

# Aspengrove School

## Student & Parent Handbook

### 2023-2024



**ASPENGROVE**  
SCHOOL



## MISSION STATEMENTS

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### THE ASPENGROVE MISSION STATEMENT

Aspengrove School challenges and inspires its community to act with purpose as compassionate, knowledgeable, and principled citizens.

### THE INTERNATIONAL BACCALAUREATE MISSION STATEMENT

The International Baccalaureate Programme aims to develop inquiring, knowledgeable, and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

### VALUES

- Courage
- Compassion
- Creativity
- Citizenship
- Curiosity

### EMAIL FOR ASPENGROVE STAFF

Type first initial of first name, plus full last name@aspengroveschool.com

**Ex. Jane Doe's email is [jdoe@aspengroveschool.com](mailto:jdoe@aspengroveschool.com)**



## WHO TO CONTACT

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### General Inquiries, School

**Casey McNamara** - Front Desk Administrator

### Junior Kindergarten (3-4 Year Olds) & Out of School Programme

**Alison Strobl** - Early Learning Centre Director

### Primary Years Programme (PYP)

**Susan Riordan** - Principal/PYP Coordinator - Primary Years (Kindergarten - Grade 5)

### Middle & Diploma Programme (MYP/DP)

**Rob Ohly** - Middle & Senior School Principal (Grade 6 - Grade 12)

### Middle Years Programme Curriculum

**Andrea Wyness** - MYP Coordinator - Middle Years (Grade 6 - Grade 10)

### Advancement & Admissions

**Nicole Carpenter** - Director of Advancement & Enrollment

**Ashley Toste** - Registrar & Admissions Coordinator

### General Enquiries & Accounting

**Beth Carter** - Director of Finance

**Karen Webber** - Financial Controller

**Liz Simard** - Accounts Payable & Payroll Administrator

### Board Questions

**Jay de Borja** - Executive Assistant to the Head of School

### Aspengrove Parents' Association

**Andrea Parry** - Chair

### Parent Used Uniform Coordinators

**Michelle Peakman**

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## INTRODUCTION

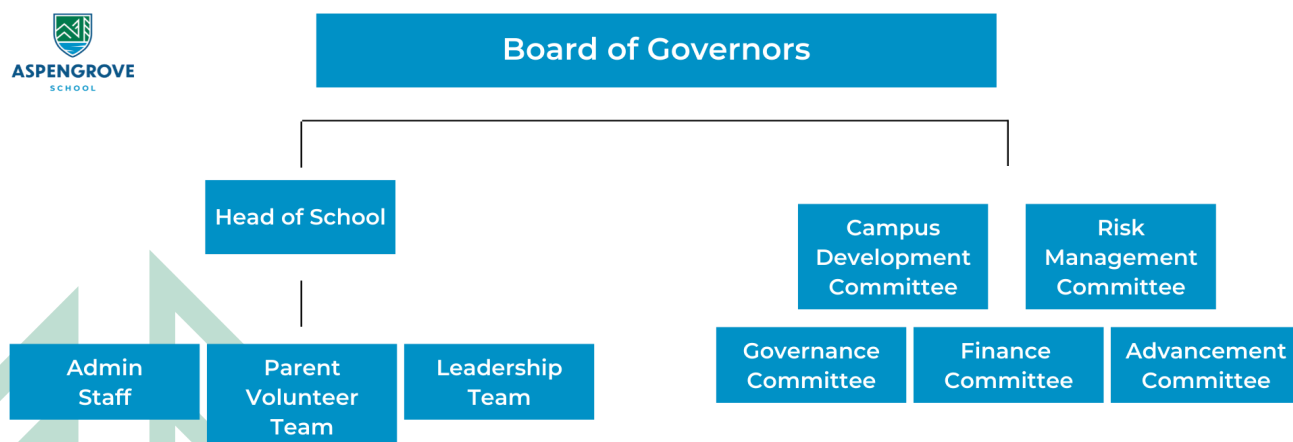
At Aspengrove School, we pride ourselves on being a close-knit, supportive community where all members are safe, accepted, and respected. For such a community to thrive, strong communication is vital. This handbook has been crafted in order to provide the Aspengrove community with the necessary information to ensure the smooth and safe day-to-day operations of the school. It is intended to be a useful tool that can be referred to throughout the year. Everyone, therefore, is encouraged to become familiar with the contents of this handbook to facilitate ease of understanding and communication.

*\*An electronic version of this handbook will always be available through the school website. After reading this handbook, please sign the Parent/Student Handbook agreement through your MySchool account. Thank you!*

## GOVERNING BODY

The following diagram outlines the governance model at Aspengrove. This model ensures that each member of the school community has an opportunity to contribute to the growth of the school and to be well-informed on the pertinent issues. Additional committees may be added as required.

***\*Any parent interested in getting involved is encouraged to contact the Board Chair or Head of School.***



## BOARD OF GOVERNORS

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### **Board Chair**

**Iain McIver**

### **Vice-Chair**

**Clare Carson**

### **Chair Governance Committee**

**Clare Carson**

### **Chair Community Relations and Development Committee & Member**

**Tony Ciammaichella**

### **Chair Campus Development Committee**

**Iain McIver**

### **Chair Finance Committee & Member**

**Mike Harris**

### **Chair Risk Management Committee & Secretary Board of Governors**

**Lorena Kohlruss**

### **Member**

**Peter McKenzie**

### **Member**

**Daniel Martinez**

### **Ex Officio**

**Gary Kern**

*Head of School*

Questions or concerns regarding day-to-day school operations should be addressed to the **Head of School, Gary Kern**, at **[gkern@aspengroveschool.com](mailto:gkern@aspengroveschool.com)**.

Questions or concerns for the Board of Governors or the Committees that report to the Board should be addressed to the Executive Assistant to the Head of School.



## SCHOOL ADMINISTRATIVE STRUCTURE

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<b>Head of School</b>	<b>Gary Kern</b>
<b>Early Learning Centre Director</b>	<b>Alison Strobl</b>
<b>Principal of Junior School</b>	<b>Susan Riordan</b>
<b>Principal of Middle &amp; Senior School</b>	<b>Rob Ohly</b>

For administrative purposes, the school has four academic sections:

**Junior Kindergarten Division**

*Junior Kindergarten*

**Junior Division**

*Kindergarten - Grade 5*

**Middle Division**

*Grade 6 - Grade 10*

**Senior Division**

*Grade 11 - Grade 12*

For the delivery of the IB Programmes, sections of the school are:

**Primary Years Programme (PYP)**

*Junior Kindergarten - Grade 5*

**Middle Years Programme (MYP)**

*Grade 6 - Grade 10*

**Diploma Programme (DP)**

*Grade 11 - Grade 12*

## COMMUNICATION

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Much effort is devoted to ensuring that everyone (families, students, staff, faculty, and alumni) is kept informed of events (past and current) in our dynamic school community. Open and regular communication fosters inclusion and ensures accurate information is shared in a timely manner.

Aspengrove School keeps members informed about current issues via weekly e-newsletters, website updates, regular class newsletters, and email. Where issues of a more personal nature arise, the individuals concerned will be contacted directly. Throughout the year, Parent Information Sessions are scheduled to provide insight into the IB program and other school initiatives. **Families are strongly encouraged to attend these sessions.**

The Board of Governors and the Head of School are committed to open and transparent communication. Parents and students are encouraged to maintain regular communication with members of staff. Staff members may be contacted by email, phone, and personal interview. As each teacher has a varied style of preferred communication, they should be consulted as to the most appropriate method of contact.

All members of our community are encouraged to check and read electronic messages regularly as they represent our main method of communication.

## COMMUNICATION BETWEEN SCHOOL & HOME

The following are resources that all members of the school community can access for **current information**:

- **Aspengrove School Website**

The purpose of our website is twofold:

- To inform **prospective families** about life at Aspengrove and to encourage them to find out more about us
- To act as a conduit for **current families** to find out about any and all aspects of school life as it pertains to them

*Important current information is posted directly onto our home page. Current families are expected to become familiar with the **Resources Section** of the website, where all information pertaining to our operations and calendar are posted.*

- **Aspengrove Handbook** *(Available on Website)*

The purpose of the Aspengrove School handbook is to provide families with guidelines for how the school operates. All families are expected to be familiar with its contents.

- **E-Newsletters** *(Weekly)*

The e-newsletter is sent out once a week to advise and/or remind families of upcoming events, communicate important information, highlight learning across the grades, and to celebrate achievements. [Sign up here.](#)

- **School Calendar**

There are several ways to access the school calendar. It is readily available on the school website in various forms. Additions and/or changes may be made throughout the year, but families will be informed. [The most current version is always available on the website and upcoming important dates are highlighted in the weekly eNews.](#)

- **Faculty Member/Staff Emails**

Email is the most efficient way to make contact with any member of staff. Type first initial of first name, plus full last name@aspengroveschool.com.

Ex. [jdoe@aspengroveschool.com](#)



- **Email**

Email communication provides an efficient and effective vehicle for conveying or sharing information, setting up meetings, and providing direction. Used after direct conversations, email can provide clarity and confirm agreements and next steps. It can be a wonderful tool to keep a busy and vibrant community well-informed and well-connected. We ask everyone in our community to follow these general guidelines when communicating via email:

- Send email only to those directly concerned with the information
- Use email for essential information and keep the length reasonable
- Use email to set up meetings/conversations when meaningful decisions or sensitive issues need to be discussed
- At all times, tone, language, and content must be in keeping with our professional community standards
- Response times to email requests should be respectful of the balance among our shared busyness, personal commitments, and professional obligations. If there is a time-sensitive issue, please call the front office which opens at 8:00 AM. Staff will read their emails first thing in the morning and at the end of the day before leaving school
- Aspengrove staff has a set goal of responding within 48 hours of receiving an email. We will work diligently to meet this goal.

## PARENT/STUDENT – TEACHER COMMUNICATION MODEL & PROTOCOL

In the event that a parent or student has specific classroom concerns, the following protocol should be followed:

**Step 1:** Speak to the appropriate teacher or program leader (in the case of extra-curriculars, sports teams, or co-curriculars) - most issues will be easily resolved at this level.

**Step 2:** If the issue is not resolved by speaking with the appropriate teacher, then a discussion with the appropriate division Principal will likely resolve the problem.

**Step 3:** If the issue is not resolved after speaking with the division Principal, a meeting should be arranged with the Head of School.

***The school seeks to resolve issues in a fair and timely manner and that includes everyone directly involved.***

## DETAILS & ADVICE ON PARENT RESPONSIBILITIES

*How can I support my child?*

- Encourage your child to plan each assignment
- Provide support with the scheduling of their work, as your child may have many assignments to complete
- Support your child but be sure they are the one responsible for the work done
- Establish a good level of communication with the school so that you understand the requirements of the IB Programme that they are in and what is expected of the students
- If your child is having difficulty with their work, encourage them to ask a teacher for advice
- Read the IB pamphlet on Academic Integrity provided by the school

## ASPENGROVE SCHOOL UNIFORMS

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This year will be a transition year, as we move from the current uniform to the new uniform in September 2024. We understand this will be a “messy” period where some students are in the old uniform, or parts of the old uniform and parts of the new uniform, as the new pieces come out for sale or until the deadlines.

If students have uniform items that fit and are in good condition, they may continue to wear those for the 2023/2024 school year.

Please see the information below to offer clarity for the uniform during this transition year and to ensure that students come to school each day in a proper uniform.

### FORMAL UNIFORMS

#### ***Kindergarten to Grade 4***

**Khaki Pants, Grey Pants, OR Tartan Tunic**

**White Oxford Dress Shirt/Blouse**

**Black Knitted Pullover Sweater OR Vest**

**Black Shoes**

**Grey Socks (NOT WHITE) / Grey Knee-High Socks or Grey Tights**

#### ***Grade 5 to Grade 12***

**Khaki Pants, Grey Pants, OR Tartan Skirt**  
(no more than 2” above the knee)

**White Oxford Dress Shirt/Blouse**

**Black Knitted Pullover Sweater (Optional)**

**Black Crested Blazer & School Tie (Optional)**

**Grey Socks (NOT WHITE) / Grey Knee-High Socks or Grey Tights**

**Black Shoes**



## CASUAL UNIFORMS

**Junior Kindergarten** - Students will have three regular, casual uniform days and two gym uniform days (a Physical Education class and a Nature Day).

**Khaki Pants or Tunic w/ Grey Tights or Knee Socks**

**Grey Crewneck\* (optional)**

**Aspengrove School Branded Hoodie, Half Zip Sweater, or Full Zip Sweater (optional)**  
(Hood Must Remain Down Indoors)

**Golf or Polo Shirt**

**Grey Socks / Grey Knee Highs or Grey Tights**

**Black Vest or Knit Sweater (Optional)**

**Comfortable Black Shoes**

### **Kindergarten to Grade 4**

**Golf/Polo Shirt**

**Grey Crewneck\* (optional)**

**Aspengrove School Branded Hoodie, Half Zip Sweater, or Full Zip Sweater (optional)**  
(Hood Must Remain Down Indoors)

**Black Vest or Knit Sweater\***

**Khaki Pants**

**Tunic or Tennis Skort with Grey Tights or Knee Socks\***

**Burgundy Crested Fleece (optional)**

**Black Shoes**

**\* Please note:** A shirt must be worn underneath (collar should be visible). Socks also **must** be worn at all times.

**Grade 5 to Grade 12**

**Golf/Polo Shirt**

**Grey Crewneck\* (optional)**

**Aspengrove School Branded Hoodie, Half Zip Sweater, or Full Zip Sweater  
(optional)**

**(Hood Must Remain Down Indoors)**

**Khaki Pants**

**Kilt with Grey Tights or Knee Socks\***

**Burgundy Crested Fleece (optional)**

**Black or White Shoes**

**\* Please note:** A shirt must be worn underneath (collar should be visible). Socks also **must** be worn at all times.

## GYM UNIFORM - ALL GRADES

### *Junior Kindergarten*

**Marine Joggers or Leggings**  
(Purchased from Third Party or O'Neills)

**Marine Shorts**  
(Purchased from Third Party or O'Neills)

**Crewneck Sweatshirt (optional)**

**Burgundy Crested Fleece (optional)**

**Aspengrove School Branded T-Shirt**

**Comfortable, Appropriate Athletic Shoes**

### *Kindergarten - Grade 12*

**Grey Crested Sweatshirt, Crested T-Shirt, or AGS  
Sports Team Apparel**

**AGS Branded O'Neills Shirts**

**Grey Crested Track Pants or Black Crested Shorts**

**Marine O'Neills Shorts, Joggers, Pants, or Leggings**

**Comfortable, Appropriate Athletic Shoes**

**Grey or White Plain Socks**

**Aspengrove School Branded Hoodie, Half Zip Sweater, or Full Zip Sweater**  
(Hood Must Remain Down Indoors)

For more information regarding the 2023/2024 Uniform, please refer to the [2024/2025 Uniform Handbook](#) and [2023/2024 Uniform Communication Document](#).



## GENERAL APPEARANCE

Students are expected to demonstrate that they take pride in their appearance by being neat and tidy in their dress. Hair accessories, jewelry, and make-up should be discreet, in keeping with wearing a uniform.

Once a month students will be granted a Free Dress day provided they have made an effort to follow the general guidelines for wearing the uniform and grooming. Should students choose not to follow these guidelines, their privileges may be revoked.

At such times, jeans may be worn as long as they are clean and neat and not torn. T-shirts must have appropriate subject matter and be in good condition. No cutoffs, tank tops, spaghetti straps, or crop tops may be worn and midriff skin should not show. Hair and accessories must be in keeping with a workplace environment. Hats are not worn indoors.

## OUT-OF-UNIFORM EVENTS

Occasionally, Aspengrove students will represent our school community while out of uniform. The same guidelines as appropriate for Free Dress days will apply (see above) unless otherwise stated given the specific event.



## UNIFORM ORDERS

Our uniform suppliers are Cambridge Uniforms and O'Neills Sportswear. We also have a used uniform closet on campus.

### Cambridge Uniforms

Current families may contact Cambridge Uniforms directly:

**9:00AM to 5:30PM Monday to Saturday**

**Cambridge Uniforms**

**112-2455 Dollarton Hwy**

**North Vancouver, BC., V7H 0A2**

**Telephone: (604) 924-9069 or 1-800-924-9069**

**Email: [orders@cambridgeuniforms.com](mailto:orders@cambridgeuniforms.com)**

Cambridge will create a file for each student with their sizes after an initial purchase. If your child has outgrown items, please have their measurements ready to help with size selection. Outgrown items in good repair may be donated to the school's **Used Uniform Closet**, from which all proceeds go directly to the school.

### O'Neills Sportswear

**[Register for the Online Store](#)**

**[View Online Store](#)**

*\*Please note O'Neills products will be available for purchase at set times each year in 2-week increments. These dates will be confirmed prior to the beginning of the school year.*

Some uniform pieces will be optional to purchase from a third-party distributor; for example:

- **Old Navy**
- **Children's Place**
- **The Gap**

## DAILY OPERATIONS

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### SCHOOL OPERATING HOURS

The main school is officially open to students at 7:45 AM Monday to Friday. Kindergarten to Grade 5 students may be dropped off at the PYP Playground at this time. The Early Learning Centre for Junior Kindergarten 3 and 4 students will not be open until 8:00 AM. Classes are in session until 3:15/3:20 PM except on Wednesday, when classes finish at 12:35/12:45 PM.

**Supervision of students is not provided before 7:45 AM or after 3:30 PM.** It is expected that all students will be picked up from school on time, unless:

- (a) after school supervision has been arranged through the Out of School Care programme or
- (b) the student is staying for an adult-supervised, school-sanctioned extra-curricular activity

Under no other circumstances does the school assume a supervisory role.

On Wednesdays, it is important that students are picked up promptly, as faculty are expected to attend their weekly meetings. Cooperation from the school community in this effort would be greatly appreciated.

### ATTENDANCE

Ministry of Education guidelines state that students must be in attendance a minimum of 135 days between September and May of the current school year. Aspengrove School expects 100% attendance, excusing medical illness or family concerns.

If a child will be late or absent from school, an email to [attendance@aspengroveschool.com](mailto:attendance@aspengroveschool.com) is required as early as possible.

Students are expected to be present at school during school hours. This is to ensure that any homework clarification, locker clean-up, and/or extra organization can be addressed immediately. Students are not permitted to leave the school grounds during these hours

unless (a) accompanied by an adult for special circumstances (e.g. doctor/dental appointment) or (b) the student is in grade 12 and has been granted special permission by the Head of School and the student's parent/guardian to be allowed to leave the grounds. Such permission must be pre-arranged through the office.

When any student is leaving the school grounds for such circumstances as mentioned above, they must sign out at the front office. It is imperative that the school office be able to account for student absences. Parents and students share the responsibility with the school in applying the necessary communication.

## LATE ARRIVAL & ABSENCE

Late arriving students are required to check-in at the school office to have their attendance record updated by the main office. Parents/guardians will be notified if student absence is unaccounted for by 8:45 am.

## FAMILY HOLIDAY/EXTENDED ABSENCE OUTSIDE SCHOOL HOLIDAYS

Aspengrove School's calendar provides for generous holidays with many days outside of the traditional school breaks. This has been done, in part, in order to provide families with the opportunity to take advantage of holidaying during the off-season. **We request that parents make every effort to schedule absences from school in conjunction with the school holidays.** While family vacations can often contribute to your child's overall learning, extended absences can adversely affect their learning at school.

In the event of a planned absence, parents must:

1. Contact the Aspengrove School's Front Office and your child's teacher at least two weeks in advance of the absence
2. Ensure study material (if any) is acquired prior to student's absence. Work may be provided if absence is extended

3. Parents must send an email to [attendance@aspengroveschool.com](mailto:attendance@aspengroveschool.com) to ensure their child's attendance record is updated accordingly

The division Principal will meet with the student and with teachers to ensure communication and expectations are clear.

While many parents request work to be provided for their child for the vacation period, this in no way compensates for the instruction taking place in the classroom while the child is not there. Student work is intended to provide the student with practice of skills or concepts taught, to synthesize and demonstrate an understanding of a variety of learning expectations, and to provide the teacher with evidence of learning for assessment and evaluation purposes. Students who are provided with work to take on vacation with them will be engaged in activities in which they have already demonstrated competency. Students will not be given work for which instruction has not yet occurred or in areas in which they have not yet demonstrated competency. As a result, academic catch-up will still need to occur upon their return.

All children are different. Some children may be able to take time away from instruction at school and experience little to no negative consequences. Most children, however, will find that returning to school after an extended absence (more than two or three days) can be quite stressful as they attempt to catch up. In such cases, parents/ guardians may expect to have to provide support to assist with catch up.

## TRAFFIC & PARKING

Aspengrove School's paved parking lot follows a one-way traffic rule whereby vehicles are required to keep to the right and enter via the upper parking lot and exit via the lower area near Ravens Nest.

In order to safeguard our students, we ask that the posted parking patterns and speed limits be observed at all times. We also ask that designated drop-off and walkway patterns be observed at all times.

### Speed Limits:

Clark Drive: **30 km/h**

Aspengrove School Grounds: **10 km/h**

Parking on campus is limited. We encourage families to carpool, take public transit, use the free shuttle bus option to Save-on-Foods pick up / drop off, or sign up to take the Aspengrove School bus. For transportation details, contact the main office. The full Aspengrove School Student [Code of Conduct](#) is in effect during transportation time.

***\*Please DO NOT park on the campus roadways or in prohibited spaces on Clark Drive\****

## STUDENT DRIVERS

All students who drive to school, or are driven to school by a student driver, need to submit a completed parental permission form to the school office before the driving occurs. [Please find the form here.](#)

Permission to be a passenger in an Aspengrove School student's car must be sanctioned by a parent.

Student drivers are required to park in designated areas.

## LOCKER USAGE

Lockers are provided for student use. Students may decorate the interior of their lockers in a tasteful manner but must not place anything permanently within the locker (e.g. stickers). Locker exteriors should not be decorated in any way. Periodic cleaning and inspections will occur. All lockers are expected to be closed in a secure fashion so that content does not spill out into the hallway. Students are asked to use a carabiner.

Students in Grade 8 and up will be given the privilege of being able to lock their lockers. This in no way, however, constitutes an expectation of privacy other than from other students. High school lockers will continue to be subject to regular inspections for hygiene and appropriateness of interior decoration, etc. Locker combinations will be recorded in the office. Students who use key locks must provide a second key to the office.

All students must keep their lockers closed with either a carabiner or a combination lock.

## SCHOOL SUPPLIES

Consumable school supplies are provided by the school for students up to and including Grade 5. For students in Grades 6 - 10, supply lists are provided to families by classroom teachers at the beginning of the year and students are expected to come to school prepared with the suggested items.

The supply lists can be viewed below:

- [Kindergarten - Grade 5](#)
- [Grade 6 - Grade 10](#)



## TEXTBOOK / NOVEL ALLOCATION

Non-consumable supplies that are provided by the school, are loaned to the student and are expected to be returned in reasonable condition.

Textbooks are signed out through the library and the subject teacher will also keep a record of book allocations. Students are expected to hand back the same textbook/novel at the end of the unit/course. Usual wear and tear are to be expected, but should a textbook be severely damaged or lost, the student will be charged the replacement cost.

## TELEPHONE PRIVILEGES

The office telephone can be used by students, with the permission of a member of staff, for contacting parents or guardians, under certain circumstances:

- In the event of illness
- If the dismissal time is changed by the school

Every effort will be made to assist students in the event of an unexpected situation.

Please note that messages left on the school voice-mail during school hours will be checked regularly.

## STUDENT CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell phones and other electronic devices (e.g. laptops, iPads, etc.) may only be used in class when sanctioned by the teacher. At no time should students be engaged in texting or telephone conversations during class time. The [Away for the Day Policy](#) applies to all Aspengrove students. Please read this policy carefully to ensure understanding.

Students are responsible for the safekeeping of all their belongings. The school cannot be held responsible for the loss of personal property.

## OUT-OF-SCHOOL CARE (OSC) PROGRAM: JUNIOR KINDERGARTEN TO GRADE 5

Aspengrove School is committed to an Out of School Care Program that is intellectually stimulating for each child. This will include a variety of opportunities, exciting experiences, in a safe, healthy environment. The programme offers time for an after-school snack (lunch and snack on Wednesdays), outdoor activity, arts and crafts, baking, dramatic play, reading, and free play. Children may work on their homework independently during this time as well.

The program will begin at 3:15 PM M/T/Th/F and on Wednesday the program will begin at 12:35 PM and ends at 5 PM daily. Please be sure to send your child with extra food when they attend the Out-of-School Care program as we **do not** provide meals.

The OSC program will follow the regular school schedule as set out and distributed in September of each year and will therefore be closed for recognized statutory holidays, Parent-Teacher Conference days, and Early Dismissal days. We will provide care for scheduled professional development days\*, school holidays\*\* and during summer vacation. You will need to register for these days in advance and there will be an extra fee. These spaces will be filled as they are received.

*\* We may close for a Pro-D day to allow all staff to attend.*

*\*\* Please note that the OSC program is closed for the Thanksgiving Holiday (October 9), Christmas and New Year Break, Easter Break, etc. [Please refer to the school calendar for all closures.](#)*

*Please see your school calendar for details. Please note the hours for our full-day OSC program on Professional Development Days runs from 8:15 AM - 4:15 PM daily.*

### Daily Rates Out of School Care

#### Junior Kindergarten to Grade 5

Mon., Tues., Thurs., Fri:	3:15 PM - 5:00 PM	\$23.00
Wednesdays:	12:35 PM - 5:00 PM	\$45.00
Drop in Pro D Full Day	8:15 AM - 4:15 PM	\$55.00

### Late pick-up fee

If you have not picked up your child by their program end time, you will be charged a late pick up fee. There will be a \$1.00 fee charged for every minute you are late. For example, if your child's program ends at 3pm and you arrive at 3:04pm, you are 4 minutes late and will be charged \$4.00. The late pick up person will be asked to sign a late pick up slip that will then be invoiced to your account.

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When you enroll your child in our child care programs, for budgeting and scheduling purposes you are required to commit to your assigned space for the school year. If your child will be leaving the program we require three months' notice. There will be no refund for sick days, family holidays, or school closures due to snow or emergencies.

During the school year, children registered in our Out-of-School Care Program may be involved in extra-curricular school activities. If your child is registered for the OSC program on a day(s) that your child is attending an Aspengrove extra-curricular activity, we require that the parent contact the ELC Director prior to the event via email or telephone to give permission. If a student is involved in a school related activity (ie. extra-curricular activities), the School will provide supervision and assist the student in checking into the Out-of-School Care Program. If a student is involved in a non-school related activity, the School will not be responsible for arranging or providing any other form of supervised transportation to and from the extra-curricular activity. To ensure the safety of our children, a child in our care will not be released to attend an extra-curricular school activity unless the guardian has given permission in advance.

If you would like to have your child attend OSC please contact **Alison Strobl** via email at [astrobl@aspengroveschool.com](mailto:astrobl@aspengroveschool.com) or **250.933.2223**.

## ACADEMIC & CO-CURRICULAR PROGRAMMES

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Aspengrove School provides a B.C. accredited programme for students in Junior Kindergarten to Grade 12. Students graduate from grade 12 with a B.C. Dogwood Diploma (B.C. Ministry of Education) as well as either an International Baccalaureate Diploma or IB Diploma Certificates in certain subjects (further details on the Diploma Programme below).

*The following descriptions have been taken from the [International Baccalaureate Organization \(IBO\) Website](#).*

### INTERNATIONAL BACCALAUREATE (IB)

Aspengrove School offers the International Baccalaureate curriculum framework and was founded on its pedagogy. The IB programme is one of the world's most highly esteemed education programmes; its main objective is to encourage the development of active learners, well-rounded individuals and engaged world citizens.

The IB programme involves extensive outside training, intensive in-school study and collaboration within the faculty. Aspengrove offers the **Primary Years Programme (PYP: Junior Kindergarten to Grade 5)**, the **Middle Years Programme (MYP: Grades 6 – 10)** and the **Diploma Programme (DP: Grades 11-12)**. Parents are expected to be conversant with the IB philosophy and are encouraged to attend at least one IB information session per year.

### PRIMARY YEARS PROGRAMME (PYP)

#### JUNIOR KINDERGARTEN TO GRADE 5

**PYP Coordinator: Susan Riordan**

The PYP curriculum framework provides a transdisciplinary programme of international education which is designed to foster the development of the whole child (academic, social, physical, emotional, and cultural needs).

Through the transdisciplinary themes, the PYP develops an understanding of the commonality of human experience. International-mindedness is further enhanced through the development of the Learner Profile which is essential elements of the programme.



The PYP promotes the construction of knowledge through inquiry within a concept-driven programme. It emphasizes meaning and understanding within all areas of the curriculum—the Learner, Learning & Teaching, and The Learning Community.

The PYP requires valid and varied assessment. The primary objective of assessing students' learning and performance is to give feedback to:

- **Students**
  - To encourage life-long learning
- **Teachers**
  - To support their reflections on what to teach and how to teach it
- **Parents**
  - To highlight their child's learning and development

***For further information, please contact our PYP Coordinator, Mrs. Susan Riordan, at [sriordan@aspengroveschool.com](mailto:sriordan@aspengroveschool.com).***

## MIDDLE YEARS PROGRAMME (MYP)

### GRADE 6 TO GRADE 10

***MYP Coordinator: Andrea Wyness***

Students in the MYP build competencies in the key academic subject areas in preparation for success in the graduation and DP programs. The program is designed to deliver a relevant, rigorous and diverse curriculum that develops all aspects of the IB Learner Profile.

#### **The MYP Provides a Holistic Education**

A holistic education exposes the adolescent to as many different subjects, skills and experiences as possible. They should have the opportunity to show their various strengths, gaining both a sense of personal achievement and also being rewarded for them.

#### **The MYP Emphasizes Intercultural Awareness & Communication**

In our community, it is essential that the curriculum reflects and is responsive to the different perspectives of all our students. It should also guide them in forming their own, truly international, outlook. This implies an emphasis on communication skills, both in languages and other subjects.

### **The MYP is Student-Centered**

It is vital that students develop an awareness of their own learning processes and acquire skills to continue learning throughout life. The curriculum shifts the emphasis from teacher instruction to student learning wherever possible.

***For further information, please contact our MYP Coordinator, Ms. Andrea Wyness, at [awyness@aspengroveschool.com](mailto:awyness@aspengroveschool.com).***

## **DIPLOMA PROGRAMME (DP)**

### **GRADE 11 & GRADE 12**

***DP Coordinator: Robert Ohly***

The Diploma Programme prepares students for effective participation in a rapidly evolving and increasingly global society as they:

- Develop physically, intellectually, emotionally, and ethically
- Acquire breadth and depth of knowledge and understanding, studying courses from six subject groups
- Develop the skills and a positive attitude toward learning that will prepare them for higher education
- Study two languages and increase understanding culture, including their own
- Make connections across traditional academic disciplines and explore the nature of knowledge through the programme's unique Theory of Knowledge (TOK) Course
- Undertake in-depth research into an area of interest through the lens of one or more academic disciplines in the Extended Essay (EE)
- Enhance their personal and interpersonal development through Creativity, Action and Service (CAS)

### **Diploma Programme Curriculum Framework**

IB Diploma Programme students must choose one subject from each of five groups (1 to 5), ensuring breadth of knowledge and understanding in their best language, additional language(s), the social sciences, the experimental sciences and mathematics. Students may choose either an arts subject from group 6 or a second subject from groups 1 to 5.



At least three and not more than four subjects are taken at a higher level (HL - 240 teaching hours), while the other subjects are taken at standard level (SL - 150 teaching hours).

In addition to disciplinary and interdisciplinary study, the Diploma Programme features three core elements that broaden students' educational experience and challenge them to apply their knowledge and skills: Theory of Knowledge, the Extended Essay and Creativity, Action and Service.

### IB Diploma Courses Currently Offered at Aspengrove School

- |  |  |
|--|--|
| • English Language & Literature            | • Physics                                    |
| • School Supported Self Taught Mandarin    | • Chemistry                                  |
| • French B                                 | • Biology                                    |
| • Spanish (ab initio): Standard Level Only | • Mathematics: Analysis & Approaches         |
| • History                                  | • Mathematics: Applications & Interpretation |
| • Geography                                | • Visual Arts                                |

### IB Diploma Certificates

It is acknowledged that not all Grade 12 students will choose to complete a full Diploma Programme. All students will complete a B.C. Dogwood Diploma and, in addition, may opt to complete some Diploma courses, as applicable. For any DP courses successfully completed, students will be awarded a certificate through the IB organization that will be applied to university entrance.

All Grade 11 and 12 students will be offered continuous academic counseling as they progress through the programme.

***For further information, please contact our DP Coordinator, Mr. Robert Ohly, at [rohly@aspengroveschool.com](mailto:rohly@aspengroveschool.com).***

### External Credits Policy

In order to ensure all students at Aspengrove School have the correct number of credits to graduate with BC Dogwood High School Certificate, the following policy was created to guarantee credits are received for any applicable external activities Aspengrove School students participate in.

**[View the Aspengrove School External Credits Policy here.](#)**

## THE IB LEARNER PROFILE

Aspengrove School is dedicated to exemplifying the IB Learner Profile which aims to develop internationally-minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. Aspengrove students, teachers, parents, and staff strive to be:

### **Inquirers**

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

### **Knowledgeable**

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

### **Thinkers**

We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

### **Communicators**

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

### **Principled**

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

### **Open-Minded**

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek to evaluate a range of points of view, and we are willing to grow from the experience.

### **Caring**

We show empathy, compassion, and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

### **Risk-Takers**

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

### **Balanced**

We understand the importance of balancing different aspects of our lives - intellectual, physical, and emotional - to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

### **Reflective**

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

[Source: International Baccalaureate Organization](#)



## ACADEMIC EXPECTATIONS

All students are expected to do their best while attending Aspengrove School. It is important for students and their families to understand that individual potential and achievement are at the center of our program. Students will be offered support and assistance as is necessary to help them achieve success. As students move up in grades, they will take on an ever-increasing level of responsibility for their own performance.

Some examples of these responsibilities are:

- Attend school regularly
  - ***More than five absences in a term is a cause for concern***
- Arrive at school no later than **8:15 AM** in order to be in class and ready to begin on time
- Be prepared for class
- Fully participate in classroom activities and discussions
- Complete homework assignments
  - Students are expected to have access to a computer and the internet at home
- Respect assignment due dates
- Ask for assistance when needed
- Study for tests and exams
- Always work to potential; strive to excel

Should a student demonstrate difficulty in maintaining a satisfactory level of attainment in any area, a parent meeting will be called by the relevant faculty member and/or the division Principal. It is an expectation that the school, student and parent(s)/guardian(s) work together to ensure student success. If it becomes apparent that the student is unable to work within this framework, an alternative educational setting may be advised.

## STUDENT RESOURCE CENTRE

Aspengrove School is an inclusive environment and recognizes that students come with varied needs. The Student Resource Centre (SRC) is a space in the main building with a team of Learning Resource Teachers and Educational Assistants who support students with identified challenges (learning and other) and work with teachers to support various learners in their classroom. Students who work with the SRC team will receive a wide range of support based on their needs. If your child does not currently receive official SRC support and you have concerns about their learning or development, the first step is to speak to the classroom or subject teacher.

## TECHNOLOGY IN THE LEARNING ENVIRONMENT

Advancements in technology and the emergence of cloud computing have had a tremendous impact on education and will play a significant role in the future lives of Aspengrove students. It is our belief that technology is best positioned as a tool that students use to enhance their learning across disciplines in order to support innovation in teaching and learning. At Aspengrove School, we also encourage balance when it comes to technology use in order to support healthy bodies and healthy minds. The student device program across the K-12 continuum and an overview of our [BYOD \(Bring Your Own Device\)](#) for Grades 6-12 program can be accessed on our website.



## HOMEWORK

### **PYP Homework Policy**

In PYP, homework can be part of some students' learning journey. Homework may be used when the nature of the work precludes completion at school (interview a family member, gather artifacts showing your family culture, etc), or when a student requires extra practice with a particular skill. In this case, the classroom teacher and family will work together to design a homework program that is manageable and benefits the individual students' learning.

Reading at home is a daily expectation of an Aspengrove student to encourage a life-long habit. Recognizing the varying levels of literacy development, we recommend that parents read to students, or they may listen to an audio book, read by themselves or read with a family member.

### **MYP & DP Homework Policy**

At Aspengrove School, we give meaningful homework that is developmentally appropriate. Homeroom and subject teachers will discuss homework guidelines with students at the beginning of the year. If you have questions about homework, please contact the individual subject teacher.



## STUDENT REPORTS

Student interim and formal reports are provided throughout the year. Parent/Teacher Conferences are also scheduled throughout the year. Specific dates concerning the reports and interviews are published on the school calendar. Depending on the nature of the conference, typically parents and students are expected to attend as this fosters healthy communication between home and school and contributes to the student's academic success.

## ASPENGROVE SCHOOL COURSE CHALLENGE

Course challenge refers to the process of earning 'credit' for a provincially or locally developed grade 11 or 12 course through an assessment of a student's prior learning without actually taking the course. ***This does not apply to IB Diploma courses.***

We recognize that some students are able to demonstrate a high level of achievement of the learning objectives of a particular course without spending the required hours enrolled in the course. Our intention is to allow students to challenge a course and to demonstrate the course requirements through a comprehensive challenge process, in order to move on to further learning. Students will be required to demonstrate that they meet the required outcomes as detailed by the Ministry guidelines. Credits earned go towards the completion of the Dogwood Diploma only.

### Process

1. To challenge a course, a student must be enrolled in the school
2. A student who wishes to challenge a course needs to make a request to the Diploma Programme (DP) Coordinator by the beginning of the school year in which they wish to obtain credit
3. The student will be required to provide a written statement as to why they wish to challenge the course and include details of relevant learning that has already occurred
4. Following this initial request, the Diploma Programme (DP) Coordinator will suggest one of the following plans:
  - a. If the subject is available within the school, the Diploma Programme (DP) Coordinator will approach the subject teacher who will provide suitable

assessment materials to determine if the student has met the required course outcomes; **or**

- b. If the subject is unavailable within the school, the Diploma Programme (DP) Coordinator will contact another school where the subject is offered and make arrangements for the necessary assessment to occur. There may be costs incurred. It is expected that any costs incurred will be the responsibility of the student's family
- 5.** The course challenge process should include a variety of assessment techniques that measure the level of student attainment of course objectives
- 6.** It is expected that the student will demonstrate a mastery of the course content by obtaining 80% on completion of the selected tasks
- 7.** A student who is not successful in the course challenge process shall not be allowed to challenge the same course a second time. In order to receive credit for the course, the student will be required to register and successfully complete that course



## FINE ART & ATHLETICS

All students, throughout their years at Aspengrove, are expected to be involved in both an Athletic and Fine Arts programme. Success in Fine Arts and Athletics is dependent upon participation and a positive attitude. As with the academic subjects, it is expected that students come to their Athletic and Fine Arts activities prepared to participate and to learn. Students must come to sports practices and P.E. classes with complete gym uniforms (see uniform section). Students must come to band classes with instruments, sheet music, and a pencil.

### The RAVENS Outdoor Education Program

**Risk Taking**

**Action Leadership**

**Values Exploration**

**Engaged Learning**

**ENVIRONMENTAL Stewardship**

**Self-Confidence**

Outdoor Education is an integral part of an Aspengrove School's education. It is embedded into the overall program and allows students and teachers to learn together while building on community. Our program is part of our curriculum and is designed as a progression from introduction to independence.

The aim of the Aspengrove School Outdoor Education program is to provide students with a safe, balanced, and respectful environment beyond the classroom in which to learn about themselves, others, and the world around them.

**SELF** - Physical/emotional/social competence, confidence in the outdoors/unfamiliar contexts

**OTHERS** - Collaborative team building, empathy, problem-solving, shared understanding, cooperation

**ENVIRONMENT** - Appreciate and respect for geographic/ environmental contexts

The Outdoor Education Program provides students in Grades 4-10 with the tools and knowledge to adapt to the outdoors by exposing them to a variety of outdoors experiences in a progressive program curriculum. Each level introduces participants to an increasing level of skills development and challenge. Features of the Outdoor Education Program also support students who are participating in the Duke of Ed. Program.

[For more information on the RAVENS program please click here.](#)

## CO-CURRICULAR PROGRAMME (GRADES K - 12)

All students in Kindergarten - Grade 12 have the opportunity to participate in the co-curricular activities as part of their educational development. The program provides opportunities for our students to experience clubs and activities throughout the year that will occur before school, at lunch and after school. They will be encouraged to choose activities that suit their interests and their schedules to ensure they can participate fully in all aspects of the offering. Students can choose from in the areas of athletics, the arts, social action and student leadership. MYP/DP students will be required to sign up for at least one co-curricular each term. Students are encouraged to select new areas of interest with a view to widening their perspective, in the true spirit of IB!

## HOUSE SYSTEM

Students and staff members are each assigned to one of the three 'Houses' at Aspengrove. The three houses, Arbutus, Cedar and Oak, include students from all grades. Older students are given the leadership role of House Captain. When a new member joins the Aspengrove community they are assigned a House and given a shirt and pin which will be worn for special house events.

The purpose of the House system is to promote school spirit and to allow students to engage in friendly competition. Throughout the school year there are occasions for students to earn House Points by demonstrating good citizenship and participating in various activities.

## GRADE 12 AWARDS

*The following recognition opportunities are awarded to students in grade 12 at the graduation ceremony.*

### **The Marshall Science Award (Grade 12)**

***Sponsored by Dr. & Mrs. E Murdoch***

A monetary award for a recipient to be used towards study in the sciences. Only Grade 12 students may apply for the award by June 1.

### **Governor General Academic Bronze Medal**

***Awarded through the Chancellery of Honors Office***

“Awarded for academic excellence to the student who achieves the highest average upon graduating from a secondary school. The average includes all **grade 11 and grade 12 courses** as listed on the student’s official Transcript of Grades issued by the Ministry of Education. The average cannot be anticipated; it must be calculated based on **final results** after provincial/territorial examinations, where the Ministry of Education requires final exams.”

### **Cathy Grunlund Award**

This award, named in honour of Aspengrove School’s first Head of School, is given to the graduating student who has demonstrated the greatest personal and academic growth during their years at the School.

### **Award for Leadership**

This award was created to honour Dr. Anthony Ciammaichella, first Board Chair and outstanding leader of the Central Island Independent School Society and is presented to the graduating student who exemplifies the attributes of the Learner Profile and has demonstrated leadership skills within the school environment.

### **Lifer Awards**

Awarded to each Grade 12 student who has attended Aspengrove since Kindergarten.

### **Aspengrove Shield**

Awarded to the graduate that best represents the spirit of Aspengrove School through personal attitude and achievement and through assistance and service to others.

## ALLERGIES OR OTHER MEDICAL CONDITIONS

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Should your child have an allergy or medical condition that requires special medication or intervention, the school requires a copy of the doctor's report with recommendations to be kept in the student's permanent student record file.

## FOOD POLICY

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Exposure to certain foods, including peanuts and nut products, can have very serious, and sometimes, fatal consequences for those who have allergies. At Aspengrove, we promote a safe environment for all members of the community. Therefore we ask all families to be vigilant in monitoring the food items that they send to school. **No foods with peanuts, peanut butter, peanut oil, or any other nut products are to be sent to school at any time.**

Please note that whereas Aspengrove School is a nut-aware environment, it is important to keep in mind that it is impossible to guarantee we are nut-free. The school is highly "allergy conscious" and will make every attempt to maintain a safe and healthy learning environment for all students.

# EMERGENCY PROCEDURES

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## SCHOOL CLOSURE

In the event of school closure (for example, as a result of snow) families will be informed by one or all of the following methods:

- **The emergency text messaging system will be initiated**
- **A message will be posted to the school's social media channels confirming the closure**

This procedure will be followed each day of a school closure.

In the event of snow or a power outage leading to a school closure during school hours, students will only be dismissed if a parent or guardian has been contacted.

Because conditions can vary from area to area, please use your discretion and do not come to school if conditions in your area are dangerous.

## IN THE EVENT OF A MAJOR DISASTER

To ensure the safety of students and staff at Aspengrove, in the event of a major disaster, we have an Emergency Preparedness Plan, and drills are practiced regularly.

In the event of such a situation:

- **DO NOT Telephone the School**
  - Lines must be open to call ambulance and fire trucks
- **DO NOT Immediately Drive to the School**
  - Our access routes must remain open for emergency vehicles and roads may not be safe
- **DO Tune your Radio to 99.9 FM or 102.3 FM**

Announcements will be broadcast as they are available

# PERSONAL INFORMATION PRIVACY POLICY

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## THE SCHOOL'S COMMITMENT TO YOU

Safeguarding personal information of parents and students is a fundamental concern of Aspengrove School. The school is committed to meeting the privacy standards established by British Columbia's Personal Information Protection Act (PIPA) and any other applicable legislation.

This Personal Information Privacy Policy describes the policies and practices of Aspengrove School regarding the collection, use and disclosure of personal information about students and parents, including the steps the school has taken to ensure personal and financial information is handled appropriately and securely.

Aspengrove School collects and uses personal information to provide students with the best possible educational services as articulated by the Mission Statement of the school. Most of the information the school collects comes to the school directly from parents and students or is information regarding the student's school activities, performance or behaviour, such as attendance records or grades. For example, when a student applies to register in the school, the school will ask you to provide the information that enables us to complete the registration process. This also includes information on academic, health, and personal matters needed by the school to provide the best possible education and co-curricular programs. Aspengrove School also collects information in connection with the use of its computer systems. Aspengrove School is responsible for maintaining and protecting the personal information under its control.

## MEDICATIONS AT SCHOOL

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Any student who needs to take medication at school is to follow this procedure:

1. Medication, prescription and over the counter, is to be brought to the office with administration instructions written out and signed by the parent. **No staff member is permitted to administer any medication** (including over-the-counter) **without a signed request with administration instructions from the child's parent/guardian**
  - a. In the **Early Learning Centre**, medication is given to the classroom teacher after the child's parent and/or guardian has completed a Medication Administration Form. All medication administered must be in its original form. If medication is a prescription, the prescription needs to be in its original packaging with clear labeling displaying the child's name and proper dosage amount.
2. If a parent is confident that their child, aged 12 and above, is able to self-medicate, then a note to the office informing staff of this arrangement is required. In this case, medication, prescription and over-the-counter, must be kept at the school office
3. **No medication (even Tylenol, Advil etc.) is to be provided to any student without the written permission of the child's parent.** Students are not to provide medication, prescription or over-the-counter, to anyone. A student who is not feeling well should come to the office for assistance. The office will phone home if medication is required

**This policy is for the safety of all of our students.**

## CODE OF CONDUCT & SCHOOL POLICIES

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### CODE OF CONDUCT

The Aspengrove School community believes it is important to establish a welcoming environment where everyone belongs. We do this by:

- Caring for ourselves
- Caring for others
- Caring for the world

Our Code of Conduct is designed to reflect our school values and to align with the attributes of the IB Learner Profile. We use the code to teach and encourage positive behaviours.

[View the Aspengrove School Code of Conduct here.](#)

### SOCIAL CONFLICT PREVENTION & INTERVENTION POLICY

Aspengrove School believes that all students should feel safe at school and deserve a positive school climate that is inclusive and accepting, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability. The School also believes that a healthy, safe and inclusive learning environment where all students feel accepted is a necessary condition for student success. The School understands that students cannot be expected to reach their full potential in an environment where they feel insecure or intimidated.

[View the Aspengrove School Social Conflict Prevention and Intervention Policy here.](#)





## PROGRESSIVE DISCIPLINE POLICY

The goal of Aspengrove School's Progressive Discipline Policy is to support a safe, inclusive, and accepting learning and teaching environment in which every student can reach their full potential. Progressive discipline is an approach that makes use of a continuum of prevention programs, interventions, supports, and consequences, building upon strategies that build skills for healthy relationships and promote positive behaviours.

[View the Aspengrove School Progressive Discipline Policy here.](#)

## CANNABIS & ALCOHOL POLICY

All members of the School community are required to understand their responsibility under this policy to create a smoke-free and drug-free School community. Minimizing the health and safety risks associated with cannabis and alcohol use is the responsibility of all members of the School community. Anyone who breaches this policy will be subject to disciplinary measures as set out in the Code of Conduct.

[View the Aspengrove School Cannabis and Alcohol Policy here.](#)

## WEAPONS & FIREARMS POLICY

Aspengrove School strictly prohibits and does not tolerate the possession of weapons or replicas thereof anywhere on its property, including its building, in student lockers, or at any premise at which school-sponsored events or activities may be held. The School condemns the use of weapons or replicas thereof, or the threat of the use of weapons or replicas thereof, by any person on its property, in its buildings, or at school-sponsored events or activities.

[View the Aspengrove School Weapons and Firearms Policy here.](#)



## SMOKE FREE POLICY

Aspengrove School's administration is committed to the provision of a smoke-free environment. The School does not condone smoking or the use of tobacco products, including e-cigarettes, marijuana and medically prescribed marijuana, and vaporizers. The use of tobacco products of any kind, including e-cigarettes and vaporizers, is strictly prohibited on any part of the school's property, during off-site School-sponsored field trips, excursions or activities, or in any school building or school vehicle.

[View the Aspengrove School Smoke Free Policy here.](#)

## HOMEWORK POLICY

The amount of homework given at Aspengrove School will vary throughout grades based on the developmental needs of the student. Aspengrove School strives to ensure the well-being of our students and teachers take this into account when assigning homework.

[View the Aspengrove School Homework Policy here.](#)

## COMPLAINTS POLICY

It is Aspengrove School's intention to ensure procedural fairness and good judgment in our professional relations with children and families. We welcome the voicing of all concerns that may be brought forward in the spirit of mutual respect and in the best interest of the child(ren) concerned. We ensure that concerns are treated promptly, thoughtfully, and with dignity.

[View the Aspengrove School Complaints Policy here.](#)



## ACADEMIC INTEGRITY POLICY

Academic integrity is a guiding principle at Aspengrove School and in education, as it is a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work.

[View the Aspengrove School Academic Integrity Policy here.](#)

## ACCEPTABLE USE OF TECHNOLOGY

These policies aim to promote positive and effective Digital Citizenship among students, staff and guests at Aspengrove School. For the purposes of this agreement, we define Digital Citizenship as 'the norms of appropriate, responsible behavior with regard to technology use, and include in this definition: Digital Communication, Digital Literacy, Digital Etiquette, Digital Law, Digital Rights and Responsibilities, Digital Health and Digital Security.

This agreement pertains to student and staff use of the school technology infrastructure, all technology brought into the school, and any use of technology in ways that impact our school community. This includes, but is not limited to, wired and wireless computers and peripheral equipment (for example, cell phones, iPods and gaming devices), files and storage, email and Internet content (blogs, web sites, web mail, groups, wikis, etc.).

[View the Aspengrove School Acceptable Use of Technology \(Students\) Policy Here.](#)



## SOCIAL MEDIA POLICY

The purpose of this document is to ensure that all students of Aspengrove School are using safe media practices as well as respecting the same policies and guidelines when publicly posting on media platforms including, but not limited to social media, websites, forums, etc.

[View the Aspengrove School Social Media Guidelines here.](#)

## LAPTOP POLICY

Aspengrove School is dedicated to making advanced technology and increased access to learning opportunities available to all students. As a result of this pursuit, laptops are available for student use at the School. The use of technology to support curricular goals is central to the availability of the laptops.

[View the Aspengrove School Laptop Policy here.](#)



## DEFINITIONS

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### Agreement

- This document entitled [Aspengrove School Acceptable Use of Technology \(Students\)](#).

### Consent

- Written informed consent in advance by the parent or legal guardian of users under 19 years of age or by users themselves if 19 years of age or older.

### Personal Information

- Information about an identifiable individual. Identifiable information may be from a single source or through a combination of multiple sources.
- Examples of personal information include, but are not limited to:
  - Name, address or telephone number
  - An individual's race, national or ethnic origin, colour, religious beliefs, political beliefs or associations
  - Age, gender, sexual orientation, marital status or family status
  - An identifying number, such as driver's license, social insurance number, or student ID number
  - Fingerprints, blood type, inheritable characteristics, health history, or medications
  - Physical or mental history, or disabilities
  - Education level, financial information, criminal history or employment history

### Internet

- The public Internet

### Network

- Any or all of Aspengrove School's local area network or the Internet

### **P2P**

- Peer to Peer software that facilitates the sharing of large files. This software is often associated with sharing of copyrighted material such as music, movies, and software. Examples of this type of software include: Bittorrent, Limewire, Bearshare, Kazaa

### **Publish and Publication**

- To release or make accessible to publics beyond those involved in the student's learning programme and the student's parent/guardian. Published information may include student's personal information and /or student work

### **School Staff**

- Teachers, administration and support staff of Aspengrove School

### **Student Work**

- Creations of the student's mind: inventions, literary and artistic works, and symbols, names, images, and designs

### **User**

- Any teacher, student, board member, parent, volunteer or guest given authorized access to a network



## RESOURCES

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- [Aspengrove School Acceptable Use of Technology \(Students\) Policy](#)
- [Aspengrove School Cannabis and Alcohol Policy](#)
- [Aspengrove School Code of Conduct](#)
- [Aspengrove School Progressive Discipline Policy](#)
- [Aspengrove School Smoke Free Policy](#)
- [Aspengrove School Social Conflict, Prevention and Intervention Policy](#)
- [Aspengrove School Social Media Guidelines \(Students\)](#)
- [Aspengrove School Weapons and Firearms Policy](#)
- [Aspengrove School Student Laptop Policy](#)
- [Common Sense Media](#)
- [Academic Integrity Policy](#)
- [Assessment Policy](#)
- [Complaints Policy](#)
- [External Credits Policy](#)

***For further information and ongoing updates, please refer to the school website.***





## **Aspengrove School**

7660 Clark Drive  
Lantzville, B.C.  
V0R 2H0

Tel: 250-390-2201  
Fax: 250-390-2281  
[www.aspengroveschool.com](http://www.aspengroveschool.com)



**ASPENGROVE**  
SCHOOL