



Spirit of Inquiry

Aspengrove School  
Handbook 2010/2011

## Student-Parent Handbook 2010-2011

### GENERAL SCHOOL INFORMATION

#### ASPENGROVE SCHOOL

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

Telephone: 250-390-2201  
Facsimile: 250-390-2281  
Website: [www.aspengroveschool.ca](http://www.aspengroveschool.ca)

#### Email for Aspengrove Staff:

Type first initial of first name, plus full last name@aspengroveschool.ca  
e.g. jdoe@aspengroveschool.ca

### WHO TO CONTACT

School Operation Questions/Concerns:	<b>Zinda FitzGerald</b> , <i>Head of School</i>
Admissions and Marketing:	<b>Elisabeth Reay</b> , <i>Director of Admissions &amp; Marketing</i>
General Enquiries and Accounting:	<b>Liz Simard</b> , <i>Office Administrator &amp; Bookkeeper</i>
Aspengrove Early Learning Centre:	<b>Kate Lloyd</b> , <i>Manager</i>
Board Questions/Concerns:	<b>Tyler Bazant</b> , <i>Chair</i> <b>Tony Ciammaichella</b> , <i>Vice Chair</i>
Parent Uniform Coordinator:	<b>Michelle Luscombe</b>

Please note that the Aspengrove facility is a **no-smoking** zone. This not only applies to the building but also to the grounds. All visitors to the site are asked to kindly comply.

## TABLE OF CONTENTS

Introduction.....	4
<b>Mission Statement</b>	
The Aspengrove Mission Statement .....	4
<b>Composition of governing body of Aspengrove School</b>	
Committee chairs .....	5
<b>Communication</b>	
Communication between school and home .....	6
Teaching staff 2010-2011 .....	6 to 8
Communication resources.....	8
Parent/Student – Teacher Communication model and protocol .....	9
<b>Education</b>	
The International Baccalaureate (IB).....	9
International Baccalaureate Learner Profile (IB).....	9 to 10
Primary Years Programme (PYP).....	10 to 11
Middle Years Programme (MYP).....	11
Academic Expectations.....	12
Fine Arts & Athletic expectations.....	12
Exploratories Programme (grades 5 – 9) .....	13
Homework Policies.....	13
Academic Dishonesty Policy .....	14
Student Progress Reports .....	14
Student Recognition and Awards.....	14 to 18
<b>Code of Conduct</b>	
Code of Conduct .....	18 to 19
<b>Admissions, Re-enrollment Procedure and Responsibility of Payment</b> .....	20 to 21
<b>Medications at School</b> .....	22
<b>Food Policy</b> .....	22
<b>Emergency Procedures</b>	
School closure.....	22 to 23

In the event of a major disaster .....	23
--	----

## **Daily Operations**

School Operating Hours.....	24
Attendance .....	24
Late arrival.....	24
Family holidays/Extended absence outside school holidays .....	25
Traffic and parking usage .....	25
Student Drivers .....	26
Locker Usage .....	26
School Supplies.....	26
Textbook/Novel Allocation .....	26
Telephone privileges.....	27
Visitors.....	27
Out of School Care.....	27 to 28

## **Aspengrove Uniforms**

Formal uniforms.....	29
Casual uniforms .....	30
Gym strip .....	31
General grooming .....	31
Out-of-uniform events .....	32
Uniform orders.....	32

## **Acceptable use Policy of Information Technology**

Terms of use.....	32 to 33
Expectations.....	33
Unacceptable use .....	33
Consequences for violation of Aspengrove's Acceptable Use Policy.....	34 to 35

## **Personal Information Privacy Policy**

The school's commitment to you.....	35
-------------------------------------	----

## **Appendix A**

Aspengrove School Behaviour Guidelines and Consequences .....	36 to 37
---	----------

## **INTRODUCTION**

At Aspengrove School we pride ourselves on being a close knit, supportive community. For such a community to thrive, strong communication is vital. This handbook has been carefully crafted in order to provide all members of the Aspengrove community with the necessary information to ensure the smooth and safe day-to-day operation of the school. It is intended to be a useful tool to which all members can refer throughout the year should clarification on any aspect of the school operation be required. All members of the Aspengrove School community are encouraged to become familiar with the contents to facilitate ease of understanding and communication.

**After reading this handbook, please sign the Parent/Student Handbook agreement and return the agreement to the school office by September 7, 2010. Thank you!**

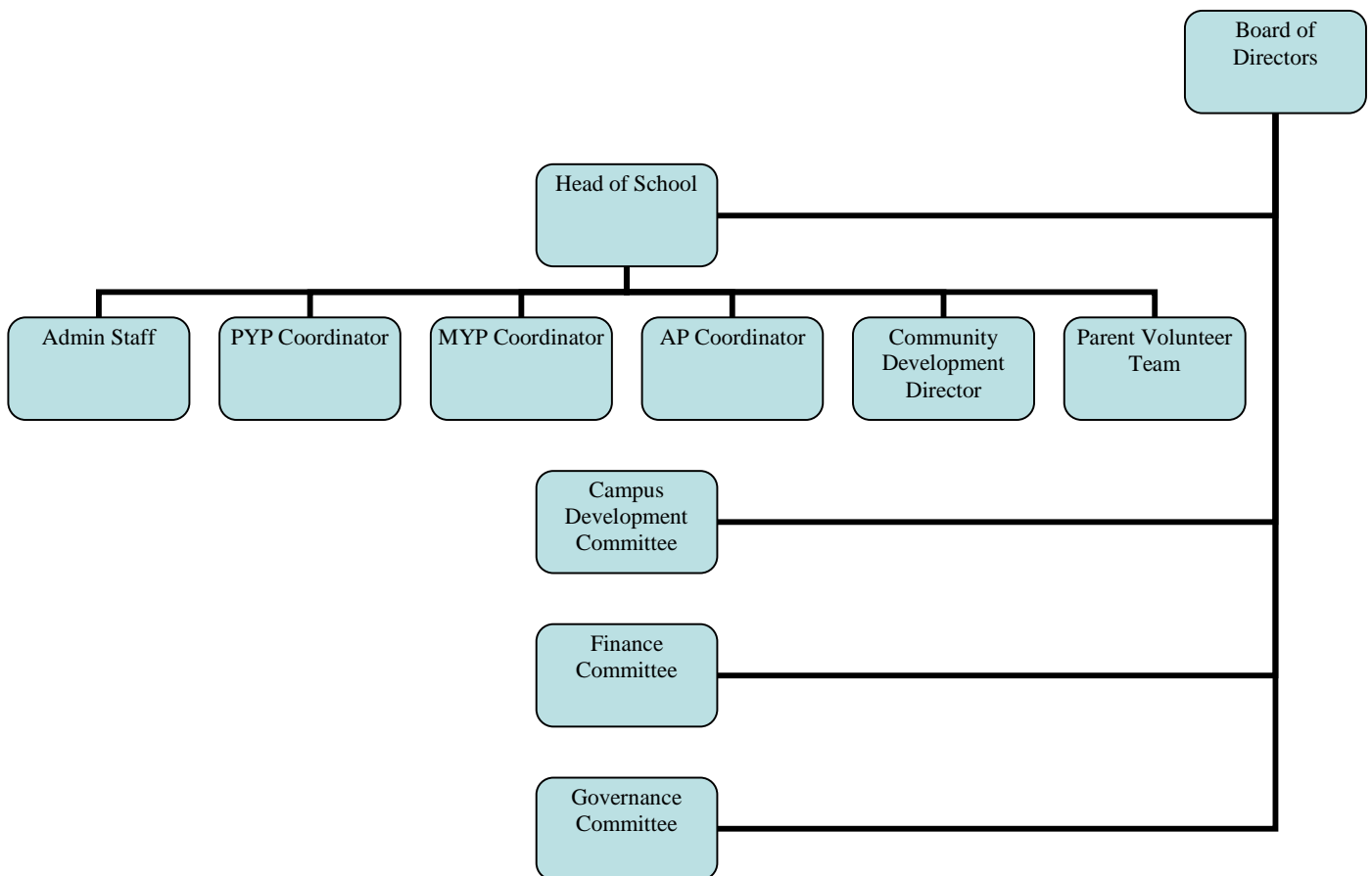
## **The Aspengrove Mission Statement**

*Aspengrove School is an International Baccalaureate community that inspires its members to act confidently as compassionate, knowledgeable and principled global citizens; to respect the unique qualities of others; to challenge the creative mind; to pursue their passions; and to develop critical thinking, all through a “Spirit of Inquiry”.*

## Composition of governing body of Aspengrove school

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 pertinent issues. Additional committees will be added as required – those listed below will be taking Aspengrove into its next phase of growth.



### Committee chairs

Board of Directors, Chair	Tyler Bazant	<a href="mailto:tbazant@mustangsurvival.com">tbazant@mustangsurvival.com</a>
Head of School	Zinda FitzGerald	<a href="mailto:zfitzgerald@aspengroveschool.ca">zfitzgerald@aspengroveschool.ca</a>
Finance	Drew Digney	<a href="mailto:ddigney@aspengroveschool.ca">ddigney@aspengroveschool.ca</a>
Governance	Sharon deLure	<a href="mailto:sdelure@aspengroveschool.ca">sdelure@aspengroveschool.ca</a>
Campus Development Committee	Murray Ferg and	<a href="mailto:mferg@aspengroveschool.ca">mferg@aspengroveschool.ca</a>
Parent Volunteer Team	Sarah Marshall Lynn Smart	<a href="mailto:smarshall@aspengroveschool.ca">smarshall@aspengroveschool.ca</a> <a href="mailto:lynnsmart@shaw.ca">lynnsmart@shaw.ca</a>

## Communication

Open and regular communication is encouraged, as it allows all members of the school community to feel included and informed. Through good communication, members can provide valuable support and direction as the school enters each phase of growth.

### Communication between school and home

Aspengrove keeps members informed of current issues via weekly e-newsletters, monthly newsletter, regular news bulletins from the Head of School, regular class newsletters and e-mail. 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 “workings” of Aspengrove.

The Board of Directors and the Head of School are committed to as open and transparent a communication system as possible. Parents and students are encouraged to maintain regular communication with members of staff. Staff members may be contacted by e-mail, phone calls (a voice mail can be left for teachers in class), and personal interview. As each teacher has a varied style of preferred communication, he/she should be consulted as to the most appropriate method of contact.

### Teaching Assignments 2010-2011

#### Primary Years Programme (PYP)

##### **PYP Coordinator**

Mrs. Wendy Robertson

Junior Kindergarten( 3 & 4 year olds)

Mrs. Trina Reynolds (ELC)

Kindergarten

Mrs. Sarah Vincent & Mrs. Wendy Swanton

Grade One (M):

Ms. Kirsten Moss

Grade One (W):

Ms. Christina Watters

Grade Two:

Mrs. Heather Middleton

Grade Three:

Ms. Barb Gemma

Grade Four:

Mr. Curtis LaBounty

Grade Five:

Mr. Graham Shuley

##### **PYP Specialists:**

Music (Jr. K.G.- 5)

Mrs. Marla Tusa

P.E. (K.G. - 4)

Mr. Claude Therrien

P.E. (Grade 5)

Mr. Graham Shuley

French (K.G. – Gr. 3)

Mrs. Marla Tusa

French (Grade 4)

Mr. Curtis LaBounty

French (Grade 5)

Mr. Simon Easterman

Art (K.G.)

Mrs. Sarah Vincent & Mrs. Wendy Swanton

Art (Grade 3)

Ms. Barb Gemma

Fine Arts (Grades 1, 2, 4 & 5)

Mr. Dustin Orser

## **Middle Years Programme (MYP) & Grades 11 & 12**

**MYP Coordinator & Personal Project** Mr. Lee Kneisz

**Advanced Placement (AP) Coordinator  
& Career Guidance** Mrs. Kate Coull

### **Grade 6**

Homeroom Teacher	Mr. Simon Easterman
English	Mr. Easterman
Socials	Mr. Easterman
Science	Mr. David Coull
Math	Mrs. Jill McElwain
French	Mr. Easterman
P.E.	Mr. Claude Therrien
Fine Arts	Mrs. Marla Tusa and Mr. Dustin Orser
Technology	Mr. Phil Macoun

### **Grade 7**

Homeroom Teacher	Mr. J.O. Eriksson
English	Mr. Eriksson
Socials	Mr. Easterman
Science	Mr. Coull
Math	Mr. Macoun
French	Mr. Eriksson
P.E.	Mr. Therrien
Fine Arts	Mrs. Tusa and Mr. Orser
Technology	Mr. Macoun

### **Grade 8**

English	Mr. Eriksson
Socials	Mr. Vincent
Science	Mr. Coull
Math	Mr. Coull
French	Mr. Eriksson
P.E.	Mr. Coull
Health & Career	Mr. Orser
Fine Arts	Mrs. Tusa and Mr. Orser
Technology	Mr. Macoun

### **Grade 9**

English	Mr. Easterman
Socials	Mr. Vincent
Science	Mrs. Marshall
Math	Mrs. McElwain
French	Mr. Eriksson
P.E.	Mr. Coull & Mr. Orser
Health & Career	Mr. Coull
Fine Arts	Mrs. Tusa and Mr. Orser
Technology	Mr. Macoun

## **Grade 10**

English	Mr. Kneisz
Socials	Mr. Vincent
Science	Mr. Robert Ohly
Math	Mrs. Coull
French	Mr. Eriksson
Planning 10	Mrs. Coull
P.E.	Mr. Coull & Mr. Orser
Fine Arts	Mrs. Tusa and Mr. Orser
Technology	Mr. Macoun

## **Senior Division (Grades 11 & 12)**

AP English 11 & 12	Mr. Kneisz
Socials; History 12 & Psychology	Mr. Vincent
Biology 11	Mrs. Marshall
Chemistry 11 & 12	Mr. Ohly
Physics 11 & 12	Mr. Ohly
Math 11 & 12 & AP Calculus	Mrs. Coull
French 11 & 12	Mrs. FitzGerald
P.E. 11 & 12	Mr. Coull & Mr. Orser
AP Art	Mr. Orser

## **Communication resources**

In response to our rapid growth in enrollment there has been a great effort to ensure that everyone (new and founding families, students, and faculty) is kept abreast of events (past and current) in our dynamic school community. Communication is two-way. **Be well informed—it is your responsibility!**

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

- Aspengrove website ([www.aspengroveschool.ca](http://www.aspengroveschool.ca)) & Intranet
- Aspengrove handbook
- E-Newsletters (weekly)
- Newsletters (monthly)
- Assembly e-updates
- Faculty member e-mails
- School calendar
- Updates from Aspengrove's Board of Directors

## **Parent/Student – Teacher Communication model and protocol**

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

- Speak to the appropriate teacher—most issues will be easily resolved at this level.
- If the issue is not resolved by speaking with the appropriate teacher, then discussion with the Head of School will likely resolve the problem.
- If the issue is not resolved after speaking with the Head, a detailed written submission to the Chair of the Board is required.
- The Chair of the Board may direct the issue to the Chair of one of the committees, if required.

## **EDUCATION**

Aspengrove School provides a B.C. accredited programme for students in Junior Kindergarten to Grade 12.

In addition a high quality Child Care programme is offered for infants, toddlers and pre-Kindergarten. *(Please contact the Aspengrove Early Learning Centre for further information about these programmes.)*

### **International Baccalaureate (IB)**

Aspengrove School offers the International Baccalaureate curriculum framework and has been founded on its pedagogy. The IB programme is one of the world's most rigorous and highly esteemed education programmes whose 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 currently offers the **Primary Years Programme (PYP: Junior Kindergarten to Grade 5)**, and the **Middle Years Programme (MYP: Grade 6 – 10)**. The Diploma Programme (Grades 11-12) will be offered in subsequent years. At this time Advance Placement (AP) courses are offered to grades 11 & 12. Parents are expected to attend at least one IB information session per year.

### **The Learner Profile**

Aspengrove School is dedicated to exemplifying the IB Learner Profile which aims to develop internationally minded people who, in 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:

<i>Inquirers</i>	They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.
<i>Knowledgeable</i>	They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.
<i>Thinkers</i>	They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.
<i>Communicators</i>	They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.
<i>Principled</i>	They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.
<i>Open-minded</i>	They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.
<i>Caring</i>	They show empathy, compassion and respect towards the needs and feelings of others. They have personal commitment to service, and act to make a positive difference to the lives of others and to the environment.
<i>Risk-takers</i>	They approach unfamiliar situations and uncertainty with courage and forethought, and have independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.
<i>Balanced</i>	They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.
<i>Reflective</i>	They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

## **Primary Years Programme (PYP)**

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, PYP promotes international mindedness as all concepts have global significance, intended to promote an awareness that there is a commonality of human experience. International mindedness is further enhanced through the development of the Learner Profile and Attitudes that are an essential element of the programme.

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 written, the taught and the learned.

PYP requires valid and varied assessment. The prime 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, Wendy Robertson (wrobertson@aspengroveschool.ca).

## **Middle Years Programme (MYP)**

The core philosophy of the MYP reflects the experience of teachers and educationalists working in the field of international education. The whole program is founded on research-based best practice where teachers in MYP schools are invited to contribute to the development of the programme .

The philosophy is not a set of abstract ideas: its key elements permeate the whole curriculum and are practiced throughout the curriculum model.

### **The MYP provides a Holistic Education**

This means that the education of the adolescent should expose them 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 and 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**

In the new century it is vital that students develop an awareness of their own learning process and skills to continue learning throughout life. The curriculum seeks to shift the emphasis from teacher instruction to student learning wherever possible.

For further information, please contact our MYP Coordinator, Mr. Lee Kneisz ([lkneisz@aspengroveschool.ca](mailto:lkneisz@aspengroveschool.ca)).

## **Academic expectations**

All students are expected to do their best while attending Aspengrove School. While differing levels of ability are supported, it is important that students and their families understand that academic achievement that reflects individual potential is expected. Students will be given as much support and assistance as is necessary to help them achieve at the highest level possible. At the same time, students—as they move up in the grades—will need to take on an ever increasing level of responsibility for their own performance. Some examples of these responsibilities are:

- attending school regularly (*more than 5 absences in a term is considered a concern*)
- arriving at school no later than **8:15 a.m.** in order to be in class and ready to begin at 8:25 a.m.
- being prepared for class
  
- full participation in classroom activities and discussions
- completing homework assignments (*students are expected to have access to a computer, printer and internet at home*)
- respecting assignment due dates
- asking for assistance when needed
- studying for tests and exams
- taking care with the quality of work produced

Should a student demonstrate difficulty in maintaining a satisfactory level of attainment in any of these areas, a parent meeting will be called by the relevant faculty member and/or the Head of School. 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.

Occasionally, psycho-educational assessment and testing for intellectual ability and academic performance may also be advised as required. Financial arrangements are to be made directly between the parents/guardians and the outside service. Recommendations for counseling, testing, tutoring and psychological services can be accessed through school administration.

## **Fine Arts and Athletics expectations**

All students, throughout their years at Aspengrove, are expected to be involved in both an athletic and fine arts program. Success in Fine Arts and Athletics is highly dependent upon participation and a positive attitude. As with the academic subjects, it is expected that students come to class prepared to participate and to learn. Students *must* come to Physical Education classes with complete uniform gym strip. (*See uniform section*)

## **Exploratories programme (Grades 5 to 9)**

All students in grades 5 – 9 are expected to participate in this programme as part of their educational development. The purpose of the Exploratories programme is to provide students with an opportunity to try out new experiences. Students are encouraged to select new areas of interest with a view to widening their perspective. Students are expected to challenge themselves to try new pursuits with an open and curious mind, in the true spirit of IB!

Each term various courses are offered from which students can select. At the beginning of the school year students are asked to select two courses for each term and they will be guaranteed a spot in one of their selection. Students will try a new experience each term.

## **Homework**

### **PYP Homework Policy**

At Aspengrove School, we believe homework can be a part of life long learning. Homework expectations will be set by your child's teacher. The amount of time parents can expect their child to spend on homework will likely increase as the grades progress. Reading at home is a daily expectation of an Aspengrove student to encourage as a life long habit.

In order for homework to serve an effective purpose, a number of criteria need to be met:

- Parents/ Guardians show an active and supportive interest in their child's homework.
- Homework is reflective of the student's ability.
- Students are able to complete assignments independently. However, some assignments may need parental support (as directed by teacher)
- Assignments are connected to classroom learning and are directly related to current classroom instruction and/or activities, or identified areas of needed practice.

**Homework should not be a frustrating or upsetting experience for either the student or the family.** If it is apparent that your child does not understand the assignment or needs an inordinate amount of time to complete it, have them stop working. Contact your child's teacher to arrange a time to discuss the matter so that he or she is able to address your child's needs and adjust their future homework assignments as necessary.

## **MYP Homework Policy**

There is a separate MYP Homework Policy document available that is distributed to the MYP families at the beginning of each academic year. Homework amounts vary according to grade level. Each teacher provides a detailed course outline with course expectations which include methods of evaluation and assessment.

## **Academic Dishonesty Policy**

Aspengrove students will be supported in their endeavours to perform academically to the best of their abilities. Optimum learning takes place only when students approach their work with serious intention and integrity. The school will not tolerate any acts of plagiarism, cheating, collusion or other acts by which a student unfairly misrepresents his/her effort or achievement.

## **Student progress reports**

Progress reports are issued three times throughout the year: two mid-year reports, and one final report at the end of the school year. Parent/teacher/student interviews are conducted in association with the two mid-year evaluations. Specific dates concerning the reports and interviews are published in the school calendar. All parents and students are encouraged to attend the Parent/Teacher conferences as this fosters healthy communication between home and school and contributes to the student's academic success.

## **Student Recognition and Awards**

At all times students are encouraged to aim to reach their personal best in every endeavour. It is well known that positive reinforcement is an essential ingredient for fostering success. To this end, there are many opportunities for students to be recognized for striving to be the best that he/she can be.

## **House system**

Students and staff members are each assigned to one of the three 'Houses' that have been created at Aspengrove. The three houses are named: Arbutus; Cedar and Oak and each house is made up of a range of students from all grades. Older students are given the leadership role of House Captain. When a new member joins the Aspengrove community he/she is assigned a house shirt and pin which will be worn for special house events.

The purpose of the house system is to promote school spirit and for students to engage in friendly competition. Throughout the school year, there are many occasions for students to earn house points by demonstrating good

citizenship qualities and participation in various activities. At the end of year, the house that has earned the most points will be awarded the House Trophy.

## **Monthly assemblies**

On the last Monday of each month, a whole school recognition assembly is held at which students are recognized for their successes. Such recognition comprises various forms such as the award of Aspengrove certificates for students that have demonstrated the practice of the IB Learner Profile attributes; certificates, pins, ribbons, medals, or trophies for participation and success in various competitions (e.g. athletic competition; math or science competition). Students in all grades are eligible to be recognized depending on the nature of recognition.

## **Honour and Merit Roll Certificates and Pins**

Students in grades 6 – 12 are eligible to gain recognition for academic effort. At the end of each term, student grades are calculated and a student may gain recognition for achieving an honour or merit roll certificate. The following guidelines apply:

### Honour Roll certificate

In order to attain Honour roll status, a student must receive

- **In grades 6-10:** a combined average  $\geq 86\%$  on the 5 academic subjects – Math, Science, English, Socials and French.
- **In grades 11 & 12:** a combined average  $\geq 86\%$  on all of their academic subjects – Math, English Literature, Socials, French, Biology, Chemistry, Physics, Calculus, Psychology and History.

### Merit Roll certificate

In order to attain Merit roll status, a student must receive 4s and 5s for effort from all of their teachers with no more than two efforts of 3.

### Honour Roll pins

At the end of the three terms, students in grades 6-12 may be awarded an Honour Roll pin. To be eligible, a student must be on Honour Roll for all three terms.

### Merit Roll pins

At the end of the three terms students in grades 6-12 may be awarded a Merit Roll pin. To be eligible, a student must be on Merit Roll for all three terms or a combination of Merit and Honour Roll all three terms.

## **High School Awards**

The following recognition opportunities are available to students in grades 8-12. These awards are presented at the End of Year Closing and Graduation Ceremony. Students may enquire at the front office for further information about the individual awards.

- **Subject Awards (Grades 8 – 12)** (*presented by individual subject teachers*)

There are two categories for each subject: Junior (grades 8 & 9) and Senior (grade 10 and up). Up to three awards can be given for the Junior category and up to two awards for the Senior category. This award is not based on marks. The award is given to the student who best demonstrates a passion and dedication to the subject.

- **Top Academic Awards (Grades 8-12)**

Awarded to the student in the grade with the highest overall percentage. (No mark may be below 75%)

- **Dr. J. Pappel Awards (Grade 8 – 12)** (*sponsored and presented by Dr. J. Pappel*)

\$100 awarded to a male and female in each grade from grade 8 – 12 who best represents a ‘Scholar-athlete’: a student who is doing well academically (on Merit or Honour Roll) and is also proficient in athletics. The sport commitment may be in school or external to school. Students must apply for this award on a specific application form.

- **Murdoch Science Scholarship (Grade 11 and 12)** (*sponsored by Dr. and Mrs. E. Murdoch*)

\$1000 to be awarded to recipient to be used towards third level study. (Science as part of 3<sup>rd</sup> level study.)

A **grade 12** student may apply for the award.

Must have taken at least two science courses up to the grade 12 year.

Will be required to write a 400 or 500 word essay: “The importance of scientific study in today’s world.” A combination of the essay and marks.

OR

\$1,000 to be awarded to recipient to be used towards a summer programme related to science. A **grade 11 or 12 student** may apply. Must be taking at least two science courses in the current year. Will be required to write a 400 or 500 word essay on topic as outlined above or the essay required for the summer program (depending on programme).

- **B.C. Innovation Council Award**

Founded in 1983, the Science Achievement Award is a joint initiative of the BC Innovation Council (BCIC) and the BC Science Teachers' Association (BCScTA). This annual recognition program encourages students to explore the world of science and technology and to pursue education in BC's post-secondary institutions.

The Science Achievement Award recognizes outstanding individual student performance in science at the senior high school level. A medal and a certificate are presented annually to Grade 12 students throughout British Columbia.

- **Vincent Awards!** (*sponsored and presented by Mr. M. Vincent*)

Every year, students of Social Studies (Grades 8-11) choose a topic from the year that they are most passionate about and create a short film highlighting their chosen topic. This project is intended to maximize student choices and creativity. Types of films can include, but are not limited to - historical recreations, documentaries, and music videos, to name a few. Every year these films are eligible to be selected for awards in the following categories:

- Best Picture
- Best Male Performer
- Best Female Performer
- Best Costumes
- Best Editing

## **GRADE 12 AWARDS**

- **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. ”

*N.B. This award is not available until later in summer as official transcript results need to be obtained from the Ministry of Education.*

- **Cathy Grunlund Award**

This award was created to honour Aspengrove’s founding Head of School, Mrs. Cathy Grunlund.

Awarded to a grade 12 student who has demonstrated a balance between social and academic growth

- **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.

Nominations are accepted from students in grades 10-12 and staff members. The recipient is selected by committee.

- **Lifer Awards**

Awarded to a grade twelve student who has attended Aspengrove since the school’s inception.

- **R. Mace award**

*(sponsored and presented by Mrs. K. Coull)*

The “R. Mace Award”, named after an inspirational mathematics teacher, Mr. Ron Mace, is awarded to the graduate with the highest combined average in Principles of Mathematics 12 and Calculus 12.

## **Code of Conduct**

The Aspengrove School community believes that 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 the attributes of IB Learning Profile and it applies to all members of the Aspengrove Community. We use our code to teach and encourage positive behaviours. Students are encouraged to give careful thought to their actions and how those actions impact those around them. By providing students with clear guidelines for behavioural expectations, the school offers each individual the chance to embrace the caring culture of Aspengrove. It is expected that when a student joins the Aspengrove community, he/she will endeavour to abide by these guidelines.

Actions which do not respect our school Code of Conduct will result in appropriate consequences (“taking responsibility”) and restitution (“making it better”). Bullying behaviour on the part of the children or adults is not acceptable at Aspengrove School. *(Please see Appendix A for the Aspengrove Guide to Behaviour)*

### ***Caring for ourselves***

Caring for ourselves at Aspengrove School can be shown by being respectful to ourselves. Treating ourselves respectfully means taking care of our health and hygiene, making sure our uniform is worn with pride and that we recognize and celebrate our personal accomplishments. When we are at school we endeavour to feel good about ourselves and the work that we do.

### ***Caring for others***

Aspengrove is a school where we care for others. We do this by helping each other and treating others with respect. Being aware of how others feel is the key to caring, friendship and happiness. Students at Aspengrove School come from many different cultures. We appreciate and enjoy this diversity.

### ***Caring for the world***

At Aspengrove School caring for the world embraces caring for the natural and the constructed environment. It involves being aware of how our actions and decisions can affect the world around us. It comprises being a role model both outside and inside the school and attempting to make the community better. Aspengrove students are encouraged to take pride in their school and its surroundings. In addition our community strives to engage in environmentally-friendly activities such as reducing, reusing and recycling.

## **Admissions and Re-enrollment procedures**

### **Admissions Procedure**

- 1) Family meeting (including student) with Director of Admissions.
- 2) Student observation in the classroom of their peers (parents may also observe in classroom).
- 3) Formal application completed and provided to school (including most recent academic school report of student). Academic evaluation is done at the discretion of the Head of School.
- 4) Director of Admissions reviews formal application and sends acceptance or non-acceptance letter to family.

### **Re-enrollment Procedure for 2011-2012**

In the spring of each year parents are invited to inform the school regarding their intention to return for the upcoming year. All families are required to respond whether or not they are returning. Families that are accepting the invitation to return must submit a completed Intention to Return form with a non-refundable tuition deposit towards the upcoming year's tuition.

The following process must be followed:

- 1) Intention to Return forms must be returned by March 1, 2011. Families who are intending to return must include a non-refundable tuition deposit of \$1,200.00 per child. If Intention to Return forms are not received by the required date, it will be assumed that the student is not returning. Consequently, the student's place may, at the school's discretion, be offered to a child in the waiting pool. Prior to this, every attempt will be made to accommodate the current family, within operational and financial reason. This process is completed by March 31<sup>st</sup> of each year at which time available spaces are offered to prospective students.
- 2) Families who provide the school with the completed Intention to Return form and tuition deposit after March 1, 2011 but before April 1, 2011 will be assured of re-enrolment if space is available.
- 3) Families who have not provided the school with the tuition deposit as of April 1, 2011 will have their child(ren)'s enrolment in the school cancelled even if space is available in the class.
- 4) Any student who has had their enrolment cancelled and wishes to return to the school will need to re-apply to enter the school through the regular Admissions Process. The regular Admissions Process includes a \$250 per student application fee and an admission fee of \$1,250 for the first child, \$1,000 for the 2<sup>nd</sup> child and \$0 admission fee for the 3<sup>rd</sup> and subsequent children in an immediate family. These fees are non-refundable for any reason whatsoever and are not applied towards tuition.

The tuition deposit will be applied against the tuition amount due for the pending school year. If the family is paying on quarterly installments, then the deposit is applied against the first installment.

### **Student Enrollment Bond - Withdrawal**

An Enrollment Bond is required for each student attending Aspengrove School as part of the admittance procedure. The Bond Structure is \$15,000 for the first child, \$10,000 for the second child to a maximum of \$25,000 in bonds for

an immediate family. Enrollment Bonds will be paid out on a first paid-in, last paid-out basis and will be repaid 90 days after written request when the student either graduates or withdraws from the school. If the family has indicated to the school, in writing, prior to the June 1, 2010 deadline that they are not returning for the following year, the enrollment Bond refunds will be issued on August 31st. If a family has failed to indicate that they are returning and the student(s) registration is cancelled, then the enrolment bond will be refunded August 31st.

Should any fees remain outstanding at the end of the 90 day period, the amount owing to the school (plus the percentage to recoup loss of earnings) will be deducted from the Bond. The amount owed to the Bond payee will be adjusted accordingly.

It must be understood that the school makes commitments for each academic year based on re-enrolment numbers. The school's policy regarding notice of withdrawal is outlined in the Invitation to Return package as well as stated in the fee schedule. **Parents are expected to be familiar with this policy.**

### **Responsibility of Payment**

Most of the schools expenses are fixed: teacher's and staff salaries, delivery of core programs and maintenance of school facilities. It is essential that the School's income from fees be assured. When a student is formally accepted and enrolled, a place is reserved for the entire year. Unless the Admissions Office has received WRITTEN notification of withdrawal prior to June 1<sup>st</sup> for the upcoming school year, it is understood that the student has secured a position in Aspengrove School for the full September to June academic school year. In consideration of Aspengrove School reserving this position for a student, it is understood that the application and admission fees are non-refundable for any reason whatsoever and that the family is responsible to pay to Aspengrove School full tuition fees for the entire academic school year, such tuition to be payable in any event, including the withdrawal of the student from Aspengrove School for any reason after June 1<sup>st</sup> for the upcoming academic school year. The School reserves the right to dismiss any student whose conduct is not satisfactory.

Overdue fee payments (30 days past due) are subject to interest charges of 2.0% per month (26.8% per annum) until fully paid.

There is a \$30 charge for returned cheques for any reason.

## Medications at School

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

- 1) Medication 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.
- 2) If a parent is confident that their child is able to self-medicate then a note to the office informing staff of this arrangement is required. Self-medication at school is not appropriate under the age of 12. Medication must be kept at the school office or in a **locked** locker.
- 3) No medication (even Tylenol, Advil etc.) is to be provided to any student without the written permission of the child's parent. Students who have over the counter medication at school are not to provide it to friends who may have a headache or similar complaint. Such medication **MUST** be kept **locked** in the student's locker at all times during the school day. A student who is not feeling well should come to the office for assistance. The office will phone home if medication seems to be required.

This policy is for the safety of all of our students. We very much appreciate everyone's cooperation with the above procedures.

## Food Policy

We have several students who have been identified as having peanut, tree nut, nut or other food allergies. Exposure to certain foods, including peanuts and peanut products, can have very serious, and sometimes, fatal consequences. At Aspengrove we endeavour to promote as safe an environment as possible for members of the community. Therefore we are asking 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 endeavours to be a nut-free environment, it is important to keep in mind that such conditions can be virtually impossible to enforce and as such is something that we are unable to guarantee. The school is highly "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 of the following methods:

- A message will be posted to the school's website under the "News and Events" section confirming the closure.
- Emergency phone tree will be initiated.
- Updates will be broadcast on Island Radio stations (102.3 FM (The Wave), 106.9 FM (The Wolf) and 88.5 FM (The Beach)).

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

In the event of snow or 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.

# Daily Operations

## School Operating Hours

The main school is officially open to students at 8:00 a.m. Monday to Friday. Classes are in session until 3:15 p.m. except on Wednesday, when classes finish at 12:30 p.m.

Supervision of students is not provided before 8 a.m. unless students are enrolled in a programme in the Aspengrove Early Learning Centre (*see separate brochure*). It is expected that all students will be picked up from school by 3:30 p.m. (or 12:30 p.m. on Wednesday) unless (a) after school supervision has been arranged through the After 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 very important that students are picked up promptly at 12:30 pm. Faculty are expected to attend their weekly meetings at 1:00 pm and need time for their preparations. 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 requires 100% attendance, excusing medical illness or family concerns. If a child will be absent from school, a phone call to the office prior to 8:30 am is required.

Students are expected to be present at school during the hours of 8:15 a.m. and 3:15 p.m. except for Wednesday, when classes are dismissed at 12:30 p.m. Students are expected to be accessible to faculty until 3:30 p.m. 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 unless (a) accompanied by an adult for special circumstances (e.g. doctor/dental appointment) or (b) the student is in grade 11 or 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, he/she 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

If a child is not attending or will be late arriving to school, a phone call to the office prior to 8:30 am is required. Late arriving students are required to check in at the school office to obtain a late slip to provide to their classroom teacher.

Parents/guardians will be notified if student absence is unaccounted for by 8:45 am.

## **Family holidays/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 family holidays in conjunction with the school holidays.

While family holidays can often contribute to your child's overall learning, the decision to pull your child out of school needs to be balanced with their need to be in attendance for instruction.

While many parents request work to be provided for their child for the holiday 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 holidays 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, the majority of work completed while on holiday will not contribute to a student's academic progress and catch-up will still need to occur on 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 external tutoring to assist with catch up.

## **Traffic and parking**

Aspengrove School's 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 parking lot.

In order to safeguard our students, we ask that the correct parking patterns and speed limits are observed at all times.

Speed Limits: Clark Drive: **30** km

Aspengrove School grounds: **5** km

*During morning and afternoon pick-up and drop-off times:*

Take caution while entering the school parking lot and **do not** pass vehicles that are stopped for dropping off students.

Parking is available in the designated parking spaces as well as on the gravel areas next to the field and Child Care Centre as well as behind the Treehouse building.

## **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.

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

Parents can fill out the form at any time during the course of the school year. The form will remain valid only for the current school year.

Student Drivers are required to park in the gravel parking lot beside the Child Care Centre.

## **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 (eg. 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 contents do 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 locker 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 – 12, supply lists are provided to families for the beginning of the year and students are expected to come to school prepared with the suggested items.

## **Textbook/Novel Allocation**

For non-consumable supplies that are provided by the school, the item is loaned to the student and it is expected that it will be returned in a reasonable condition. The teacher will 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 is 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 the students in the event of an unexpected situation.

In order to avoid lines of students at the office, the telephone is not to be used for after-school social arrangements.

Pagers are not permitted in the school.

Cell phones must be left in the locker, turned off, during classtime. Use of other items of technology (i.e. Ipods, laptops etc.) will be directed by the individual teacher. Inappropriate use of such items may result in confiscation.

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

## **Visitors**

All visitors must report to the school office upon arriving at Aspengrove School. Visitors will be asked to sign in on arrival and will be issued with a Visitors badge. Upon leaving the building, visitors are asked to return the badge to the front office and to sign out.

Parents and Visitors using the washroom facilities must use the Staff/Visitors washroom and not the student washrooms.

## **Out of school care**

The programme 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 and 2 annual scheduled childcare closure 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. *\*(Please note that the Centre is closed between Christmas and New Year's.)* Please see your ELC calendar for details.

Aspengrove School is committed to an Out Of School Programme that is intellectually stimulating for each child. This will include a variety of opportunities, exciting experiences, and a safe, healthy environment.

The programme offers time for an after school snack (lunch and snack on Wednesdays), outdoor activity, baking, drama, quiet time and free play time until picked up by parents. Older children may do their homework during this time as well.

The program will begin at 3:15pm M/T/Th/F and on Wednesday the program will begin at 12:30pm and will end at 5:30pm 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.

We also offer a full day program on all Professional Development days and during school vacation periods as stated on our ELC calendar. Please note the hours for our full day OSC program changes to 8:15am - 4:45pm daily.

The commitment from the family must be established for a set number of days each week. This programme cannot be offered on a drop-in basis. At least one week's notice of the date is required if you would like your child to attend on an individual day, space permitting. We are a licensed facility and must follow strict child – adult ratios.

#### **Aspengrove Out of School Care - Extra Curricular Activities Policy:**

During the school year children registered in our Early Learning Out of School Care program may be involved in extra curricular school activities. If your child(ren) are registered for the Early Learning Centre OSC program on a day(s) that your child is attending an Aspengrove extra curricular out of school activity, we require that the parent contact either the manager or the program supervisor prior to the event by email or telephone to give permission. The Early Learning Centre will not be responsible for arranging or providing supervised transportation to and from the extra curricular school 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 please contact Mrs. Kate Lloyd via email at [klloyd@aspengroveschool.ca](mailto:klloyd@aspengroveschool.ca) or 250-933-2223 Ext#119 Kate will contact you within 48 hours, and let you know if there is space available.

# Aspengrove Uniforms

Complete regulation school uniform is required to be worn by all Aspengrove students during school hours. Students should wear formal school uniforms on special assembly days, other designated days, school outings (where appropriate), at special events, or when representing the school. Casual uniforms may be worn at all other times. **Please make sure that all items of clothing are clearly marked with student's full name.**

## Formal uniforms

### *Junior kindergarten to grade 4*

Boys	Girls
<ul style="list-style-type: none"> <li>• long grey dress pants</li> <li>• white oxford dress shirt (<i>tie must be worn</i>)</li> <li>• sweater vest</li> <li>• school tie</li> <li>• grey or black socks</li> <li>• black leather dress shoes</li> <li>• black leather belt</li> <li>• crested fleece</li> </ul>	<ul style="list-style-type: none"> <li>• tartan tunic</li> <li>• white oxford dress shirt (<i>tie must be worn</i>)</li> <li>• school tie</li> <li>• grey socks or tights</li> <li>• flat or low-heeled black leather dress shoes</li> <li>• crested fleece</li> </ul> <p style="text-align: center;"><i>or</i></p> <ul style="list-style-type: none"> <li>• formal dress for boys (jr-k to grade 4)</li> </ul>

### *Grade 5 to 12*

Boys	Girls
<ul style="list-style-type: none"> <li>• long grey dress pants</li> <li>• white oxford dress shirt (<i>tie must be worn</i>)</li> <li>• sweater vest (<i>optional when wearing blazer. If warm</i>)</li> <li>• crested blazer</li> <li>• school tie</li> <li>• grey or black socks (NOT white)</li> <li>• black leather dress shoes</li> <li>• black leather belt</li> </ul>	<ul style="list-style-type: none"> <li>• tartan kilt (<i>no more than 2" above the knee</i>)</li> <li>• white oxford dress shirt (<i>tie must be worn</i>)</li> <li>• sweater vest (optional)</li> <li>• crested blazer</li> <li>• school tie</li> <li>• grey knee high socks or grey tights</li> <li>• flat or low-heeled black leather dress shoes</li> </ul> <p style="text-align: center;"><i>or</i></p> <ul style="list-style-type: none"> <li>• formal dress for boys (grade 5 to 12)</li> </ul>

## Casual uniforms

*All grades*

Boys	Girls
<ul style="list-style-type: none"> <li>• khaki pants or shorts</li> <li>• white crested polo shirt</li> <li>• grey, black or white socks</li> <li>• black leather dress shoes or <b>solid</b> black athletic shoes (<i>no colours or logos</i>)</li> <li>• black leather belt</li> <li>• crested fleece</li> <li>• long sleeved crested sweater</li> </ul> <p><u>Grades 8 – 12</u></p> <p>Black crested track suit jacket</p> <p>Black crested hoodie (<i>hood down indoors</i>)</p>	<ul style="list-style-type: none"> <li>• navy skort</li> <li>• white or navy polo crested shirt</li> <li>• grey or white knee high socks or grey tights</li> <li>• flat or low-heeled black leather dress shoes or <b>solid</b> black athletic shoes (<i>no colours or logos</i>)</li> <li>• crested fleece</li> <li>• long sleeved crested sweater</li> </ul> <p><i>or</i></p> <ul style="list-style-type: none"> <li>• casual dress for boys</li> </ul> <p><u>Grades 8 – 12</u></p> <p>Black crested track suit jacket</p> <p>Black crested hoodie (<i>hood down indoors</i>)</p>

## Gym strip

*All grades*

Boys and girls

- grey crested sweatshirt, crested t-shirt or house T-Shirt
- grey crested track pants or black crested shorts
- grey or white plain socks
- appropriate athletic shoes

Grades 8 – 12

Black crested track suit

Black crested hoodie

## General grooming

Students are expected to take care that they are generally neat and tidy and demonstrate that they take pride in who they are and their appearance. Grooming is as important as appropriate dress. Hair is expected to be brushed and/or combed and to be neat. Shoes should be clean and polished. Hair accessories, jewelry and make-up should be discreet, in keeping with wearing a uniform. More elaborate forms of expression should be reserved for out-of-school times.

Once a month students will be granted a Free Dress day provided they have made an effort to follow the guidelines for wearing uniform appropriately and ensuring that hair and accessories are in keeping with a work place environment. 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. Hats are not allowed 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*)

## **Uniform orders**

### *New uniform sales*

Our uniform supplier is Cambridge and Company based in North Vancouver. New students can contact our Parent Uniform Coordinator (our liaison with Cambridge and Company) and will receive guidance for placing their initial order. Please contact the school office for contact information for the Parent Uniform Coordinator.

Current students can contact Cambridge and Company directly 9:00 am to 6:00 pm, Monday to Saturday:

Cambridge and Company School Uniforms  
#112 – 2455 Dollarton Highway  
North Vancouver, BC V7H 0A2  
telephone: (604) 924-9929 or 1-800-924-9069  
Fax: (604) 924-9927  
E-mail: [orders-cambridge@telus.net](mailto:orders-cambridge@telus.net)

Cambridge and Company 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, all proceeds from which go directly to the School.

## **Acceptable use Policy of information technology**

### **Acceptable Use Policy and Code of On-Line Conduct**

#### **Purpose**

Aspengrove School provides on-line systems and technology resources for use by employees and students. These tools are used to help students develop academic skills, extend the curriculum, motivate learning and to prepare students for the life skills required in our increasingly technologically rich world.

This policy has been established to achieve the following:

- That all individuals who use Aspengrove School's on-line systems and technology resources comply with all policies, procedures, codes of behaviour and rules of Aspengrove School.
- To establish prudent and acceptable practices regarding the use of Aspengrove School's Information Resources.
- To educate individuals who may use Aspengrove School's on-line systems and technology resources with respect to the responsibilities associated with such use.

## **Audience**

This Acceptable Use Policy (AUP) applies equally to all individuals granted access privileges to any of Aspengrove School's on-line systems and resources. This contract has been prepared to protect the rights and safety of all.

## **Privilege**

The use of technology and the Internet is a privilege, not a right. Inappropriate use, including any violation of the following conditions and rules, may result in cancellation of this privilege. Aspengrove School, under this agreement, is delegated the authority to determine appropriate use and may deny, suspend, or close any user account at any time based upon a determination of inappropriate use by account holder or user.

## **Monitoring**

Aspengrove School reserves the right to review any material on user accounts and to monitor fileserver space in order to make determinations on whether specific uses of the network are inappropriate.

## **Procedure for use**

- Student users must always have permission from a teacher before using the Internet on any computer or accessing any specific file or application.
- Student users will not eat or drink while using the school's computers.

## **Use Guidelines**

### 1) Personal Safety (restrictions for students only)

- Users will not post personal contact information about themselves or other people. Personal contact information includes addresses, telephone numbers, and other such personal information.
- Users will not post private information about another person.
- Users will not agree to meet with someone they have met online without their parent's approval and participation.
- Users will promptly disclose to their teacher or other school employees any message they receive that is inappropriate or makes them feel uncomfortable.

### 2) Unacceptable activities

- Users will not attempt to gain unauthorized access to Aspengrove School's system or go beyond their authorized access. This includes attempting to log in through another person's account or accessing another person's files.
- Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal and will be dealt with as such.
- Users will not use Aspengrove School's system to engage in any other illegal act, such as arranging for the sale or purchase of restricted substances such as alcohol and drugs, engaging in criminal activity or threatening the safety of a person.

### 3) System Security

- Users are responsible for the use of their individual account and should take reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.

- If you feel you can identify a security problem on the Internet, you must notify a system administrator. Do not demonstrate the problem to other users.
- Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges.
- Any user identified as a security risk for having a history of problems with other computer systems will be denied access to the school's online systems.

#### 4) Inappropriate Language

- Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- Users will not use obscene, profane, lewd, rude, inflammatory, threatening, racist or disrespectful language.
- Users will not engage in personal attacks, including prejudicial, discriminatory or slanderous attacks.
- Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a person is told by a person to stop sending them messages, they must stop.
- Users will not knowingly post false or defamatory information about a person or organization.

#### 5) Plagiarism and Copyright Infringement

- Users will not plagiarize works that they find on the internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
- Users will respect the rights of copyright owners, including software manufacturers. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the users are unsure whether or not they can use a work, they should request permission from the copyright owner.

#### 6) Access to Inappropriate Material

- Users will not use Aspengrove School's on-line systems to access material that is profane or obscene (eg: pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). Special exceptions may be made if the purpose is to conduct legitimate research and both the teacher and the parent approve.
- If students inadvertently access such information, they should immediately report their inadvertent access to a teacher. This will protect students against an allegation that they have intentionally violated this policy.

### **No Warranties**

Aspengrove School makes no warranties of any kind, whether express or implied, for the service it is providing. The school will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, no-deliveries, misdeliveries, or service interruptions caused by the School's negligence or by the user's errors or omissions.

Use of any information obtained via the Internet is at the user's own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain and consider how valid that information may be.

### **The Disciplinary Process**

- 1) Appropriate discipline for user violations will be determined by the Head of School or the Head of School's designee.
- 2) Violations of a criminal nature will be referred to the appropriate law enforcement officials.

- 3) Some possible consequences could include:
  - 1) Temporary withdrawal of access to on-line systems
  - 2) Permanent withdrawal of access to on-line systems
  - 3) Use of on-line systems under strict guidelines as laid out by the Head of School or designee.
  - 4) Financial restitution (eg. In the case of damage to school property.)

*The Acceptable Use Policy (AUP) will be sent home at the beginning of the school year and will require the signature of the student and parent indicating understanding and acceptance of the rules of usage while working on the school network and/or equipment.*

## **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 or exceeding 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 enunciated 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 it 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. In fulfilling this mandate, the school has designated **Mrs. Elisabeth Reay** as the *School Privacy Officer*. For further information regarding Aspengrove's Privacy Policy, please contact Mrs. Reay.

## **APPENDIX A**

### **Aspengrove School – Behaviour Guidelines and Consequences**

#### **Minor Infractions**

1. disrespectful behaviour
2. name calling; teasing put downs
3. ignoring bell, late to class
4. not respecting the school property and boundaries
5. neglecting to tidy up after yourself in common areas
6. neglecting to show appropriate hallway/assembly behaviour
7. using personal items in school without permission
8. neglecting to follow school/class rules (disrespectful behaviour)
9. uniform/clothing infractions
10. inappropriate use of cosmetics/jewelry
11. inappropriate public displays of affection
12. swearing

#### ***Possible Consequences***

- verbal reminder
- time out
- time out with teacher (recess)
- note of apology
- written reflection about incident
- confiscation of personal item
- give back to community (community service)

#### **Major Infractions**

1. anything that compromises safety of others
2. fighting
3. vandalism
4. inappropriate field trip behaviour
5. repetitive minor infractions
6. smoking
7. leaving school property without permission
8. inappropriate use of technology (includes cell phones; Ipods, computers etc.)

#### ***Possible Consequences***

- sent to see administrator, if necessary
- communication home
- service project
- loss of privileges
- report on file

## **Severe Infractions**

1. possession or use of alcohol
2. possession or use of drugs
3. possession or use of weapons

## ***Possible Consequences***

- sent to see administrator
- suspension (1 – 3 days)
- possible expulsion
- report on file

***Thank you for taking the time to read this handbook. We hope you found it informative and helpful. We encourage you to keep it handy for easy access throughout the year.***