

Whispering Hills Primary School

Volunteer Handbook and Volunteer Procedure



3001 Whispering Hills Drive
Athabasca, Alberta T9S 1N3

Phone: 780-675-4546

Fax: 780-675-5090

Email: whps@asperview.org

Website: <https://whps.asperview.org>

Facebook: Whispering Hills Primary School

Celebrating a Community of Learners

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

APPLE – A Project Promoting healthy Living for Everyone

Dear Volunteer:

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

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

Thank you for being willing to help!

Warm Regards,

Shona Hunter, Principal

Sheena Garton, Assistant Principal

How to Become a Volunteer

- **All volunteers shall complete the Volunteer Registration Form for Aspen View Public Schools**
 - You can call or email our office to have this form emailed to you, or visit our office in person to obtain this form

Please note: A new volunteer registration form will be required if the volunteer:

- changes schools in which he/she is volunteering, and/or
- has been absent from volunteering for a year or more

- A Criminal Record Check with the Vulnerable Sector or an Intervention Record Check is **not** required if:
 - the volunteer is only assisting with a single event
 - the volunteer will not be working with students without direct supervision of school staff
- A Criminal Record Check with the Vulnerable Sector **is** required if:
 - the volunteer may be supporting one-to-one small groups for a short duration without direct supervision.
- A Criminal Record Check with the Vulnerable Sector **and an Intervention Record Check is** required if:
 - the volunteer is working with individual or small groups of students on a regular basis for longer periods of time without direct supervision
 - the volunteer will be attending and overnight trip with students.

How to obtain a Criminal Record with vulnerable sector and Child Intervention Check

- **Current Criminal Record Check with vulnerable sector**
 - this can be obtained from the RCMP station, they will require a letter of request from the school
 - you can call, email or visit the office to obtain this letter
- **Child Intervention Record Check**
 - information for this can be found here: [Child Intervention Check Information](#)
 - [here is the form](#)

Please contact us with any concerns or questions.
WHPS- 780-675-4546 whps@asperview.org

SAFETY

Upon arrival, we ask that you sign in at the office. Wearing a name tag will ensure other staff members can welcome you as part of our team. This ensures we know who is present should an emergency transpire.

School Schedule:

Bell Schedule

Note: School Doors Open at 8:30 am. Please do not drop off your child earlier than 8:30 am

-	8:30 - 8:45 a.m.	Before School Recess
	8:53 a.m.	Classes begin
	10:55 – 11:10 a.m.	Recess #1
	12:55 – 1:15 p.m.	Lunch
	1:15 – 1:35 p.m.	Recess #2
	3:25 p.m.	Dismissal

SUPERVISION

In the morning children are supervised inside and outside by staff. Doors unlock at 8:30 am. All students are required to go outside for recess unless the temperature is colder than -23. Staff supervise outside during the day. At the end of the day, staff supervise as students load buses and are picked up in the pickup zone.

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



BUCKETFILLING

Whispering Hills Primary School students and staff are “Bucket fillers”. The idea of “Bucket filling” comes from the book *Have you Filled a Bucket Today* by Carol McCloud. The bucket represents a person’s emotional bank account (mental and emotional health). A person who is a ‘bucket filler’ is a person who says or does caring things that make others feel special. When you make someone feel special you are filling his/her bucket. When you fill another person’s bucket you also fill your own. Anyone can be ‘bucket filler’. It does not cost anything and it does not take much time. When you say or do 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.

Playground Rules

Kindergarten and Great Beginning students play on the east playground at the beginning of the school year and transition to the south playground later in the school year.

At **RECESS** I will:

- Play respectfully on the school grounds and when using school equipment, and take turns using the equipment.
- Always stay on the school grounds.
- Play in a safe manner and not hurt anyone.
- Speak politely to others and follow the rules.
- Dress appropriately for the weather.

Some Things I need to Know:

- 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.

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.
- No jumping from the top.

Other:

- Rocket-no hanging upside down and feet may go on the yellow bar
- Umbrella – hanging hands only, no feet, no climbing or sitting on top
- Bucket – 2 people standing (feet and legs in)
- The Leaf – standing on red middle bar is okay, 2 at a time
- Take turns on the monkey bars, one at a time

Hold and Secure

1. Announcement over PA system: "May I have your attention please. We are now in a Hold and Secure. I repeat this is a Hold and Secure".

2. Administration and Office Staff will contact Aspen View Division Office and emergency personnel as necessary.

3. Classroom teacher will:

- scan hallway for children
- ensure the door is closed and locked
- close blinds
- once Hold and Secure procedures are ordered, staff and students should not use phones for internal or external calls in order to keep phone lines

open

- engage in quiet activities

4. Office personnel will:

- scan market and gym washrooms
- scan infirmary, staff washrooms, staff workroom and staffroom ensure doors are closed and locked
- Site Administrators will inform parents as to how and when children may be picked up if this is necessary
- Site Administrators will contact Aspen View Division Office and emergency personnel as necessary.
- Further action will be determined in consultation with Division Office.
- Communication to parents after the event will occur in consultation with Division Office.

5. Students or adults in other areas of the school will go to the nearest safe area.

6. Students may be outside of the school. Should this happen at recess, the buzzer may be rung manually indicating that students and staff must return to their home room, depending on the nature of the emergency.

7. Designated staff from the Fire Drill Evacuation Plan will check designated areas inside school for students.

8. All clear signal is announced: "May I have your attention please. The Hold and Secure is now complete. I repeat the Hold and Secure is now complete."

Lock Down

1. Announcement over P.A. system: "May I have your attention please. This is a Lock Down.

I repeat this is a Lock Down".

2. Classroom teacher:

- scan hallway for children
- ensure doors are closed and locked
- close blinds
- turn off lights
- move students to a safe spot as far away from windows and doors as possible ensure that students are as safe as possible; keep students away from doors and windows
- students in the gym go to the girls change room
- once lockdown procedures are ordered, staff and students are to keep all phone lines open - no internal or external calls
- stay as quiet as possible

3. Office personnel:

- scan market and gym washrooms
- scan infirmary, staff washrooms, staff workroom and staffroom
- ensure doors are closed and locked
- assemble in the staff workroom or infirmary, depending on circumstance

4. Students or adults in other areas of the school: go to the nearest safe area.

5. Students outside of the school: should this happen at recess, the buzzer may be rung manually indicating that students and staff must return to their home room. Depending on the circumstance, students and staff may be required to go to the furthest corner of the playground.

6. All clear signal is announced: "May I have your attention please. The Lock Down is now complete. I repeat the Lock Down is now complete."

If the fire alarm rings, no one is to leave the building. Remain in your classrooms.

- site administrators will contact Aspen View Division Office and emergency personnel as necessary
- communication to parents after the event will occur in consultation with Division Office

Fire Drills

*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.

*Class lists and contact numbers are included in each homeroom Emergency Procedures package.

1. At the sound of the alarm, everyone will vacate the school according to the evacuation plan.
2. Everyone will exit the building quickly and quietly.
3. Everyone (WHPS daycare, Great Beginnings, visitors) will gather at the muster point, in the areas designated to them along the black bar on the south playground. Class numbers are written on the bar. Visitors will gather by the playground sign adjacent to the black bar.
4. Students are to remain quiet in their lines in the event further instructions are needed.
5. Administrators will walk through the school to ensure all doors are shut and lights left on.
6. Teachers will report attendance and/or missing students to office personnel as they check in with each class lined up by the black bar. Office personnel will take the visitor sign in book to check attendance.
7. Should a fire occur, the students will be escorted to the Athabasca Health Care Center (hospital), which is our primary evacuation site.