

Information Handbook

Whispering Hills Primary School

2020 – 2021



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Celebrating a Community of Learners and Leaders

Proud to be a **Bucket Filling** and **APPLE** School

APPLE – A Project Promoting healthy Living for Everyone

WHISPERING HILLS PRIMARY SCHOOL STAFF

| | | | |
|---------------------------------|---------------------|--|------------------|
| Administration Team | Principal | Lorna Anderson | |
| | Vice Principal | Marianne Saunders | |
| | Executive Secretary | Michelle Bahry | |
| | School Secretary | Wanda Semashkewich | |
| Kindergarten | K-1/K-3 | Azure McGhee | |
| | K-4 | Michelle Aleixandre (French Immersion) | |
| | K-5 | Kathy Asfeldt | |
| | On line | Tracy Lundell | |
| Grade 1 | 1-2 | Janaya Reimer | |
| | 1-3 | Collene Williamson/Emily Smith | |
| | 1-4 | Michelle Aleixandre (French Immersion) | |
| | 1-6 | Paige Waudby | |
| Grade 2 | 2-1 | Michelle Splinter | |
| | 2-2 | Gayle Majorow | |
| | 2-3 | Kennidi Jewell | |
| | 2-4 | Alison Pahl (French Immersion) | |
| Grade 3 | 3-2 | Emily Smith/Marianne Saunders | |
| | 3-3 | Claire Boven | |
| | 3-4 | Melanie Buchanan (French Immersion) | |
| | On line | Jennifer Mitchell | |
| Music | Ali Meyer | | |
| Librarian | Angela Ralph | | |
| Inclusive Education Lead | Sheena Garton | | |
| Indigenous Coordinator | Alma Swan | | |
| Educational Assistants | Cynthia Baumgarther | Tanya Belland | Tracy Bendall |
| | Tracy Chernish | Audrey Crosby | Stephanie Harlow |
| | Judy Hulowski | Chelsea Kirby | Kris Kowalchuk |
| | Deidre Runcer | Elisa Pochynok | Carol Popeniuk |
| | Donna Rolof | Jalisa Shapka | Elizabeth Yowney |
| Custodians | Nadine Houlton | Fred Mikalunas | Mike Radcliffe |

A 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, the programs we offer, school policies, and important events hosted at our school. Additional information can be accessed on our website.

Whispering Hills Primary School is a dual track school, offering classes in English and French Immersion to students in kindergarten to grade three. We emphasize using a TEAM (Together Everyone Achieves More) approach. We realize that your child can achieve the most success when we synergize together.

The School Act supports this relationship and outlines the parent's or guardian's role:

- a) To take an active role in the students' educational success including assisting the student.
- b) To ensure that the parents and guardians' conduct contributes to a welcoming, caring, safe, respectful, and safe learning environment.
- c) To cooperate and collaborate with the school staff to support the delivery of specialized supports and services to the student.
- d) To encourage, foster, and advance collaborative, positive, and respectful relationships with the teachers, principals, other school staff, and professionals providing supports and services in the school.
- e) To engage in the students' school community.

We acknowledge the challenges that the pandemic has placed on everyone. More than every, we need to work together to support children. Our re-entry plan (<https://docs.google.com/document/d/12ktOenTA5eU8MmbulsDhGVBQonpG-rTRWXMkYJhUsfE/edit>) follows the direction from the Alberta Government. Specific procedures for our school are highlighted in **purple**. As we progress through these changing times, our procedures may change based on direction from Alberta Education, Alberta Health Services or Aspen View Public Schools. Should this happen, changes will be communicated to staff, students and families.

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

In the Best Interests of Students,

Lorna Anderson, Principal

Marianne Saunders, Assistant Principal

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ABOUT WHISPERING HILLS PRIMARY SCHOOL

Whispering Hills Primary School is a dual track school, teaching both English and French. Depending on the number of students enrolled in each grade, classes are arranged to best meet student needs.

In compliance with curriculum documents from Alberta Education, long range planning, unit plans, and daily plans are prepared. Teachers also plan units and themes together to share ideas, materials, and resources. Technology skills and objectives are incorporated into the subjects. Specific learning outcomes and expectations are available to parents or guardians by their child's homeroom teacher. 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:

- School counsellors
- FCSS – Family Community Support Services
- LLI – Levelled Literacy Intervention
- Aspen Health Services

We also offer a variety of school programs to ensure that your child engages in positive behaviour and is active and healthy. This includes:

- Zones of Regulation
- Bucket Filling Program
- APPLE School

Bell Schedule

| | |
|----------------------------------|------------------|
| 8:50 a.m. | Classes begin |
| 10:30– 10:45a.m. OR 10:50-11:05 | Morning Recess |
| 12:15 – 12:35 p.m. OR 12:40-1:00 | Lunch Recess |
| 12:15 – 12:35 p.m. OR 12:40-1:00 | Lunch Recess |
| 2:00 – 2:15 p.m. OR 2:20–2:35 | Afternoon Recess |
| 3:25 p.m. | Dismissal |

Supervision of children begins at 8:20 a.m.

SCHOOL PROGRAMS

Aspen View Public Schools Division #78 works to create a safe, caring, welcoming, and respectful environment by teaching students about the Zones of Regulation, and by using Bucket Filling, and APPLE School programs. We are adhering to all COVID regulations.

Early Childhood Services (ECS) and the Kindergarten Program

The Kindergarten program has 90 days of instruction. The program features a variety of learning centres, community field trips, early literacy assistance, early numeracy, and support for students with special needs. Please refer to the Early Childhood Services Informational Handbook on our website for more information. **Parent or guardian involvement is extremely important to ensure the success for Kindergarten children.** Please contact your child's teacher to see how you can help out.

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 natural 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 provide 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 and incorporates Social Thinking® (www.socialthinking.com) concepts and numerous visuals to teach students to identify their feelings and level of alertness. The Zones will also help students to understand how their behaviour 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 behaviour, 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, focussed, 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 are in the Green Zone, one is “good to go.” A yellow sign means to 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 is often 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 the same in the library.

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 for mental and emotional health. A person who is a “bucket filler” is a person who says or does caring things that makes others feel special. When you make someone feel special, you are filling their bucket. When you fill another person’s bucket, you’re also filling your own.

Anyone can be a “bucket filler.” It does not cost anything and 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 and will receive Leadership/Bucket Filling awards.

APPLE School

Whispering Hills Primary School is pleased to be a part of the APPLE Schools project, in partnership with the School of Public Health at the University of Alberta. **APPLE** stands for **A** Project Promoting healthy Living for Everyone. APPLE Schools strive to promote wellness and create environments that foster lifelong health and wellness by making the healthy choice, the easy choice. For more information see <http://www.appleschools.ca/about>.

Whispering Hills Primary School is one of many schools in Canada that works with students, teachers, parents, guardians, and community members to create a healthy school community and improve the eating behaviours and physical activity habits of students.

To facilitate this, we are happy to receive a grant to provide breakfast items such as fruit, choose most often granola bars and cheese to students who wish to eat. At lunch we offer white milk to every child. Additionally, we will be coordinating our snack program and lunch program for students.

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. At this time, students must bring a lunch that does not need warmed up. Thermos are acceptable.

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 with your child to school. Thank you for your support in keeping the children at Whispering Hills Primary School safe!

Feel free to read our Wellness Commitment, which supports Aspen View Public Schools' Health and Wellness (Procedure 312). The school's Wellness Commitment can be located on the Whispering Hills Primary School's website.

SCHOOL RULES AND EXPECTATIONS

Attendance

Regular school attendance contributes significantly to academic success. Consequently, monitoring of attendance is vital and must represent a cooperative endeavour of the students, parents or guardians, 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 their regular bus. **This information should be written in their agenda if it is a planned absence.** You may also email the school at 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. The name of the student
2. The length of absence
3. The reason for the absence

Alert the office of any communicable sickness, allergies, or other physical conditions. For safety reasons, if we have not received communication with regard to your child's absence prior to 9:30 am, an automated call will be made to your home.

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

If a pattern of absences develops, we will work with you to assist in developing a habit of regular attendance. If necessary, we may ask you to participate in a community consultation with a representative from Alberta Education.

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 have an agenda to facilitate daily home and school communication.** All staff have school issued email addresses as well.

Our school website (whps.asperview.org) provides information on programming and events as does our Facebook page (Whispering Hills Primary School).

The student's agenda is a key communication tool between home and the school. The agenda is intended to be brought home daily for parents or guardians to view. Agendas will be given to the children on the first day of school. The agenda 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 from the school.
5. An information resource for students, and parents or guardians. Excerpts from the Whispering Hills Primary School Information Handbook, Character Education inserts, and information about the different programs at the school may be included in the agenda.
6. The school's administrators often write in the agendas if they have seen your child during the day for specific concerns.

Parents or guardians 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 Division Office.
4. The parent or guardian, as a last resort, appeal local decisions to the Minister of Education.

Transportation

For more information about bus transportation, contact the Transportation Coordinator at 1-888-488-0288 (EXT. 16) and have your legal land location and municipal address ready. It is imperative that the office (780-675-4546) is informed of changes regarding transportation home from school prior to 3:00 pm, as it is school policy to put students on the bus if we have not been notified of changes.

Note: It is the bus driver's responsibility to ensure all riders are off the bus in the morning after the drop off and in the afternoon after their 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:

- All students are picked up at the north end of the school. Students are escorted to the pick up zone by a staff member and physical distancing will be maintained.
- Family members must remain by or within their vehicle when picking up their children. Entrance into the school will not be permitted.

- When family arrives, students are permitted to leave the pick up zone.

Picking up Children During the Day

If a student needs to leave during the school day, communication from the family in the form of a note needs to be written in the agenda or a phone call. **When you arrive, park in the pick up zone. Kindly call the office and your child will be escorted to you. Please allow 10-15 minutes for us to bring your child to you.**

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

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

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

Change of Address or Phone Number

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

Role of the Family

The education of children is a shared responsibility and it requires a supportive and cooperative relationship between home and school. This is the primary ingredient needed for a successful schooling experience and the instructional team at Whispering Hills Primary School welcomes and looks forward to your active involvement in your child's education. Unfortunately, at this time we are unable to welcome volunteers into the school due to the pandemic.

Homework Expectations

Given that our #1 priority is developing literacy skills, every child should read or be read to every night. 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's evening routine. Numeracy skills should be highlighted during your regular happening to allow children to see learning takes place at home and in the community, as well as at school. If you have any questions or concerns regarding homework expectations, please contact your child's teacher.

Playground 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 and think: "Is this safe or could someone get hurt?"

- Use words to solve your problems.
- Fighting, “play fighting” or otherwise is not allowed.
- Throwing of rocks, sand, etc. is not permitted.
- Swearing, name calling, etc. is not permitted.
- No climbing on the 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.
- The hill by the chain link fence is out of bounds, *except* when there is enough snow to go sliding.
- Must be on playground side of the black railing.
- Use cement pads for skipping.
- No “grounders” or tag games are to be played on the equipment.
- **Play safe. Play Fair. Have Fun.**

Swings

- One person per seat.
- Must be in a sitting position.
- No stunting.
- The swing poles are *not* to be used for climbing.

Slides

- Go down feet first on backside.
- No climbing up the slide.
- One person going down the slide at a time.
- Stay off the top of the covered slides.

Climbing Wall

- No sitting on the top.
- Absolutely *no* jumping from the top.

Playground Use After School

To ensure 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 procedures will be in place for the use of the playgrounds:

- Students are to go directly to their bus or bus line up after school.
- Students walking home should go directly home and may return to the school playground once they have checked in with parents, guardians, or after school caregivers. The playground is unsupervised at this time, use at your own risk.
- After-school care program students may use the playground once the buses have left the yard or may use the East playground immediately after school. Supervisors must accompany the children.
- Parents or guardians picking up students after school may use the South playground once the buses have left the yard or use the East playground immediately after school.

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 threaten student safety. We have 29 buses entering the bus loop daily and the loop is designed for bus traffic *only*. **Please do not drive in the bus loop.** Remember to read signs and park only in Visitor Parking.

Driving or parking in the bus loop in front of the school is not permitted during the hours of 7:00 am and 5:00 pm. Use visitor parking or the streets north and south of the school. **Please observe the 10 km speed limit while in the parking lot,** and when walking to and from the parking lot, **please use the crosswalk.** This encourages safety practices amongst our students.

GENERAL INFORMATION

Supervision

Whispering Hill Primary School's doors open at 8:20 am. When students arrive they go directly to their classrooms. Individual activities are provided to students.

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

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

Supervision of students outside, except on inclement weather days:

- 8:20 to 8:50 am.
- 10:30 to 11:05am.
- 12:15 to 1:00 pm.
- 2:05 to 2:35 pm.
- 3:25 to 3:40 pm.

For the safety and protection of students, all school doors remain locked throughout the day. Students arriving late should call from the pickup/drop off zone and a staff member will come out to welcome him/her. Parents should call if a student is going to be late.

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 -23 degrees, recess will be held indoors. We may consider the wind chill factor when making this decision.

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

In the event of extreme weather conditions developing during the day, buses may be sent home early. It is the bus driver's responsibility to call parents or guardians of every child on their bus. We make every effort possible to contact the parents, guardians, or emergency contact should this situation arise. Buses will **not** leave a child by themselves if no one is home.

Inclement Weather/Hazardous Road Conditions (AP 131)

Administrative Procedure 131 states in the event that temperatures are -40 degrees C or below in the mornings, buses **will not** run. The schools, however, will remain open. If you have any concerns regarding buses, please contact the bus shop (780-675-4220) or check the Aspen View website (www.aspenview.org).

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, with 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.

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 winter weather. During extreme cold or wet weather, students will remain indoors during recess. All students riding on a school bus during winter months shall be required to wear winter footwear, outerwear, and have toques, headbands, gloves, or mitts. In the cases where children are not appropriately dressed for winter conditions, the bus driver may notify the principal who may contact the parents or guardians and request they either bring appropriate winter attire to the school or plan to transport the children home themselves.

Personal Property and Valuables

The school is not responsible for any items of value students bring to school. Students are discouraged from keeping valuables in their lockers. We ask that if students need to bring money to school, it is put in a sealed envelope identified with the student's name, the teacher's name, what the money is for, and that it is immediately given to their teacher when they arrive at school. A note in the student's agenda would also be helpful.

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. We make every attempt to have these articles returned to their owners, however, children are not always sure of their things. Often, children have similar clothes such as boots, mitts, jackets, etc. and it is important that parents or guardians label the clothes before sending their child to school. Unclaimed items are eventually donated to charities.

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 which enhances program delivery. Technology outcomes are integrated through their classes and all students and parents/guardians must sign a Code of Conduct agreement upon registration to utilize the network.

Library

The library is an integral part of our learning environment. Staff, students, and parents or guardians are encouraged to sign out material. Our librarian works with students and staff to provide programs such as story time, research activities, lunch visits, and various themes throughout the year.

Weekly Assemblies

We are unable to host assemblies that welcome families into the school. We are developing a plan to promote our students and culture to families. Currently, we have daily announcements that highlight an APPLE School announcement, birthdays, and reminders.

Family Lunch Days

At this time we are unable to host this event.

Field Trips and In-School Programs

At this time we are unable to schedule such programs that take students out of the school or invite speakers into the school.

Religious Instruction (AP 207)

Religious instruction classes for Grades 1 to 3 students is offered at Whispering Hills Primary School. Classes run from November to April on Wednesdays from 1:35 – 2:05 pm. Volunteers from the participating churches run the program and a permission form will be sent home, giving you the opportunity to choose to have your child participate in the Protestant, Roman Catholic, or numeracy games. At this time we are unable to offer this instruction.

Assessment and Parent 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 parents and guardians in many formats. Parent/Teacher Conferences are held in Mid-November. At this time, parents or guardians will be provided with information on their child's progress outlined as strengths, areas of needs, and strategies for improvement. Two report cards will follow in February and at the end of June, and in March, student led conferences will be held. Parents or guardians are encouraged to contact the teacher any time they wish to discuss their child's progress.

All families must have a Parent Portal to access their child's report card and to keep up to date information on your child's achievements throughout the year. When your child is enrolled, you will be provided with a username and password which will allow you to view your child's attendance and the assignments completed with achievement levels.

School Council

The School Council is a committee comprised of an advisory body of parents and guardians, whose primary mission is the 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 and all parents and guardians from Kindergarten to Grade 3 are encouraged to attend the School Council meetings which are held every month at WHPS. These meetings are held monthly. Due to COVID restrictions we are using Zoom as a platform to meet virtually. Please see our website (www.whps.aspenview.org) for the specific days.

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 home schooling options, please contact Lorna Anderson (780-675-4546)

POLICIES AND REGULATIONS

Student Responsibilities (AP 350)

Students have rights within the school 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.

Student Conduct and Discipline (AP 355)

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

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 behaviours that contribute to such an environment.

At Whispering Hills Primary School, the focus for student conduct is respect and responsibility utilizing the Bucket Filling 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 show leadership by filling buckets by showing respect, self-discipline, and personal responsibility for their learning and behaviour. To do so, students are encouraged to fill others' buckets by making wise choices for their behaviour in their classroom situations and on the playground.

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, and assemblies. The staff at the school create 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 behaviours, that this type of conduct is simply not appropriate nor acceptable in the school or in the community. Inappropriate or irresponsible behaviour needs to have consequences. Primary aged students require specific consequences that are age appropriate, logical and reasonable for their unique problems and circumstances.

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 play safe games that will not harm themselves or others.
9. Be only in designated areas.
10. Make appropriate behavioural choices and to accept the consequences of their choices.

Student Conduct Intervention Procedures

Conduct displaying 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 judgement (bucket dipping) was used on their part and will be directed to choose more acceptable behaviours. Misconducts will be classified 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 them of their responsibilities and of the school’s 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 behaviour
- Immediate correction of the misbehaviour
- Walking with the supervisor for the remainder of the recess

Major Misconducts

Major misconducts are any behaviours which interfere or disrupt the order 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 student’s agenda for families to read.

Major misconducts may include:

- A frequent display of minor misconducts
- Willful disobedience
- Lying, cheating, stealing, spitting, or swearing
- Inappropriate use of washrooms
- Purposely disrupting the class with words or actions
- Physical or verbal abuse directed toward staff or students
- Defiance of authority or talking back to a staff member
- Repeatedly not following the instruction of a staff member
- False activation of a fire alarm
- Inappropriate touching or exposing oneself to others
- Not respecting the privacy or personal space of others or constantly bothering others
- **Any form of bullying or harassment**, this includes, but is not limited to: name calling, teasing, put-downs, intimidating, directed rudeness, spitting on others, or swearing at others
- Possession or use of a weapon (Administrative Policy 354 will be followed)

Consequences for major misconducts may include:

- Discussion with the teacher (School Administration may be involved).
 - Communication of the misconduct using telephone, email, and/or note in agenda.
 - Parents or guardians confirmation to ensure receipt.
- 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 or guardians, and the student. Behavioural Contracts may be developed.
- Case conferences may occur with appropriate personnel. This may include school staff, counselors, Division staff, or others deemed necessary.

Student Conduct and Discipline on School Buses (AP 356)

Rules of Conduct:

1. Students must obey the bus driver. The driver is fully in charge.
2. Students are expected to exhibit behaviour that is considered 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 a quiet conversation with other students in their assigned seating area.
5. Students may eat on the bus with the driver's permission.
6. Students are expected to place all garbage in the garbage basket.
7. Students may play their CD players or MP3 players if they use earbuds or headphones.
8. Students may be assigned to a seat by the bus driver and will sit in their assigned seat while 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 behaviour on the bus.

Should unruly behaviour or conduct occur, the student and their parents or guardians will be contacted by the school administration. Should the unruly behaviour not improve, the student may be suspended from riding the bus and transportation will become the responsibility of the parent or guardian.

Guardianship/Custody Orders – Custody Issues (AP 322)

The school recognizes that many of our students come from a variety of parenting and guardianship arrangements. In order for the school to honour 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. **Please bring the original copy of the guardianship/custody document to the school office, and we will make a copy for our files.**

Visitors and Volunteering at the School

At this time, we are unable to welcome visitors into the school to volunteer.

Allergen Policy

The school recognizes that there are students and staff who are affected in varying degrees to different allergens. We believe 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 or guardians must identify their anaphylactic child(ren) or their child(ren) 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 (EpiPens).
- Open communication will be maintained between parents/guardians and the school.
- The school will assist the child to become more knowledgeable and empowered to deal with their specific health issue. It is recognized the students of Whispering Hills Primary School are very young, and 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 handwashing 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
- Contact the student's parents or guardians

The student's locker *will be* identified with a First Aid symbol, so everyone knows where the auto-injector or other medical equipment is located.

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

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 or guardians, and public health services 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 or guardians both the 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 that having head lice is associated with any degree of cleanliness. Lice will infest hair washed daily or once a year (though lice prefer to live in healthy hair and scalps) and 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 or guardians 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.

Student Illness or Injury at School (AP 315)

On occasion, students may become ill or injured at school. Should a student become ill or be injured during the school day, the principal or designated teacher 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. Running a fever, i.e. 99 degrees F or 37 degrees C.
2. Exhibiting flu or flu-like symptoms, i.e. vomiting or diarrhea.
3. Appears in distress, i.e. breathing problems.
4. 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 ability. If we are unable to contact the parent or 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 the hospital by a designated staff member or the ambulance. **It is crucial we have an up to date contact number, cell phone number, and emergency contact person.**

Administering Medicine to Students (AP 316)

The Division recognizes 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 which could affect the student's behaviour, learning and/or well-being of other students and staff. Students who require medication are expected to take it at home under the direction of a parent or guardian. While administering medication to students is not a responsibility of the school's, staff members may be requested to do so. The administration of medication may be done only after:

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

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

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

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 hold and secure or lockdown** practices are developed in August at the beginning of each school year. The schedule is planned so each Kindergarten class takes part in three fire drills and three lockdown practices. If a fire alarm or hold and secure/lockdown 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 these procedures in order to provide a safe and caring environment for students.

Fire Drills

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

- Fire evacuation procedures are posted in each classroom, the staff room, and in the hallways.
- 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 are 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 a safe location before doors are locked. No one, other than law enforcement, is permitted access to the building until the lockdown is over.

Use of Cell Phones and Electronic Devices (AP 311)

Inappropriate use of cell phones, camera cell phones, and other electronic devices can interfere with an individual's right to privacy, the students' rights 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 handheld games (Nintendo DS, Playstation Vita, Nintendo Switch, 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.** In addition, cell phones and camera cell phones **are not allowed** at school or on field trips.

School staff are required to adhere to division policies regarding appropriate use of technology. Staff use technology for many purposes, such as to communicate should an incident transpire, levelling books, track student progress, and record reading assessments for scoring purposes. Classroom phones do not have long-distance features, therefore at times, staff will call using their personal cell phones.

