



ASPENGROVE
SCHOOL

FAMILY HANDBOOK 2026-2027



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A MESSAGE FROM THE HEAD OF SCHOOL

Welcome to Aspengrove School!

It is a pleasure to welcome you to a new year of learning, growth, and community at Aspengrove School. The year ahead will be defined by opportunity, with continued innovation in our academic program and the expansion of experiences in athletics, the arts, and global leadership. Our focus remains clear. Every student should be engaged, challenged, and supported to achieve their personal best, while feeling a strong sense of connection and belonging within our school.

This Family Handbook is designed to support that work. It outlines the expectations, routines, and resources that help create a safe, respectful, and high-performing learning environment. More than a set of policies, it reflects the values that guide our community, what we call The Aspengrove Way. We encourage families to review the handbook together and return to it throughout the year as a shared reference for how we partner in support of each student's success.

We look forward to the year ahead and the moments that will stretch us, inspire us, and strengthen our community. Together, we will make this a year of meaningful learning, vibrant experiences, and collective achievement.

Yours in learning,

Dr. Gary Kern
Head of School

****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!***

SCHOOL CONTACTS

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

General Inquiries, School

Casey McNamara - Front Desk Administrator

Out of School Care, Camps, Rentals

Alison Strobl - Director of External Programs

Junior School Inquires

Susan Riordan - Junior School Principal, Director of ELC & PYP Coordinator

Middle School (Grade 6-7) & Senior School (Grade 8-12)

Rob Ohly - Director of Academics & MYP Coordinator

Andrea Wyness - Director of Students

Admissions

Nicole Carpenter - Director of Enrollment Management

Jodine Buydens - Admissions Associate

Advancement

Renée Douglas - Director of Advancement

Marketing

Alyssa Slobodian - Head of Marketing & Communications

General Financial Inquiries & Accounting

Catalin Albu - Chief Financial & Operations Officer

Karen Webber - Financial Controller

Liz Simard - Accounts Payable & Payroll Administrator and HR support

Board Questions

Kimberly Robson - Board Secretary

Aspengrove Parents' Association

Loriena Melnick - Chair

Billing, Enrollment & Fees

CONTINUOUS ENROLLMENT

We are confident that once a student joins Aspengrove, they will remain part of our community through to graduation. To confirm continued enrollment for the following school year, families are required to submit an annual tuition deposit. The enrollment deposit is non-refundable once paid.

Families who choose to withdraw their child are asked to provide notice as early as possible, and no later than mid-February. Withdrawals submitted after this date will be subject to the Student Withdrawal Policy.

WITHDRAWAL PROCESS

Your financial commitment to the school covers the full annual tuition outlined in the enrolment contract and fee schedule. If a student withdraws from the school, whether voluntarily or at the school's request, tuition refunds or fee reductions will be applied according to the schedule below.

Withdrawal month prior to school year	Gross Tuition forfeited
March	10.00%
April	25.00%
May	40.00%
June	55.00%
July	70.00%
August	85.00%
September	100.00%

TUITION FEES

The Board of Governors will make tuition adjustments in January 2027 which will be communicated in late January 2027.

STRATEGIC PLAN

Aspengrove School aspires to be a world class school on Central Vancouver Island. We are a young school that is growing and maturing in our programs, facilities and impact in Nanaimo and beyond.

Our “Aspengrove Way” captures what we strive for as a school:

- We include everyone
- We lift each other up
- We own our actions
- We aim high
- We respect our space

FUTURE STEPS STRATEGIC PLAN

It is time to grow our school. Grow our programs. Grow our experiences. Grow our impact. It is our mission to ensure that our students are prepared to be resilient, confident, caring and impactful leaders in an increasingly complex and uncertain world. Click here to read through our [Future Steps Brochure](#).

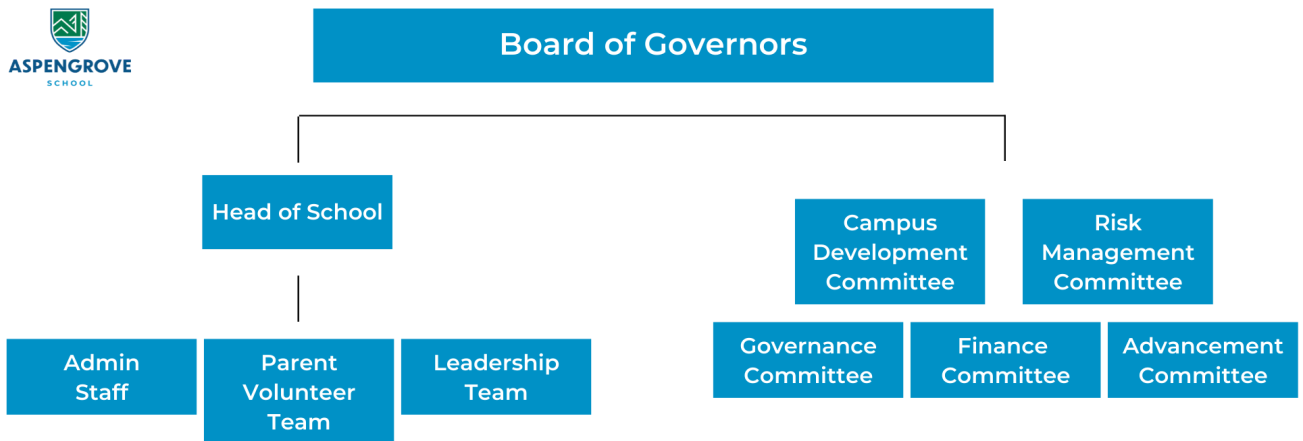
THE INTERNATIONAL BACCALAUREATE MISSION STATEMENT

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.

ORGANIZATION

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

Iain McIver

Board Chair

Campus Development Committee Chair

Daniel Martinez

Board Vice-Chair

Advancement Committee Chair

Matthew Williams

Governance Committee Chair

Mike Harris

Finance Committee Chair

Clare Carson

Risk Committee Chair

Tony Ciammaichella

Board Member

Gary Kern

Head of School, Ex-Officio

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

Questions or concerns for the Board of Governors or the Committees that report to the Board should be addressed to the Board Secretary, Kimberly Robson, at krobson@aspengroveschool.com.

SCHOOL ADMINISTRATIVE STRUCTURE

Head of School

Gary Kern

Junior School

Principal

Susan Riordan

Vice Principal

Trish Felszegi

Middle and Senior School

Director of Academics

Rob Ohly

Director of Students

Andrea Wyness

Director of Global Leadership and International Students

J.O. Eriksson

Athletic Director

Luke Holmes

Director of High Performance Programs

Scott Marr

Business Office

Chief Financial and Operating Officer

Catalin Albu

Director of Enrollment Management

Nicole Carpenter

Director of Advancement

Renée Douglas

Director of External Programs

Alison Strobl

COMMUNICATION

School Communication: This year school wide communication will happen in four primary methods:

- Monthly E-News Publications that capture the life of the school news
- Junior School - Weekly Teacher Emails
- Teacher Email/Phone - if there are concerns or celebrations, teachers may reach out directly to parents via email or phone
- MySchool emails coming directly from the school with important information

Please ensure that your email address is up to date with MySchool to receive these important updates.

Information Evenings: Throughout the year there are information evenings for parents. Please prioritize attending these meetings as they will provide important information and help build our community.

Parent Communication: Parents are encouraged to communicate to teachers and staff directly. Teachers can be reached via email or through the schools main phone number. Teachers will respond to emails as promptly as possible but due to the nature of teaching may take up to 48 hours. For more urgent communication to teachers, please contact the main office.

School Website: The School's Website provides access to Aspengrove's programs and policies. 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.

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.](#)

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 / Director will likely resolve the problem.

Step 3: If the issue is not resolved after speaking with the division Principal/Director, 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.

ASPENGROVE SCHOOL UNIFORMS

Aspengrove Uniform is a key aspect of our school's sense of pride and belonging. Students are required to wear the uniform and expected to wear it with a sense of pride. Please see the Uniform Handbook for expectations. The Aspengrove School's [Uniform Handbook](#) outlines the uniform requirements.

FREE DRESS DAY AND OUT-OF-UNIFORM EVENTS

Once a month students will be granted a Free Dress day. During Free Dress days, 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.

UNIFORM ORDERS

Our uniform suppliers are Cambridge Uniforms and O'Neills Sportswear. We also have a used uniform closet on campus. You can contact uniforms@aspengroveschool.com to inquire about our used inventory.

Cambridge Uniforms

Current families may contact Cambridge Uniforms directly:

9:00 AM to 5:30 PM 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

Cambridge Uniforms will create a sizing profile for each student after their initial purchase, making future orders quick and convenient. If your child has outgrown any items, please have their measurements ready to help with size selection. Families can also take advantage of Cambridge's quick and efficient virtual measurement appointments, which provide personalized sizing support from the comfort of home. 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 during select ordering windows three times a year. September, January, and May.*

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

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

DAILY OPERATIONS

SCHOOL OPERATING HOURS

The main school office is open from 8 AM to 4 PM Monday to Friday. Students may be dropped off as early as 7:45 AM. There will be supervision for Junior School students on the Junior School Playground. Middle and Senior School Students are welcome to arrive early and can meet in The Hive. (*Please refer to the [Early](#)

[Learning Centre Handbook](#) for arrival and departure procedures and times for Junior Kindergarten students.)

Monday - Thursday:

All grades start at 8:30 AM

K-5 finish at 3:15 PM

6-7 finish at 3:20 PM

8-12 finish at 3:20 PM

Friday:

All grades start at 8:30 AM

K-5 finish at 12:35 PM

6-12 finish at 12:45 PM

Clubs, activities and co-curriculars may occur from 3:30 - 4:45 PM.

ATTENDANCE

Attendance is the foundation of an excellent education, and at Aspengrove we expect students to attend all classes, excluding medical illness and extenuating circumstances. Further, the school receives financial support from the BC Ministry of Education provided students maintain a minimum attendance.

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

Students are not permitted to leave the school grounds during the school day unless a) they are accompanied by an adult for special circumstances (e.g. doctor/dental appointment) or (b) students in Grade 12 are allowed to leave campus if they sign out at the front office.

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 a student 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.** Extended absences can adversely affect student learning at school.

In the event of a planned absence, parents must:

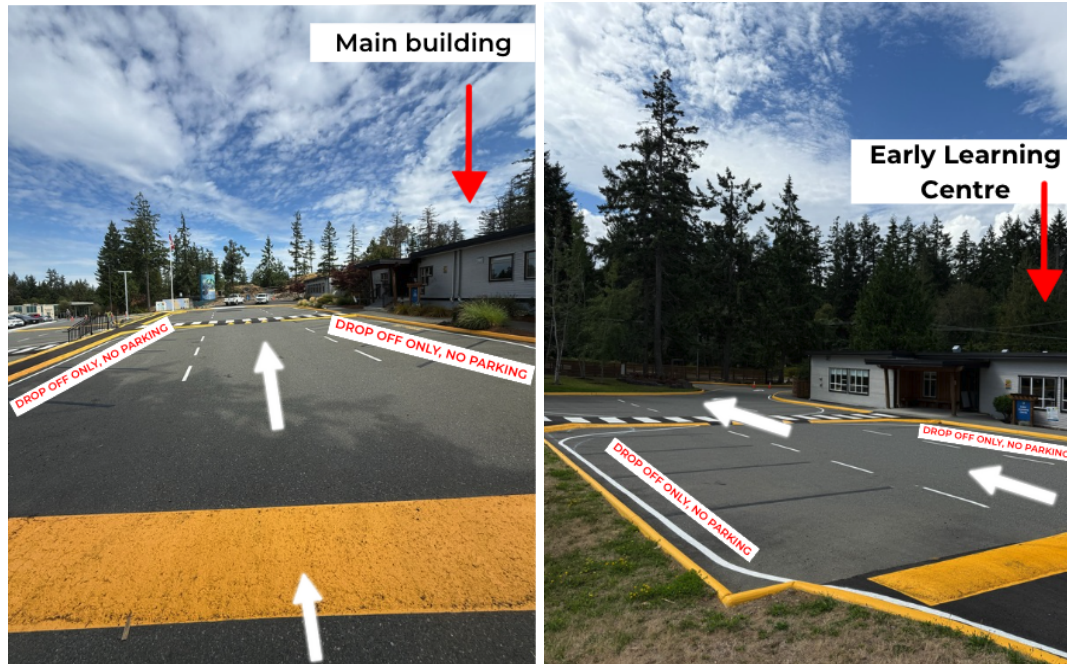
1. Contact the School's Principal/Director, Aspengrove School's Front Office, and your child's teacher at least two weeks in advance of the absence
2. Ensure study material (if any) is acquired prior to student's absence. Work may be provided if absence is extended
3. Parents must send an email to attendance@aspengroveschool.com to ensure their child's attendance record is updated accordingly

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

TRAFFIC & PARKING

The campus has two entrances along Clark Drive. The first entrance is designated as a quick drop-off and pick-up roundabout only. To help ease traffic on Clark Drive, all cars using this entrance must follow the quick drop-off/pick-up routine by pulling off the centre line, either to the left or right, in a longitudinal stop, parallel with the traffic before continuing through the roundabout. Please note that parking is not permitted in the upper or lower lots located in front of the Main School Building or

the Early Learning Centre.



[For new to Aspengrove Families, please watch this short video of our drop-off/ pick-up parking lot.](#)

For families or visitors who wish to park and stay longer on campus, or accompany their child into the Early Learning Centre, please **use the second entrance further along Clark Drive**. This entrance leads past the Ravens Nest Athletics Centre, where you may park in the designated visitor lot located beside the small field.

[For new to Aspengrove Families, please watch this short video of our visitor parking lot.](#)



Please note there is **no longer vehicle access**

across campus between the Main School Building and the Ravens Nest. Instead, a dedicated pedestrian crosswalk with road barriers has been added to ensure student safety.

We sincerely appreciate your patience and understanding as our school community becomes familiar with the updated traffic flow and parking procedures.

Speed Limits:

Clark Drive: **30 km/h**

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

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

BUS INFORMATION

Our school offers three convenient bus routes serving students from Kindergarten through Grade 12. Routes include **North** (Coombs, Qualicum, Nanoose, and Lantzville), **Jingle Pot/South Nanaimo** (including Port Place Mall and Nichol Street), and a **Nanaimo** route that services various areas throughout the city.

Bus registration opens in **August**, when route details and payment options will be provided. Any changes to a student's transportation schedule must be communicated to the Front Desk Administrator by **2:00 pm** on the day the change is required. For students in **Kindergarten through Grade 5**, parents or guardians must notify Casey by phone or email if their child is to be added to or removed from the bus. For safety reasons, transportation changes cannot be accepted directly from students.

We also offer a **5:00 pm late bus** for students in **Grades 6–12** who are participating in after-school clubs, athletics, or other school activities.

If you have any questions or require further information regarding bus transportation, please feel free to contact Casey at cmcnamara@aspengroveschool.com.

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 (carabiner or a combination lock) so that content does not spill out into the hallway. High school lockers will continue to be subject to regular inspections for hygiene and appropriateness of interior decoration, etc.

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 12](#)

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

STUDENT CELL PHONES - “AWAY FOR THE DAY”

Cell phones are not required at Aspengrove and our [“Away for the Day”](#) policy expects cell phones to be left in student lockers and should not be in their pocket or backpack. Research is clear that having phones easily accessible contributes to distraction and social anxiety and by ensuring all students' phones are away for the day, it creates a more positive, focused environment for learning and interacting. At no time should students be engaged in texting, gaming, or telephone conversations during class time. The [Acceptable Use of Technology](#) applies to all Aspengrove students and students are expected to be respectful and responsible with the use of technology at all times, including outside of school hours. 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.

LAPTOPS AND OTHER ELECTRONIC DEVICES

Students in Grades 8-12 are expected to bring a computing device to be used to support classroom learning activities. This laptop should not be used for gaming,

texting or videos during the school day. The Acceptable Use of Technology applies to the use of all computing devices.

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

Aspengrove School is committed to an Out of School Care Program that is developmentally appropriate and engaging for each child. This will include a variety of opportunities and exciting experiences, in a safe, healthy environment. The program offers time for an after-school snack (lunch and snack on Fridays), 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/W/Th and on Friday the program will begin at 12:35 PM and ends at 5:30 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.

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 school clubs or activities. If your child is registered for the OSC program on a day(s) that your child is attending an internal school club or activity, we

will supervise their transition from the club to OSC. To ensure the safety of our children, a child in our care will not be released to attend a school related club or activity unless the guardian has given permission in advance.

If you would like to have your child attend OSC please contact **External Programs** at externalprograms@aspengroveschool.com or **250.933.2223**.

** Please refer to the school calendar for all closures.*

ACADEMIC PROGRAM

Aspengrove School strives to challenge students inside and outside of the classroom, challenging students to become the very best version of themselves. The Academic Program offers an enriched academic program which is both B.C. Ministry of Education and International Baccalaureate accredited. Students in the Junior School complete the Primary Years Programme (IB), while students in Grades 6 through 10 complete the Middle Years Programme (IB). Students in Grades 11 and 12 will complete the B.C. Dogwood Diploma (B.C. Ministry of Education) and have the option to take Advanced Placement courses in both Grade 11 and 12.

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

JUNIOR KINDERGARTEN TO GRADE 5 (PRIMARY YEARS PROGRAMME)

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.

Students in Junior School classes will have a homeroom teacher who will instruct the core subjects (Literacy, Numeracy, Science, Social Studies), as well as establish a safe and welcoming learning environment. Specialist teachers will instruct each class in French, Music and Physical Education. Students in grades 3-5 have a rotation of coding and robotics.

MAP Assessments: We have introduced the MAP (Measures of Academic Progress) assessment for students in Grades 2 through 7. Unlike traditional tests, MAP is a computer-adaptive growth tool that tailors questions to your child's unique learning level. By measuring individual progress in reading, language use and mathematics throughout the year, MAP provides our teachers with real-time, actionable data. This helps us celebrate your child's specific strengths and target exact areas for growth, ensuring every student is supported and challenged. The assessment will take place three times a year.

DIBELS: In Kindergarten and Grade 1 we use DIBELS (Dynamic Indicator of Early Literacy Skills) in our Kindergarten and Grade 1 classrooms. DIBELS is a set of quick, interactive indicators designed to measure the foundational building blocks of early reading, such as letter recognition, rhyming, and initial sounds. The assessment provides teachers with a clear picture of each child's reading development, allowing us to celebrate their progress and provide tailored, small-group support right where they need it most.

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:

- **For Students: To build independent, lifelong learners**

Assessment helps children understand their own strengths and next steps. Instead of just seeing a final score, students learn how to reflect on their work, set personal goals, and take ownership of their learning journey. This builds the confidence and curiosity they need to keep learning for life.

- **For Teachers: To guide and sharpen daily instruction**

Continuous assessment acts as a roadmap for our teachers. It shows them exactly what your child has mastered and where they might need more support or an extra challenge. Teachers use these insights every day to adjust *what* they teach and *how* they teach it, ensuring lessons are perfectly tailored to the students' needs.

- **For Parents: To celebrate and support your child's growth**

Assessment gives you a clear, meaningful window into your child's classroom experience. Rather than just a single grade, it highlights your child's unique learning process, social development, and academic milestones over time. This helps us partner together to celebrate their progress and support their development at home.

For further information, please contact our PYP Coordinator, Mrs. Susan Riordan, at sriordan@aspengroveschool.com.

GRADE 6 TO GRADE 10 (MIDDLE YEARS PROGRAMME)

MYP Coordinator: Rob Ohly

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.

GRADE 11 - 12 (GRADUATION PROGRAM)

Director of Academics: Robert Ohly

At Aspengrove, the Graduation Program is the culmination of our education program and builds upon our strong academic and co-curricular foundations, linking our students to their future success. The [Graduation Program](#) describes all elements of the Grade 11 to 12 experience, both inside and outside of the classroom and ensures all students have a personalized pathway towards their graduation goals.

Building upon the foundation of our International Baccalaureate Primary Years and Middle Years Programme, the Aspengrove Graduation Program will ensure that the high academic standards and preparation Aspengrove is known for remain, while increasing the flexibility and personalization possible for all our students.

Aspengrove's Graduation Program has been reimagined to accomplish the following four goals:

- **Rigorous**, comprehensive and quality academic programs that ensure students access the best programs, in the best universities for them.

- A **flexible** and **personalized** pathway for individual success, ensuring that all students can be successful at Aspengrove and further allow students to specialise in chosen areas of study as well as adjust for faster or slower achievement.
- Ability to pursue a **breadth** of **excellence** in the Arts, Athletics, and STEM activities.
- **Connections** to external programs, **mentors** and **experiences**, following the work started with the Grade 8-10 Pathways Program

Advanced Placement Program

The Advanced Placement (AP) program offers high school students the opportunity to take college-level courses and exams. AP courses challenge students with rigorous content that encourages critical thinking, problem-solving, and in-depth learning. Successfully completing AP courses can help students earn university credits, strengthen college applications, and prepare for post-secondary studies. AP is recommended for motivated, academically prepared students who are eager to engage with more complex material.

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 (spiritual), 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

Aspengrove students strive to do their best and to exhibit the characteristics of an IB learner (above). Individual potential and achievement are at the center of our program and we aim to challenge students to engage fully in all that is offered at the school, offering support and assistance as is necessary to help them achieve success. As students move up in grades, they will take on an 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 **8:30 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 school 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) provides dedicated support spaces for students across all divisions. Junior School students access support in the **Main Building**, while Middle and Senior School students are supported in **The Lookout**. A team of Learning Resource Teachers and Educational Assistants works closely with students who have identified learning and other needs, while also collaborating with classroom teachers to support a wide range of learners and help each student thrive. 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

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. The student device program across the K-12 continuum and an overview of our [BYOD \(Bring Your Own Device\)](#) for Grades 7-12 program can be accessed on our website.

HOMEWORK

Junior School 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.

Middle School Homework Policy

At Aspengrove School, we give meaningful homework that is developmentally appropriate. Beginning in Grade 6, it should be expected that there is home learning occurring on a regular basis. We highly recommend that you set aside a time daily for quiet, uninterrupted study. Students should be discouraged from multitasking while studying, and avoid unnecessary technology and media. On days that homework is not assigned, reviewing, reading, and previewing learning is recommended.

Homeroom and subject teachers will discuss specific homework guidelines with students at the beginning of the year. If you have questions about homework, please contact the individual subject teacher.

Senior School Homework Policy

Homework that is thoughtful, relevant and engaging can be a necessary adjunct to classroom teaching, and consequently all Senior School students can expect to receive homework on a regular basis. Homework is intended to reinforce work covered in class and to help students develop important habits of self-discipline, organization and self-reliance.

As per our Assessment Policy, here are our guidelines on the amount of homework students can expect to receive:

- Grade 6 students - up to 30 minutes per subject per week;
- Grade 7 students - up to 40 minutes per subject per week;
- Grade 8 students - up to 50 minutes per subject per week;
- Grades 9 and 10 - up to 1 hour per subject per week;
- Grades 11 and 12 - can expect approximately 1-3 hours of homework per subject per week.

STUDENT REPORTS

Student interim and formal reports are provided throughout the year.

Parent/Teacher/Student 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.

CLUBS AND ACTIVITIES (GRADES K-5)

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.

SPORTS AND CLUBS (GRADES 6 AND 7)

In Grade 6 and 7 students will experience a broad range of individual and team sports as well as opportunities to engage in various clubs and arts. All students will practice in the three competitive sports; ultimate frisbee, volleyball and basketball and students will be encouraged to play in various games and tournaments. Students will also participate in run-throw-catch Track and Field practices and competitions in the spring. During lunch students will also be encouraged to participate in various clubs including arts, technology and games.

CO-CURRICULAR PROGRAM (GRADES 8-12)

Grade 8 - 10 students will participate in at least two co-curricular activities which occur after school two days per week from 3:30 - 4:45 PM. The co-curricular activities are being developed to support competitive sports, academic clubs, and artistic endeavors and requires students to commit to an area of focus for two terms. Students, of course, can participate in more than two co-curriculars and are encouraged to engage fully in developing the skills and interests in their co-curricular programs. Sign up for co-curricular programming will occur at the start of the school year.

HOUSE SYSTEM

Aspengrove's House Program is designed to build school spirit, belonging, leadership, and positive connection across grades. Every student is placed into a House and remains part of that House throughout their time at the school. Siblings and close family connections are placed together whenever possible.

Aspengrove has four Houses:



The House Program gives students opportunities to participate in friendly competitions, school-wide events, service initiatives, spirit days, and leadership activities. Students can earn House points through participation, teamwork, positive contributions, effort, and actions that reflect the Aspengrove Way.

Houses are more than teams for competitions. They are communities within the larger school community. Through House events and activities, students are encouraged to build relationships across grades, show pride in their school, support one another, and contribute positively to school life.

Each House is supported by staff leaders and student leaders who help organize activities, encourage participation, and strengthen House identity. Throughout the year, Houses will take part in events such as spirit days, assemblies, service projects, athletic and creative challenges, and other community-building activities.

At the end of the year, House points are celebrated, and the Ado House Cup is awarded to recognize the House that has shown strong participation, spirit, teamwork, and commitment to the Aspengrove Way.

The goal of the House Program is to help every student feel known, connected, and proud to be part of Aspengrove.

AWARDS AND RECOGNITION

Student recognition is an important part of student achievement and development and Aspengrove strives to recognize students in a variety of ways, both informally and formally. During the year students may be recognized quietly for accomplishments inside and outside of the classroom, and they may be recognized formally during assembly time. At the end of the year, students will be recognized for outstanding achievement at year end assemblies.

Honour Roll

In the Senior School we recognize students in Grades 8 to 12 who have worked hard over the course of an academic term and have achieved an **excellent** academic standing, which is at least 46 subject points or equivalent average. This provides a challenging benchmark that all students can work towards and use as a measure of their progress.

Subject Awards

These awards are given to students in Grades 6 through 12 who have shown a deep **passion** for a particular subject combined with **excellent** academic achievement. Their genuine curiosity and outstanding engagement have not only enhanced their own learning journeys but have also inspired those around them, contributing to a richer and more vibrant classroom environment.

Awards are given for each grade at the year end assembly.

Grade 8-10 Grade Awards

The following awards are recognized for the top student(s) in each of the following categories:

- Top Academic
- Athlete of the Year
- Service
- Leadership
- Aspengrove Shield

More information about Grade 6-7 Awards can be found [here](#).

More information for Grade 8-12 Awards can be found [here](#).

Major Graduation Awards:

Graduating students are recognized the following major honours:

Governor General Academic Bronze Medal

Awarded through the Chancellery of Honours 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.

Dr. Anthony Ciammaichella Award for Leadership

Presented to a graduating student who exemplifies the values of the Aspengrove Way and has demonstrated strong, positive leadership within the school community.

Aileen Saunders Service Award

Presented to a graduating student who demonstrates outstanding service, generosity, and commitment to their community.

Lifer Awards

Recognizes graduating students who have attended Aspengrove School continuously from Kindergarten through Grade 12.

Aspengrove Shield

Presented to the top overall graduating student who embodies the spirit of Aspengrove School through their academic excellence, personal integrity, and meaningful contribution to the school community.

ALLERGIES OR OTHER MEDICAL CONDITIONS

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

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 “allergy conscious” and will make every attempt to maintain a safe and healthy learning environment for all students.

EMERGENCY PROCEDURES

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

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

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

THE ASPENGROVE WAY

At Aspengrove, we are committed to building a school community where everyone feels known, supported, and included.

We show the Aspengrove Way when we:

What We Live By:

1. **We Include Everyone** Every Raven belongs.
2. **We Lift Each Other Up** We celebrate wins and help when it's hard.
3. **We Own Our Actions** We admit mistakes and make it right.
4. **We Aim High** We give our best in class, on the field, and on the stage.
5. **We Respect Our Space** We care for our school, our community and our world.

This Is Not Our Way:

1. **We Don't Leave People Out.** Everyone is welcome in the circle.
2. **We Don't Tear Down.** No gossip, no put-downs, no "just joking" excuses.
3. **We Don't Hide From Responsibility.** We fix it when we mess up.
4. **We Don't Settle for Less.** We don't coast or quit on ourselves or others.
5. **We Don't Disrespect Our Space.** We leave places better than we found them.

The Aspengrove Way is not about being perfect. It is about how we show up, how we treat one another, and how we take responsibility for the community we are building together.

Our Code of Conduct is designed to reflect our school values. We use the code to teach and encourage positive behaviours.

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

SOCIAL CONFLICT PREVENTION & ANTI-BULLYING 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 Anti-Bullying 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.

CANNABIS & ALCOHOL POLICY

All members of the School community are required to understand their responsibility under the **[Cannabis and Alcohol 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.

WEAPONS & FIREARMS POLICY

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

SMOKE FREE POLICY

Aspengrove School's administration is committed to the provision of a smoke-free environment in line with our [Smoke Free Policy](#). 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.

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

[The Acceptable Use of Technology Policy](#) aims to promote positive and effective Digital use 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.).

SOCIAL MEDIA POLICY

The purpose of the [Social Media Guidelines](#) 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.

LAPTOP POLICY

Aspengrove School's [Laptop Policy](#) 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.

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





ASPENGROVE
SCHOOL

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