Information Handbook
Whispering Hills Primary School
2021-2022

3001 Whispering Hills Drive
Athabasca, Alberta T9S 1N3

Phone: 780-675-4546
Fax: 780-675-5090
Email: whps@aspenview.org
Website: whps.aspensview.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
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.

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

Glenda Gray, Assistant Principal
# WHISPERING HILLS PRIMARY SCHOOL STAFF

<table>
<thead>
<tr>
<th>Administration Team</th>
<th>Principal</th>
<th>Lorna Anderson</th>
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<tr>
<td>Assistant Principal</td>
<td>Glenda Gray</td>
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<td>Executive Secretary</td>
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<td>School Secretary</td>
<td>Wanda Semashkewich</td>
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<th>Kindergarten</th>
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<tr>
<td>K-1/K-3</td>
<td>Azure McGhee</td>
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<td>K-2</td>
<td>Nikita Reid</td>
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<td>K-4</td>
<td>Kathy Asfeldt</td>
<td>(French Immersion)</td>
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<th>Grade 1</th>
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<tr>
<td>1-1</td>
<td>Kristine Folk</td>
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<td>1-2</td>
<td>Michelle Splinter</td>
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<td>1-3</td>
<td>Collene Williamson</td>
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<td>1-4</td>
<td>Alison Pahl</td>
<td>(French Immersion)</td>
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<tr>
<td>2-1</td>
<td>Michelle Aleixandre</td>
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<td>Gayle Majorow</td>
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<td>2-3</td>
<td>Jennifer McLeod</td>
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<td>2-4</td>
<td>Alison Pahl</td>
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<tr>
<td>3-1</td>
<td>Kathleen Cerezo</td>
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<td>Tracy Lundell</td>
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<td>Claire Boven</td>
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<td>Jennifer Mitchell</td>
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<th>Music</th>
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| Librarian                  | Angela Ralph   |                |

| Inclusive Education Lead   | Sheena Garton  |                |

| Indigenous Coordinator     | Alma Swan      |                |

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<tr>
<th>Educational Assistants</th>
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<td>Cynthia Baumgarther</td>
<td>Edie Wagner</td>
<td>Tracy Bendall</td>
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<td>Tracy Chernish</td>
<td>Audrey Crosby</td>
<td>Stephanie Harlow</td>
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<td>Donna Rolof</td>
<td>Elisa Pochynok</td>
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<td>Kaitlyn McGhee</td>
<td>Jaime Minns</td>
<td>Shayla Dargs</td>
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<td>Amanda Kostyk</td>
<td>Colleen Foster</td>
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| Great Beginnings Program Lead | Amber Guay (Lead) | Minji Kim | Carol Popeniuk |
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In the Best Interests of Students,

Lorna Anderson, Principal                      Glenda Gray, Assistant Principal
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**

<table>
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<tr>
<th>Time</th>
<th>Activity</th>
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<tr>
<td>8:50 a.m.</td>
<td>Classes begin</td>
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<tr>
<td>10:35 – 10:50 a.m.</td>
<td>Morning Recess</td>
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<tr>
<td>12:20 – 12:40 p.m.</td>
<td>Lunch/Recess</td>
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<tr>
<td>12:43 – 1:03 p.m.</td>
<td>Lunch/Recess</td>
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<tr>
<td>2:05 – 2:20 p.m.</td>
<td>Afternoon Recess</td>
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<tr>
<td>3:25 p.m.</td>
<td>Dismissal</td>
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Supervision of children begins at 8:20 a.m.
SCHOOL PROGRAMS

Aspen View Public Schools 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.

Early Childhood Services (ECS) and the Kindergarten Program
The Kindergarten program has 91 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.

Great Beginnings
The WHPS Great Beginnings Program is a play-based program which provides learners who are three or four years old with a range of activities to explore and meet individual developmental needs through play and interaction with their environment. The Great Beginnings program will strive to meet the physical, social, intellectual, creative and emotional needs of the children in attendance as follows:

physical Needs
- The program will allow for the development of fine, gross and perceptual motor skills; providing a variety of kinesthetic play opportunities

social Needs
- The program will allow for the development of positive interactions between peers and within groups. Children will be encouraged to learn cooperation, sharing and resolving differences through role modelling, games, stories and prosocial skill centers

intellectual Needs
- The program will encourage the development of thinking skills, verbal skills, listening skills and observational skills.

Creative Needs
- The program will allow for the development of creativity by allowing children to play imaginatively and encouraging them to use all of their senses in play and learning.

Emotional Needs
- This program will allow for the development of positive relationships, decision-making skills, expression of feelings and respecting the feelings of others. Zones of Regulation theory will be introduced to learners and
parents as a common language for feelings and how they can be understood and regulated.

For more information please contact Glenda Gray, assistant principal, at 780*675-4546 or email glenda.gray@apsenview.org.

**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](http://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 – Healthy Kids in Healthy Schools**

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. For more information see [http://www.appleschools.ca/about](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.

Students are offered white milk at lunch (pending ample supply). In the morning breakfast items are available such as choose most often granola bars, cheese, fruit. Lunches are offered to students about every second week.

As part of the Health curriculum, students will be taught the difference between choose most often, choose sometimes and choose least often foods. We encourage families to provide a healthy morning snack and lunch that will fuel the brain and body to sustain learning. We
discourage students from bringing pop, chocolate bars, candy, chips, or glass containers to school. Students will eat in their classrooms under the supervision of their classroom teacher.

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!
SCHOOL RULES AND EXPECTATIONS

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.

Good communication is essential to the success of your child in school. Parents or guardians are encouraged to volunteer at WHPS as 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 or guardians. Volunteer opportunities are currently suspended but could include library assistance, rostering in the Kindergarten class, fieldtrips, cross-country skiing, classroom assistance, help during the Family Lunch Days, School Council, 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.

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.aspenview.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.

**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.

**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.

If you are driving your child to school, please use the drop off/pick up zone to the north of the school. Supervision will be available to assist your child to their respective door. Teachers’ names are displayed on the doors for reference. All kindergarten students enter through the front door.

If you are bringing your child to school after 9:00 am, please use the drop off zone. Kindly call the office and someone will come out to welcome your child and escort them to their class.

**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, call the office and someone will escort your child outside to the pickup zone. The school will not allow any student to leave without the parent’s or guardian’s permission.

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**
Aspen View Public Schools has implemented an online process for parents/guardians to update and verify student information within PowerSchool. The Returning Student Verification Process (RSVP) can be accessed by logging into PowerSchool on a desktop computer (RSVP is not
available through PowerSchool mobile applications). Parents are able to verify or update Student Information, Addresses, Parent/Guardian Information, Emergency Contacts, Medical Information and other data. RSVP can be accessed at any time to update student information.

If you have any questions or are unable to access RSVP, please contact your child’s school office for assistance.

**Homework Expectations**
Developing strong literacy and numeracy skills are our top priority. 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 happenings to allow children to see learning takes place at home and in the community, as well as at school. Looking for patterns, describing and extending the patterns, counting forwards/backwards, creating math problems to solve eg. 5 people are coming for supper, how many forks and knives will I need are all great ways to highlight numeracy. Contact your child’s teacher for more specific activities.

**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.

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 for students in kindergarten, for grade 1, 2, and 3 doors open at 8:30. As students arrive to school, they are required to put their backpacks in their classrooms. Kindergarten students go directly to their classrooms and all other students will go to the south playground to play from 8:20 to 8:50 am, as this is the only playground that is supervised at this time. In the case of inclement weather, students will have indoor activities available to them in the library, gymnasium or classroom.

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.
- 10:35 to 10:50 am.
- 12:20 to 1:03 pm.
- 2:05 to 2:20 pm.
- 3:25 to 3:40 pm.

For the safety and protection of students, all school doors remain locked throughout the day (8:50 am to 3:25 pm).

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. 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. The librarian works with students and staff to provide programs such as story time, research activities, and various themes throughout the year. We host Book Fairs during the school year, in conjunction with Parent/Teacher Interviews. Parents or guardians are encouraged to get a library card which will allow them to sign out material.

**Weekly Assemblies**
At this time we are not holding assemblies. We will re-evaluate at the end of September.

**Family Lunch Days**
At this time we are not hosting Family Lunch days. We will re-evaluate at the end of September.

**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 education process. Parents and guardians are notified of all field trips and their written consent is required.

**Religious Instruction**
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 not offering this program.

**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 at the end of January 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.
In order to access your child’s report card and receive up to date information on your child’s learning you must have a Parent Portal user name and password. 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 will be held monthly, and free childcare will be provided at the school. Please see our website (www.whps.aspenview.org) for the specific days.

**Home Schooling**

Home schooling is an option for parents in Aspen View. Various options for home schooling and programming are available. For further information or to discuss home schooling options, please contact Donna Wesley at 780-675-9549.
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 will be shared with the family.
  - Parents or guardians will be contacted.
- 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**

We are slowly welcoming volunteers back into our school.

We encourage 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. All visitors, including parents and guardians, are required to enter through the main door and register at the office. This is to maintain a safe environment for our students.

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

1. Respect school rules, policies, and practices.
2. Be positive, remain calm, and maintain a sense of humour.
3. Teachers will determine their need for volunteers in the classroom.
4. You must talk with the teacher to schedule volunteer time.
5. Each individual teacher will outline volunteer expectations particular to their needs and the needs of the students.
6. Please following the outline and/or instructions supplied by the teacher.
7. Avoid comparing students.
8. Encourage and praise students appropriately.
9. Be consistent and objective.
10. Practice tolerance, patience, and understanding toward students and teachers whom you come into contact with.
11. Keep your commitments. If you are unable to attend, please inform the teacher, whose classroom you were scheduled to volunteer in well beforehand. This will allow the teacher to make alternate plans.
12. Refer discipline matters to the teacher.
13. Refrain from publicly criticizing students, parents, school staff, or other volunteers.
14. Refrain from discussing student ability or behaviour in the presence of other students, parents, or volunteers.
15. Confidential information regarding students, staff, or other school matters must not be discussed outside of the school. Such information must remain within the confines of the school.
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. **Please sign in at the office** (say hello to our secretaries and receive a smile) and pick up a volunteer name tag.
IMPORTANT: Volunteers must obtain a Criminal Record Check from the RCMP prior to volunteering at Whispering Hills Primary School.

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.

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.

**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.