



**DIAMOND
SCHOOL**

PARENT & STUDENT HANDBOOK

September 2022

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ABOUT OUR SCHOOL

WELCOME MESSAGE

Welcome to Diamond School! This handbook is an easy reference to information about our procedures and policies. It is supplemented during the year by newsletters and notices to keep you up to date on programs, events, and other important news. We hope this handbook will answer many of your questions, and we encourage you to consult it often.

As staff, parents, and caregivers, we are bound by a common goal – to provide our children with the best education possible. We can meet this challenge by working collaboratively together in an atmosphere of mutual understanding and support. We look forward to building a strong partnership with students, parents and caregivers in this exciting year ahead!

OUR MISSION, VISION, VALUES & PHILOSOPHY

MISSION

The human potential is perhaps infinite. Boundaries exist only in our own minds. If the children and the youth of the nation are given the knowledge to understand the world, and the wisdom to change it, then the prospects for the future are bright!

Our school’s mission is to collaboratively provide children and youth with the tools and skills needed to become active participants in their own education and lives, and to become conscientious, compassionate, and confident social citizens with the knowledge to understand the world and the wisdom and courage to change it.

VISION

We envision a school community where each member is a principled and empathetic leader dedicated to social responsibility. An enriched learning environment engages every student, and the democratic process is taught alongside academic, cultural, and social skills to motivate lifelong curiosity and empowerment. Students learn how to learn, communicate well with others, and address problems head-on. Every member feels valued and supported to create, express, and achieve.

VALUES

The **values** at the core of our educational philosophy are:

- It is paramount to instill in all people a sense of compassion, consideration, and concern for others;
- Education should instill in all people a responsibility to others and the environment;
- Collaborating with others creates endless opportunities for change and drives success, as more can be achieved together than any one person can achieve alone;
- Knowledge should be shared, questions and curiosity encouraged, and imagination celebrated;
- All people must learn to effectively and cooperatively solve problems and resolve disputes;
- People that have a sense of control over their own learning processes are more likely to be motivated to learn, and therefore more likely to learn successfully;
- Competition in the form of grades, percentage marks, and rankings is counterproductive and harmful to learning;
- Education is a community responsibility, taking collective and collaborative action between school, home, and community.

EDUCATIONAL PHILOSOPHY

The purpose of our school has always been to offer a well-rounded educational experience to our students. We strive to instill in our students an understanding of the rights and responsibilities of the democratic society in which they live, and it is a fundamental goal of our schools to ensure students believe in themselves and recognize the part they must play to make our world a better place. To do that, a cornerstone of our educational philosophy is to promote kindness, cooperation, respect for others, and to teach students to honor and celebrate their diversity.

Our school is a community that celebrates our students' love for learning through engaging, challenging and relevant learning opportunities. Aware that the world is in a state of constant change, the school provides learning opportunities in a real-world context and places at the center of its philosophy the importance of cultivating resilient, informed, and independent learners who are creative, adaptable thinkers; students who can meet the demands made upon them in the modern world, be it through technology, science, or social influences.

Learning requires a balance between skills-based activities and application of those skills through student-led projects. All class sizes are small, allowing for a community of highly motivated and skilled practitioners to challenge and engage each child. The teacher's role is predominately to facilitate students' development of skills while supporting students to follow their passions and interests, guided by skilled teacher intervention at peak learning moments. It is important that our students fully meet provincial standards; however, our school generally does not subscribe to subjective methods of grading and categorizing students, preferring to cater to all learning styles and assess based on the attainment of key skills.

Our school provides a safe, healthy, supportive and challenging environment to promote all students' unique development. The school seeks out the special strengths in every child, and all students know that they are valued for their unique contributions. Our school provides a safe and healthy atmosphere that promotes the social and emotional development of all children, regardless of background or status. Our educational philosophy promotes the building of students' positive self-esteem and leadership skills.

Parental support and inclusion is a big part of our school, and we encourage parents and caregivers to be fully invested in supporting their child's education, both academically and socially. It is the role of the school to support parents and caregivers in their efforts to guide and prepare their children for adulthood. We encourage parents/guardians to work closely with the school to ensure their children are fully supported both at home and at school.

SCHOOL STRUCTURE

Society

Diamond School is operated by Fraser Valley Elementary School Society (FVESS).

Board of Directors

The governing body of Diamond School is the Board of Directors. The Board consists of individuals elected by the society's members to act for a specific term as a Board Director. Directors are committed to the purpose, core values and vision of Diamond School. The Board of Directors elect officers from among the Directors to serve specific roles, such as Chairperson, Treasurer, and Secretary. The Board of Directors is collectively responsible for the strategic direction of the school, setting school policies, appointing the Principal and Vice-Principals, overseeing the school's assets and finances, and safeguarding the school's mission and values.

Board Committees

From time to time, the Board of Directors may delegate some authority to sub-committees comprised of Board Directors and/or community members to complete specific projects or make recommendations to the Board on a specific issue. Members of the school community who are not Directors may be elected to a committee at the discretion of the Board. The Board remains ultimately responsible for the actions of its committees.

The Leadership Team

The Leadership Team at Diamond School is comprised of the Principal and a Vice-Principal in each of the school's three modules (Elementary (K-3), Intermediate (4-7), and High School (8-12)). The role of the Leadership Team is to oversee the operations of the school in alignment with the direction set by the Board of Directors.

BELL SCHEDULE & OFFICE HOURS

Office hours are 8:30 am to 4:00 pm.

Phone: (604) 576-1146

Email: info@diamondschool.ca

Elementary School

| | |
|---------------------|----------------------|
| Sharing Time | 8:45 – 9:00 |
| Period 1 | 9:00 |
| Recess | 9:50 – 10:05 |
| Period 2 | 10:05 |
| Period 3 | 10:55 |
| Lunch | 11:45 – 12:35 |
| Period 4 | 12:35 |
| Period 5 | 1:20 |
| Period 6 | 2:10 |
| Homeroom | 2:55 – 3:00 |

High School

| | |
|-------------------------------|----------------------|
| Period 1 | 9:00 |
| Period 2 | 9:50 |
| Recess | 10:40 – 10:55 |
| Period 3 | 10:55 |
| Period 4 | 11:45 |
| Lunch | 12:35 – 1:20 |
| Period 5 | 1:20 |
| Period 6 | 2:10 |
| Homeroom (Careers) | 3:00 – 3:15 |

PARENTS/HOME & SCHOOL

Good communication between home and school is vital to a student's education. Our teachers will contact parents/guardians whenever they have a concern or recommendation regarding student. Parents/caregivers are encouraged to do the same. We want to work with you to give your child the best education possible.

Parent and School Partnership – A Shared Commitment

As a school, we commit to:

- Fulfill our mission and purpose
- Provide a safe, nurturing environment
- Provide consistent communication regarding your child
- Provide consistent communication regarding the school
- Provide opportunities for your involvement
- Provide consistency in values/discipline
- Offer a listening ear at any time
- Show respect for your child(ren) and your family
- Use wisely the resources entrusted to the school

As parents we ask that you:

- Support the school's mission and purpose
- Provide a quiet study environment at home
- Provide consistent communication and attend parent teacher conferences
- Support students by attending their events and productions
- Attend pertinent school meetings and events
- Be appropriately involved
- Support the values and policies of the school
- Seek information and facts and not believe rumours
- Respect school administrators, teachers and support staff
- Honour your financial commitments to the school

PARENT INVOLVEMENT IN SCHOOL

A high level of home-school interaction is important to the success of our students. Parent/guardian involvement can take many forms. Here are some of the ways in which you can help:

- Support your children at home by showing interest and offering encouragement
- Stress the importance of school work and self-discipline.
- Return signed papers and forms by the specified due date.
- Provide adequate time and space for homework and study.
- Attend parent-teacher conferences.
- Contact the school when you have questions or concerns.
- Assist on field trips with transportation or supervision.
- Arrange with the class teacher to conduct workshops and/or do class presentations which highlight your career/expertise.
- Volunteer to help with school activities. We welcome volunteers at our school so please feel free to call the school if you would like to help.

Parents can have the biggest impact on their child's education by showing interest in their child's life at school, both academically and socially. Simple examples of this include asking how their day was, how they feel, or what they are learning. Engage in conversation with them about what goes on at school and offer support. When children know their family really care about how they are at school, the children will care too!

PARENT-SCHOOL COMMUNICATION

CONTACT WITH TEACHERS

Student's teachers will be in regular communication with the student's parents/guardians throughout the year. If you wish to contact a teacher about your child, please be sensitive to a teacher's need to effectively manage the classroom time schedule. We recommend you check with the teacher as to the most effective method of communicating with them. If you wish to contact your child's teacher via email, type the teacher's first name followed by @diamondschool.ca. For example: John Smith - john@diamondschool.ca.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled regularly throughout the year, in conjunction with progress reports. However, teachers contact parents/guardians throughout the year about any concerns that may arise, including about school subjects, work habits, behaviour, social situations, and/or attendance. Parents/guardians should feel free to contact the school or their child's teachers with questions or concerns at any point throughout the year, not just at scheduled parent-teacher conferences. Close contact between school and home facilitates student progress.

WEBSITE

The school's website can be found at www.diamondschool.ca. The website contains useful information and policies, including this handbook.

NEWSLETTERS & CALENDARS

School newsletters are sent out via email each month to the school community. The newsletter contains important FYIs regarding things you will need to know about the upcoming weeks and any announcements, deadlines, reminders, or upcoming events to be aware of. Monthly calendars are also included in a format that allows families to easily print them for a visual reference tool of events throughout the month. Supplemental newsletters may also periodically be emailed with information or reminders to supplement the regular monthly newsletters. Please help us keep you "in the loop" by ensuring you read all newsletters and notices, and by ensuring that the school office has your primary email address.

MYED BC

Diamond School uses the MyEd BC online course management system to distribute report cards and facilitate communication between classroom students, parents and teachers. To receive a report card at the end of each term for your child(ren) and to stay updated about your child(ren)'s progress, you will need a MyEd BC parent account. One will be created for a primary parent/caregiver at the beginning of the school year using the email address(es) provided in your family's application document. At that time you will receive a welcome email from MyEd BC containing a link to finish setting up your account and further information on using your account. If you need to change the email address provided in your application document, please contact the office.

SCHOOL CLOSURES

The school will remain open unless heavy snowfall, weather-related damage or another circumstance (e.g. power outage) makes it impossible to operate safely. The school will do its best to communicate any school closures by 7:30 a.m. The announcement will be communicated via e-mail and posted on the school's website.

If appropriate, the school administration may also decide to have a late start at 9:30 a.m. If snow falls during school hours or other weather conditions create a concern for the safety of students returning home, the administration can decide to dismiss school early. The Principal and staff will communicate this decision to parents in the best way possible through the school's normal communications channels. ***No announcement will be made that the school is open as scheduled; assume the school is open unless a closure announcement is made.***

PROBLEM SOLVING

Conflicts and disputes are a normal part of life. That is why a core value at Diamond School is that all people must learn to solve problems and resolve disputes effectively and cooperatively. It is therefore expected that every member of our school community, including all parents, students, and staff, are committed to learning and utilizing effective problem solving strategies and processes.

PARENTS' ROLE IN STUDENT PROBLEM SOLVING

When students come home bothered about something at school, parents and caregivers can find it difficult to know how to constructively respond. Ideally, we would like to see students develop the confidence to raise problems responsibly at school either with a teacher or in a class meeting. If a student is not comfortable with this, then parents are asked to talk to the homeroom teacher so the teacher can approach the student to try to get the student to talk about the problem. If this does not work, parents/guardians can go with their student to see a teacher, administrator and/or principal and lend support while the student explains the situation.

Some important tips for caregivers to effectively assist in student problem solving:

- Do not take sides and do not judge. You may not have all the information.
- Try to resolve the problem as quickly as possible as this will lessen stress and give students confidence that problems can be solved.
- Have confidence in our staff's ability to objectively and effectively handle problems.
- Let us know if the situation arises again.

DISPUTE RESOLUTION & APPEALS POLICY

In general, below are steps in the dispute resolution process expected at Diamond School when a concern or dispute arises between a parent or caregiver and the school:

STEP 1: Talk to the staff member(s) involved directly about the concern. So as to ensure the staff person is available for a sufficient amount of time to fully discuss the situation and the matter can be given proper attention, meetings should be scheduled in advance. If unresolved, proceed to Step 2.

STEP 2: If the matter is not resolved by the Step 1 meeting, then the issue can be dealt with in a meeting with the Principal or Vice-Principal. If unresolved, proceed to Step 3.

STEP 3: If a meeting with the Principal or Vice-Principal does not bring about a resolution, the matter should be submitted in writing to the Leadership Team to consider collectively. In the event that the parent/guardian is appealing a decision made, such as an expulsion decision, the written submission must include the reason why the parent/guardian disagrees with the original decision made. The Leadership Team will provide their decision in writing, along with the reasons for their decision.

STEP 4: If Steps 1-4 have not brought about a resolution, then a request or appeal can be made in writing to the Board of Directors. The Board has discretion in determining the method by which it obtains information about the dispute, with the most common method being the submission of written documents related to the dispute or used by the Leadership Team to make their decision. A decision by the Board of Directors in a dispute is final and binding on all parties.

SCHOOL OPERATIONS & PROCEDURES

ATTENDANCE & ABSENCES

The school maintains a record of each student's attendance. The student's attendance is also reported in each student's progress report.

If a student will be absent from school, the student's **parent/guardian** must contact the school office prior to the student's absence to provide:

- (i) The name of the student who will be absent;
- (ii) The reason for the student's absence; and
- (iii) The times/days the student is expected to be absent.

The following methods may be used to communicate a student absence:

- (i) phone the school office at 604-576-1146 and speak to a staff member or leave a voice message
- (ii) e-mail info@diamondshool.ca; or
- (iii) speak in-person with an office staff person in the school office

LEAVING EARLY

If a student must leave school before the end of the school day for any reason, the student's parent/guardian must contact the school office prior to the student's departure in accordance with the process above. The student will not be permitted to leave early unless the student's parent/guardian has contacted the office.

ARRIVING EARLY

Doors open at 8:30 a.m. in the elementary building and at 8:45 am in the high school building. Students will not be permitted to enter the building before this, as there is no student supervision available until the building is open.

FULL-DAY ABSENCES

If a student will be away for the whole day, the student's parent/guardian must contact the office as much in advance as possible, and no later than 8:30 am on the day of the student's absence.

ARRIVING LATE

Students who arrive after school has begun must check in at the office before going to class. Any student arriving after the bell will be marked late.

ATTENDANCE PHONING

To help ensure the safe arrival of our students, the school office will phone a student's parent/legal guardian if a student does not arrive at school on time and the student's parent/guardian has not already contacted the school. If the parents/guardians cannot be reached, the school will call the student's emergency contacts.

Please make sure to notify the school of any change in your telephone numbers or emergency contacts.

FAMILY VACATIONS

Extended family vacations during the school year are discouraged. If you are planning to be away from school for an extended period, we ask that you come and talk to the administration before arranging any travel plans. Parents are required to sign a form which indicates the dates the student will be away. Students who have an extended absence from school during the school year lose important instructional time and should be aware of the following:

- i. The responsibility for successfully catching up from an extended absence must be assumed by the student. Teachers are not able to create and hand out assignments to students in advance of a planned vacation, as specific course activities and assignments may change to meet the needs of the class.

SCHOOL OPERATIONS & PROCEDURES

- ii. There are many types of assignments and class work that teachers use to help students meet the learning outcomes for their grade, which do not always take the form of written assignments. Therefore, it may not be possible for a student to make up all missed work.
- iii. Students should continue working on reading, writing, and math work while absent to maintain skill levels, and they are required to make up all possible missed class assignments.
- iv. We cannot guarantee that a student who has missed a significant amount of instructional time will master all of the year's course requirements. An extended vacation/absence of a student may result in an incomplete grade and/or require summer school. The Ministry of Education states that for a student to receive credit for a grade, the student must be in attendance for at least 85% of the school year. A student who has an extended absence from school may fall short of this attendance requirement, and the school will have to look closely at the student's overall progress to determine whether s/he is eligible to receive credit.

STUDENT LOCKERS & CUBBIES

All students in Grades 2-12 are assigned a personal locker for their use during the school year. Lockers are the property of the school, and the content of lockers are subject to school supervision. Lockers are to be kept neat and clean, with no stickers or tape used. Locker "clean-outs" are scheduled on a regular basis by homeroom teachers. Lockers are meant to store only items permitted to be brought to school, such as lunches, coats, gym strip, and school books. The school is not responsible for missing items. Lockers remain part of School property under the School's control, and the School may perform locker checks without warning to students.

Students in Grades 4-12 may choose, in consultation with homeroom teachers and module policies, to bring their own combination lock (not key lock) for their locker. If a student chooses to use a lock on their locker, they must provide to their homeroom teacher the current combination (and update the teacher if the combination changes).

SCHOOL SUPPLIES

Students in Grade Eight through Twelve purchase their own school supplies, and supply lists are provided on by the office for the year. Students should bring their supplies with them on the first day of classes in September.

SPECIAL LUNCHES

Each month, special lunches are offered to the students for purchase. To order these lunches, please fill in the lunch order form and return it to the school, together with the lunch money required, on or before the due date specified on the form.

LOST AND FOUND

Lost articles labeled with a student's name will be returned to the owner when found. **Please make sure all belongings are labeled.** Unlabelled items are put in a "Lost and Found" bin located in the school office. Onus is on parents and students to frequently check for their lost items as the boxes will be sorted on a regular basis. Unclaimed items are donated to charity at the end of June.

VALUABLES

Students should not bring valuable items or large amounts of money to school. These items are unnecessary and can detract from the social climate of the school. Students are responsible for the care and safety of all their personal belongings. The school is not responsible for lost or stolen items.

UNIFORM DRESS CODE POLICY

Students must be in uniform dress code while at school, except when specified for field trips or special events. Any student not in dress code will be required to return home for the proper clothing or have the appropriate clothing brought to the school. To avoid any problems with the dress code, please check with the school before purchasing or wearing anything questionable.

- ❖ All clothing must be suitable for school wear. *Defaced, frayed, faded, or torn clothing is not acceptable.*
- ❖ Shirts must be worn tucked in. *Please ensure shirts are of sufficient length to be tucked in.*
- ❖ Jumpers and skirts must be no more than three inches above or below the knee.
- ❖ Acceptable footwear for school includes shoes, runners, or sandals with back straps. *(Flip-flops and boots are not considered appropriate footwear.)* All shoes must be in good condition and are limited to solid, neutral colours: black, brown, gray, tan, white, dark navy. **Bright coloured laces, stripes or soles are not acceptable.**
- ❖ Accessories must be appropriate for school and worn in moderation.
- ❖ Coats and hats should not be worn inside school buildings.
- ❖ No extreme grooming or dress is acceptable, including extreme makeup and non-natural coloured hair.

SCHOOL CLOTHING – Must be ordered through Neat Uniforms:

- a. **Diamond Royal Blue Tartan Jumpers & Kilts**
- b. ****Black Zippered Jackets** (option for Grade 8-12 students only)
- c. ****Black 100% Cotton Sweatshirts** (option for Grades 8-12 students only)
- d. ****Sweaters** Black; either cardigan style, pullover V-neck or pullover V-neck vest

***These school uniform clothing items must have the school crest (logo.)*

SCHOOL CLOTHING - May be purchased through *Neat Uniforms* or at any clothing outlet:

All pants, walking shorts and tops must be a plain solid colour with no writing, pictures, designs or alternate coloured stitching. Jeans and jogging or spandex pants are not acceptable. All shirts and blouses must have collars; sleeveless tops are not acceptable.

- a. **Black Dress Pants**
- b. **Black Capri Pants**
- c. **Black Walking Shorts** (An option in warm weather.)
- d. **White Tops** Short or long-sleeved shirt/blouse, turtleneck, or polo shirt.

GYM STRIP - Must be ordered through Neat Uniforms:

Students are required to wear school gym strip for all Physical Education, Fitness, and Dance classes. Gym strip may not be worn at school for any classes other than Physical & Health Education or Dance. All school gym strip is navy blue in colour and any combination of the following items may be worn:

****T-shirt** ****Sweatshirt** ****Shorts** ****Jogging pants**

*** These school uniform clothing items must have the school crest (logo.)*

SCHOOL PROGRAM

CORE COMPETENCIES

Our school program is based on the updated curriculum from the British Columbia Ministry of Education and Child Care and leads to a variety of post-secondary educational opportunities.

The BC Curriculum is based on the Core Competencies. The Core Competencies are sets of intellectual, personal, social and emotional proficiencies that all students need in order to engage in deep, lifelong learning. Along with literacy and numeracy foundations, they are central to British Columbia's K-12 curriculum and assessment system and directly support students in their growth as educated citizens. Students develop Core Competencies when they are engaged in the "doing" – the Curricular Competencies – within a learning area. While the Core Competencies manifest themselves uniquely in each area of learning, they are often interconnected and are foundational to all learning.

Communication Competencies

The communication competency encompasses the set of abilities that students use to impart and exchange information, experiences and ideas, to explore the world around them, and to understand and effectively engage in the use of digital media.

Thinking Competencies

The thinking competency encompasses the knowledge, skills and processes we associate with intellectual development. It is through their competency as thinkers that students take subject-specific concepts and content and transform them into a new understanding. Thinking competence includes specific thinking skills as well as habits of mind, and metacognitive awareness.

Personal And Social Competencies

Personal and social competencies are the set of abilities that relate to students' identity in the world, both as individuals and as members of their community and society. Personal and social competencies encompass the abilities students need to thrive as individuals, to understand and care about themselves and others, and to find and achieve their purposes in the world.

Diamond students will encounter opportunities to develop their Core Competencies in formal and informal settings. They move from demonstrating competence in relatively simple and highly supported situations, to demonstrating independence in more complex and varied contexts. Students, teachers, and parents/guardians share responsibility for the ongoing development of Core Competencies. This competency development does not end with school graduation, but continues in personal, social, educational, and workplace contexts throughout a student's life.

THE DIAMOND PROGRAM

Diamond School provides a creative, positive, and safe environment that combines academically sophisticated course work taught by specialists, a broad range of courses and experiences, along with recreational activities that can be pursued long after formal schooling is complete. The Diamond program is designed to create positive learning experiences which meet the needs of each student. Class sizes are small, and there is ample time in the schedule for students to receive individualized instruction and assistance.

The rights of the student simply stated:

Each and every student has the right to learn, to play, to laugh, to dream, to love, to dissent, to reach upward, and to be themselves. Children and youth need to be treated as human beings -- exquisite, complex, and elegant in their diversity. They must be made to feel that the world is waiting for their sunrise, and that their education heralds the rebirth of an "Age of Wonder". Then, surely, the students of today - the adults of tomorrow - will be more flexible, more adventurous, more daring and courageous than we are, and better equipped to search for truth, each in their own way.

FINE ARTS PROGRAM

All students in Kindergarten through Grade 9 are required to participate in a variety of Fine Arts courses. Students in Grades 10 through 12 Our Fine Arts program helps to further social development and encourages students to explore their creativity, identity and to become well-rounded individuals. Diamond School ensures our Fine Arts program consists of the following subject areas.

Drama: An overall goal of our Drama program is to give students self-confidence and poise. Major areas of development include movement, mime, speech, role-playing and improvisation. Skills in scripted material and scene work are also a large part of the program, and students take part in two school-wide productions each year.

Music: All students in Kindergarten to Grade 5 participate in regular Music classes where they focus on singing, rhythm, basic musical notation and performance etiquette. In Grades 6 and 7, students select one of Band, beginner or intermediate, or Choral Music, as part of their Fine Arts Program.

Band students focus on developing musicianship skills with their chosen instrument.

Choral Music classes work on a variety of choral selections from classical to ethnic to pop.

Dance: Dance at our schools is an integral part of our Fine Arts Program. Dance classes are a mandatory part of our Kindergarten to Grade Three Physical & Health Education Program. Dance or Fit-Sport classes are an elective option for all students in Grades 4 and up.

Visual Arts: The Visual Arts program is based on the fundamental principles and elements of art and design. A variety of skills are introduced such as drawing, painting, graphic design and printmaking. Students also explore 2-D and 3-D design such as textile art and sculpture.

APPLIED DESIGN, SKILLS, & TECHNOLOGIES

The Applied Design, Skills, and Technologies (“ADST”) curriculum fosters the development of skills and knowledge that allows students to create innovative and practical responses to everyday problems and needs. This program includes experiential, hands-on learning in order to build the skills necessary to design and apply technologies, which are a crucial part of educating our children for the future.

PHYSICAL & HEALTH EDUCATION

All students participate in regular Physical and Health Education classes and also enjoy many community recreational activities, such as ice skating, golfing, bowling, kayaking, indoor rock climbing, etc. Intramural sports also take place throughout the school year in the intermediate and high school grades.

ADVANCED PLACEMENT COURSES

Advanced Placement (“AP”) courses are available in the graduation program. These courses provide an additional pathway for students who are pursuing post-secondary education, or who want to be challenged in high school. Advanced Placement allows students to take high school courses that earn college or university credit. They are designed to help students pursue challenging intellectual activities while developing higher level thinking skills, such as independent study, research, analysis of knowledge, and subject enrichment of the various areas of study.

In May, students of AP courses write the AP exam. These exams are graded and students receive a 1,2,3,4 or 5. In Canada, anyone earning a 4 or 5 on the AP exam qualifies for college credit for the course, meaning they will not need to take the course again in university. AP courses are challenging and require more rigor than regular high school programming.

HOMEWORK PROGRAM

The goal of our homework program is to foster the good work habits, self-discipline and self-confidence necessary for students to succeed in school. Our homework program includes subject assignments, as well as other work designed to continue skill development at home. It is expected that students will complete all homework neatly, on their own, and with their best effort.

Students in all grades can generally expect to receive work to complete at home every day. A homework schedule for each grade is maintained to ensure subject work at home is evenly distributed in the week.

KEEPING ORGANIZED

Elementary students are given a Homework & Home Reading Record Book, which they take home daily and are required to return to school the next morning. In Grades 4-7, this book includes a day planner section for reminders and to ensure that students are clear about what work they are supposed to complete.

High School students are expected to develop independence in keeping track of their homework and study assignments. Teachers work with students throughout the year to provide organizational support and tools.

Due Dates

All homework should be submitted on time according to the teacher's instructions. *Unless the teacher indicates otherwise, homework and home reading assignments are due the next school day.* Students in Grades 4-12 must make up missed homework assignments due to absence and should discuss individual due dates with their teacher.

PARENT'S ROLE IN HOMEWORK

Parental involvement in any homework program is vital. Some suggested ways to help your child develop good work habits include:

- Establish homework as a top priority for students.
- Set aside a regular time for doing homework each day.
- Make sure students do homework in a quiet, well-lit environment.
- Ensure students are sitting properly at a table or desk to encourage good handwriting and posture.
- Be sure the assignment is clearly understood.
- Encourage students to ask for help when necessary.
- Provide positive encouragement.
- Support the student by checking completed homework.
- Contact the teacher if the student is having problems with homework.
- If homework becomes a point of conflict, speak to the homeroom teacher, Vice-Principal or Principal.

Research shows that parents are a key factor in a student's achievement in school. It is up to the parents to provide the support needed to complete homework effectively. Homework can be a wonderful opportunity to positively involve parents in their children's education. It provides a daily opportunity for parents to help their children succeed at school.

TIME EXPECTATIONS

The amount of time a student spends at home on homework, reading, and/or study assignments increases as students move up in the grades. Please note that some days will require slightly more or less time, as the homework is subject and teacher specific. On weekends students should expect to spend more time on homework than on weekdays.

Parents who have questions or concerns regarding the amount of time a student is spending on homework and study assignments should speak to the homeroom teacher. As a general rule, if an assignment is proving too difficult or is taking an unusual amount of time, a parent may wish to consider requesting an extension from the teacher. The goal of our homework program is to develop strong lifelong study habits for our students, not to create stressful homework and/or study situations at home.

HOMEWORK ROOMS

There are classrooms set aside after school for Grades 4 through Grade 12 students where there are teachers available to answer questions regarding homework assignments and offer additional assistance with academic work. Students may choose to stay and work on homework, projects, etc. until 4:00 p.m. Homework Rooms are organized by grade level, and are available to all students in their respective grades who wish to attend. No pre-registration is required to attend a Homework Room.

HOME READING

At Diamond School, we strive to instill in all students strong reading skills and a love of reading. Independent reading, reading aloud, and being read to are all beneficial to the development of reading comprehension. An excellent way to encourage reading for enjoyment is through access to books and a program of regular reading at home.

The elementary grades have a formal Home Reading Program designed to develop and enhance their reading skills. Students in high school are encouraged to build a personal reading habit, with books available to be borrowed for independent reading.

K-7 HOME READING PROGRAM

Students in Kindergarten through Grade 7 participate in a Home Reading Program which forms a part of their Homework Program. A home reading log is included in students' Homework & Home Reading Record Book. Parents should ensure students read on assigned home reading days and sign/initial the record book when the reading is done. Please note the time noted in the Homework & Home Reading Record Book for Home Reading is a minimum amount only, and as much reading as possible is encouraged.

Students in Kindergarten through Grade 2 are regularly assigned books to read at home with their grownups. Students in Grades 3-7 may choose a book from school or read a book from home. Students with a school reading book at home may not receive subsequent reading books until the originally issued book is returned. Please check with the classroom teacher if you are not sure if the reading level of a book is suitable for your student.

FIELD TRIPS

Our school incorporates frequent field trips into our educational program whenever possible to supplement and extend students' in-school educational programs. Activities before and after a field trip are planned to ensure the greatest benefit from the excursion.

All field trips are planned in accordance with the Field Trip Policy, available at the school office. Information about field trips is sent home before each excursion, together with permission forms for parents to sign. Students may not attend a field trip without written permission from their parent/legal guardian. Questions about class field trips should be directed to the homeroom teacher.

OFF-SITE ACTIITIES

Throughout the school year, students will occasionally participate in off-site class activities outside of the school premises within walking distance of the school. These activities include:

- use of the nearby church gym and facilities for scheduled classes (Grades 8-12 only);
- use of the nearby church gym and facilities for special events (ie. school productions);
- physical education runs or walks in the nearby residential neighbourhood and park; and
- class activities at the nearby park.

Parent/guardian permission for these activities is obtained annually during registration. If permission is not given, the student will be supervised in-school until their class returns. However, this may impact the work they are expected to complete. Permission granted for these off-site activities may be revoked at any time by writing to the school office.

TRANSPORTATION

Transportation for field trips is most often by chartered school bus. Where this is not possible, Volunteer Drivers may be used.

Volunteer Drivers

All volunteer drivers must be approved by Diamond School as a Diamond Volunteer Driver prior to transporting students. A non-staff person who is not approved as a Diamond Volunteer Driver may not transport students under any circumstances.

The school's Office Administrators will annually maintain a file of approved drivers. The file will contain:

1. A copy of the driver's valid Class 1-5 driver's license to operate a motor vehicle in BC;
2. A current Criminal Records Check;
3. A copy of the driver's current insurance confirming that the vehicle to be used has a minimum of \$2 million 3rd party liability insurance; and
4. A copy of the driver's abstract.

The Principal or a Vice-Principal may revoke approval of a Diamond Volunteer Driver at their complete discretion and for any reason at any time. They are required to revoke approval immediately upon receiving any indication that the Diamond Volunteer Driver may be unfit to drive or has demonstrated any unsafe, irresponsible, or reckless driving, and may reinstate the approval upon the results of further inquiry if satisfied, at their discretion.

Diamond Volunteer Drivers must comply with all requirements of the BC Motor Vehicle Act and the law. This includes all requirements related to safety restraints (for example - seat belts, car seats, and booster seats) and the safe transportation of passengers.

Any person who believes a Diamond Volunteer Driver may be unfit to drive for any reason or who believes the Diamond Volunteer Driver has demonstrated any unsafe, irresponsible, or reckless driving, has a positive duty (is required) to inform the Principal or a Vice-Principal immediately.

Safety Seats for Primary Students

Instructions will be provided regarding booster seat or car seat requirements for field trips as they arise. In general, drivers of vehicles in BC are required to have safety seats for children dependent on the child's weight and height. There will be a booster/safety seat section on all applicable field trip permission forms to ensure that each student has any necessary safety seat for transportation on field trips.

SUPERVISION & SAFETY

Students participating in field trips and off-site activities in the community will be supervised by responsible adult supervisors. There will be an appropriate number of adults, as set by the Diamond School student-ratio requirements for the specific grade level involved and the Field Trip Policy. Appropriate safety precautions will be used, and students will be instructed in appropriate safety measures applicable to the activity and grade level.

STUDENT BEHAVIOUR

All regular school rules of conduct will apply to students during field trips and off-site activities. In order to ensure safety while off-site, all students must abide by all rules, regulations and directions of the school and the adult supervisors involved in the activity. Along with all standard consequences for behaviours as set out in the Code of Conduct, failure by a student to behave appropriately on a field trip may result in a student's participation in the activity being immediately terminated and/or prevent the student's ability to participate in future similar activities.

ACADEMIC EXPECTATIONS

HIGH EXPECTATIONS

“If you would hit the mark, you must aim a little above it. Every arrow that flies feels the attraction of earth.” - Henry Wadsworth Longfellow

Our teachers have high expectations for every student enrolled. The message to the students is that teachers at our school have faith in students’ personal resourcefulness and ability to forge ahead and succeed.

Supplemental Academic Work

Many of our students undertake extra academic work in order to augment and advance their skills in different areas.

Elementary: The school has supplemental programs for elementary students who need extra practice in reading, writing, handwriting and/or math facts. Students work on these programs at home with their parents, and progress is monitored. Parents/guardians should speak to students’ homeroom teachers about whether a student would benefit from a supplemental program.

High School: Course work in the high school grades is designed to accommodate the academic level of each student. Therefore, students wishing to challenge themselves or gain supplemental experience in skill development should discuss with their subject teacher ways to do so.

GRADING SCALES

K-9 GRADE SCALE

Diamond School uses the following grading scale for students in Kindergarten through Grade 9:

| Code | Description | Criteria |
|------|-------------|--|
| BEG | Beginning | Student demonstrates limited understanding and attempts to apply knowledge and skills to situations the same as those modeled and practiced. |
| DEV | Developing | Student demonstrates partial understanding by applying knowledge and skills to situations similar to those previously modeled and practiced. |
| PRC | Practicing | Student demonstrates conceptual understanding through transference of knowledge and skills to situations not already modeled and practiced. |
| EXT | Extending | Student demonstrates exceptional conceptual understanding through innovative transference of knowledge and skills to situations not already modeled and practiced. |

10-12 GRADE SCALE

The following grading scale is used for students in Grades 10, 11, and 12. The Ministry of Education requires a student to have achieved 50% (C-) in a course to receive credit towards their graduation requirements.

| Grade | Description |
|-------------|--|
| A (86-100%) | Student demonstrates excellent or outstanding performance in relation to expected learning outcomes for the course or subject and grade. |
| B (73-85%) | Student demonstrates very good performance in relation to expected learning outcomes for the course or subject and grade. |
| C+ (67-72%) | Student demonstrates good performance in relation to expected learning outcomes for the course or subject and grade. |
| C (60-66%) | Student demonstrates satisfactory performance in relation to expected learning outcomes for the course or subject and grade. |
| C- (50-59%) | Student demonstrates minimally acceptable performance in relation to expected learning outcomes for the course or subject and grade. This grade does not permit students to pursue another course for which this course is a prerequisite. |

| | |
|----------|--|
| I (<50%) | (In Progress or Incomplete) Student, for a variety of reasons, is not demonstrating minimally acceptable performance in relation to the expected learning outcomes. This grade does not permit students to pursue another course for which the graded course is a prerequisite. |
| F (<50%) | (Failed) The student has not demonstrated the minimally acceptable performance in relation to the expected learning outcomes for the course. This grade does not permit students to pursue another course for which this course is a prerequisite. |
| W | (Withdrawal) Upon request of the parent of the student or, when appropriate, the student, the principal or vice principal grant permission to a student to withdraw from a course or subject. |
| SG | (Standing Granted) Although completion of normal requirements is not possible, a sufficient level of performance has been attained to warrant, consistent with the best interests of the student, the granting of standing for the course or subject and grade. Standing Granted may be used in cases of serious illness, hospitalization, late entry or early leaving, but may only be granted by an adjudication process authorized by the Principal or Vice-Principal. |
| TS | (Transfer Standing) May be granted by the Principal or Vice-Principal on the basis of an examination of records from an institution other than a school as defined in the BC School Act. Alternatively, the Principal or Vice-Principal may assign a letter grade on the basis of an examination of those records. |

PLAGIARISM & ACADEMIC DISHONESTY POLICY

Diamond School expects all students to act with honesty and integrity in completing their school work.

DEFINITIONS

Academic Dishonesty is any form of dishonesty or deceit that occurs in relation to a student's school work, and includes cheating, deception, fabrication, forgery, plagiarism, sabotage, and stealing.

School work is all academic work completed by a student, such as reviews, exams, assessments, quizzes, in-class assignments (ICAs), group projects, individual projects, and homework.

Collaboration is two or more students working together with teacher permission on a joint intellectual effort. Collaboration is not plagiarism or cheating, and is not academic dishonesty. Teachers often expect and encourage students to work collaboratively on projects and assignments. There is no deceit or dishonesty involved in collaboration.

Plagiarism is the passing off of someone else's work as your own. It is presenting the ideas, sentences, writings, statements or drawings made by another person as your own without citing your source. This includes, but is not limited to, the following:

1. copying the work of another student;
2. including an idea in your work that comes from someone else without citing your source;
3. copying paragraphs, sentences, or even part of a sentence from another source, such as an online article or a classmate's work without proper quotation and citation;
4. having someone else do your work or part of your work for you (paid or unpaid); and
5. allowing someone else to plagiarize your work.

Cheating is any attempt to give or obtain unauthorized assistance with school work without due acknowledgment, such as:

1. any unauthorized communication between students during a review, exam or quiz;
2. using, or supplying for others to use, any materials or tools which the teacher has not authorized;
1. Using another student's work on a test or any other evaluation;
2. Asking for or giving someone an answer during an assessment;
3. Presenting assignments that have been completed by someone else as one's own; and
4. Turning in work you already turned in somewhere else, or work that was meant for a different assignment or course.

Deception, Fabrication, and Forgery involves providing false information about school work, such as giving a false excuse for missing a deadline or falsely claiming to have submitted work, falsifying (making up) fake data, information, citations, etc. to use in school work, or creating fake documents or records, such as altering computer or grade-book records or forging signatures for the purpose of academic advantage.

Sabotage is any action that deliberately prevents others from completing their work, such as cutting pages out of library books, willfully disrupting others' experiments or exams, deleting another student's electronic work, etc.

Stealing involves taking something that does not belong to you without permission, and in an academic context includes, but is not limited to, actions such as gaining unauthorized access to exams or answers to an exam and taking or destroying another student's work or assignments.

CITING SOURCES

A citation is the way to show what material in your original work came from another source, and to provide the information needed for someone else to be able to look up that source material themselves. Knowing how to properly cite your sources is a necessary and mandatory skill that students are required to develop.

Students receive thorough instruction as to the grade-appropriate methods they should use to properly cite their sources in their school work. If a parent, guardian, or student has any questions about student's citation requirements, they should contact the subject teacher or homeroom teacher.

POLICY

All students are prohibited from engaging in academic dishonesty. A determination that a student has engaged in academic dishonesty will be based on specific evidence provided by the supervising teacher, taking into consideration written materials, observations, and/or credible information from others.

All instances of academic dishonesty are considered a serious breach of the school's policies and will result in academic and/or disciplinary consequences as set out below. In determining consequences, a student's age, intentions, grade-level expectations, any previous instances of academic dishonesty, the student's disciplinary record, if and how a student takes responsibility for their actions, and the results and seriousness of the dishonesty will be taken into consideration.

Academic Consequences

One or more of the following Academic Consequences may result from academic dishonesty:

1. the assignment involved must be redone;
2. no points or marks will be given for the assignment in question;
3. extra assignment(s) will be required (no marks provided) in which the student will be required to demonstrate understanding of academic integrity, or another concept related to the dishonesty
4. points will be deducted from the student's marks in the subject involved;
5. the student will be placed on academic probation;
6. the student will fail the course(s) involved; or
7. any other academic consequence as determined reasonable by the school Leadership.

Disciplinary Consequences

One or more of the following disciplinary consequences may result from academic dishonesty:

1. loss of privilege(s) - ex. chairing, field trip(s), school event(s);
2. formal disciplinary letter in the student's file;
3. suspension (in-school or out-of-school);
4. expulsion; or
5. any other disciplinary consequence as determined reasonable by the school Leadership.

SOCIAL RESPONSIBILITY & STUDENT CONDUCT

Our goal with respect to student conduct is that our students will develop the inner control necessary to independently promote cooperative and positive behaviour while at school and within their wider communities. Students are expected to use common sense and treat others with respect, courtesy, and consideration. The tools provided by these policies and procedures will assist them in being conscientious, compassionate, and confident social citizens that have the wisdom and courage to build positive change in the world around them.

STUDENTS AS SCHOOL REPRESENTATIVES

Our school policies are designed to help students learn to manage their own conduct, with clear guidelines rooted in our school's philosophy and values. In particular, all students who join Diamond School become representatives of the school while they are enrolled. Students are therefore responsible for conducting themselves while at school, at school events, and in the wider community in general, in concert with our school's vision, mission, and values and all school policies and procedures set out in this Handbook and communicated to students from time to time throughout the year.

GENERAL STUDENT CONDUCT

As school representatives, basic expectations for all students are as follows:

School Boundaries – Students must stay within the school boundaries during school hours.

Classes - No food, drinks or gum. Water bottles are acceptable.

Only one student out of class at a time.

Gym - Wait for an assigned adult supervisor before playing

Be responsible for returning borrowed sports equipment.

No food or drinks in the gymnasium.

Eating Outside - Students eat their snacks and lunch in their classrooms. In warmer weather the grades 7 to 12 students may eat at the outdoor picnic tables and benches.

Computers – No food, drinks, or gum around the computers.

High School Science Lab – No food, drinks, or gum permitted in the Science Lab.

SCHOOL FUNCTIONS

All school rules, and consequences associated with those rules, will apply to all school functions, including school sponsored extracurricular activities, and/or those activities not held on school property.

GRADUATION EVENTS

All events that are organized by our school fall under the School Trips Policy. This includes grad events. Events must meet the standards set out in this policy. This means students must adhere to the DS Student Code of Conduct at all DS events, including all graduation events organized by the school. Failure to do so may result in disciplinary action, including students not being permitted to participate in any further graduation events or suspension, expulsion, or other disciplinary action. Graduating students may request permission to bring a non-DS date to certain graduation events. The permission process includes:

- Written request
- Meeting with the Principal and/or High School Vice-Principal. The purpose of this meeting is to ensure the DS code of conduct will be followed. The final decision will be made by the Guidance Counselor and the Principal. Additional information, including guidelines and expectations, is given to graduates and their parents at the initial Grad Meeting at the beginning of the school year.

STUDENT CRIMINAL ACTIVITY

Students that take part in any activity in contravention of the Canadian Criminal Code will be subject to disciplinary action at school, including but not limited to expulsion. Police involvement and potential criminal charges may result from criminal activity related to the school or school community members. Examples of such activities include theft, vandalism, breaking and entering, physical violence, and student possession of weapons or illegal drugs.

SOCIAL ATMOSPHERE

At our school we consider the way we treat each other, and the development of a social conscience in our students, to be of primary importance. This philosophy is applied in every program of our school. From our classroom to our fine arts program and extracurricular activities, we strive to foster a cooperative, caring, listening and sensitive place to be. We say “no” to cliques and have zero tolerance for bullying. We make every effort to ensure that no one feels left out, and that every place in the school is a welcoming one for all.

SPECIAL OCCASIONS

A happy social atmosphere in the class is important to us. We have small classes at our school, which makes it very difficult to keep social events outside of school a “secret.” Exclusion can be devastating for a student; therefore, we ask that, when giving out Christmas or Valentine’s Day cards and birthday or other party invitations, that you try to include everyone in the class, or try to find a good alternative such as including either all the boys or all the girls in the class.

To avoid mix-ups due to lost invitations, we ask that parents of elementary students give invitations to their child’s teacher to be sent home in homework books. Should you wish to bring or send in a special treat for the students in the class on a student’s birthday, please arrange this with the homeroom teacher. Also, classroom teachers are more than happy to help with advice if you are having difficulty planning a student social event. Our goal is to ensure that all students at our school feel accepted and included.

RESPONSIBILITY

Students acquire the capacity to cope with difficult situations when they have been given the opportunity to take on consequential responsibilities in relation to others. Students at our schools are involved in making real decisions and are part of the democratic process in a meaningful way. Each stepping stone from lower to higher grades provides the students with a more advanced understanding of their role in a democratic society. By the time students reach high school, they are actively involved in their school’s structure, participating with a hands-on approach to their own and peers’ development through chairing, class meetings, as well as active involvement and decision making within the school. This kind of participation in a school contributes to the capacity of young people to deal constructively with personal and social issues. It helps them to feel a sense of worth and responsibility towards each other and to their school. It is also an important prerequisite for success in their future employment.

TECHNOLOGY USE POLICY

We wish to maintain a positive learning environment and the safety of all of the members of our community, while taking advantage of the many benefits that technology can provide. We also wish to help students learn the skills needed to safely and responsibly use technology now and in the future.

RESPONSIBLE TECHNOLOGY USE

Diamond School recognizes the value of technology in enhancing learning so we encourage Students to make use of both school-owned and personally owned devices. As with all things, there are great benefits when technology is used correctly, but potentially dangerous consequences, or even criminal charges, when used incorrectly. To ensure that our community stays safe and productive, we require that everyone who uses a device such as a computer, tablet or other mobile device on the school premises, or when off-campus for matters related to the school, abide by this responsible use policy.

A. School Owned Devices

- You may not use these devices for other purposes other than those directly related to school-directed learning.
- You may not use a school-owned device unless you have the permission of a teacher.
- You will sign-out the device and complete the sign-out log as instructed. You will then be solely responsible for the device until it is returned and signed back in.
- You may not delete, change or download any programs on a school-owned device.
- If additional programs need to be added that will supplement learning, you may talk to the homeroom/subject teacher, and they will be assessed for their learning value.
- You shall report any problems, fault, or damage right away to a teacher.
- Every time you finish using a school device, you shall sign out of all accounts that you have logged into. Whenever you find someone did not sign out before returning the device, you shall sign out for them immediately.
- You are responsible for taking care of school devices. After use, you shall return it to the cart and plug it in with a charger and sign-out in the log binder with the time it is returned.

B. Personally Owned Devices

- You understand that it is your choice if you bring your own device for use at school. When you do, you are entirely responsible for its use, care and security.
- At school, you may use your device only when specifically permitted by a teacher. At all other times, you shall have your device turned off and put away.
- You understand that devices may only be used for school purposes.
- You may not have any software that is illegally obtained, or illegal to use on any devices that you bring to school.
- If you bring your own device, you shall bring it fully charged and with a charger.

C. Mobile Phones

- You understand mobile phones are not an appropriate device to use to complete schoolwork.
- You understand that unauthorized access to mobile phones while performing a test or assessment will be considered academic dishonesty and will have consequences.
- You understand that mobile phones must be kept in lockers, unless it is permitted by the teacher to bring it to the class for a specific purpose or emergency situations.
- You understand that mobile devices are not to be used on school grounds. The only exception to this is when communicating with a parent after school hours (for instance, when checking for arrival time for pick up) with permission from the teacher and only when you are located in your homeroom classroom.
- Cell phones are not allowed in Homework Room. Any communications that a parent may need to pass to their child at that time can go through the office.

D. Internet and Social Media

- The internet should only be accessed through the school's Wi-Fi when on school property.
- When in class, you may not access anything on the internet that is not related to your studies.
- You may not take photos, videos, or audio recordings of people without their expressed consent. Doing so is a violation
- You may not distribute, share, or publish images, video or audio recordings of people by any means without their permission (the permission for your peers must come from their parents).
- You understand that passwords are private, and you must not share them. If you know someone else's password, you may not use it. If someone knows your password, you should change your login details as needed.
- You understand that cyber-bullying will result in severe sanctions, and you will not do anything to harm another student or teacher online or in person.
- You may not attempt to harm, damage, or bypass the school's technology systems.
- You understand that you may only use your school provided email account for all school and class-related activities.

PARENTS' ROLE

Parents are advised that school offices are fully staffed during the school day. Communication should be relayed through the school office. Students should not be contacted directly in class by cell phone. If students need to phone home during school hours, they are permitted to use the phone at the office during break times. Students should not be making or receiving calls or texts during instructional time.

TECHNOLOGY AS A PRIVILEGE

The use of personal technology at school is a privilege, not a right. This privilege can be, and will be, withdrawn from those who abuse the privilege. Sanctions may be applied for misuse: these will vary depending on the nature of the misuse but all users must be aware that certain infractions can lead to very serious consequences. This is particularly true of misuse that threatens personal safety – either physical or psychological – of any person, or the integrity of school network overall.

TECHNOLOGY VIOLATIONS

Students who violate the Technology Use Policy are subject to discipline, up to and including suspension or expulsion. Other disciplinary actions include, but are not limited to, confiscation of devices, the student's parent/guardian required to pick up a device from the Principal, limits on the student's use of technology at school, or other consequences appropriate to the violation. When determining an appropriate consequence for violating the Technology Use Policy, the student's previous technology violations and the scope and severity of the violation(s) will be considered.

STUDENT DISCIPLINE POLICY

Every student is required to behave respectfully and courteously towards others while at school, as well as on the way to or from school, and with school community members at any time. We expect our school to be a safe, friendly place where all students and staff can have a sense of belonging. We emphasize that students accept responsibility for their behaviour, and we help them learn self-discipline by reinforcing positive behaviour and providing consequences that follow logically from the offense. Our aim is to treat students fairly and with respect in an atmosphere that provides clear rules of conduct, guidance, and positive reinforcement.

During Class

Students receive warnings for inappropriate or disruptive behaviour in classes. They are asked to leave the class to see the principal and/or an administrator upon their third warning. The students are kept well informed as to what constitutes a warning in class. Students may, however, be asked to leave a class without any prior warnings for zero tolerance behaviour, which include, but are not limited to:

- (a) Physical rowdiness such as throwing objects in the classroom, wrestling, pushing, etc.
- (b) Offensive language or rudeness towards another person
- (c) Arguing with the teacher
- (d) Being out of school uniform dress code

Outside Class

Students who are behaving inappropriately outside of scheduled classes will be asked to see the Principal or Vice-Principal who will determine consequences for their behaviour.

Suspension & Expulsion

There are times when a student's behaviour may require the school to take action in the form of suspension and/or expulsion. Examples of serious infractions include, but are not limited to:

- (a) habitual behaviour which makes learning difficult for fellow students
- (b) flagrant disrespect for teachers and/or students
- (c) the use of or bringing of alcohol or drugs on the school property
- (d) weapons of any type on the school property
- (e) chronic lack of attendance and tardiness
- (f) unsafe behaviour such as tampering with fire or security equipment or endangering anyone
- (g) theft, which includes "borrowing" anything from anyone or the school without permission
- (h) deliberate defacing or damaging of school property or property belonging to others
- (i) bullying (see the full [Bullying and Harassment Prevention Policy](#) on the school's website)

Suspension: A student may be suspended when his/her behaviour constitutes a serious infraction within the stated guidelines for student conduct. This suspension is decided upon by the Principal and Vice-Principal after investigating the infraction. The length of the suspension must fit the severity of the infraction. A suspension of more than one day requires the agreement of the Administrative Committee. Conditions of returning to classes must be acceptable to all parties.

Expulsion: Any student who acts in a way that would be considered gross misconduct may be expelled. This decision will be made by the Principal, in consultation with the Leadership Team and a representative of the Board of Directors. During the consultation period, which will last up to five working days, the student will be suspended. After the consultation, the Principal will inform the student's parent(s) or guardian(s), either in person or by telephone and provide written notification of the decision within 24 hours.

Appeal

If parents/guardians wish to appeal a disciplinary decision concerning their child, Steps 2-4 of the Dispute Resolution & Appeals Policy will apply.

CAMPUS FACILITIES

Diamond School's campus consists of three buildings that house students from Kindergarten through Grade 12. The comfortable buildings in which the school functions allow for flexible programming, and include a gymnasium, performing arts room, fine arts room, science lab, and large multi-purpose classrooms.

The five acres of land surrounding the school include two outdoor classrooms, a series of trails throughout a forested area, a playing field, a playground, and an outdoor hockey/basketball arena. These outdoor spaces provide students support outdoor learning activities for students in all grades.

PARKING LOT RULES

In order to ensure the safety of everyone in our school community, we expect traffic safety to be a top priority for all drivers in the school's parking lot. Consistent observation of the following rules and guidelines will help to keep the parking areas and roadways near the school safe.

- ❖ ***Never turn left into or out of the parking lot.*** Left turns out of the parking lot and into the parking from Highway #10 are illegal, as it crosses a double yellow line and is very unsafe.
- ❖ ***Keep traffic moving.*** Do not stop to talk or go into the schools unless your car is parked in a designated parking space.
- ❖ ***Never leave an unattended vehicle in the pickup lane.*** The pick-up lane is for very quick pick-ups and drop-offs.
- ❖ To avoid cars backing up on to the highway, ***do not stop at any time in the drive through lane***, and remember to ***pull ahead as far as you can in the drop off lane***.

STUDENT VEHICLES

Students in Grade 12 who drive their own vehicle to and from school must display a valid Parking Permit when parking their vehicle on school property and may only park where designated. Students wishing to apply for a Parking Permit must speak to the Principal about the steps required to apply for a Parking Permit. Applications are considered on a first-come/first-served basis. Due to the significant safety risks associated with vehicles, there is a zero tolerance policy for student drivers who drive illegally, while distracted, or unsafely on school property; in the event that a student is found to have driven illegally, while distracted, unsafely, or who otherwise endangers anyone, including themselves, while in the parking lot, a student's right to drive on school property will be immediately revoked.

If the student's parent/guardian provides written consent to the school, a student may use their vehicle to leave school property at lunch; however, they may not drive any other students without written permission from that student's parent/legal guardian, as well as written permission for the student's departure from school property on the day in question.

SKATEBOARDS, HOVER BOARDS, BICYCLES & ROLLERBLADES

Skateboards, hover boards and rollerblades are not allowed to be used on the school grounds. Bicycles must always be walked on the school grounds. For students and staff that ride a bike to and from school, there is a bike rack located in front of the high school building where bicycles should be stored securely.

STUDENT SAFETY

EMERGENCY DRILLS & PREPARATION

Diamond School conducts school-wide emergency drills regularly throughout the year to ensure students and staff are prepared in the event of an emergency. The school conducts a minimum of the following:

- (i) Fire Drills six times per year
- (ii) Earthquake Drills three times per year
- (iii) Lockdown Drills twice per year

Emergency procedures are posted in each classroom and at each emergency exit throughout the school. Teachers also review the emergency procedures with their classes regularly throughout the year. The school maintains emergency supplies stored securely on the property should an event occur during school hours.

PROHIBITION OF WEAPONS POLICY

The physical and psychological safety of students and staff is of utmost importance at Diamond School. In addition, we uphold the values of nonviolence within our socially-responsible education community.

DEFINITION: A weapon is anything that is commonly used or designed to hurt someone or to put someone in fear. The Criminal Code of Canada Section 82 defines a weapon as “(a) anything used or intended for use in causing death or injury or not, or (b) anything used or intended for use for the purpose of threatening or intimidating any person, and without restricting the generality of the foregoing, includes any firearm”.

POLICY

Students and staff are prohibited from possessing on school premises at any time or while in any school-sponsored curricular or extra-curricular activity, a weapon as defined above, or any toy or imitation weapon. This includes toy guns and swords carried on dress-up days such as Halloween.

Any weapons or toy weapons at school or a school-related activity will be confiscated immediately. Appropriate disciplinary action will be taken, up to and including suspension or expulsion. Depending on the circumstances, the school may be required or choose to involve the RCMP, police, Ministry of Child and Family Services, or other appropriate safety authorities. Anyone who is aware that a student has a weapon at school must notify a staff person immediately.

PRIVACY POLICY FOR PARENTS & STUDENTS

Diamond School’s Personal Information Privacy Policy for Parents and Students is available for review on the [school’s website](#) or from the school office. It describes the policies and practices of Diamond School regarding the collection, use and disclosure of personal information about students and parents. Safeguarding student’s and parent’s personal information is a fundamental concern of Diamond School. The school is committed to meeting or exceeding the privacy standards established by British Columbia’s Personal Information Protection Act (PIPA) and any other applicable legislation.

ANTI-SMOKING & VAPOUR PRODUCTS POLICY

PURPOSE: To promote a healthy learning environment, workplace and lifestyle, this policy directs that smoking, electronic cigarettes, and the use of tobacco or vapour products is prohibited at all times at Diamond School (the “School”) and during School-related activities, whether on School property or off of School property.

SCOPE: This policy applies at all times to all students, staff, teachers, parents, visitors, volunteers, or users of the School property and members of the public within 50 meters of the School property, and during School-related activities off of School property.

DEFINITIONS

“E-substance” is a solid, liquid or gas that when heated by the element in the electronic cigarette, produces a vapour for use in the device.

“School-related Activities” are activities that may take place on School property or off School property and are related, in some way, to a School-sanctioned event, and include school field trips, competitive events, extracurricular activities

“School Property” is property, including buildings and grounds, either owned, leased, rented, or otherwise secured by the School for use in the delivery of School instruction or a School-related activity.

“Smoke-free or vape-free zone” is an area within the vicinity of the School property where smoking, electronic cigarettes, and the use of tobacco or vapour products is prohibited. This area will encompass all school buildings and campuses and extends 50 meters from the School property. The “smoke-free or vape-free zone” is in effect for students at all times they are under the school’s jurisdiction.

“Vapour Product or Electronic Cigarette” is a device that contains an electronic or battery-powered heating element that can vapourize an e-substance.

POLICY

Diamond School is a “smoke-free, vape-free zone” as defined above. All School Property shall be smoke-free and vape-free. No one (student, employee, visitor, facility user, or member of the public) is permitted to smoke, vape, or use tobacco or vapour products on school property or during School-related Activities at any time.

Smoking, vaping, and the use of tobacco products, including chewing tobacco, electronic cigarettes and vapour products, are prohibited at all times on or in all School Property, including inside vehicles parked on the property. All persons, including students, parents, visitors, volunteers, and staff, are prohibited from smoking, using tobacco of any kind, holding lighted tobacco products, e-cigarettes or electronic smoking devices, in or on School Property or during School-related Activities. This includes all e-substances, which are covered by legislation, regardless of whether the e-substance contains nicotine or is nicotine-free.

The schools have posted appropriate signage to inform students, staff, parents, volunteers and visitors of our Smoke Free Environment policy.

The school will support health and preventative programs that warn students about the hazards of smoking and the use of tobacco products. The school will help students develop the ability to resist peer pressure, make decisions and use refusal and assertiveness skills to prevent and avoid tobacco and vapour product use.

Prohibition of Promotion & Sale

Advertising, displaying or promoting the use of tobacco or tobacco products is prohibited on School Property, as per Regulation #10800.5 - Placement of Donor/Sponsor Advertisements, Signage, Messages or Logos. No person is permitted to sell, offer to sell, or distribute tobacco or vapour products of any kind on School Property or during School-related Activities.

Ceremonial Exception

Ceremonial use of tobacco is permitted where the activity has been approved by the Administration, and the ceremony is performed in relation to a traditional Aboriginal cultural activity, or performed by a group for a purpose approved by government regulation.

Student Discipline

Students who violate this policy will be subject to disciplinary action in proportion to the seriousness of the infraction. Discipline may include, but is not limited to:

- Restorative practice or restitution.
- Assignment of a learning activity designed to help develop a plan for improvement.
- Loss of privileges or duties
- Assignment of an in-school suspension
- Assignment of an out-of-school suspension
- Expulsion from the School.

Employee & Volunteer Discipline

Employees and volunteers who violate this policy will be subject to disciplinary action in proportion to the seriousness of the infraction, which may include but is not limited to, suspension of some or all duties and termination of their position.

Guest Discipline

Parents, visitors, and other users and guests on School Property who violate this policy will be subject to disciplinary action in proportion to the seriousness of the infraction, which may include but is not limited to, removal from the property, termination of any use of the School property, and prohibition from entering School property in the future.

BULLYING & HARASSMENT PREVENTION POLICY

Bullying and harassment of any kind will not be tolerated at Diamond School. The school's full *Bullying and Harassment Prevention Policy* is available on the [school's website](#).

SCHOOL HEALTH POLICY

If a student becomes ill while at school, the parents will be contacted immediately to pick him/her up. If the parents cannot be reached, the emergency contact person listed on the application form will be called.

Please do not send students who are ill to school.

Oral non-prescription medication and oral prescription medication (antibiotics, etc.) may only be administered by school personnel upon receipt of written authority from a parent or guardian. All medications must be kept at the office.

The public health nurse has requested that all parents notify the school if their son/daughter is exposed to or diagnosed with chicken pox, mumps or measles.

HEALTH & ILLNESS

Any pertinent medical/health information must be communicated to the school on the student application form. Any changes to this information must be submitted to the office in writing.

Our school's policies and procedures meet the requirements set out

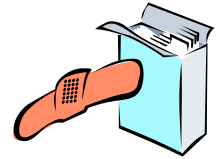
In the Anaphylaxis Protection Order and the BC Anaphylactic and Child Safety Framework. Please feel free to come to the office if you have any questions.

ACCIDENT & ILLNESS

Any student injured or who becomes ill at school will be given first aid treatment.

If, in the staff's judgment, the parent ought to be notified, you will be contacted.

Again, it is important that parents notify the school of any change in telephone numbers or emergency contacts.



If an injury or illness is deemed by school staff to need immediate physician care, EMS, or transport to a health care facility, the school will do the following:

1. *Call 911 immediately*
2. *Administer first aid or other basic life support (when applicable assist the person with or administer their prescribed Epi-Pen or inhaler)*
3. *Notify the school's administration*
4. *Call from an administrator or designate to the student's parent/guardian*

NUT-FREE SCHOOL

Diamond School is a nut-free school. All products or home-baked goods containing peanuts or tree nuts are not permitted at DS. This includes classroom snacks, in-school parties and special events. Pay special attention to any items that could be shared with students who may have allergies. The safety of our students is our primary concern.

ALLERGIES

As part of the admissions process, allergy information is kept on file for every student. Parents and guardians of students are responsible for notifying the school of any new allergy concerns.

COMMUNICABLE DISEASES

Parents are required to inform the school office when their child has a communicable disease.

| Communicable Illness Controls | | |
|--------------------------------------|-------------------|---|
| Disease | Incubation Period | Exclude from school |
| Chicken Pox | 14-21 days | Generally, period of communicability is 1-5 days. Exclude from school until ALL lesions are crusted (7-10 days) |
| Impetigo | variable | 48 hours after treatment started |
| Mumps | variable | 4-7 days |
| Rubella (German Measles) | 14-17 days | 5-7 days from rash onset |
| Rubella Red Measles | 10-14 days | 7 days from rash onset |
| Pink Eye | 1-3 days | 48 hours after treatment |
| Whooping Cough | 9-10 days | Until FULL recovery; 21 days (average) |
| Lice | | Until initial treatment completed (second treatment required as per school guidelines) |
| Hand, Foot and Mouth | 3-5 days | Until blisters in the mouth and on hands have disappeared |
| Flu | 1-5 days | 24 hours after last time vomiting |

STUDENT SUBSTANCE USE POLICY

PURPOSE

Diamond School is committed to the health and safety of its students and anyone attending at the School. The School recognizes that the use of drugs, tobacco, vapour products, alcohol, certain medications, and impairment in general, can have serious effects on students and the learning environment. Accordingly, the School is committed to preventing substance use and impairment on School property, at School events, and at all times during school hours.

SCOPE OF THIS POLICY

This Policy applies to all students of the School.

DEFINITIONS

- (i) **Drug(s):** includes but is not limited to any substance which affects a person's physical or mental capacity or functioning, which causes a marked change in consciousness, or which has a physiological effect when ingested or otherwise introduced into the body, and includes both legal and illegal forms of such substances, but does not include medications taken pursuant to a valid prescription, and in accordance with a physician's directions.
- (ii) **Impaired or Impairment:** a deterioration or diminishment of an individual's physiological ability, functioning, judgment, or condition, and includes but is not limited to being unable to function as that individual does under normal or usual conditions, or safely because of intoxication by any substance.
- (iii) **School Hours:** means the hours of the day when the School is open to students whether or not classes are in session, or any time a student is away from the School on a School organized trip, including but not limited to times when a student is not actively participating in activities or pursuits organized by the School but is otherwise away from their normal residence due to their involvement in the School organized trip.
- (iv) **School Property:** includes but is not limited to all real or personal property, facilities, land, buildings, parking lots, equipment, and vehicles, whether owned, leased or used by the School and wherever located.
- (v) **Substance Use Disorder:** means a condition in which the recurrent use of alcohol, drugs, medication, or any other substance causes impairment of daily life, such as health problems, disability, and failure to meet responsibilities at work, school, or home, and includes the conditions classified as substance use disorders in the most recent edition of the Diagnostic And Statistical Manual Of Mental Disorders.
- (vi) **Tobacco:** means tobacco leaves or products produced from tobacco in any form or for any use.
- (vii) **Vapour Products:** means a solid, liquid or gas that, on being heated, produces a vapour for use in an e-cigarette, regardless of whether the solid, liquid or gas contains nicotine.

THE POLICY

The School strictly prohibits students from possessing, manufacturing, offering for sale, selling, distributing, consuming, or using drugs, tobacco, vapour products, or alcohol during school hours, whether on or off School property. Students breaching this policy may be subject to discipline in accordance with the School's Code of Conduct.

SPECIAL SITUATIONS

A. Medication

Where a student is required to use medication (including but not limited to medical cannabis) pursuant to a valid prescription and in accordance with a physician's directions, at a time, whether on or off of School property, that could cause them to be impaired during school hours, the student or their parent/guardian is required to adhere to the following:

- (i) the student or their parent/guardian must notify a School Administrator, prior to the student using the medication and attending school impaired, or using the medication at school, to permit a determination of whether the use of that medication can be accommodated; and

- (ii) the student or their parent/guardian must provide medical confirmation authorizing the student's use of the medication in order for the School to consider a request for accommodation. Any medical license or prescription relied on for the use of medical cannabis must be issued in accordance with the applicable statutory requirements.

If a student uses medication in breach of this Policy, without the student or their parent/guardian first disclosing the student's need to use such medication to a School Administrator, the student may be subject to discipline in accordance with the School's Code of Conduct.

B. Addiction or Substance Use Disorder

The School understands that certain individuals may develop an addiction or substance use disorder related to their use or consumption of drugs or alcohol, and that this may be defined as a disability.

Where a student has or suspects they may have an addiction or substance use disorder, and where that addiction or substance use disorder does not render them unable to do so, the student or their parent/guardian is required to notify a School Administrator prior to the student using drugs or alcohol during school hours, whether on or off of School property, and prior to their attending school impaired.

Where a student discloses an addiction or substance use disorder prior to breaching this Policy, the School will take reasonable steps to assist them in their recovery. No student who discloses an addiction or substance use disorder prior to breaching this Policy will be disciplined because of the student's disclosure or their involvement in a rehabilitation effort.

If a student uses drugs or alcohol in breach of this Policy without first disclosing their circumstances to a School Administrator, they may be subject to discipline in accordance with the School's Code of Conduct.

C. Accommodation

Where a student discloses their use of medication that could cause them to be impaired during school hours, or discloses an addiction or substance use disorder in accordance with this Policy, the School will work with that individual to determine what, if any, accommodation could reasonably be provided to that individual.

The provision of reasonable accommodation to persons with disabilities related to the use of medication that could cause them to be impaired, or to persons with an addiction or substance use disorder, requires cooperation and collaboration between the student requesting the accommodation and the School. Students requesting accommodation have a duty to facilitate a reasonable accommodation offered by the School.

FREQUENTLY USED CONTACT INFORMATION

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|---|--|
| School Website: | www.diamondschool.ca |
| School Office: | 604 576-1146 info@diamondschool.ca |
| Fax Number: | 604 576-9746 |
| Boundary Health Unit: (Public Health Nurse) | 604 575-5100 |
| Neat Uniforms: | 604 205-7560 1-888-909-6328 www.neatuniforms.ca |

