



ABERDEEN HALL

Preparatory School

Teaching Excellence INSPIRING FUTURES Shaping Character



STUDENT HANDBOOK

Aberdeen Hall Preparatory School

950 Academy Way • Kelowna, BC • V1V 3A4

P: 250.491.1270 • E: info@aberdeenhall.com • www.aberdeenhall.com



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Student Code of Conduct, Standards and Policies

At Aberdeen Hall Preparatory School (AHPS), we are committed to providing a healthy and safe learning environment where fairness and respect are both taught and modeled. As we strive to help build good character in our students, we realize that there may be missteps along the way. At the end of this document, you will find appendices to which you can refer for more detailed information regarding school expectations and possible consequences for student non-compliance with our policies.

At AHPS, we believe in fostering a diverse, welcoming and innovative community sustaining positive relationships among students, faculty, staff, parents and visitors to the campus.

OUR STUDENTS' PHILOSOPHY

At Aberdeen Hall, we believe that having shared values and a common direction allows everyone to lead happy, productive and fulfilled school lives. During Positive Peer Week in 2017, we asked our students, "What qualities should an Aberdeen Hall graduate possess".

After a series of meetings, they told us that ideal graduates should be responsible, resilient and should act with integrity. These shared beliefs form the cornerstone of our student social philosophy.

In joining the Aberdeen Hall, students join a community that will ask them to:

Act Responsibly
Be Resilient
Have Integrity

Act Responsibly

Responsibility is: The ability to act independently in response to duty, and to be accountable for ones choices.

Responsibility looks like:

- Caring for yourself, and taking advantage of opportunities (support, extensions, extracurricular, etc...) and to strive for excellence in all pursuits
- Maintaining a positive relationship with ourselves – healthy eating, sleeping and exercise habits, positive mindset, self-care strategies and a balanced lifestyle



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- Caring for others in our school community – to encourage, support, and to challenge others in our school.
- Personal responsibility for keeping our physical environment the best it can be so that all members can enjoy it
- Being involved in the wider community of Kelowna and beyond – to consider how we can make a positive impact and take action to do so when possible

Be Resilient

Resilience is: The ability to respond to and recover from challenges, difficulty and hardship.

Resilience looks like:

- Accepting positive challenges when they are presented
- Persevering through difficulty
- Adapting strategies to be successful
- Using supports and opportunities to your benefit
- Understanding that success, however it is defined by you, is a journey and not achieved at once
- Employing positive habits that help us overcome obstacles
- Learning from failure

Have Integrity

Integrity is: The quality of being honest, having strong moral principles, and staying true to oneself.

Integrity looks like:

- Acting in accordance to your values even when this is difficult
- Being honest and forthright
- Making positive choices for the right reasons – don't wait for external motivations

The challenge is for all students to exhibit and embody the values associated with integrity, resilience and responsibility in their school, in their community, and in their lives.

STUDENT CODE OF CONDUCT

Standards of Conduct

The following standards apply to all members of the school. It is important for students to see their leaders as role models.

- Show respect for the rights, property and safety of oneself and others



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- Respect and appreciate the diversity of all school members regardless of their race, culture, ethnicity, religion, gender, age or ability
- Express oneself with socially acceptable language and gestures
- Refrain from public displays of affection
- Exhibit behaviour that avoids all forms of intimidation, harassment, racism, and discrimination
- Dress in accordance with school dress standards
- Wear hair, jewelry and accessories in a manner that demonstrates respect for oneself, one's peers and the school community.
- Treat school property and the property of others with a reasonable standard of care
- Promote positive behaviour at all times, including not participating in, initiating, hazing
- Being under the influence of alcohol, cannabis and any other illegal substance while at school or on school trips is prohibited

For safety and security reasons, these items **should not** be brought to school or taken on school trips:

- Large sums of money
- Credit cards
- Cigarettes, E-Cigarettes, vaporizers, lighters or matches
- Any item that may be considered a weapon
- Illegal substances of any kind
- Alcohol in any form
- Cannabis in any form
- Chewing gum
- Skateboards, scooters, heeled shoes, rollerblades
- Laser pens

SCHOOL POLICIES

School Uniform Expectations

The school uniform is standardized to provide consistency of dress and a community within the school. Students must adhere to the dress requirements, which offer some latitude of choice. An image of excellence and quality is paramount at all times.

Appendix A - School Uniform Handbook



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Electronic Devices

Students from Grade 6 and up have permission to have electronic devices at school, and are solely responsible for their possessions. The school is not accountable for any loss or damage of these items. When such devices are permitted in class for educational purposes, teachers will clearly outline expectations. When not allowed in class, devices should be locked in the student's locker. Any misuse of a technological device will result in it being confiscated by a faculty member. Continued misuse will result in the loss of a student's privileges for a set period of time. The issue will be brought to the attention of a school administrator and parents will be contacted.

Students in Grades 6 and up will adhere to the Technology Responsible Use Policy.

Appendix B – Technology Responsible Use Policy

Electronic devices can be used on the school busses. Expectations will be clearly outlined and misuse rules as outlined above will apply. If parents require a child younger than Grade 6 to have a cell phone at school, written permission must be sought from the student's homeroom teacher.

Attendance Policy

Students are expected to attend school on all academic days. All absences should be reported to the front office prior to 8:20 am. Should a student fall ill during the day, they must inform their homeroom teacher, so that arrangements may be made. Parents wishing to take their child home during the school day must ensure that the homeroom teacher has been informed, and that the student has been properly signed out at the front office. In cases where students sign themselves out of school (Senior School), verbal or written parental permission will be required. Although students in Grade 11 and 12 are permitted to leave campus during their lunch hours, students in lower grades are required to have proper field trip permission forms in place in order to walk off school grounds.

Planned absences should be discussed with homeroom teachers two weeks prior to the event. Please note: although teachers will make every effort to help students catch up for missed work during planned absences, we cannot guarantee that teachers will be able to provide work for students in advance. Students wishing to receive tutorials for missed concepts are encouraged to attend regularly scheduled after school tutorials.

Students who are absent during a school-based or provincially scheduled exam will be required to provide a doctor's note. In these situations, students may be asked to write the missed exam during the next appropriate exam sitting. Students who experience chronic absence may be required to provide a doctor's note. Please note: school field trips and experiential education adventures are



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considered part of the school curriculum. As such, attendance for these events is expected. Students who demonstrate excessive absenteeism will be required to meet with administration.

Homework Policy

Practice is an important part of the educational programmes we offer at Aberdeen Hall. It is important that students complete their homework in order to:

- Reinforce course content taught during the day's lessons
- Assist with retention of previously learned material
- Help them develop independent mastery of course content
- Prepare for future lessons and tests
- Complete long term projects
- Increase independent reading practice
- Reinforce skills that require more time than the school day can provide
- Develop sound work habits

Non-completion of homework affects a student's progress and hinders the pace of the next day's lesson for the teacher and classmates.

If a student has a valid reason (illness or family emergency) for not completing homework, parents should write a note of explanation, or contact the teacher. Concerns regarding homework should first be directed to the homeroom teacher. A supervised afterschool study hall is provided to assist students in achieving homework success.

Harassment and Bullying

Harassment and bullying can be physical, verbal, written, emotional, sexual, or racial in nature and will not be tolerated at Aberdeen Hall. Harassment is defined in the British Columbia Human Rights Code as "a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome". Harassment includes unwelcome contact, verbal insult or threat, written or visual display of offensive and hurtful materials designed to exclude or marginalize its victim. Bullying is defined as "The willful conscious desire to hurt, threaten, upset or frighten anyone."

Appendix C - Anti-Bullying Policy

If a student believes he/she has been harassed or bullied, it is important for the child or parents to notify the school. Most students have a trusted adult at the school, but if a child is not comfortable sharing his/her experience with a teacher or Division Leader, then we invite the parent and child to meet with us. It is important for our children to learn to stand up for themselves, but we must stress



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that provocation is not justification for retaliation. Students are expected to seek adult assistance when feeling unsafe or threatened.

Respecting the Possessions of Others

Students are asked to respect the others' possessions and school property. This means that students are allowed to handle the possessions of others, only with permission. Stealing, borrowing without permission, damaging school property or the property of others is a serious offence and will result in significant discipline.

Academic Integrity

Acting with integrity means that your actions reflect the spirit of our Gryphon Code. Students will do their utmost to excel in an honest, fair and respectful manner. Those students who try to achieve success through deception are a small minority. We want to ensure that the honest efforts of students are protected and recognized, and that those who cheat are not rewarded with high marks. The most common form of academic dishonesty is plagiarism, which occurs when individuals submit the ideas and/or words of others as their own. Submitting plagiarized assignments or projects, or assisting others in the process of plagiarism is an act of academic dishonesty, and will be treated as such.

Academic Dishonesty

In cases of cheating and/or plagiarism, deductions to grades or a zero may be given. Students may be asked to redo the assignment or test in question, and the mark given will be at the teacher's discretion. Repeated offenders will be considered to be in violation of the school Code of Conduct.

Internet Safety

For safety reasons, it is important for our students to refrain from giving out personal information such as names, addresses, or photos (of themselves or classmates/friends) on the internet. This includes refraining from saying negative things about other individuals (children or adults) online or through messaging. It is important for parents to be aware of their child's internet use and to report any concerns or issues to the school so they may be appropriately addressed.

Appendix B – Technology Responsible Use Policy



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Lockers

Students have the privilege of locker use for keeping their personal possessions. It is expected that students keep neatly organized lockers, with any food items removed daily. When not in use, lockers are to be closed and for Senior School students, locked with a combination-style lock. Combination codes are to be memorized and for back-up, given to one's Homeroom Advisor only. Students who do not adhere to these expectations, or who use their locker inappropriately, may lose their locker privileges.

Parking Expectations

This privilege is granted to students in January of their Grade 11 year. Eligible students are required to park appropriately in a designated spot on the upper section of the Senior Hall lot or on Academy Way, with an **AHPS parking pass** on visible display.

The following guidelines are to be observed by all student drivers:

- Students are to adhere to all licensing rules outlined by the Graduated Licensing Program
- The identified vehicle must be in a safe, roadworthy condition and the student's license must be in good standing.
- Students will drive in a safe, responsible manner at all times following all traffic laws and regulations.
- Students wishing to leave campus at lunch may do so, only after signing out, then returning to the school and signing in, prior to the start of fourth block (1:00pm)
- Student drivers will not carry passengers during the school day unless specific permission is provided by school administration.
- Students must not leave campus during class hours. In special circumstances (doctor's appointment, family event...) specific written permission signed by a parent or guardian must be provided.

Representing the School While Off Property

All policies and procedures will remain in effect when students are traveling on the school bus, and when off property with classes, clubs or teams. It is important for the students to realize that when they are wearing their uniforms they are ambassadors for the school and should behave sensibly.



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Conduct Committee

The Head of School will make most decisions with regards to discipline. For certain major decisions, the Head may assemble a 3-Person Conduct Committee for guidance and recommendations. Parents will have an opportunity to appeal the Head's decision. In this case, the Conduct Committee, in consultation with all parties, will make the final decision.

Disciplinary Consequences

AHPS believes that all students are capable of complying with the school's standards, its policies and its Code of Conduct. From the first day at school, students are taught what is expected of them in the classroom, on the playground and in the hallways. Should a disciplinary issue arise, AHPS has a proactive procedure, endorsed by staff, to ensure a consistent approach to discipline.

Appendix D provides an outline of Consequences of Misconduct



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APPENDICES

Appendix A - School Uniform/Dress Code

The school uniform is standardized to provide consistency of dress and a community within the school. Students must adhere to the dress requirements, which offer some latitude of choice. An image of excellence and quality is paramount at all times. To that end, we are asking parents to assist us by ensuring their child is always neatly presented.

Most items of uniform are purchased through the school's uniform shop. It is important that students wear the uniform in its official style and parents endorse and support the uniform policy

Junior School Uniform

Junior Formal Dress

Formal dress "Number One" uniform is required on **Mondays**, our school assembly day, and for all official school functions and outings; notice is given when Number One is required. Students may opt to dress in Number One any day. "Number One" wear consists of the following:

- Number One (Gr. K-3): Cardigan, junior school tie, white dress shirt, grey dress pants (grey socks) or tunic (navy high knee socks/navy tights) or navy shorts (Term 1&3) (navy socks) & black shoes. Blazer is optional.
- Number One (Gr. 4-5): Blazer, junior school tie, white dress shirt, grey dress pants (grey socks) or kilt (navy socks/navy tights) or navy shorts (navy socks) & black shoes.

* Please note that navy shorts may not be worn for Number One uniform during Term 2 or for any formal events such as Closing Ceremonies or Special Guest Speakers*

Junior Normal Daily Wear

The daily school uniform (Tuesday – Friday) consists of the following:



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- Normal Daily Wear (K-5): White or navy golf shirt /long sleeve navy mock neck and grey dress pants (grey socks) or navy shorts (navy socks) or navy skort (navy knee high socks/navy tights) & black shoes

Junior Physical Education Clothing Requirements

- Gym shirt – supplied from the uniform shop
- Gym shorts – supplied from the uniform shop
- Gym bag – supplied from the uniform shop
- Gym shoes – any type of running shoe is acceptable but they must have non-marking soles
- Gym socks – white sport socks kept in the gym bag
- Zip hoodies and sweatpants are available but are not required

* Kindergarten and grade one students are not required to wear gym clothing

* It is recommended the gym bag be taken home on Friday to be laundered

Junior Jewellery and Makeup

- Junior School students should not wear makeup
- Nail polish should be clear. No gel or acrylic nails
- Junior School students should not wear facial piercings
- Earring must be small and conservative, hoops are not recommended
- All final decisions concerning uniform and personal appearance will be made by the Division Leader or Head of School

Junior Haircuts and Hair Colour

- Hair should be well-kept and maintained
- No extreme styles will be allowed for any students
- Hair colour, if treated, should be that of a natural shade

Junior Hats

Hats maybe worn during recess but must be removed when entering the building, even on a casual day.

Students **in unacceptable dress** will be directed to the office and the parents will be contacted. Please see the school's Code of Conduct.



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Senior School Uniform

Senior Formal Dress

Formal dress “Number One” uniform is required on Mondays, our school Assembly day, and for all official school functions and outings; notice is given when Number One is required. Students may opt to dress in Number One any day. Number One wear consists of the following:

Blazer, senior school tie, white dress shirt, kilt/grey dress pants/navy shorts, navy knee high socks/solid navy or black tights if wearing kilt, dress socks (grey, navy or black) & black shoes (shoes must be all black, including laces and sole)

Please note that navy shorts may not be worn for Number One uniform during Term 2 or for any formal events such as Closing Ceremonies or Special Guest Speakers

Senior Normal Day Wear

The daily school uniform (Tuesday – Friday) consists of the following:

Normal Daily Wear: Golf shirt/ long sleeve navy golf shirt and grey dress pants / navy shorts / navy skirt (should be of reasonable length, falling between the knee and mid-thigh, no higher than 3-5 inches above knee, depending on leg length)/ navy knee high socks/solid navy or black tights / khaki dress pants (non-denim - not available from school uniform shop) no show or plain ankle socks (navy, grey or black) & black shoes

Senior Physical Education Clothing Requirements

- Gym shirt – supplied from the uniform shop
- Gym shorts – school navy shorts / solid black shorts >3” inseam(no design or color) /solid black leggings (no design or color)
- Gym bag – supplied from the uniform shop
- Gym shoes – any type of running shoe is acceptable but they must have non-marking soles
- Gym socks – white sport socks kept in the gym bag
- Track suits are available but are not required. If your student joins a sports team a track suit is *mandatory* for all team travel.

Students must arrive at the school and wear the uniform until they leave the school property. Permission to change at school must be given by the Head of School, or relevant Division leader.

Senior Jewellery and Makeup

- Senior School students may wear makeup and nail polish as long as it is well-maintained.

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- Senior School students may wear a nose piercing so long as it is a colorless, small stud (less than 2.5mm) and parental permission is granted.
- Earrings must be small and conservative.
- All final decisions concerning uniform and personal appearance will be made by the Division Leader and/or Head of School.

Senior Haircuts and Hair Colour

- Hair should be well-kept and maintained.
- No extreme styles will be allowed for any students.
- Hair colour, if treated, should be that of a natural shade.

Senior Hats

Hats maybe worn during recess but must be removed when entering the building, even on a casual day.

Students **in unacceptable dress** will be directed to the office and the parents will be contacted. Please see the school's Code of Conduct.

Unacceptable dress includes:

- Runners or non-black dress shoes with any combination of school clothing
- Winter clothing substitutes for inside wear include: hoodies, jackets or any pullover type of clothing that is not issued by the school.
- White socks or no socks with black school shoes
- Coloured T-Shirts under white shirts
- The school tie worn with a golf shirt
- School sweatshirts and sweaters worn without a golf shirt underneath

Labelling

We cannot stress enough the importance of labelling all clothing clearly. Labels are available from www.aberdeen.mabel.ca. Many pieces of clothing are found and remain unclaimed each term. Without identification, these items remain in the Lost and Found. Please note: All unclaimed items are donated to the Parent Guild Uniform Committee.

Used Uniforms

The parent guild organises a gently used uniform shop. If would like to inquire please email Karen at k-w@shaw.ca.



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Appendix B - Technology Responsible Use Policy

We recognize that technology is changing at a rapid pace. The ability to create, communicate, research and share is greater than ever before. Using such powerful tools requires education and guidance. The purpose of this policy is to help provide that guidance by establishing a framework for the responsible use of technology by all members of the Aberdeen community.

The Technology Responsible Use Policy pertains to student and staff use of our school network, equipment and all technology brought into the school. This includes, but is not limited to, computers, cell phones, files, email and Internet content (blogs, websites, Google Apps, etc.). This policy also extends to off-campus activities when it is seen to have negative effects on the Aberdeen community. ***Of Special Note: please do not use the Aberdeen Hall logo as your profile picture, and do not use 'Aberdeen Hall Preparatory School' or 'Aberdeen Hall' in your profile 'username' or 'handle'.***

Be Respectful

- As the Internet grows, etiquette develops for online behaviour. Before posting a message online, put yourself into the shoes of the reader and think about how they might interpret your message.
- People share the school's resources. After using technology owned by the school, return it to an appropriate storage area. Consider how the next person might react when using the equipment you have returned.
- Computer gaming and video streaming is not permitted at Aberdeen without the expressed consent of a supervisor. These uses compromise network memory and Internet speed, which may directly affect the work of others. VPN's are not permitted at the school.
- Make sure to be mindful to others and the environment you are in. Look away from your screens when others are talking to you and put your phones away when you are walking through the halls.
- Not all digital devices are appropriate for all tasks. The use of school owned and your own digital devices should be facilitated by the rules and guidelines established by staff and faculty.



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Be Proud

- Aberdeen Hall provides a Google Apps account to facilitate communication with teachers, students, parents, and the public. Use your assigned account for learning and only use and create content that you are proud of.
- We all have the right to a safe learning environment. Report any cyber attacks or inappropriate behaviour directed at yourself or anyone else in the Aberdeen community.
- Your digital footprint will follow you throughout your life. What you post is never private. Teachers, parents, grandparents, universities and future employers will likely see offensive comments and pictures. It can follow you right into a job interview.

Be Safe

- Just as in the physical world, boundaries exist in the digital world. Respect the boundaries set for your age group. Do not share any personal or school information or images with anyone that might endanger yourself or others.
- Do not share accounts and passwords. Lending your username and password may seem kind; however, it puts you at risk for inappropriate activity through your accounts.
- It is impossible for Aberdeen Hall to guarantee that staff and students will not accidentally come across offensive or dangerous content. If you do, close out of the site or close your computer and inform a supervisor.
- Keep your computer password protected and stay up to date with appropriate Antivirus software for your computer.

Be Legal

- Respect intellectual property and only stream, install or download content that you have purchased or have the right to use.
- Cyberbullying is a criminal act. The use of technology to intentionally harm an individual or group will be dealt with accordingly. If you witness any inappropriate conduct, inform a responsible adult immediately.
- Students must respect the privacy and personal rights to other individuals and organizations. Do not attempt to gain access to or share any personal information that is intended to be private.

Be Smart

- When searching for information on the Internet, strive to use the best strategies for locating the most accurate and relevant information.
- You are not allowed to “copy and paste” information from the Internet and claim it as your own. This is called plagiarism. Respect the intellectual property of others and give them credit when using their work.



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- The research process should be used to gather evidence to create your own views and not just to adopt the views of others. Commit to investigating, inquiring and understanding. Distinguish between fact, point of view, and opinion.

Consequences - Users who violate the Technology Responsible Use Policy may be subject to disciplinary action as outlined in the Aberdeen Hall Code of Conduct. This disciplinary action will factor in the severity of the infraction and the frequency of the violation. Consequences may include replacement costs for damaged or lost devices.

Appendix C - Anti-Bullying Policy

The Board and staff at Aberdeen Hall Preparatory School will not tolerate bullying in any form, by anyone. We do not accept any form of behavior, which hurts, threatens or frightens any member of the school community regardless of their gender, race, culture, religion, sexual orientation or gender identity and expression. Every child has the right to feel safe and happy in school and on the playground. We believe in eradicating bullying without victimizing the bully. Victims can be confident that support will be given and action will be taken against bullies.

Definition

Bullying is mean or hurtful behaviour that keeps happening. It is unfair and one-sided. Our school defines bullying by three primary characteristics: It is aggressive behaviour that is usually repeated over time, occurs in a relationship where there is an imbalance of power, and intends to cause harm or distress and/or has a serious harmful or distressing impact on the target.

Bullying includes the following:

- Hurting someone physically by hitting, kicking, tripping, or pushing
- Stealing or damaging another person's things
- Ganging up on someone
- Teasing someone in a hurtful way, or name calling
- Using put-downs, such as insulting someone's race or making fun of someone for being a boy or a girl
- Touching or showing private body parts
- Spreading malicious rumors or untruths about someone
- Leaving someone out on purpose, or trying to get other kids not to play with someone
- Threatening
- Any of the above behaviours using electronic devices

Statement of Scope

Our school's consequences for bullying apply when bullying happens:



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- On school grounds: Immediately before or after school hours, during school hours, or at any other time when the school is being used by a school group
- Off school grounds: At a school activity, function, or event
- When travelling: To or from school or a school activity, function, or event
- When using property or equipment provided by the school
- On or off school grounds: When the behaviour has caused significant disruption to the learning environment or interfered with an individual's ability to learn

Reporting Procedures

It is our school's expectation that all bullying incidents be reported.

- Teachers witnessing or who become aware of a bullying situation should address it right away; many times the situation can be rectified before it requires complicated interventions
- Referrals to the homeroom/advisor teacher
- Referrals to the office
- Extreme cases of bullying will go directly to our administration

Investigating and Responding to Bullying

Teachers and staff will:

- Closely supervise students in all areas of the school and playground
- Watch for signs of bullying and stop it when it happens
- Respond quickly and sensitively to bullying reports to ensure the safety of all students involved
- Look into all reported bullying incidents
- Assign consequences for bullying based on our school's code of conduct
- Provide immediate consequences for those who retaliate against students who report bullying
- Students knowingly making false accusations of bullying will be subject to disciplinary action

Once a bullying report is received, our school's administration will conduct an investigation within three days. If it is determined that bullying has occurred, our school's administration will:

- Take appropriate disciplinary action
- Notify the family of the bullied student
- Notify the family of the student who bullied
- Create a safety plan for the bullied student
- Create a behaviour plan for the student who bullied

Written Records

Written records of all bullying incidents and their resolution must be maintained using the following forms:



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- Behaviour incident reports
- Student safety plan
- Student behaviour plan
- In addition, written records of communication between our school and the involved parties and their families may be required

Consequences

There will be consequences and appropriate remedial action for those involved in bullying. The developmental maturity levels of the parties, the levels of harm, the reasons surrounding the incident, the nature of the bullying, the context in which the alleged incidents occurred, and the past history of the parties involved should be considered when posing consequences.

Aim

Aberdeen Hall Preparatory School regards bullying as a serious issue. Our principle aim is to foster an atmosphere where bullying is seen to be entirely inappropriate and wrong.

Students have the right:

- To be able to tell the teacher about any bullying and expect that the teacher will consult with them about any decision to be made about the bullying
- To be protected from the bully
- To feel happy and secure
- To expect politeness from others
- To a student council which could help the bully and the victim
- To walk into and around school without feeling threatened
- To walk out of school without being called names and/or pursued
- To be respected if they have a learning/physical disability and to be treated normally
- To be respected no matter what their colour of skin, nationality or religion
- To not be singled out or ignored by teachers



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Responsibilities

Students

To behave with an expected degree of respect and appreciation for one another, offering appropriate support to victims of bullying.

Faculty

To support the implementation of the school's policy and help to raise awareness of it.

Teachers and Head of School

To coordinate the implementation of the policy in their classes

- To collate and record information on incidents of bullying
- To deal with cases of bullying in accordance with the school policy
- To contact and work with the parents of victims and bullies
- To contact and work with external agencies where appropriate.
- To implement social skills lessons within the AHPS curriculum which address issues related to bullying
- To take part in training session and use resources to help create a positive classroom climate to minimize the likelihood that bullying will occur

Parents of victims

To support their children and the school in its efforts to deal with the problem.

Parents of bullies

To support the school's efforts to change such behavior, including discussion about activities that are not only in breach of school policy, but also in breach of the law.

Staff with responsibility for relevant areas of academic curriculum

To maintain curriculum content that addresses issues related to bullying.



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Appendix D - Consequences of Misconduct

Cases of misconduct and administrative response are recorded to help students learn from an error in judgment, to provide a reference point for further action, and to address possible chronic misbehaviour. A student who understands why his or her actions were inappropriate and meets the expectations of our response, will usually demonstrate improved behaviour for the remainder of his or her time at the school. Students are always dealt with in a firm, consistent, and fair manner. It is truly his or her best interests, and the interests of his or her peers that we have at heart.

Appropriate consequences and guidance play a major role in correcting negative behaviour to help students acknowledge the mistake and avoid repeating it in the future.

Depending on the nature and seriousness of the incident, disciplinary actions may include a number of actions outlined below. Significant incidents will be documented by the Head of School or Division Leader. When required, parents will be advised about serious incidents and the plan for discipline through a **Letter of Conduct**.

Serious or repeated wrongdoing will result in placement of a student on **Conduct Alert** to be discussed with the Head of School, Division Leader, parents and the student. The school's response will include specific consequences as well as guidance to help the student learn from his or her mistakes. Students who respond to the disciplinary action will be taken off the *Conduct Alert*. However, students who come off *Conduct Alert* and revert to inappropriate behaviour will be subject to more serious consequences, including *Conduct Report*, detention or suspension.

If **Conduct Alert** does not result in a positive change in behaviour, the student will be placed on **Conduct Report**. **Conduct Alert** may be bypassed directly to **Conduct Report**, if the seriousness of his or her actions so require. Specific expectations will be outlined to help the student modify his or her behaviour. A written *Behaviour Agreement* between the student, parents and school may also be created at this time. Continued misbehaviour may result in suspension, counseling out of the school or in an extreme case, the student may be expelled from the school.



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Students placed on **Conduct Alert** or **Conduct Report** near the end of the academic year may not have an opportunity to demonstrate improved behaviour. Their promotion will be reviewed in June and, their probationary period will be extended into the next academic year.

Disciplinary Responses

Inappropriate student behaviour or failure to meet expectations will result in a variety of consequences. Staff members will try to intervene in a fair and consistent manner and treat each incident as an opportunity for the student to learn and grow. Disciplinary responses and consequences are determined on a case by case basis and may include:

Minor

- Reminder
- Time Out
- Warning
- A discussion
- Letter of apology

More serious disciplinary action will be taken if a pattern of repeated transgressions is noted.

Intermediary

- Temporary loss of privileges including recess and suspension from after school activities and sports teams
- Note to parents in agenda
- Phone call to parents
- Assigning extra duties
- Detention
- Notifying Homeroom Teacher/Division Leader /Head of School with a Student Memorandum
- Interview with parents
- Restitution for damage
- *Letter of Conduct*
- Placing student on Daily Report

Major

- Permanent loss of privileges including recess and suspension from after school activities and sports teams
- *Conduct Alert*



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- Parent meeting
- *Conduct Report and Behaviour Agreement*
- Restitution for damage
- Suspension
- Promotion denied
- Expulsion (in extreme situations)

Please sign the attached agreement to indicate that you have read and understood the Aberdeen Hall Student Code of Conduct.

This form is to be handed in to your homeroom teacher at school start-up, as directed

CODE OF CONDUCT AGREEMENT

BETWEEN ABERDEEN HALL, PARENTS AND STUDENTS

TO BE READ AND SIGNED BY BOTH THE STUDENT
AND PARENT/GUARDIAN

I / we have read and become familiar with the **Code of Conduct** policies and procedures. We have also read and understood the appendices regarding **School Uniform** (Appendix A) **the Technology Responsible Use Policy** (Appendix B), **the Anti-bullying Policy** (Appendix C), and **the Consequences of Misconduct Policy** (Appendix D).

I / We agree to support these policies and procedures and will support the efforts of the school in helping to make Aberdeen Hall a safe and secure place for students to learn and grow.

In order to have a successful year at Aberdeen Hall, both students and parents must be committed to helping support the efforts of the school.

Student Signature (Grades 6-12)

Date

Parent / Guardian Signature (All Grades)

Date



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Homeroom Teacher

Date

This form is to be handed in to your homeroom teacher at school start-up, as directed.

Appendix E: Aberdeen Hall Preparatory School
Policy and Procedures for Cyber-counselling, electronic-counselling,
and/or virtual counselling

Any counsellor employed by Aberdeen Hall Preparatory School that is providing Cyber-Counselling, E-Counselling, and/or Virtual Counselling will be required to adhere to the following policy and procedure while conducting sessions with students:

1. The counsellor will comply with Aberdeen Hall and BCACC Standards of Practice for Online Counselling:
 - The virtual platform used for sessions must be PIPA compliant, use end-to-end encryption, and only store information on Canadian servers. Examples include, but are not limited to: InblotTherapy, Zoom Pro
2. The counsellor will adhere to all Standards of Practices and the Code of Ethics set forth by Aberdeen Hall and the BCACC for conducting counselling sessions.
3. The counsellor will go over Informed Consent to Confidentiality with each student that will be using Online-counselling services.
 - The informed consent will go over risks and benefits of e-counselling, limits to confidentiality, physical, technical, and administration safeguards. Noting the students' roles and responsibility for their confidentiality.
4. At the beginning of each session, the counsellor will collect data in order to provide information to emergency services, if needed.
5. The counsellor will adhere to all Aberdeen Hall Preparatory School Faculty Code of Conduct Policies that are appropriate for the services provided, including dressing appropriately for each session and use of a neutral background during sessions.
6. Counsellors will ensure that confidential files are safeguarded until they are able to be brought back to campus.
7. Any communications and services that the counsellor uses with students will be through secure and appropriate channels; email or a secure PIPA compliant platform.
8. The counsellor will work with the Student Support Team to aid in the student's academic, social-emotional, and mental health development.

Appendix F: Aberdeen Hall Preparatory School Online Counselling
Support Informed Consent

During a/this time of school closure, every effort is being made to offer students (and their families) the services they need to support their positive mental health. As such, counselling support will be offered by Rebecca Nydr (School Counsellor) through Inkblot Therapy. This platform is PIPEDA and PIPA Compliant and uses secure end-to-end encryption. The confidential counselling files adhere to the British Columbia Association of Counsellors Privacy Policies and are maintained under Aberdeen Hall's Privacy Policy.

Client's Rights, Risks, and Responsibilities:

I understand that I have the following rights with respect to online counselling support:

I have the right to withhold or withdraw consent at any time without affecting my right to future care or treatment.

The laws that protect the confidentiality of my personal information also apply to online counselling. I understand that the information disclosed by me during the course of my counselling sessions are generally confidential. However, there are both mandatory and permissive exceptions to confidentiality:

- (i) when disclosure is required to prevent clear and imminent danger to the student or others;
- (ii) when a child is in need of protection;
- (iii) when legal requirements demand that confidential material be revealed;

Aberdeen Hall Preparatory School is responsible for maintaining the school safety, climate, and culture; If it is in the best interest of the school safety, climate, and culture, the counsellor may share details within the Student Support Team to help support the student.

Assumption of Risk and Benefits

Online counselling support has the same purpose or intention as counselling sessions that are conducted in person. However, due to the nature of the technology used, online support may be experienced somewhat differently than face-to-face sessions.

I understand that there are risks and consequences of participating in online counselling sessions, including, but not limited to, the possibility, despite best efforts to ensure high encryption and secure technology on the part of my counsellor, that: the transmission of my information could be disrupted or distorted by technical failures; the transmission of my information could be interrupted by unauthorized persons; and/or the electronic storage of my medical information could be accessed by unauthorized persons. There is a risk that services could be disrupted or distorted by unforeseen technical problems.

I understand that I may benefit from online support, but that results cannot be guaranteed or assured. I understand that there are potential risks and benefits associated with any form of counselling, and that despite my efforts and the efforts of my counsellor, my condition may not improve, and in some cases may get worse.

I accept that online counselling does not provide emergency services. If I am experiencing an emergency situation, I understand that I can call 911 or proceed to the nearest

hospital emergency room for help. If I am having suicidal thoughts or making plans to harm myself, I can call the Interior Crisis Line 1-888-353-2273 for free 24 hour support.

I understand that there is a risk of being overheard by anyone near me if I am not in a private room while participating in online counselling. I am responsible for (1) providing the necessary computer and internet access for my online counselling sessions, and (2) arranging a location with sufficient lighting and privacy that is free from distractions or intrusions. It is the responsibility of the counsellor to do the same.

I have read, understand and agree to the information provided above regarding online counselling support:

Student/Parent/Guardian Signature:

Date of Signature:

School Counsellor Signature:

Date of Signature:

Rebecca Nydr, BA, MA, RCC