



ABERDEEN HALL
PREPARATORY SCHOOL

Family Handbook





WELCOME FROM THE HEAD OF SCHOOL

At Aberdeen Hall Preparatory School, we are committed to providing the very best educational environment for our students. Our positive and constructive partnership with parents is crucial to the success of our students and school.

This handbook has been designed to provide you with a reference for communication and protocol. We hope that these guidelines will answer all of the questions that you may have.

We welcome your feedback and appreciate your ongoing support. Please note that policies, procedures and guidelines will be updated periodically and pertinent updates will be communicated appropriately.

If you have any questions or feedback regarding the contents of this handbook, please contact me directly so we can address accordingly.

With warm regards,

Chris Grieve
Head of School

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SCHOOL VALUES & STRATEGIC DIRECTION

Our Mission Statement

Empower students to lead meaningful lives as compassionate, contributing citizens, and inspire their success in learning and life.

Our School Values

Aberdeen Hall is a diverse, inclusive, and innovative community that values strong relationships among students, faculty, staff, parents, and visitors to the campus. At Aberdeen Hall our interactions are guided by the following shared values:

Integrity | Responsibility | Resilience | Optimism | Curiosity | Kindness

- **Integrity is:** The quality of being honest, having strong moral principles, and staying true to one's self.
- **Responsibility is:** The ability to act independently in response to duty, and to be accountable for one's choices.
- **Resilience is:** The ability to respond to and recover from challenges, difficulty, and hardship.
- **Optimism is:** The commitment to a bright and hopeful future and the steadfast belief that the outcome will be positive.
- **Curiosity is:** The demonstration of passion for learning, understanding, exploration, and inquisitiveness for life.
- **Kindness is:** The quality of being considerate, inclusive, and generous to others, and to oneself.

These guiding principles are woven into daily school life and serve as a foundation for how students learn, lead, and interact with others both in and outside the classroom. By joining Aberdeen Hall, students become part of a supportive and values-driven community that encourages personal growth, respectful citizenship, and a commitment to excellence in character and conduct.



STRATEGIC PLAN

Our Strategic Plan provides the long-term vision that guides the growth and development of our school. It is organized around three strategic priorities:

- **Our People:** We are committed to fostering a supportive, thriving school culture that develops character and leadership, invests in our dedicated employees, and strengthens the meaningful partnerships that unite our community.
- **Our Programs:** We are dedicated to delivering an exceptional, future-focused educational experience that nurtures curiosity, capability, and purpose through innovative, research-informed teaching and learning.
- **Our Place:** We are committed to creating a purposeful, sustainable, and inspiring campus that fosters belonging, supports exceptional learning, and ensures the long-term sustainability of our mission.

Together, these priorities shape our decisions, guide our investments, and ensure we remain focused on fulfilling our mission and vision for the future. You can [view the strategic plan here](#).

CODE OF CONDUCT

Standards of Conduct

The following standards apply to all members of the school community. [Click here for full details regarding serious student conduct matters](#).

- Show respect for the rights, safety, and property of oneself and others
- Value and respect the diversity of all members of the school community
- Use socially appropriate language and gestures
- Refrain from public displays of affection
- Demonstrate behaviour free from intimidation, harassment, racism, and discrimination
- Follow school guidelines for the responsible use of technology
- Dress in accordance with school dress standards
- Wear hair, jewellery, and accessories in a respectful and appropriate manner
- Treat school property and the property of others with care
- Promote positive behaviour at all times, including refraining from hazing or harmful conduct
- The use of alcohol, cannabis, or any illegal substance while at school or on school trips is prohibited

IMPORTANT DOCUMENTATION

Student Records

We are required by law to keep a file on each student enrolled at AHPs, by the first day of school. This file must include:

1. Application form with full names, gender, date of birth, addresses, phone numbers, and date of enrollment
2. Medical insurance plan number
3. Emergency contact information
4. A copy of your child's passport and
5. Proof of parents' Canadian citizenship or permanent residency/work visa

Student's files will be requested from previous schools by the school office. Please keep this information up to date.

Change Of Address / Emergency Contact

Please ensure that changes of address, phone number, email, fax or emergency contact information is reported to the front office. Any changes can be emailed to the school at info@aberdeenhall.com.

Immunization

The school follows the Interior Health immunization program. Nurses come to the school to administer immunizations or request students go to their centres. Parent permission is always sought before any immunizations are given; however, Grade 6 and 9 students will be informed about immunization and given the opportunity to consent to or refuse immunization on their own behalf.

THE SCHOOL DAY

Preschool Hours

- Drop-off 8:15 - 9:00am
- Morning/AM classes 9:00 - 11:30am
- Early Learning/Full Day Program 11:30am - 3:30pm
- Extended Day Program 3:30 - 5:00pm

For more information on our Preschool program please see our [Preschool Parent Handbook](#).

Junior School Hours

- Regular programming 8:20am - 3:15pm
- Morning Recess 10:10 - 10:30 am
- Lunch Recess/Lunch 11:20am - 12:10pm
- Afternoon Recess 1:55pm - 2:10pm
- Dismissal 3:15pm

Middle School Hours

- Regular programming 8:25am - 3:20pm
- Morning Recess 10:45 - 11:05am
- Middle School lunch (6 to 8) 12:10 - 1:00pm
- Afternoon Break 2:00 - 2:05pm
- Dismissal 3:20pm

High School Hours

- Regular programming 8:35am - 3:20pm
- Morning Break 10:55am - 11:05am
- High School Lunch (9 to 12) 12:10 - 12:55pm
- Dismissal 3:20

After School Supervision

Kindergarten to Grade 5: The school provides After School Care (ASC) for students in a designated classroom. Homeroom teachers bring registered students to ASC after school. The ASC homework club supervisor is responsible for organizing indoor and outdoor activities; a small snack will also be offered. ASC

runs from 3:15 to 5:15pm. Further details and costs can be found on the website <http://www.aberdeenhall.com>. Students who are not picked up by 3:30pm will be taken to ASC by a teacher and charged accordingly.

Please note that campus supervision concludes at 5:15pm daily. Families will be contacted at 5:15pm.

Grade 6 to 12:

- **Grade 6** students remaining on campus after 3:15pm must attend **Study Hall**. Study Hall runs Monday through Thursday until 4:45pm, and Fridays until 4:30pm. Please note that school supervision for Grade 6 ends immediately when Study Hall concludes.
- **Grade 7 - 12** students are unsupervised on campus after the school day ends at 3:20pm

Parents are deemed responsible for their children on school property outside of these supervised school hours unless they are participating in sanctioned, after school activities.

Assemblies

Students must wear their **Number One** uniform for all formal assemblies.

Lunch

Healthy eating and nutritional habits are key to the developmental needs of children.

Please pack only healthy food snacks and drinks (fresh fruit, vegetables, cheese, crackers, dried fruit, or healthy cookies).

Daily Lunch*

The school has a Daily Lunch program, which operates five days a week. Information about the program is sent home at the beginning of each term.

Nut Aware School

- In alignment with guidance from health professionals, Aberdeen Hall emphasizes that keeping students with food allergies safe is a shared responsibility and we ask that families not send nuts or nut products to school.
- Please ensure that all snacks and lunches are free of peanuts, tree nuts, or nut oils.
- Please alert the school office immediately regarding any new allergies or medical conditions so we can update your student's profile.
- Please advise your families and designated care providers of this important policy.
- Please see [Anaphylaxis Policy & Procedures](#) for further information.

Closed Campus

Students are expected to remain on school grounds from morning arrival until they leave campus at 3:20pm. However, students are permitted to leave campus if:

- They are a Grade 6 - 8 student participating in a chaperoned, off-site lunch and permissions have been submitted.
- They are a Grade 9 - 12 student with signed parental permission on file to leave during lunch break.
- They are a Grade 11 or 12 student in good academic standing with teachers and administration and have signed parental permission to depart during a study block. These students must sign themselves out.

In all cases, students must have signed in prior to their next scheduled class.

Lockers

All students from Kindergarten to Grade 12 are assigned a locker. It is expected that students keep neatly organized lockers, with food items removed daily. Senior School lockers must be kept closed and secured with a combination lock when not in use. Students must memorize their combination codes and provide a backup copy to their Homeroom Advisor at the start of the term. Any code changes should be communicated immediately. Students who do not adhere to these expectations, or who use their locker inappropriately, may lose their locker privileges.

Inclement Weather

It is the school's policy that all children go outside for all recess breaks. We do, however, adhere to Ministry guidelines regarding temperature before sending children outside during extreme weather conditions. Please be sure your child comes to school with boots and a hooded jacket/coat during the winter months and with a sun hat and sunblock during the summer. The uniform shop has Aberdeen Hall accessories in stock.

Air Quality Policy

In the event of smoke in the air the administration team will consult the air quality data provided by the BC government website

[Air - Province of British Columbia](#)

If the air quality index is 3 or below no changes will be made to school activities. If the air quality index is between 4 and 6, moderate changes will be made during any physical activities (Recess and PE). Air quality index 7 and above, primary students (K - 5) will be kept indoors and activities for Senior School students will be adjusted (this could include indoor PE, recess/lunch, or modified recess/lunch to avoid strenuous activities). Senior School students will not necessarily have indoor recess/lunch at this stage.

The school will instruct parents of children with breathing or health issues that would be affected by poor air quality, to contact homeroom teachers to ensure special measures are put in place as required.

Scent-Aware Guidelines

To help create a safe and healthy environment for everyone, we ask all students, staff, and visitors to be

scent-aware by limiting the use of fragranced products and choosing unscented alternatives whenever possible. If you do wear scented products, please use them sparingly so they are not noticeable beyond an arm's length, as some individuals experience headaches, nausea, or respiratory issues from fragrance chemicals.

PARKING / DROP-OFF / PICK-UP

Drop-off and Pick-up Policy

Morning drop-off:

No parking in the turning circle or on the hill leading down to the turning circle. Parents are asked not to park in the Grad Parking Lot as this space is limited.

A member of the school's administration is on duty each day to greet younger children and guide them into the school.

Parents who wish to bring their child into school must park in the designated school parking lots. Parking is also available along the road.

Please cooperate with and follow the instructions of our traffic attendants during drop-off and pick-up times.

Reminder: The First Several Bays Are Designated For Preschool Use Only

Please be especially careful when backing out of the bays. Little ones are not always visible.

Pick-up: Only school buses may park in the circle for pick-up.

- Parents who wish to pick up their child inside the school must wait for them in the main entrance.
- We politely ask that parents of students in Grade 1 and up not go upstairs as we like to encourage independence and also to prevent congestion in the hall.
- Parents who wish to talk to a Homeroom teacher are welcome to go upstairs after 3:35pm or send an email to arrange a meeting time.
- Parents must let the Homeroom teacher know if their Junior School child is to be picked up by another adult by sending an email to absent@aberdeenhall.com.
- If your child will regularly be picked up early or dropped off late, please complete the Junior School [Early Pick-Up/Late Drop-Off Notification Form](#) and send an email to absent@aberdeenhall.com.
- We politely ask parents who are dropping off and picking up their Middle School children to please wait for them by Senior School reception. If you need to contact your child to pass along a message or pick them up during the day, please let personnel know at Senior School Reception and they will assist you. We appreciate your help as we support our students in developing independence.

Dogs On Campus: Dogs are permitted on campus with the following conditions: on a leash at all times, in the care, custody, and control of the adult owner at all times, remain outside school buildings, poop and scoop.

Please note: Pet owners are liable for the actions of their dog in the event of an accident or injury.

SCHOOL BUSES

- The school provides a bus service from the Crawford and Mission area, Glenmore, Kettle Valley, West Kelowna, and Vernon/Lake Country. For information on the service please go to our website <http://www.aberdeenhall.com>.
- Bussing is a privilege and not a right.
- To ensure the safety of everyone on the bus, students are expected to behave in an appropriate and responsible manner on the way to and from school.
- If a student violates these expectations, the consequences will be a warning for the first offense, a move to the front of the bus for a week for the second offense and removal from the bus for a defined period on the third offense.
- During a suspension from the bus, students are expected to find an alternative way to get to and from school.

SCHOOL UNIFORM & DRESS CODE POLICY

The school uniform is standardized to provide consistency of dress within the school. Students must adhere to the dress requirements, which offer some latitude of choice. To that end, we are asking parents to assist us by ensuring their child is always neatly presented.

Most uniform pieces are purchased through the school's uniform shop. It is important that students wear the uniform correctly and that parents endorse and support the uniform policy.

For full details, please refer to our [Uniform Lookbook](#)

Jewelry and Makeup: Students should present themselves in a school-appropriate and professional manner at all times.

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

All final decisions concerning uniform and personal appearance will be made by the Division Leader.

Labeling

We cannot stress enough the importance of labelling all clothing clearly. Labels are available from [Mabels Labels](#) (please select **Aberdeen Hall** from the drop-down **Fundraising** tab). Every term, a significant number of clothing items go unclaimed in our Lost and Found.

Please note: at the end of each term, all remaining unclaimed items are donated, with Aberdeen Hall uniform pieces going directly to the Parent Guild.

DAILY EXPECTATIONS

School Supplies

- The school provides students in Kindergarten to Grade 3 with a complete set of school supplies in September.
- Any items lost or consumed during the year will need to be replaced by parents.
- Students in Grade 4 to 12 are requested to provide their own supplies for the first day of school.
- A list of necessary items is sent home in the summer newsletter.
- The school continues to supply all classroom art supplies (glue sticks, scissors, paint, etc.), textbooks, and workbooks.

Textbooks

- Textbooks are generally numbered and recorded by the subject teacher, and are part of a digital inventory in the Senior School.
- Each student is responsible for the care and custody of his/her books.
- When returned at the end of the school year, a check is made of the condition of each book.
- A charge is made for any book that has been lost, damaged, or not returned by June 30.

Electronic Devices

Students Grade 6 and above are permitted to bring electronic devices to school and are solely responsible for their safekeeping. The school is not accountable for any loss or damage to 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. Students may utilize their personal technology only when permitted to do so by their teacher. 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.

Please note that Grade 6 - 8 students do not use electronic devices during the day, with the exception of their laptop or other BYO-device according to our BYOD program.

Students in Grade 6 and above will adhere to the [Technology Responsible Use Policy](#).

Homework

Practice is an important part of the educational program 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 (or students if in Grade 6 to 12) should write a note of explanation, or contact the teacher. Concerns regarding homework should first be directed to the homeroom teacher. In the Senior School, supervised after-school study hall and tutorials sessions are provided to assist students with their homework.

Late Arrival/Tardiness

- Please help to ensure your child arrives on time.
- **Students who arrive late must sign in at Junior or Senior Reception.**
- Students who are chronically late are in breach of the Aberdeen Hall Code of Conduct.
- Punctuality and consistent attendance are key to a student's success.

Attendance/Absence

Each spring, the provincial government requires evidence that the school has met the mandatory minimum number of instructional days before releasing our per-student operating grants.

This evidence is reviewed and audited annually by an external accounting firm who reports to the government. A student must be in school at least 105 days between September 1 and May 15 of the school year or have a documented reason for absence.

Undocumented absences will result in a partial loss of the grant; this amount will need to be paid by the student's parent or guardian.

Students are expected to attend school on all academic days. All absences should be reported to the front office prior to 8:20am. Should a student fall ill during the day, they must inform their homeroom teacher, so that arrangements may be made.

- If you would like to take your child out of school, please complete the Leave of Absence Request Form.
- For unexpected absences, please call the school office. A written note is required for absences lasting more than three days.
- A doctor's note will be required for an absence of five days or more (not required in the Junior School).

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. Students in Grade 4 - 12 may sign themselves out at Junior or Senior School reception provided they have been given consent from a parent or guardian. Consent can be given through email to absent@aberdeenhall.com, by calling 250-491-1270 or with a signed copy of Notification of Early Pick-up or Late Drop-Off form. Students are able to sign out a sibling in Grade 1 - 3 but are not permitted to sign out Kindergarten students.

Although students in the High School, with parent permission, 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 at least 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. Senior School 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 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.

Absence From P.E. / Games

- If a child is unable to participate due to illness or injury please advise the school in writing, specifying the reason and expected duration.

Extended Holidays

- Please refer to the school calendar when planning family holidays or events
- Students are expected to be in attendance when school is in session
- Notification of upcoming extended absences must be given to the Division leader at **least three weeks in advance** by filling out the [Leave of Absence form](#).
- We consider such requests carefully, but it is not the school policy to endorse them.

Medical And Dental Appointments

- Medical and dental appointments should be made after 3:15pm on weekdays whenever possible to avoid conflict with the school timetable.
- Please report, in writing, appointments that must be kept during school hours.
- Students are required to sign out at the office when leaving for an appointment and sign back in upon their return.

Casual Days And Theme Days

During the school year students will be invited to come to school in casual clothes for a variety of celebrations or in support of causes. Guidelines for casual and theme days are sent home via the Tuesday Reminder and/or Friday Courier.

Lost And Found

- It is imperative that each student takes responsibility for his or her belongings.
- Found items of considerable value (e.g. watches, wallets, and eyeglasses) are kept in the office.
- During each school holiday break, Lost and Found clothing items not bearing identification are donated to the Parent Guild.

Student Parking Guideline and Expectations

This privilege is granted to students in Grade 12 on a first-come, first-served basis. Eligible students are required to park appropriately in the designated student parking lot across the street from the school campus, with an AHPS student pass on display at all times. Students may also park their vehicles appropriately on Academy Way.

- The cost of a new parking pass is \$20.00.
- The cost of a replacement pass is \$10.00.
- Parking passes are valid for the school year and must be purchased each year.
- Students will receive \$20.00 back when they turn in their pass at the end of the school year.

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.
- Student drivers will not carry passengers during the school day unless specific permission is provided by school administration and parent/ guardian(s).
- Students must not leave campus during class hours. In special circumstances (doctor's appointment, family event, etc.) specific written permission signed by a parent or guardian must be provided.
- Students are not permitted to park in the Senior, Junior, or Employee school parking lots.
- A Three-Strike-Program will be enforced to ensure compliance with the guidelines noted above. If a student receives three strikes, their parking pass will be suspended or potentially revoked.
- The student lot is considered "on school property". As such, the school Code of Conduct is in effect for students parked in this lot.

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.

CO-CURRICULAR ACTIVITIES AND ATHLETICS

Co-curricular Activities

Over the years, co-curricular participation has enabled teachers to gain a greater insight into their students and meet students they may not otherwise teach. It has allowed the children to see each teacher in a different context - unrelated to the classroom. The activities available are changed three times a year and sign up for these activities takes place in September, January, and April. Information about the activities can be found on the website and through our Tuesday Reminders and the Friday Courier.

Athletics

Aberdeen Hall is committed to encouraging physical fitness as a principle of good health and thus has an excellent athletic programme that enables students to develop skills and a level of excellence in a sequential manner. We urge parents to ensure that their children are taking part in physical activity daily. Information about the Athletics program and teams can be found on the website at <http://www.aberdeenhall.com>.

Travel for Overnight / Out-of-Town Games and Tournaments

For student-athletes, travelling with the team is a valuable opportunity to build camaraderie and is considered an essential part of the team experience.

- All athletes/participants are required to take school-organized transportation when available
- Athletes may travel home with another student/athlete's parents, or an older family member. However, for liability reasons, arrangements must be made prior to the event, in writing, with the faculty chaperone or faculty coach.
- In extenuating circumstances, a parent may transport their own child. In these situations parents must make arrangements with the Athletic Director and the faculty coach / teacher chaperone in advance. Please note: in cases of this nature parents may transport their own child(ren) only.

Music Program

Aberdeen Hall Preparatory School offers an exceptional Music program. Our goal is to give young people the experience of playing music together and individually, while developing the highest possible level of musical achievement. It is also our goal to foster listening skills, positive attitudes, self-reliance, and a spirit of cooperation and above all else to help young people become increasingly sensitive to all that is beautiful and artistic in life. Parents are required to lease/buy instruments for the various programs. Details of the program are available on our website at <http://www.aberdeenhall.com>.

Field Trips

Field trips are designed to enhance and complement academic and co-curricular programs. While standard field trip costs are included in school fees, major or extended trips may require additional funding from families; however, these instances are rare.

- Students are usually required to wear the uniform but this will be communicated in the permission form.
- Students must abide by all school rules while on the trip.
- Students are representing Aberdeen Hall and are expected to act responsibly and behave properly at all times.
- All missed assignments and homework must be completed. Specific field trips may have other or additional conditions.

Horizons Week

Students in Grade 5 and above participate in experiential activities away from school. The goal of the Horizons trips are to encourage personal growth, develop leadership skills, and fellowship. These trips are designed to encourage growth and learning beyond the classroom and meet BC Core Competencies. Through overnight experiential trips, students will gain valuable experience in the areas of personal and social responsibility,

communication, and creative thinking. These trips are designed to be a highlight of the school year, and encourage students to broaden their horizons beyond the classroom.

Attendance on these trips is mandatory, as these experiences fulfill specific learning outcomes required by the Ministry curriculum.

STUDENT HEALTH & WELLBEING

Medical Assistance

- Students needing aid (on a non-emergency basis) or feeling ill must report to the teacher responsible for them, who will check on the child before sending them to the office.
- The office staff will provide care as needed, and will inform the parents.
- Prescriptions can be given at the office if medication is in its original container, properly labelled with the student's name and instructions along with a permission letter to dispense.

Services Related to Student Wellbeing

Homeroom teachers in the Junior School and Advisors in the Senior School hold the role of primary point of contact for all student support services. These teachers establish a nurturing relationship to support the physical, mental, emotional and relational health of the young people under their care and act as advocates for further support when needed. Explicit lessons on wellbeing, resilience training, mental health advocacy, and support are part of the Homeroom and Advisory program.

Students may self-refer or be referred to an Aberdeen Hall counsellor for short-term, solution-focused support. Our counsellors maintain strong connections within the wider community and can provide referrals to specialized, external clinical support services as needed.

Contact

- The Homeroom Teacher/Advisor is always the first point of contact.
- The Advisor will contact the subject teacher if necessary and will form a plan of support with parent, teacher, and student.
- We endeavour to respond to all communication as quickly as possible, usually by the end of the next business day. If you do not receive a reply within 48 hours, or if further assistance is necessary, please contact the Division Leader, and then Head of School after that, if the issue is not resolved.

Aberdeen Hall Preparatory School Faculty and Staff can be reached through their professional email account ending in @aberdeenhall.com, by phone at 250.491.1270, or by setting up an in-person meeting. *Faculty and staff cannot be reached through their personal email, text messaging, or social media accounts to discuss business related to the school.*

In all communication, parents are expected to be positive ambassadors of the school.

The Head of School and all Division Leaders are available to discuss individual family concerns.

SCHOOL SECURITY

Emergency Drills

Emergency drills are conducted regularly throughout the school year to ensure that students and employees are familiar with emergency procedures. Drills include fire, earthquake, lockdown, and hold-and-secure scenarios.

Security And Valuables

The school is frequently an open facility, with freedom of access for students and, on occasion, members of the community. For this reason, students are discouraged from bringing expensive electronic equipment, such as high-end cameras, iPads, or gaming systems, to school. Students who choose to bring these items do so at their own risk and are solely responsible for their safekeeping. If a student must bring a large sum of money to school, it should be left at the main office for safekeeping. Students are strongly advised never to leave valuables unattended.

EVALUATION, REPORTING, & PROMOTION

Student Evaluation

Junior School

- Throughout the term, regular assessments occur through daily assignments, short quizzes, teacher observation, written assignments, project work, oral presentations, collaborative activities, teacher questioning, student participation, and “end-of-term” testing.
- Evaluation is an ongoing, formative process whereby students receive information, support, and constructive feedback that enables them to take an active, positive role in their own academic success.

Senior School

- Students are expected to take an increasingly active and responsible role in their own education, while continuing to receive strong guidance and support from our faculty.
- Students in Grade 6 and above may write formal mid-year and final exams. Completion of these assessments during the allotted time is necessary for completion of the course; in exceptional circumstances the exam will be written at the next formal exam time.

Reporting Process

Reporting to parents is an ongoing and detailed process. It has several formats.

Formal Report Cards: Formal report cards are prepared for parents three times a year, at the end of the Fall, Winter, and Spring terms. These reports give a summation of the child’s performance in each subject area over

the course of one full term. It includes information regarding academic progress, student attributes, and self-reflection on curricular competencies. Kindergarten to Grade 3 students are assessed using a proficiency scale in all core subject areas, and in regards to their attributes towards learning. Students in Grade 4 - 9 are assessed using a proficiency scale. Students in Grade 10 - 12 have percentage grades. More details on this can be found on your child's report card, and through information provided by the homeroom teacher or divisional leadership team.

Progress Conferences, Interim Reports & Student-Led Conferences:

Although formal reporting occurs three times a year, there are many other opportunities for parents/guardians to receive updates about their child's progress. Updates about divisional progress conferences, student-led conferences, interim reports and curriculum nights will be communicated throughout the year. Families are encouraged to reach out to their child's homeroom teacher for informal updates and conferences as needed.

Promotion Policy

While it is the aim of Aberdeen Hall to meet the individual academic needs of each child, students must demonstrate a foundational understanding of both the knowledge and skills required by the curriculum to advance to the next academic grade. As well, we firmly believe in the importance of holistic education and expect all students to embrace co-curricular learning opportunities appropriate to their age and stage of development.

Recognition and Celebration

Aberdeen Hall believes in holistic and personalized education. At our closing ceremonies in June each year we recognize students' involvement and contributions to all areas of school life.

EXTERNAL EXAMINATIONS

Grade 4 & Grade 7 FSA Testing

- Aberdeen Hall participates in the province-wide **Grade 4 and 7** Foundation Skills Assessment of the BC Ministry of Education.
- Grade 10 Numeracy and Literacy Assessments will be written by all students during their Grade 10 year. The Grade 12 Literacy Assessment will be written by all students in Grade 12. Typically students write these assessments in January. Students who miss these assessments must make arrangements with administration to reschedule them prior to graduation.

COMMUNICATION WITH PARENTS

Tuesday Reminders and The Friday Courier

- Every Tuesday and Friday the school will email an update to families.
- Please be sure to watch for these, as they will alert you to all activities occurring the following week, any changes to the school calendar for the coming month, forms that need completion as well as bring you up

to date on events happening in and around Aberdeen Hall.

- Please ensure the office is informed of changes to email addresses.
- Parents or guardians who wish other members of their family to receive the Tuesday Reminders and the Friday Courier should email communications@aberdeenhall.com providing the person's email details and permission for the school to send them the information.

MySchool

MySchool is an online Student Information System that is used by Aberdeen Hall to communicate with parents and students.

In the Junior School, parents can expect to sign field trip permission forms and receive report cards through MySchool.

All students and parents in Grade 6 - 12 have access to their personal MySchool page. Teachers and homeroom advisors are making every effort to use this online tool to communicate effectively with students and parents. We encourage our students to check their personal page on a daily basis, as this will help them:

- See their daily and weekly schedule.
- Read any announcements regarding sports, student life opportunities, or upcoming events.
- Locate report cards from previous terms.
- Find information regarding courses and teachers contact information.
- Locate up-to-date scores and feedback from assessments.

Google Classroom is also used to find and submit their daily assignments, and to locate related attachments and course materials. Students may also communicate with class instructors via the Google Classroom message board.

More information on the use of Google Classroom and MySchool in the Senior School will be provided in the first two weeks of school.

If you or your child is having difficulty logging on to your MySchool account, please contact marisa.williams@aberdeenhall.com.

Student Agendas

Students in Grade 3 - 8 are provided with a hard-copy agenda at the beginning of the school year. Students bring home their agendas every day and we ask Junior School families to check and initial it daily. We view the agenda as an essential communication device between parents and teachers. Should you wish to forward any information or message, simply record it and remind your child to give it to her/his teacher. We also ask that you sign your child's agenda in acknowledgement of your receipt of all school correspondence.

Senior School students may use their hard-copy agenda to record homework and manage their time. Homework recording is also completed through homeroom MySchool announcements.

Telephone

Children will be allowed to phone parents for such reasons as: a school program being changed, something vital being forgotten at home, or returning a parent's phone call. They may NOT use the telephone to make private social arrangements - these should be made before or after school.

All children must have permission from their teacher or the office to make any call.

CODE OF CONDUCT

Standards of Conduct

Exceptional character is defined by the choices we make every day. Our community members are expected to be models of positive character, demonstrating our school values in all aspects of school life. The guidelines below are designed to foster an environment rooted in mutual respect, safety, and belonging. By upholding these expectations, all community members actively contribute to a culture where every individual can thrive academically, socially, and emotionally.

All community members are expected to adhere to the following standards:

- Show respect for the rights, safety, and property of oneself and others
- Value and respect the diversity of all members of the school community regardless of gender, race, culture, religion, sexual orientation, or gender identity
- Use socially appropriate language and gestures
- Refrain from unsafe physicality or physicality with intent to harm
- Refrain from public displays of affection
- Demonstrate behaviour free from intimidation and harassment
- Follow school guidelines for the responsible use of technology
- Dress in accordance with school dress standards
- Treat school property and the property of others with care
- Promote positive behaviour at all times, including refraining from hazing or harmful conduct
- The use of alcohol, cannabis, or any controlled substance while at school or on school trips is prohibited
- The possession of weapons is strictly prohibited

[Link to Student Code of Conduct](#)

[Link to Parent/Guardian Code of Conduct](#)

RESPECTFUL COMMUNICATION

We value open, respectful communication between families and the school. While we encourage constructive dialogue, we ask that concerns be addressed directly with school staff through appropriate channels.

To maintain a positive and supportive school environment, families are expected to refrain from using social media platforms to campaign, lobby, or publicly advocate against school policies, staff, or decisions. Public commentary that undermines the integrity or operations of the school community is not conducive to the collaborative partnership we strive to uphold.

If you have concerns or suggestions, we welcome your input and encourage you to bring them to school leadership through established communication protocols.

CHILD SAFETY

Anyone who provides service to children is required to watch for possible abuse or neglect. While many indicators, particularly those of a behavioural nature, may be signs of other problems, a series or cluster of observed indicators over a period of time may be cause for concern. These signs or indicators often happen in combinations or as dramatic changes from usual behaviour. They may be the child's reaction to abuse or neglect and can be a way of communicating that he or she is reaching out.

The Guide for Independent School Personnel Responding to Child Abuse is available [online](#).

Aberdeen Hall recognises that the use of alcohol, cannabis, illicit drugs, tobacco, vapour products, and medications can cause impairment and can seriously affect the ability of a parent and/or guardian to provide a safe ride for the child in their care. If there is cause for concern, a parent/guardian will be asked not to drive their vehicle. Other suggestions will be given such as calling a cab, calling the child's emergency contact. If the parent refuses the police will be called.

SOCIETY STRUCTURE AND GOVERNANCE

Board of Directors and Board Committees

Structure

Aberdeen Hall is an independent coeducational day school with charitable status. The Board is usually composed of 12-15 members, two of whom are non-voting, ex-officio members (Head of School and the school's legal council). The Head of School is responsible for all day-to-day operations of the school.

Members of the Board exercise a fiduciary responsibility, provide oversight for the business and affairs of the school, and ensure that adequate resources are in place to support the realization of the school's mission, strategic plan, and program goals.

Ensuring a Strong Future

The Aberdeen Hall Board of Directors (the "Board") is a group of dedicated volunteers who lend their time, expertise, and commitment to ensuring the school's sustainability across many dimensions, including strong school leadership, strategic planning, and financial and risk stewardship, for current and future generations of Aberdeen Hall families. The Board and its committees are composed of parents, alumni, community professionals, and friends of the school, all working together to effectively govern the school.

Mandate

The Board manages the long-term sustainability of the school, serves as the trustee of Aberdeen Hall's mission and values, and provides oversight of the development and implementation of the school's strategic plan. In keeping with the membership requirements of the Canadian Association of Independent Schools (CAIS), the

Board oversees the role of Head of School but remains removed from day to day operations.

The overall mandate of the Board, along with mandates for each of the Board Committees, are included below.

Terms

Members of the Board are appointed for three year terms, which are renewable in such a cycle to ensure continuity of membership. Members of the Board may be re-appointed to additional terms and may serve a maximum of nine consecutive years. The Board retains the discretion to extend these terms and their corresponding limitations.

Committees

In addition to various short-term Task Forces that may be struck to focus on particular key issues, there are five standing “Board Committees” which include: Governance, Finance, Development, Risk Management, and the Executive Committee. Board Committees may include non-Board members, such as Aberdeen Hall parents, alumni, employees and community professionals in addition to members of the Board.

Accountability

Each member of the Board makes an annual written commitment to follow the principles of the Board’s Code of Conduct and abide by the Board’s Conflict of Interest Policy. The Board evaluates its own effectiveness on an annual basis and the Canadian Accredited Independent Schools (CAIS), as part of its periodic review regarding the accreditation of the school, evaluates the Board with reference to its Standard 3 on Governance and corresponding indicators of effectiveness. Board members are recruited with reference to criteria including their skills, experience, ability to contribute time, willingness to provide financial support and resources, respect for traditions, and diversity reflective of our community, to best support the goals and vision of the school.

Interested?

Interested members of the community who wish to be considered as Board and Committee candidates are encouraged to complete a letter of interest and resume and submit both by email to Kari Drinnan, the Governance Chair, at governance@aberdeenhall.com for consideration by the Board’s Governance Committee.

ABERDEEN HALL PARENT GUILD

The Aberdeen Hall Parent Guild is a volunteer organization in which all Aberdeen Hall parents are members. The Parent Guild executive and interested members meet regularly in support of endeavours and activities that enhance the education of our students and to build community. The Parent Guild raises fun and funds in a number of ways:

- Gryphons' Night Year End Celebration
- Parent and family social events
- Aberdeen Hall Golf Tournament

Money raised goes back to the school through an allocation process that invites all members of our community to submit ideas to enhance the overall experience delivered by Aberdeen Hall. An elected and volunteer executive leads the Parent Guild. Monthly meetings are held at various times and in various places and all parents are invited to attend. For more information on the Parent Guild, visit the [Parent Guild's page](#) on our website. Meeting dates and times are advertised on the website and in the Friday Courier.

GIVING

Aberdeen Hall's History Of Philanthropy

In 2004, a group of visionary parents came together with a shared dream: to create a premier, independent school experience in the Okanagan. Thanks to a small group of extremely generous founding donors, that dream became a reality. Our school sits on 44 beautiful acres of donated land in the scenic Okanagan Valley, and their transformative initial gifts have benefited every family that has joined our community since.

From those early days, we have grown to a vibrant student body of over 700. Following six successful phases of campus construction, we now boast a spectacular, world-class campus that fosters excellence in academics, character development, the arts, and athletics.

Giving At Aberdeen Hall

Aberdeen Hall is built upon this proud culture of philanthropy, and our community continues to demonstrate the amazing progress we can accomplish when we work together to enhance educational opportunities for our students.

While tuition fees cover the school's standard operating expenses, including faculty salaries, facility maintenance, utilities, and general equipment, a truly great school must rely on support over and above fees to maintain a global standard of excellence and innovation. As our primary vehicle for continuous improvement, the Annual Fund provides Aberdeen Hall with the vital resources needed to elevate our school beyond standard operations.

As an independent, non-denominational, not-for-profit institution, Aberdeen Hall is able to issue tax receipts under the registered charity number: 85908 7348 RR0001.

Learn More

If you would like to learn more about how to donate or have any further questions please contact:

Chris Grieve

Head of School

Phone: (250) 491-1270

Email: christopher.grieve@aberdeenhall.com