

# Whispering Hills Primary School Information Handbook 2017-18

## Early Childhood Services (ECS)



3001 Whispering Hills Drive  
Athabasca, Alberta T9S 1N3

Phone: 780-675-4546

Fax: 780-675-5090

Email: [whps@asperview.org](mailto:whps@asperview.org)

Website: [www.asperview.org/whps](http://www.asperview.org/whps)

[Facebook:](#) Whispering Hills Primary School

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

## **STAFF**

### **Teachers**

Mrs. Azure McGhee	K-1, K-3	M/W, T/T & scheduled Fridays
Mrs. Tracy Lundell	K-2	T/T & scheduled Fridays
Mme Kathy Asfeldt (French Immersion)	K-4	T/T & scheduled Fridays
Mrs. Sheena Garton	K-6	M/W & schedule Fridays

### **Administration**

Mrs. Lorna Kravontka	Principal
Mrs. Marianne Saunders	Assistant Principal
Mrs. Michelle Bahry	Executive Secretary
Mrs. Wanda Semashkewich	School Secretary

### **Important Telephone Numbers**

Central Office	780-675-7080
	Toll Free 1-888-488-0288
Transportation	Toll Free 1-888-323-3959
Bus Shop- First Student Canada	780-675-4220

### **Bell Schedule**

8:30 a.m.	Center Activities as students arrive
8:50 a.m.	School starts
10:35 – 10:50 a.m.	Morning Recess
12:20 -12:40 p.m.	Recess
12:40 – 1:03 p.m.	Lunch
2:05 - 2:20 p.m.	Afternoon Recess
3:25 p.m.	Dismissal

**Supervision of children begins at 8:20.**

## PROGRAMS

**Aspen View Public Schools Division #78 works to create a safe, caring, welcoming and respectful environment by teaching students about the Zones of Self-Regulation.**

### Zones of Regulation

Self-regulation is something everyone continually works on, whether we are aware of it or not. We all encounter trying circumstances that test our limits from time to time. If we are able to recognize when we are becoming less regulated, we are able to do something about it to feel better and get ourselves to a better place. This comes naturally for some, but for others it is a skill that needs to be taught and practiced. This is the goal of The Zones of Regulation (or Zones for short).



### **What are The Zones of Regulation?**

The Zones curriculum provides strategies to teach students to become more aware of, and independent in controlling their emotions and impulses, managing their sensory needs, and improving their ability to problem solve conflicts.

The curriculum is designed to help move students toward independent regulation. The Zones of Regulation incorporates Social Thinking® ([www.socialthinking.com](http://www.socialthinking.com)) concepts and numerous visuals to teach students to identify their feelings/level of alertness, understand how their behavior impacts those around them, and learn what tools they can use to manage their feelings and states.

### **The Four Zones: Our Feelings & States Determine Our Zone**

The **Red Zone** is used to describe extremely heightened states of alertness and intense emotions. A person may be elated or experiencing anger, rage, explosive behavior, devastation, or terror when in the Red Zone.

The **Yellow Zone** is also used to describe a heightened state of alertness and elevated emotions; however, one has some control when they are in the Yellow Zone. A person may be experiencing stress, frustration, anxiety, excitement, silliness, the wiggles, or nervousness when in the Yellow Zone.

The **Green Zone** is used to describe a calm state of alertness. A person may be described as happy, focused, content, or ready to learn when in the Green Zone. This is the zone where optimal learning occurs.

The **Blue Zone** is used to describe low states of alertness and down feelings, such as when one feels sad, tired, sick, or bored.

The Zones can be compared to traffic signs. When given a green light or in the Green Zone, one is "good to go". A yellow sign means be aware or take caution, which applies to the Yellow Zone. A red light or stop sign means stop, and when one is in the Red Zone, this often is the case. The Blue Zone can be compared to the rest area signs where one goes to rest or re-energize. All of the zones are expected at one time or another, but the curriculum focuses on teaching students how to manage their Zone based on the environment and people around them. For example, when playing on the playground or in an active/competitive game, no one would think twice about one being in the Yellow Zone but that would not be same in the library.

**Whispering Hills Primary School works diligently to create a safe, caring, welcoming and respectful environment by using Leader in Me, Bucket filling and APPLE School philosophies.**



### **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 using these principles in our daily practices. The 7 habits are intertwined in the daily culture of the school.

#### **\*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



**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.



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 Alberta Project Promoting active Living and healthy Eating. 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, students have the opportunity to purchase white milk every day for 75 cents or a sheet of tickets for \$7.50. 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 invite family members to join us for lunch on these days, or any others.

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 1 minute 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.

## **FRENCH IMMERSION**

**French Immersion is a program designed for children whose first language is not French and whose parents may or may not speak French.** (French-speaking families may also choose to take advantage of it.) It provides students with the opportunity to become fluent in both French and English through a very natural process, similar to that of a toddler learning to speak. Students of all abilities can be successful in the program.

In a typical French Immersion Kindergarten classroom, the teacher speaks French most of the time, using repetition and modeling. The children may respond in English but are encouraged to use French as they learn it. The success of the program is due largely to the fact that students are using their new language in meaningful ways. In Kindergarten, this is done through a variety of interesting themes which provide a context for learning new vocabulary.

As well as learning another language, children in French Immersion Kindergarten are taught math concepts and pre-reading and writing skills. The program is naturally animated as the teacher uses many gestures and expressions to

communicate. Drama, stories and songs are also used to bring the language to life.

Between the first day of Kindergarten and the end of Grade 1, the child's French language skills evolve from listening and basic understanding, to responding with simple phrases, to being able to carry on a simple conversation – and at no expense to the child's English. Children learn languages easily and as a parent of a child in French Immersion you have the opportunity to watch the exciting process of language acquisition for a second time.

Please pick up a brochure on French Immersion or talk to a French Immersion teacher or parent if you have any questions about the program.

**Look to the future..... How would a second language benefit your child in twelve years?**

### ECS CURRICULUM



## **OPEN HOUSE**

Between the hours of **11:30 a.m. and 1:30 p.m. on Wednesday, August 30, 2017** drop in with your child for a brief visit, see the classroom and meet your child's teacher. At this time, you will be required to schedule your child for their **Kindergarten assessment (approx. 45 min).**

Bus Tags and any other pertinent information will be distributed at that time.

We will do our best to honour requests for specific days but class lists will be organized on the following criteria:

1. Boy/girl balance
2. Cross section of birthdates
3. Student needs

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 27	28 Staff Work Days	29 Staff Work Days	30 First Day of School  Open House 11:30 -1:30 Stop by to meet teacher and pick an assessment time	31  Assessments	September 1  Assessments	2
3	4 No School Labour Day	5 Assessments	6 Staggered Enrolment – only half class comes	7 Staggered Enrolment – only half class comes	8 Staggered Enrolment – only half class comes	9
10	11	12 4:30 Fundraising Meeting 5:15 School Council Meeting	13	14 Annual Welcome Back Fair 5:00-7:00	15 No School Staff Work Day	16
17	18	19 School Pictures	20 School Pictures	21	22	23

**WHEN ARRIVING IN THE MORNING.....**

All kindergarten children use the front entrance in the morning.

Children who are walking home **must** be picked up at their classroom at dismissal time.

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.

Please use the crosswalk when walking from the visitor parking lot area to the school. This models safety to our children.

Lead by Example

Please do not drive or park in the bus loop in front of the school or in the staff parking lot. Use visitor parking or streets north and south of the school.

**REGISTRATION (AP 300)**

**A copy of your child’s birth certificate** is required. Students must be 5 years old on or before December 31 of the current school year to attend Kindergarten.

**A legal land description is required on the registration form as well as your municipal address (blue sign).**

The school recognizes that many of our students come from a variety of parenting and guardianship arrangements. As per **AP 300-21 & 322-1 GUARDIANSHIP/CUSTODY ORDERS - CUSTODY ISSUES** the school requires the individual arrangements, the most recent copy of the guardianship/custody document signed by the Court on file. 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.



**TRANSPORTATION (home & school)**

For information about bus transportation, contact Rhonda Alix, Transportation Coordinator at 1-888-323-3959 and have your land location and municipal address ready. Notify the school office at 675-4546, by note or by telephone, of any disruption in the bus riding schedule. It is imperative that the office (675-

4546) is 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.

## **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 by calling 780-675-4546, e-mailing the school at [www.whps@aspview.org](mailto:www.whps@aspview.org) or sending a note with your child if it is a planned absence. If your child will not be riding his/her regular bus **please inform us as well as the driver.**

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 9:30 am, you will be contacted by the automated system informing you that your child has been marked with an unknown absence and to contact the school to verify.



## **BELONGINGS FOR SCHOOL**

1. lunch kit **(for two healthy snacks and a nutritious lunch)**
2. indoor running shoes (non-marking soles) **(no laces please, unless your child can tie his/her own laces)**
3. practical clothing for indoor and outdoor play
4. backpack (large enough to hold an 8 ½" x 11" communication folder)
5. each child receives a folder for communication between home and school

**Please ensure that your child's first and last name is clearly marked on all personal belongings (shoes, boots, lunch kit, coat, backpack, etc.)**



## **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).

## **REPORTING STUDENT PROGRESS (AP 360-1)**

Questions regarding your child's academic and social progress should be directed to your child's teacher. Parent teacher conferences are held in November and March. Dates will be provided at a later time.



In November during interviews, you will receive a progress report outlining your child's early learning progress to date. In March you will receive the first

assessment which provides more detailed information on your child's learning. At the end of the year, you will receive your child's final assessment.

You are free to chat with your child's teacher about his/her progress.

### **EYE SEE...EYE LEARN**

In order to set your child up for success, we strongly recommend that your child have a comprehensive eye exam to rule out any visual barriers prior to entering kindergarten. Research confirms the impact vision and eye health have on a student's success in learning. Alberta Health Care covers the cost of the exam and should your child require glasses Eye See...Eye Learn provides **ONE FREE PAIR**. Additional paper work will be sent home in the fall.

### **NEWSLETTERS**

Panda Prints is our monthly newsletter which informs parents of important information, 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.

### **VOLUNTEER SCHEDULE**

Kindergarten classes have an open door policy. We encourage family members to volunteer in their child's kindergarten program. It is a boost for your child's self-esteem to have you there and it is an extra set of hands in the classroom. Many special activities cannot be accomplished without the extra help. You will be given the opportunity to sign up for volunteer days at the September Open House on August 30, 2017 and we ask you to check the volunteer schedule regularly.

Moms and Dads or other significant adults such as grandparents, are welcome to volunteer. You may also wish to contact your teacher regarding sharing an interest, hobby, skill, or job information with the children.

In order to volunteer the documents listed below are required. See the office for further information.

- Completed Volunteer Registration form
- Current Criminal Record Check (Valid for 2 years from the date of issue)

- Signed Freedom of Information and Protection of Privacy
- Signed Confidentiality Agreement
- Prior approval from the teacher

Criminal record disclosure is required as per Policy AP 490 for all persons 18 years of age and over who have the opportunity to be in regular contact with the students in the schools or on school property. If you will be volunteering this school year, we thank you from the bottom of our hearts. To obtain your criminal record disclosure, take picture identification to the Athabasca RCMP detachment and they will provide you with the disclosure free of charge. Bring the original to the school office and we will take a copy for our files.

If we already have a copy of your criminal record disclosure, you do not have to bring us another one. Thank you for helping us to comply with Aspen View School's policy and thank you for helping us create an environment that promotes learning, safety, and good citizenship.

We ask all volunteers to sign in at the office to ensure the safety of all students (Policy 160-1).

You will pick up a volunteer tag to wear for the day. We also ask that you sign out at the end of the day and return the tag.

### **WELCOME FAIR**

Each year our school community hosts the annual Welcome Back Fair. Held the second Thursday of September, many of our partners in education join us for the early evening promoting their organization as we begin to develop a strong working relationship. We are always in need of volunteers for this event, so if you are able to help with set up or clean up, we would appreciate the assistance.

### **FAMILY LUNCH DAYS**

During the school year, a group of 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!



### **FOIP - Freedom of Information and Protection of Privacy (AP 180)**

Freedom of Information and Protection of Privacy (FOIP) came into effect for all school boards on September 1, 1998. This act sets, controls and provides standards on how we collect, use and disclose your personal information.

The Education Act and the Freedom of Information and Protection of Privacy Act authorize the School Board to collect personal information it needs to operate its programs.

The Freedom of Information and Protection of Privacy Act also requires the School Board and its agents to protect the personal information of students and parents from unauthorized disclosure, provide for individuals to have access to their personal information, and to provide for public access to a broad range of non-personal information.

General personal information such as a student's name, photograph, grade level, etc. may be published in school newsletters, yearbooks, newspapers or similar documents, or may be shared with school councils or health authorities to facilitate home contact or the provision of information to the home.

Photos can be taken by staff for school use. During public events (concerts, graduations, etc.) you are permitted to take photographs as you see fit. During private functions (classroom events) you are not allowed to take photos without the written permission of every child's parent. Please respect the privacy of others.



### **ADMINISTERING MEDICINE TO STUDENTS (AP 316)**

A parent may make a request that medication be administered to a child during school hours. Such requests shall be in writing, on the Request for Administration of Medication to Students form. The teacher is unable to administer any medicine unless this form is completed. This form is available at the office or from the website. It must be signed by the physician.

### **WEEKLY ASSEMBLIES**

Assemblies are held on Friday afternoons for the whole school at 1:05 pm for about ½ hour. We begin by singing school songs, celebrate birthdays and recognize student accomplishments. Please feel free to attend.

### **CANADIAN PARENTS FOR FRENCH**

Canadian Parents for French is a national group of volunteers who recognize the importance of learning French as a second language and actively supports opportunities for our youth to learn and use French.

Cultural programs such as French performances, events and camps are completely reliant on member support to administrate. CPF relies 100% on membership fees and fundraising to provide opportunities to the community.

When you become a CPF Member 65% of your membership fee supports the activities in our local chapter.

1 Year Membership = \$25 (\$16.25 will remain in Athabasca)

3 Year Membership = \$60 (\$39 will remain in Athabasca)

Locally Sponsored Activities include;

Camp de Plein air Lusson (Gr 4/5)

French Music Festival Award

French Oral Proficiency Awards (K-Vernacular)

French Cultural Day

Fundraising for Grade 9 Quebec Trip

## **WHISPERING HILLS PRIMARY SCHOOL COUNCIL**

This committee is an advisory body of parents, whose primary mission is to support the goals of the school. All parents/guardians are welcome to attend the School Council meetings which are typically held on the second Tuesday of the month. Each class is encouraged to have a class representative. Child care is provided.

## **FUNDRAISING COMMITTEE**

The Fundraising Committee oversees the already, well-organized fundraisers. Your responsibilities are minimal yet powerful as you have a say on where and how the funds are spent. Without a new executive, we will LOSE our casino, which brings in between \$50000 to \$65000 every 18 months. **WE CANNOT AFFORD NOT to have an executive.** All parents, Kindergarten - Grade 3, are urged to attend these meetings which are held every month at WHPS. Each class is encouraged to have a class representative. The meetings will be held on the second Tuesday of the month just before the School Council meeting. You may choose to attend one or both of the meetings. Child Care is provided.

As per Administrative Procedure 520 School Generated Funds- Fundraising we adhere to the following guidelines:

- 1.1 Fund raising activities which involve students or staff must be approved and supervised by the principal and directed towards the support of an identified
  - 1.1.1 Authorized school activity.
  - 1.1.2 Approved capital project.
  - 1.1.3 Recognized charitable cause.
- 1.2 Acceptable forms of fund raising include
  - 1.2.1 The sale of a usable product.
  - 1.2.2 The provision of a worthwhile service.
  - 1.2.3 Participation in activities in support of charitable causes.
  - 1.2.4 Participation in activities that benefit student skills or health (e.g., read-a-thon, walk-a-thon).
- 1.3 No person involved in a fund raising activity shall benefit financially from that activity.
- 1.4 Fund raising activities shall not interfere with the regular operation of the school.
- 1.5 Funds are not to be raised in excess of the project requirement; however, if fundraising activities generate excess funds, that money may be directed to another authorized project.

## **RESOURCES**

[www.whps@asperview.org](mailto:www.whps@asperview.org)

[www.asperview.org](http://www.asperview.org)

<https://education.alberta.ca/early-childhood-education/early-childhood-services/everyone/early-childhood-services-information/>

<http://www.learnalberta.ca/content/mychildlearning/kindergarten.html>

<http://galileo.org/earlylearning/?q=home>

[www.bucketfillers101.com](http://www.bucketfillers101.com)

[www.leaderinme.com](http://www.leaderinme.com)