the school. **Please observe the 10km/hr. speed limit while in the parking lot.**

When walking to and from the parking lot, **please use the crosswalk.**

## Communication

Effective communication between home and school is very important for your child's learning journey. We encourage you to chat informally with staff whenever you get the chance. **All students in grades 1, 2, and 3 have an agenda to facilitate daily home/school communication.** All staff have school email addresses as well.

Our school website ([www.aspenview.org/whps](http://www.aspenview.org/whps)) provides information on programming and events as well as our Facebook page (<http://www.facebook.com/#!/groups/288176104576881/>). You may also choose to spend some time browsing the information in the Parent's Corner in our library.

The student planner is a key communication tool between home and the school. The book is intended to be brought home daily for parents to view. Each student must own his/her personal planner. The agendas will be given to the children on the first day of school. If a student loses his/her planner, a new one must be purchased at the regular price of \$10.00 (if available). The agenda that each student at Whispering Hills Primary School is required to have serves many important purposes. It is meant to be:

1. a tool for recording assignments the student needs to complete.
2. a tool which promotes and teaches organizational habits.
3. a primary communication tool between home and school.
4. a carrier for notes, newsletters, and other information coming home from the school.
5. an information resource for students/parents (excerpts from the Parent Information Handbook. Character Education inserts, Leader in Me information, etc.).
6. Administrators often write in the agendas if they have seen your child during the day for Specific concerns.

## Change of Address/Phone Number

It is very important that the school and our transportation office (bus students) have accurate records of students' addresses, phone numbers, and cell phone numbers in order to contact the parents/guardians in any emergency. **Please advise the school or any phone number or address changes.**

## Student Placement

When considering the placement of students for the next year's grade, the following guiding principles are considered: gender, learning styles, student challenges, personality, ability, familial relationships and close friendships. It is important that each class has a balanced group of students. Requests for specific teachers will be considered, but the requests may not be honored. WHPS practices inclusion as mandated by Alberta Education.

## Footwear

All students are asked to have two pairs of footwear at school; one for outside use and one strictly for use inside the school (non-marking soles). Please try to purchase light soled shoes that can also be used for gym classes. All outside footwear must be removed on entry to the school. Please have all footwear labeled with your child's name.



### **Inclement Weather**

In the event of excessive rain or extreme cold, recess periods will be spent indoors under classroom supervision. As a general guideline, when the temperature reaches  $-20$  degrees recess will be indoors (we also consider the wind chill factor).

All students are required to go outside for recess. Please ensure that children are dressed warmly and comfortably for the outside weather. Fresh air and exercise are beneficial for clear minds. Children have individual lockers so they can keep extra mittens, sweaters, etc. handy for cold days. If your child is ill (bad cough, fever, etc.) he or she should stay home to recuperate. Teachers and parents work together to decide if a student should be staying in for recess, as each case is unique, however the expectation is that if they are well enough to come to school, they are well enough to go outside.

In the event of extreme weather conditions developing during the day, busses may be sent home early. It is the bus driver's responsibility to call parents of every child on his/her bus. We will make every effort possible to contact the parents or emergency contact should this situation arise. Busses will **not** leave a child if no one is home. In the event temperatures are  $-40$  degrees C or below in the mornings, busses do not run. School remains open. Listen to CKBA, CFCW, or call the bus shop (675-4220) for this information or check the website at [www.aspenview.org](http://www.aspenview.org).

### **Library**

The library is an integral part of our learning environment. Staff, students, and parents are encouraged to sign out material. Mrs. Tara LeMessurier, our librarian, works with students and staff to provide programs such as story time, research activities, reference question of the week, lunch visits and various themes throughout the year. We have 3 Book Fairs (2 are mostly English books and 1 is solely French books) during the school year in conjunction with Parent/Teacher Interviews. Parents are encouraged to visit the Parent's corner and get a library card to allow them to sign out material.

### **Newsletters**

Panda Prints is our monthly newsletter. Parents are requested to review it. The newsletter informs parents of important parenting tips and celebrates student learning. In keeping with our Green School philosophy and being fiscally responsible, the complete newsletter can be viewed on line at [www.aspenview.org/whps](http://www.aspenview.org/whps) under the main menu, then click newsletters. Parents do have the option of requesting a condensed hard copy. Classroom teachers send out class newsletters to families as well.

### **Family Lunch Days**

During the school year, a group of great volunteers get together and make a choose most often lunch item and sell it. Order forms are sent home and we welcome family members to order and come and have lunch with us. This group is always looking for assistance. Join the group!

### **Weekly Assemblies**

Please join us on Friday afternoon starting at 1:05 as all students and staff gather in the gymnasium to end our week celebrating the achievements of students. Our Junior Lighthouse team assists in running the assembly as we welcome new families, celebrate birthdays and acknowledge students who have modelled one of the 7 Habits of Highly Effective people. We sing our National Anthem, other pertinent schools and our seven habits song.

### Role of the Family

The education of children is a shared responsibility and one requiring a supportive and co-operative relationship between home and school. This is the primary ingredient needed for a successful schooling experience. The instructional team at Whispering Hills Primary School welcomes and looks forward to your active involvement in your child's education. Good communication is essential to the success of your child in school. Parents are encouraged to volunteer at WHPS. Research indicates parental involvement in the educational process impacts positively on the attitude and conduct of children in the school. Many of our programs cannot happen without the assistance from parents. Volunteer opportunities may include the extra-reading program, library assistance, rostering in the kindergarten class, field trips, cross-country skiing, play days, classroom assistance, help during the Family Lunch Days, School Council and fundraising and more. Please note, according to Aspen View policy all volunteers must have completed a Criminal Reference Check, which is good for two years. The Athabasca RCMP have offered to provide this service free of charge for all school volunteers. ALL VOLUNTEERS MUST SIGN IN AT THE OFFICE AND WEAR AN IDENTIFICATION TAG.

### Parental Concerns/Appeals

Parents who experience difficulty with programming or staff members have the right to pursue their concerns or to appeal staff decisions. The following procedures should be utilized:

1. Contact the teacher first (if the problem involves the teacher or Educational Assistant).
2. If the concerns are not adequately addressed at that level, the next step is to contact the school administration.
3. If satisfaction is not attained at the school level, then the parent should contact Mrs. Donna Wesley, who is our liaison with the School Division office.
4. The parent may, as a last resort, appeal local decisions to the Minister of Education.

### Visitors to the School

All parents and visitors to the school are required to enter through the main door and register at the office.

### Personal Property/Valuables

The school is not responsible for any items of value that students bring to school. Students are discouraged from keeping valuables in their lockers. We ask that if children need to bring money to school that it is put in a sealed envelope identified with the student's name, teacher's name, and what the money is for, and that it be given immediately to their teacher when they arrive at school. A note in their agenda would also be helpful. Money can be easily misplaced or lost. We request that all school supplies, lunch kits, footwear, and outer clothing be marked with the child's name prior to sending them to school. Lost and found articles are placed in a box in the library and by some entrances. We make every attempt to have these articles returned to their owners. However, children are not always sure of their things, particularly when many children have similar articles (boots, mitts, jackets, etc.). You can help your children and us by labeling everything your child brings to school. Unclaimed items are eventually donated to charities.

### Picking Up Children during the Day

If a student needs to leave during the school day, a note needs to be written in the agenda and the student will be released when the parent/guardian arrives. **The school will not allow any student to leave without the parent's or guardian's permission.**

If a parent arrives at school to pick up his/her child and school staff believe that the parent/guardian is impaired, WHPS policy is as follows:

1. Staff will determine if the (allegedly) impaired parent is driving.
2. Staff will offer to call another driver or a taxi.
3. If the parent insists on leaving the school with their child, school staff will phone the RCMP.

**The safety and well-being of our students is always our first priority.**

## Playground Rules

### **General Rules**

It is our expectation that all people in our school will care about the safety and feelings of others. Safety comes first. Be Careful! Think: "Is this safe or could someone get hurt?"

- use words to solve your problems
- fighting – "play" or otherwise is not allowed
- throwing of sand, rocks, etc. is not permitted
- swearing, name calling, etc. is not permitted
- no climbing of chain link fence. Use openings to retrieve lost equipment after an adult supervisor has been notified
- count up to "25 Athabasca" to have a turn on the equipment
- hill by chain link fence is out of bounds except when there is enough snow to go sliding
- must be on playground side of black railing
- cement pads for skipping
- no 'grounders' or tag games to be played on the equipment
- **Play Safe...Play Fair...Have Fun!**

### **Swings**

- 1 person per seat
- sitting position
- no stunting
- swing poles are not used for climbing

### **Slides**

- feet first on backside
- no climbing up the slide
- one person at a time
- stay off the top of covered slides

### **Climbing Wall**

- no sitting on top
- no jumping from top

## Playground Use After School (3:25 pm)

To ensure that students are on time for their bus and to ensure that students who are walking home are accounted for by their after school caregivers, the following will be in place for the use of the playgrounds:

\* Students go directly to their bus or bus line up after school.

\* Students walking home go directly home and may return to the school playground once they have checked in with parents/after school caregivers. The playground will be unsupervised at this time.

\* After-school care program students may use the playground once the busses have left the yard or may use the East playground immediately after school. Supervisors must accompany the children.

\* Parents/Guardians picking students up after school may use the South playground once the busses have left the yard or they may use the East playground immediately after school.

## Outdoor Clothing

Students are to go outside at every recess. Please ensure that students are dressed appropriately for the weather. It is necessary to wear mittens, boots, hats, coats, and snow pants to go out in our winter weather. During extreme cold or wet weather, students will remain indoors during recesses. All students riding on a school bus during winter months shall be required to wear winter footwear, outer wear and have head gear, gloves or mitts. In those cases where children are not appropriately attired for winter conditions, the bus driver may advise the principal who may contact the parents and request that they either bring appropriate winter attire to the school or plan to transport the children home themselves.

### School Council

This committee is an advisory body of parents, whose primary mission is to support and aid the goals of the school. Working under the school council, is the Whispering Hills Fundraising Committee. This group raises funds to support school programs. All parents, Kindergarten - Grade 3, are urged to attend the School Council meetings which are held every month at W.H.P.S. These meetings will be monthly at 6:30 p.m. Fundraising Committee meets at 5:45p.m. Child Care is provided. See our website for the particular dates.

### Student Resource/School Fees

As per Aspen View Schools Policy 19, school fees are to be collected. These fees stay in Whispering Hills Primary School to fund school programs and additional supplies as needed to support activities.

#### **Kindergarten: \$80 per student.**

The fee covers the cost of school supplies, field trips, school activities, library bags and food for special occasions.

#### **Grades 1-3: \$50.00 per student.**

All students will be receiving a school planner at the cost of \$10.00 each which is included in the school fees. These annual fees are payable by September 30<sup>th</sup>. The sum charged per family for resource fees will not exceed \$300.00 per family. If necessary, monthly installments to pay your school fees can be arranged through the school office. It is mandatory that schools collect these fees from all students. This fee is very important to the operation of our school and is used for a part of the instructional section of our budget. We will be sending reminder notices to families until the fees have been paid. Without these fees, we will be limited in what we can offer our students.

### Visitor Parking

Bus zones ensure the safety of our students during pick up or drop off at school. Parking or stopping in these zones limits accessibility for the bus and threatens student safety. We have 29 busses entering the bus loop daily and the loop is designed for bus traffic only. Please do not drive in the loop. Remember to read signs and park only in Visitor Parking and not Staff Parking. **Driving or parking in the bus loop in front of the school between the hours of 7:00am and 5:00 pm is not permitted.** Use visitor parking or streets north and south of the school. **Please observe the 10km/hr speed limit while in the parking lot.** When walking to and from the parking lot, **please use the crosswalk.**

### Volunteers

Our school encourages the assistance of volunteers in meeting the needs of our students. We appreciate your willingness to share your time and talents with us and hope that you find your volunteer experience enjoyable and worthwhile.

To facilitate a positive and cooperative school operation, the following guidelines are written to assist you as a volunteer in our school.

1. Respect school rules, policies and practices.
2. Please follow the outline/instructions supplied by the teacher.
3. You must talk with the teacher to schedule volunteer time.
4. Each individual teacher will outline volunteer expectations particular to their needs and the needs of the students.
5. Teachers will determine their need for volunteers in the classroom.
6. Confidential information regarding students, staff or other school matters must not be discussed outside the school. Such information must remain within the confines of the school.
7. Refrain from discussing student ability or behaviour in the presence of other students, parents or volunteers.
8. Avoid comparing students.
9. Practice tolerance, patience and understanding toward students and teachers with whom you come into contact.
10. Be positive, remain calm and maintain a sense of humor.
11. Encourage and praise students appropriately.

12. Be consistent and objective.
13. Keep your commitments. If you are unable to attend please inform the teacher concerned well beforehand to allow the teacher time to make alternate plans.
14. Refer discipline matters to the teacher.
15. Refrain from publicly criticizing students, parents, school staff or other volunteers.
16. If you have a concern, please direct it to the appropriate teacher, or school administration.
17. If you are volunteering or visiting the school, please enter through the front doors, **sign in at the office** (say hello to our secretaries and receive a smile) and pick up a volunteer name tag. Thank you in advance for your cooperation.

**\*\*\*IMPORTANT: Volunteers must obtain a Criminal Record Check from the RCMP.**

### **Field Trips and In-School Programs**

Field trips are coordinated with the classroom programs and serve to broaden the scope of education for children. Relating the curriculum to life-long learning plays an important role in the educational process. Parents are notified of all field trips and their written consent is required. **If written consent is not received, your child will be kept at the school as our District Policy states we cannot accept verbal consent.**

Parents will be notified prior to the above with an indication of purpose, cost and/or other requirements.

### **Home Schooling**

Home schooling is an option for parents in Aspen View. Requests by parents or guardians for home schooling must be made to the Principal and approved by the Superintendent of Schools. Various options for home schooling and programming are available. For further information or to discuss options, please contact Lorna Kravontka.

### **Homework Expectations**

Your child may be required to do homework. Given our #1 priority is developing literacy skills, every child should read or be read to every night. Many teachers have a Home Reading Program as part of the Language Arts Curriculum. Reading and/or story time should be a regular part of your family evening routine. At times, your child may need to finish assignments which were not completed during class time. Children need to know that learning takes place at home and in the community as well as at school. It is important for students to establish the routine of daily study and review. If you have any questions or concerns about homework, contact your child's teacher.

### **ECS (Early Childhood Services)/Kindergarten Program**

The kindergarten program has 90-91 days of instruction. The program features a variety of learning centers, community field trips, early literacy assistance, early numeracy, and support for students with special needs. Please refer to the Kindergarten Information Handbook and the Kindergarten 2016-2017 Calendar for more information and dates.

Parental involvement is extremely important to ensure the success for kindergarten children. Please contact your teacher to see how you can help out.

### **Religious Instruction**

As per Administrative Procedure 207, religious instruction classes for Grades 1-3 students is offered at Whispering Hills Primary School. Classes generally run from mid-October to mid-May on Wednesdays from 1:05 – 1:35pm. Volunteers from the participating churches run the program. A permission letter will be sent home giving you the opportunity to choose to participate in the Protestant, Roman Catholic, or Non R.I. Program.

## **Report Cards/ Progress Reports/ Parent-Teacher-Student Interviews and Student Led Conferences**

Learner outcomes are statements that describe what students are expected to know and be able to do. These outcomes are taken directly from the Alberta Program of Studies. Students are assessed throughout the year and reported to you through report cards. Parent teacher conferences are held in mid-November. At this time you will be provided with information on your child's progress outlined as strengths, areas of needs, and strategies for improvement. Two report cards will follow (February and end of June). In March student led conferences will be held. You are encouraged to contact the teacher any time if you wish to discuss your child's progress.

This year we are happy to report you can get up to date information on your child's achievement through the use of parent portal. When your child is enrolled you will be provided with a user name and password that will allow you to view your child's attendance and the assignments completed with achievement levels.

**<http://education.alberta.ca/home.aspx>**

## **Student Regulations**

### **Guardianship/Custody Orders – Custody Issues (300-21)**

The school recognizes that many of our students come from a variety of parenting and guardianship arrangements. So that the school can honor the individual arrangements, the most recent copy of the guardianship/custody document signed by the Court must be on file in the school. When documents are changed or updated, the school must receive an updated copy. Bring the original to the school office and we will make a copy for our files.

### **Computer and Internet Use**

All students have access to the computers and the internet in the classroom and library. Every classroom has a SMART board that enhances program delivery. Technology outcomes are integrated through their classes. All students and parents must sign a Code of Conduct agreement upon registration to utilize network.



### **Administering Medicine to Students–AP 316**

The Division recognizes that good health is basic to the ability of students to achieve their personal and educational goals.

Parents are responsible for advising the school of a student's health needs and for providing the school with information about health problems that could affect the student's behavior, learning and/or wellbeing of other students and staff. Students who require medication are expected to take it at home under the direction of a parent. While administering medication to students is not a responsibility of schools, staff members may be requested to do so. The administration of medication may be done only after:

- a) the use of the medication is prescribed by a physician; and
- b) other reasonable options, such as self-administration or parental administration, are determined to be impracticable; and
- c) a properly completed and signed Request for Administration of Medication to Student and Release form (Form 316-1) has been received from the parent and approved by the principal; and
- d) the principal has determined that sufficient resources are available in the school.

The Division reserves the right to reject requests for the administration of medication to students.

In the event that a student is severely injured or ill at school, every effort will be made to contact the parent or emergency contact. Minor injuries or illnesses will be treated at school (ice pack, bandaging, and rest in sick room). An accident report is required by the School Division for significant injury and a copy of the report is entered into DocuShare.

Each year we compile a Medic Alert booklet that identifies students with severe allergies, asthma, etc. The booklet has a photo of the child, symptoms, and treatment. The locations of epipens, etc. are flagged by Medic Alert symbols on the locker or cupboard where they are kept.

### **Allergen Policy**

The school recognizes that there are students and staff who are affected in varying degrees to different allergens. We believe that three key areas must be considered when addressing these health issues:

#### **Information and Awareness**

- \* Through the school registration form and through communication with school staff, parents must identify their anaphylactic child or their child with severe allergies.
- \* School Administrators, on an annual basis will identify the student to the school community.
- \* Annually, the staff will receive in-service regarding the use of auto-injectors (epi-pens).
- \* Open communication will be maintained between parents and the school.
- \* The school community will assist the child to become knowledgeable and empowered to deal with their specific health issue. It is recognized that the students of Whispering Hills Primary School are very young, and that students with severe allergies will require assistance to deal with individual health issues.

#### **Avoidance of the Allergen**

- \* Classroom teachers will monitor their students to keep the classroom as allergen-free as possible.
- \* Students will be reminded of the necessity of cleaning and hand washing routines.
- \* Letters will be sent to the homes of all members of a class where a child has been identified as having a severe allergy. The school will ask the cooperation of parents to avoid sending food products or other products that contain allergens.
- \* A microwave oven will be identified as being used for warming nut free products.
- \* The school has been declared a scent-free environment.

#### **Emergency Response Procedures in Case of Accidental Exposure**

When accidental exposure triggers an anaphylactic reaction, there is no time to waste. The rapid response procedure will be to:

- \* administer epinephrine
- \* contact an ambulance or drive the child to the hospital;
- \* include a familiar and trusted adult to accompany the child;
- \* contact the hospital; and
- \* contact the student's parents;
- \* The student's locker will be identified with a First Aid symbol so that everyone knows where the auto-injector or other medical equipment is located.

*The above was adapted from **Anaphylaxis: A Handbook for School Boards, published by the Canadian School Boards Association***

### **Emergency Procedures – AP 311**

The Division recognizes its responsibility to take reasonable measures to ensure the safety and welfare of students. Procedures to ensure that schools will be evacuated or safely locked-down in the event of an emergency are essential. Critical response procedures are an essential component of the plan.

A schedule of six fire drills and four lock down practices is developed in August at the beginning of each school year. The schedule is planned so that each Kindergarten class takes part in 3 fire drills and 3 lock down practices. If a fire alarm or lock down announcement occurs at any time other than the scheduled time, staff will know that it is not a drill.

Whispering Hills Primary School has instituted a number of procedures which allow for providing a safe and caring environment for students. These procedures include:

**Fire Drills**

Regular emergency school evacuation drills will be held six times during the year. Everyone (including visitors) must follow the evacuation procedures to ensure safety.

- \* Fire evacuation procedures are posted in each classroom, the staff room, and in the hallway.
- \* At the sound of the alarm, everyone will vacate the school according to the evacuation plan.
- \* Administrators will walk through the school to ensure all doors are shut and lights left on.
- \* All staff, students, and visitors will go to the black bars on the south playground.

**Hold and Secure**

Hold and Secure is used in response to security threats outside the school. During a Hold and Secure, all entrance doors to the school are locked, with no one permitted in or out of the building. No one, other than law enforcement, is permitted access to the building until the Hold and Secure has been cleared. Students and staff will remain working quietly during a Hold and Secure.

**Lockdown**

Lockdowns are usually in response to acts or threats to students and/or staff directly impacting the school. During a Lockdown, all doors to and within the school are locked. No one is permitted in or out of any area once it has been locked. Students and staff must respond very quickly to a Lockdown command to get to safe location before doors are locked. No one, other than law enforcement, is permitted access to the building until the Lockdown is over.

### **Pediculosis (Head Lice) – AP 318**

The Division recognizes the concern represented by the transmission of pediculosis in schools and therefore encourages communication between school staff, parents and public health regarding the detection and resolution of instances of pediculosis. Care will be taken to protect the individual from undue invasion of privacy.

Procedures:

1. School administration shall work with Public Health Authorities and School Councils to describe and then communicate to parents both preventative and remedial procedures for dealing with instances of pediculosis.
2. Students will be permitted to return to school once they have undergone a recommended course of treatment.
3. If there are ongoing concerns about particular cases not responding or being compliant with therapy, school administration shall inform the Public Health Authority of these concerns.

At Whispering Hills Primary School, we realize the occurrence of head lice is common. It is a myth to suggest that having head lice is associated with any degree of cleanliness. Lice will infest hair washed daily or once a year (lice prefer to live in healthy hair and scalps!). Head lice are unpleasant, but not life-threatening. They are not a sign of illness. For their own natural survival, lice tend to be more common in the longer, thicker hair. Parents are requested to give their child(ren) weekly examinations of the hair and scalp. If head lice is located, please contact the school. A treatment with lice shampoo plus removal of nits with a special comb available from the drugstores will be necessary. If a student in your child's class has been identified with lice, all students in that class will receive a letter from the school administration. You should then be diligent in checking your child's hair. Periodically, staff members will run checks on students.

### **Student Conduct and Discipline – AP 355**

A student conduct administrative procedure supports the school staff in maintaining a safe and effective learning environment. A student conduct administrative procedure also assists students in developing self-discipline and behaviors that contribute to such an environment.

At Whispering Hills Primary School the focus for student conduct is respect and responsibility utilizing the Bucket filling and Leader in Me philosophy. We believe that all students have the right to learn in a school climate that is safe, secure and productive. Students are expected to be show leadership by filling buckets by showing respect, self-discipline and personal responsibility for their learning and behavior. To do so, students are encouraged to fill others buckets by making wise choices for their behavior in their classroom situations and on the playground. Students are taught the importance of making wise choices when it comes to behavior.

Students are responsible for the choices they make in terms of safety, politeness, consideration for others and using common sense to solve problems. Students are instructed in making wise choices through classroom activities, direct teaching throughout the day, assemblies and staff model appropriate decision-making strategies with and for the children.

A record is kept of incidents when students do not make wise choices. Teachers and school administrators investigate the referral and make a decision on an appropriate consequence. We believe that a strong message must be sent to students who are engaged in severe, repetitive behaviors, that this type of conduct is simply not appropriate nor acceptable in the school or in the community. Inappropriate or irresponsible behavior needs to have consequences. Primary aged students require specific consequences that are age appropriate, logical and reasonable for their unique problems and circumstances.

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**At Whispering Hills Primary School students are expected to:**

1. Show consideration, courtesy and respect for themselves and others.
2. Respect their own and others property.
3. Keep their hands and feet to themselves.
4. Use appropriate language at all times.
5. Show a positive attitude.
6. Be in class on time and have all necessary materials.
7. Try their best and complete assignments on time.
8. Use school and playground equipment appropriately and to play safe games that will not harm themselves or others.
9. Be only in designated areas.
10. Make appropriate behavioral choices and to accept the consequences of their choices.

**Student Conduct Intervention Procedures**

Acceptable conduct that displays respect and personal responsibility is expected at all times. School expectations are communicated and reinforced in the individual classrooms, throughout the day and at school assemblies. When a student has made a bad choice, consequences will be given to help the student realize that poor judgment (bucket dipping) was used on his/her part and to choose more acceptable behaviors. Misconducts will be considered as minor, major, or severe.

**Minor Misconducts**

Minor misconducts will be handled 'on the spot' by any staff member, who will stop the student, remind him/her of his/her responsibilities and the school expectations. A minor misconduct can become a major misconduct if it is repeated frequently. Most minor student concerns will be dealt with in accordance to teachers' individual classroom management plans.

**Minor misconducts may include:**

- running in the classroom or hallway;
- coming in late from recess break
- littering
- playing in the washrooms
- poor sportsmanship
- minor altercations between students
- playing in an unsafe manner

**Consequences for minor misconducts may include:**

- a discussion with a staff member
- an apology or verbal response on how to change the behavior
- immediate correction of the misbehavior
- walking with the supervisor for the remainder of the recess

**Major Misconducts**

Major misconducts are any behaviors which interfere with the orderly functioning of the school or threaten the safety or dignity of students and staff. Families will be contacted in major and repeated minor offences. Notes will be written in the students' agenda for families to read.

**Major misconducts may include:**

- a frequent display of minor misconducts
  - lying
  - cheating
  - stealing
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- spitting
- swearing
- not respecting the privacy or personal space of others or constantly bothering others
- repeated not following the instruction of a staff member
- defiance of authority or talking back to a staff member
- physical or verbal abuse of staff
- purposely disrupting the class with words or actions
- inappropriate use of the washrooms
- willful disobedience
- **any form of bullying or harassment:** including name calling, teasing, put-downs, intimidation, directed rudeness. This includes, but is not limited to spitting on others or swearing at others
- any aggressive behavior such as hitting, roughing, tripping, shoving, throwing objects
- vandalism of personal, other students', or school property
- inappropriate touching or exposing of one- self or others
- possession or use of a weapon (Administrative Policy 354 will be followed)
- false activation of a fire alarm

**Consequences for a major misconduct include:**

1. a) Fill out a Bucket Dipping Sheet.  
 b) Discuss it with the teacher. Parent will be contacted. Administration may be involved.  
 c) Take a copy of the Bucket Dipping Sheet home for a parent signature.
2. Depending on the circumstance of the misconduct, students may serve a detention or an in-school suspension. There may be meetings with School Administration, parents and student. Behavioral Contracts may be developed.
3. Case conferences may occur with appropriate personnel. This may include school staff, counselors, Division staff or others.

**It is always our goal at Whispering Hills Primary School to work in partnership with the home to ensure that each child understands his or her responsibility to behave in a cooperative, safe and caring manner at school. We believe that students must adhere to the rules of the school and the community.**

**Student Conduct and Discipline on School Buses – AP 356**

**Rules of Conduct:**

1. Students must obey the bus driver. The driver is in full charge.
  2. Students are expected to exhibit behavior that would be acceptable in a classroom.
  3. Students have a right to ride on the bus to and from their school in a safe and quiet manner.
  4. Students have a right to carry on quiet conversation with other students in their assigned seated area.
  5. Students may eat on the bus with the driver's permission.
  6. Students are expected to place garbage in the garbage basket.
  7. Students may play their cd players or MP3 players if they use ear plugs or headphones.
  8. Students may be assigned to a seat by the bus driver and will sit in their assigned seat when riding the bus.
  9. Skate blades and other hard or sharp objects must be covered by protective guards or transported in an appropriate case.
  10. Students are expected to be on time for loading and discharge.
  11. Students must not distract the driver.
  12. Students are accountable for their behavior on the bus.
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Should unruly conduct occur, the student and his/her parents will be contacted by the school administration. Should the unruly conduct not improve, the student may be suspended from riding the bus and transportation will become the responsibility of the parent or guardian.

### **Student Illness or Injury at School – AP 315**

On occasion students become ill or injured at school. Should a student become ill or be injured during the school day, the principal or designate shall attempt to contact the parent/guardian to advise the parent or guardian of the situation and establish a course of action. In the case of an illness, the student will be sent home if they demonstrate any of the following symptoms:

1. when a student is running a fever, i.e. 99 degrees F or 37 degrees C.
2. when a student is exhibiting flu or flu-like symptoms, i.e. vomiting or diarrhea.
3. when a student appears in distress, i.e. breathing problems.
4. when a student has a severe rash or open sores.

When a student is injured at school, the child will be given first aid by staff members to the best of their abilities. If we are unable to contact the parent/guardian, our best judgment will be used for medical aid. If a student is deemed to be a high medical risk, the student will be transported to hospital by a designated staff member or the ambulance. **It is crucial that we have an up to date contact number, cell phone number and emergency contact person.**

### **Student Responsibilities – AP 350**

Students have rights within the schools as long as they do not infringe upon the rights of others in the school.

#### Procedures:

1. The principal shall ensure that this administrative procedure is communicated to students.
2. Students shall:
  - 2.1 Be diligent in pursuing their studies.
  - 2.2 Attend school regularly and punctually
  - 2.3 Cooperate fully with everyone authorized by the Division to provide education programs and other services.
  - 2.4 Comply with the rules and regulation of the school.
  - 2.5 Be accountable to the staff members and volunteers for their conduct.
  - 2.6 Respect the rights of others.
  - 2.7 Be accountable for their guest's actions.
  - 2.8 Be dressed in a manner which is Conducive to learning, in good taste, and not a health or safety hazard.
  - 2.9 Ensure that clothing does not have unacceptable words, phrases, pictures or graphics.
  - 2.10 Treat school property with due care and respect.
3. The Division prohibits the following on school property and at school related activities:
  - 3.1 Alcohol
  - 3.2 Illegal drugs
  - 3.3 Weapons
  - 3.4 Tobacco use

A weapon is described as any object that is used, or intended to be used, to threaten or harm another person.

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### **Use of Cell Phones and Electronic Devices – AP 351**

Inappropriate use of cell phones, camera cell phones and other electronic devices can interfere with an individual's right to privacy, the student's right to a safe and caring environment and the teaching and learning process; therefore, the Superintendent requires principals, in consultation with appropriate stakeholders, to formulate and implement appropriate procedures at the school site.

#### **Procedures:**

1. The school procedures must take into consideration the student population at the school.
2. The procedures must have clear expectations and consequences regarding inappropriate use.
3. The procedures must be published appropriately so that all stakeholders are aware.

**At Whispering Hills Primary School students are requested to not bring electronic devices to school.**

**If students bring computer hand held games (DS, DSI, etc.) to use during a long bus ride, the devices must remain in their backpacks in their lockers. All items are brought at the student's risk and the school will not be held responsible if they go missing. Cell phones and camera cell phones are not allowed at school or on field trips.** If a student breaks this policy, the device will be taken from them, and parents will be contacted to come to the school to pick the device up.



**If you have any questions, please do not hesitate to call the school  
at 780-675-4546.**