

DIAMOND & RELEVANT SCHOOLS



PARENT and STUDENT HANDBOOK

Welcome to Our School

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TABLE of CONTENTS

MESSAGE FROM THE PRINCIPALS		Page 2
VISION / MISSION		Page 3
OUR EDUCATIONAL PHILOSOPHY		Page 4
ABOUT OUR SCHOOL /HOME & SCHOOL/SCHOOL STRUCTURE		Page 5
DAILY SCHOOL SCHEDULE / OFFICE HOURS		Page 6
SCHOOL OPERATIONS AND PROCEDURES		Page 7-8
	Attendance	
	Carpooling	
	Field Trips	
	Lost and Found	
	Student Lockers	
	Student School Supplies	
	Special Lunches	
	Microwave Use	
	Visitors to School	
SCHOOL UNIFORM DRESS CODE		Page 9
SCHOOL PROGRAM	Fine Arts Programs	Page 10-12
	Applied Design & Skills Technologies	
	Physical & Health Education	
	High Expectations	
	Homework & Home Study Program	
	Home Reading Program	
	Expectations for Home Reading, Homework & Study Assignments	
	After School Homework Rooms	
	Supplemental Academic Programs	
	Reporting to Parents	
	Parent-Teacher Conferences	
SCHOOL RESPONSIBILITY & RULES OF CONDUCT		Page 13-14
	Social Atmosphere	
	Special Occasions	
	Responsibility	
	Rules of Conduct	
	Hand-held Mobile Device Policy	
DISCIPLINE	Discipline Policy	Page 15-16
	Anti-Bullying Policy	
	Appeal Policy Procedure	
	Personal Information Privacy Policy	
STUDENT SAFETY	Fire Drills	Page 17-18
	Earthquake Preparedness	
	Lockdown Drills	
	Health & Illness – School Health Policy	
	Accident & Illness	
	Booster Seats for Primary Students	
	School Cancellation Due to Weather	
	Skateboards, Hover Boards & Bicycles	
	Traffic & Parking Lot Safety	
PARENTS	Newsletters & Notices	Page 19-20
	Parent & School Communication	
	Problem solving	
	Parents & Homework	
	Parent Involvement in School	
SCHOOL MAP		Page 21
IMPORTANT CONTACT INFORMATION		Page 22

MESSAGE FROM THE PRINCIPALS

We welcome you to our schools! This handbook is intended to be 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 and parents, we are bound by a common goal – to provide our children with the best education possible. We can meet this challenge by working together in an atmosphere of mutual understanding and support. Our staff strives to establish and maintain effective communication between the home and school.

It is very important to us to have a close working relationship with the parents. The feedback we receive from you helps us to work more effectively with your sons and daughters, and we are always open to meeting with parents at any time. If you have any questions, concerns, or ideas that you would like to discuss, please do not hesitate to call the school. We look forward to an exciting year together!

Sincerely,

Principal Jeanne Zimmerman, Elementary

Principal Margot Tyndall, High School

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.

A person who has learned how to learn

A person who cares about other people

A person who feels deeply and acts wisely

A person who communicates well with everyone

A person who can get whatever information s/he needs

A person who seeks cooperation in the solution of problems

A person who can play, laugh, dream, love, dissent, reach upward and be her/himself

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 mission is to collaboratively provide the children and youth of the nation 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.

OUR EDUCATIONAL PHILOSOPHY

Our schools are 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.

These are the **values** at the core of our philosophy:

- Knowledge should be shared, questions and curiosity encouraged, and imagination celebrated.
- Collaborating with others creates endless opportunities for change and drives success, as more can be achieved together than any one person can achieve alone.
- Students should feel personally in control of their learning situation. Students motivated to be actively involved in their learning process are more likely to learn successfully.
- Building students' ability and willingness to try is paramount to lifelong success.
- Education is a community responsibility and takes collective action between school, home, and community.
- Students must learn to effectively and cooperatively solve problems and resolve disputes.
- It is paramount to instill in our students a sense of compassion, consideration, and responsibility to others and their environment.
- Fine arts programs encourage students to explore their creativity and identity and become well rounded individuals.
- Our school is committed to ensuring that all students are safe, accepted, and respected.



ABOUT OUR SCHOOL

Learning requires a balance between skills-based activities and application of those skills through student-led projects. 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.

All class sizes are small, allowing for a community of highly motivated and skilled practitioners to challenge and engage each child. Our school provides a safe and healthy atmosphere that promotes the social and emotional development of all children, regardless of background or status. The school environment is one of acceptance and respect, enabling the building of positive self-esteem in all students. Our Fine Arts program helps to further social development and encourages students to explore their creativity, identity and to become well-rounded individuals.

The five acres of land surrounding the schools include two outdoor classrooms, a series of trails throughout a forested area, a playing field, playground equipment, and an outdoor hockey/basketball arena. Students therefore have ample opportunity to be immersed in learning outdoors. In addition, the comfortable buildings in which the schools function allow for flexible programming. The schools' technology allows students to go far beyond the four walls of the classroom to almost anywhere in the world through audio-visual equipment, iPads, and computers throughout the schools that are networked and connected to the internet.

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 development of all students. The school seeks out the special strengths in every child, and all students know that they are valued for their unique contributions. All students are given the chance to become leaders in some way, at some time, in concert with others.

HOME & SCHOOL

Parental support and inclusion is a big part of our school, and we encourage parents to be fully invested in supporting their child's education, both academically and socially. It is the role of the school to support parents in their efforts to guide and prepare their children for adulthood. Parents usually know their children's character, their strengths and weaknesses, their hopes and fears, and we encourage parents to work closely with the school to ensure their children are fully supported both at home and at school.

SCHOOL STRUCTURE

We have a Board of Directors that is the overall governing body of our schools, and an Administrative team that is responsible for the operations of the schools. The schools have four modules: Kindergarten to Grade Three, Grades Four to Six, Grades Seven to Nine, and Grades Ten to Twelve. Teachers in each module meet regularly to discuss the day-to-day running of the module, and all staff members undertake key leadership roles within the schools.

DAILY SCHOOL SCHEDULE

Office Hours: Monday to Friday 8:30 am to 4:30 pm

Elementary		High School	
Sharing Time	8:55	Homeroom	8:55
Period 1	9:05	Period 1	9:05
Period 2	9:50	Period 2	9:50
Recess	10:40 – 10:55	Break	10:40 – 10:55
Period 3	10:55	Period 3	10:55
Lunch	11:45 – 12:30	Period 4	11:45
Period 4	12:30	Lunch	12:30 – 1:15
Period 5	1:15	Period 5	1:15
Period 6	2:05	Period 6	2:05
Homeroom	2:55 – 3:00	Homeroom	2:55 – 3:00

SCHOOL OPERATIONS AND PROCEDURES

ATTENDANCE

If your child is to be absent, please phone the school before 8:55 a.m. unless you have already spoken to the child's teacher.

Leaving Early

Students leaving school before the end of the school day for any reason should inform the homeroom teacher or someone at the office before leaving the school grounds.

Early Arrivals

Doors open at 8:15 a.m. except for pre-arranged activities. *Please note that there is not anyone available for student supervision until 8:15 a.m.*

Late Arrivals

Students who arrive late for school must check in at the office before going to class. For attendance purposes, please note that students arriving after the bell will be marked late, and the late will be noted on their progress report attendance.

Attendance Phoning

To help ensure the safe arrival of our students, the secretary will phone you at your home or business if your son/daughter does not arrive at school. If you cannot be reached, the secretary will call the emergency numbers you have provided. ***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 your son/daughter 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.
- 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, s/he 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.

CARPOOLING

A list of parents interested in carpooling is posted on the bulletin board at the front entrance of the elementary and high school buildings. Parents can drop by or phone the school to add their name to this list.

FIELD TRIPS

Our school incorporates frequent field trips into our educational program. The teachers like to make use of resources available in the community to extend classroom learning. Activities before and after a field trip are planned to ensure the greatest benefit from the excursion. Parents are often welcome and needed to drive students. 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 home. Questions about class field trips should be directed to the homeroom teacher.

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. Unclaimed items are donated to charity at the end of June.

STUDENT LOCKERS



Hall lockers are assigned to students in Grades One through Twelve. Kindergarten students use cubbies in the classroom. Students may bring their own locks for the lockers and are asked not to share their locker combinations. Students should use combination locks, not key locks. Lockers are to be kept neat and clean, and locker "clean-outs" are scheduled on a regular basis by the homeroom teachers. The school is not responsible for missing items.

STUDENT SCHOOL SUPPLIES

The elementary school purchase school supplies for students in Kindergarten to Grade Three. A fee for these supplies is collected at the beginning of each school year. Students in Grade Four to Twelve purchase their own school supplies, and supply lists are sent home in June for the following 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.

MICROWAVE USE



Kindergarten to Grade Three students **do not** have access to a microwave to heat up food items at lunchtime, as we have found them to be too young to do so. Please note that classroom teachers are busy at lunch and unable to heat up items for students.

Grades Four to Twelve students do have access to a microwave at lunch breaks. They should not, however, bring items requiring lengthy microwave time as many students like to take advantage of this convenience. **No popcorn permitted!**

VISITORS TO SCHOOL



All guests are requested to check in at the school office upon entering either of the school buildings. Students who wish to have a guest visit the school must receive permission from the principal or the school administration before arriving on the school property. Friends of students may only visit the school with the permission of the principal.

UNIFORM DRESS CODE

Students must be in uniform dress code while at school. 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. **Please note that 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** (an option for Grade 7 – 12 students only.)
- c. ****Black 100% Cotton Sweatshirts** (An option for Grades 7 - 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 ash grey 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.)*

Dance Shoes – All students from Kindergarten to Grade Three will need dance shoes to be kept at school. Students in Grades Four to Twelve who take Dance or Dance/Fitness classes will also require dance shoes. Students may not participate in Dance classes with running shoes, bare feet, or socks.

SCHOOL PROGRAM

CURRICULUM: Our school program is based on the new, updated curriculum from the British Columbia Ministry of Education and leads to a variety of post-secondary educational opportunities. Class sizes are small, and there is ample time in the schedule for students to receive individualized instruction and assistance.

Our schools provide a creative, positive, and safe environment that combines academically sophisticated course work taught by specialists, a broad range of cultural courses and experiences, along with recreational activities that can be pursued long after formal schooling is complete. The curriculum is geared to create positive learning experiences which meet the needs of each student.

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 her/himself. 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 PROGRAMS:

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 Dancercise classes are an elective option for all students in Grades 4 and up.

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 3 participate in regular Music classes where they focus on singing, rhythm, basic musical notation and performance etiquette. In Grades 4 to 6 and Grades 7 to 9 modules, students select one of Band, beginner or intermediate, Choral Music, or General Music as part of their fine arts program. In the graduation program grades, Music courses continue as an elective option for the students.

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.

General Music students explore a variety of instruments, musical genres, and composition methods.

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 TECHNOLOGY: The new Applied Design and Skills Technology 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.

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 schools have faith in their personal resourcefulness and ability to forge ahead and succeed.

HOMEWORK & HOME STUDY PROGRAM

All elementary school students have a Homework & Home Reading Record Book, which they take home daily. For intermediate students, this book includes a day planner section for reminders and to ensure that they are clear about what work they are supposed to complete.

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 develop and enhance basic skills. It is expected that students will complete all assignments neatly, on their own, and with their best effort. Assignments should be submitted on time. Students in the intermediate and high school grades must make up missed homework assignments due to absence. *Unless the teacher indicates otherwise, homework and home reading assignments are due the next school day.*

HOME READING PROGRAM

Students in Kindergarten through Grade Six also participate in a Home Reading Program. The aim of this program is to develop and enhance reading skills, as well as to foster 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.

Please check with the classroom teacher if you are not sure if the reading level of a book is suitable for your son/daughter. Students in Grades Four to Six 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. 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.

EXPECTATIONS FOR HOME READING, HOMEWORK & STUDY ASSIGNMENTS



Students in all grades can generally expect to receive homework every day.

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.

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.

AFTER SCHOOL HOMEWORK ROOMS

There are classrooms set aside every day after school for each of the Grades 4 to 6, Grades 7 to 9, and Grade 10 to 12 modules 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.

SUPPLEMENTAL ACADEMIC WORK

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

REPORTING TO PARENTS



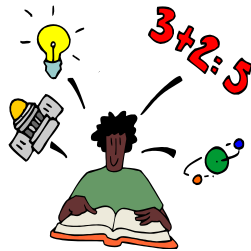
Formal student progress reports are issued three times a year at the end of each term, in December, April, and June. These reports detail student progress in relation to the curriculum and core competencies. Also included is an attendance report and an evaluation of student social development and work habits.

Any student who does not pass a required core subject will be required to repeat that subject in summer school or be tutored by a tutor with a B.C. Teaching Certificate. Students who do not pass core subjects at the end of June or in summer school may not be able to be programmed into these subjects at our school for the following year, which may impact their re-registration for the following school year.

PARENT-TEACHER CONFERENCES



Parent-teacher conferences are scheduled at the end of Term One and again at the end of Term Two, in conjunction with the first and second term progress reports. However, teachers contact parents throughout the year about any school subjects, work habits, behaviour, and/or attendance concerns. We have an open door policy at our schools, and parents should feel free to contact the school at any time with questions or concerns about the progress of their son or daughter. Close contact between school and home will facilitate student curricular progress.



SOCIAL RESPONSIBILITY & RULES OF CONDUCT

SOCIAL ATMOSPHERE

At our school we consider the way we treat each other to be of primary importance. Our society too often reduces the meaning of education to a one-dimensional academic context. We feel that the development of a social conscience in our students is of paramount 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, 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 your son or daughter’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 party. 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.

RULES OF CONDUCT

Our goal with respect to student conduct is that our students will develop the inner control necessary to promote cooperative, positive, and independent behaviour. Students are expected to use common sense and treat others with respect, courtesy, and consideration. Our school rules are simple and reinforced throughout the year.

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

- **School Boundaries** – Students must stay within the school boundaries during school hours.
- **Uniform Dress Code** – Students must always be in uniform dress code, except when specified for field trips or special events.
- **Lockers** - No stickers
 - Combination locks, not keyed locks.
- **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.

HAND-HELD MOBILE DEVICE POLICY

We wish to maintain a positive learning environment without disruptions due to electronic devices on the school property and have established the following policy regarding the use of electronic hand-held mobile devices in our schools:

1. Personal electronic devices (e.g. cell phones, digital cameras, personal music players, tablets, games, etc.) are not needed at school, and students are encouraged to leave these devices at home. Students who choose to bring these items to school are responsible for their safekeeping and must keep all personal electronic devices in a secured area or locker.
2. 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.
3. Personal electronic devices are not to be turned on during instructional time. Students should not be making or receiving calls and/or text messages during instructional time.
4. It is recognized that most students use personal electronic devices responsibly. However, to avoid distractions in class, theft, or harassment, the use of these devices which interferes with a positive learning environment will not be permitted and will be subject to disciplinary action.
5. Capturing unsolicited images, audio, or video recording and posting such items on the Internet without permission is not permitted. Students who record images, video, or audio in school and post these on the Internet will be subject to disciplinary measures.

DISCIPLINE POLICY

Every student is required to behave respectfully and courteously towards others while at school, as well as when coming to school and going home. 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, such as:

- 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
- e. Eating

OUTSIDE CLASS: Students who are behaving inappropriately at break times will be asked to see the principal and/or an administrator 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 can be:

- 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 below)

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 school administration 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 Administrative Committee and a representative of the Board of Directors. During the consultation period, which will be made within 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. Written notification will be given to the parents or guardians within 24 hours.

ANTI-BULLYING POLICY

Bullying will not be tolerated at any level within our school. Students and parents are asked to report all incidents of bullying to either the Principal or a school administrator. If a bullying incident occurs,

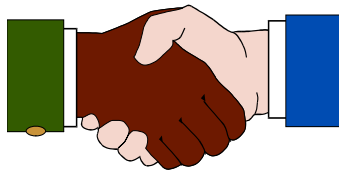
the perpetrator(s) and the parents of the perpetrator(s) will meet with the Principal or a school administrator, and a letter pertaining to the incident will be forwarded to the parents and placed in the student's file. If a second incident occurs, the perpetrator(s) and the parents of the perpetrator(s) are required to come to the school and are advised that if a further bullying incident occurs, the student may be suspended or asked to leave the school. A second letter is placed in the student's file. Upon a third incidence of bullying, the student is expelled from the school, and the Appeal Policy procedure can be followed. In cases of extreme bullying the student may be expelled immediately, and the parents may elect to follow our *Appeal Policy* procedure.

APPEAL POLICY PROCEDURE

If parents/guardians wish to appeal a decision concerning their child, or address a concern about any issue regarding the operation of our schools, the issue should first be addressed with an appropriate school administrator. If a satisfactory conclusion is not reached, the issue should be addressed in writing to the Board of Directors. Expulsion may be appealed first through the school administrator, and then through the Board.

PERSONAL INFORMATION PRIVACY POLICY

The school is committed to meeting the privacy standards established by British Columbia's *Personal Information Protection Act* (PIPA.) The Society's policy is available for review in the elementary and high school offices.



STUDENT SAFETY

FIRE DRILLS



The school conducts fire drills six times throughout the year. Procedures are posted in each classroom and explained by each teacher. Students are instructed to walk in a calm, quick manner to a spot designated by the teacher a safe distance from the building where they are to remain with their class until recalled.

EARTHQUAKE PREPAREDNESS



The school conducts three earthquake drills each year to prepare students for an earthquake. The school has an emergency evacuation plan and basic earthquake supplies located in a safe container at the back of the high school building.

LOCKDOWN DRILLS

The school practices lockdown procedures twice a year to ensure that everyone knows what to do in order to stay safe should a lockdown be announced.

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.

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.

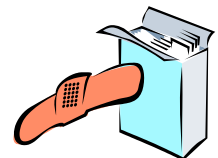
The public health nurse has requested that all parents notify the school if their son/daughter is exposed to or diagnosed with chicken pox, mumps or measles.

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.

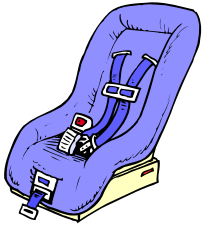
Again, it is important that parents notify the school of any change in telephone numbers or emergency contacts.



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*

BOOSTER SEATS FOR PRIMARY STUDENTS



Drivers of vehicles in British Columbia are required to have booster seats for all children over 40 lbs. and under the age of nine, unless they have reached the height of 145 cm (4'9") tall. Therefore, we require that all students in Kindergarten through Grade Four have booster seats for our field trips unless they are 145 cm tall or more. Parents must fill out the booster seat section on all field trip permission forms to ensure that each student has a booster seat for any field trips that have parent drivers.

SCHOOL CANCELLATION DUE TO WEATHER



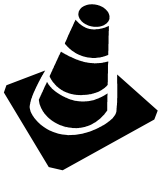
It is the policy of the school to keep school in session during all planned calendar days. In the event that inclement weather forces schedule changes or closing of the schools, parents will be notified as soon as possible and a message will be placed on the school phone and website.

SKATEBOARDS, HOVER BOARDS & BICYCLES



Skateboards and hover boards are not allowed to be used on the school grounds. Bicycles must always be walked on the school grounds. There is a bike rack located in front of the high school building.

TRAFFIC & PARKING LOT SAFETY



In order to ensure the safety of everyone in our school community, we expect traffic safety to be a top priority for all parents, staff, and student drivers who use the schools' parking lot. Consistent observation of the following rules and guidelines when dropping off and picking up students will help to keep the parking areas and roadways near the schools safe.

- ❖ Do not make a left turn onto or off of Highway #10.
- ❖ Keep traffic moving in the parking lot. 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.
- ❖ 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**.

PARENTS

NEWSLETTERS & NOTICES

School newsletters are published regularly throughout the school year. Monthly calendars are also sent home in the elementary school grades. These newsletters are a valuable way for parents to keep informed of what is happening in and around the school. Please take a few minutes to carefully read all school newsletters and notices.

PARENT & SCHOOL COMMUNICATION

Good communication between home and school is vital to a student's education. Our teachers will phone you or ask to meet with you whenever they have a concern or recommendation regarding your son or daughter. You are encouraged to do the same. Please remember that you are always welcome at our school. We want to work with you to give your child the best education possible.

PROBLEM SOLVING

When students come home bothered about something at school, parents 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 him/her to talk about the problem. If this does not work, go with your son or daughter to see a teacher, administrator and/or principal and lend support while your child explains the situation.

Some important tips for effective 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.

PARENTS & 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.
- 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, administrator 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.

PARENT INVOLVEMENT IN SCHOOL

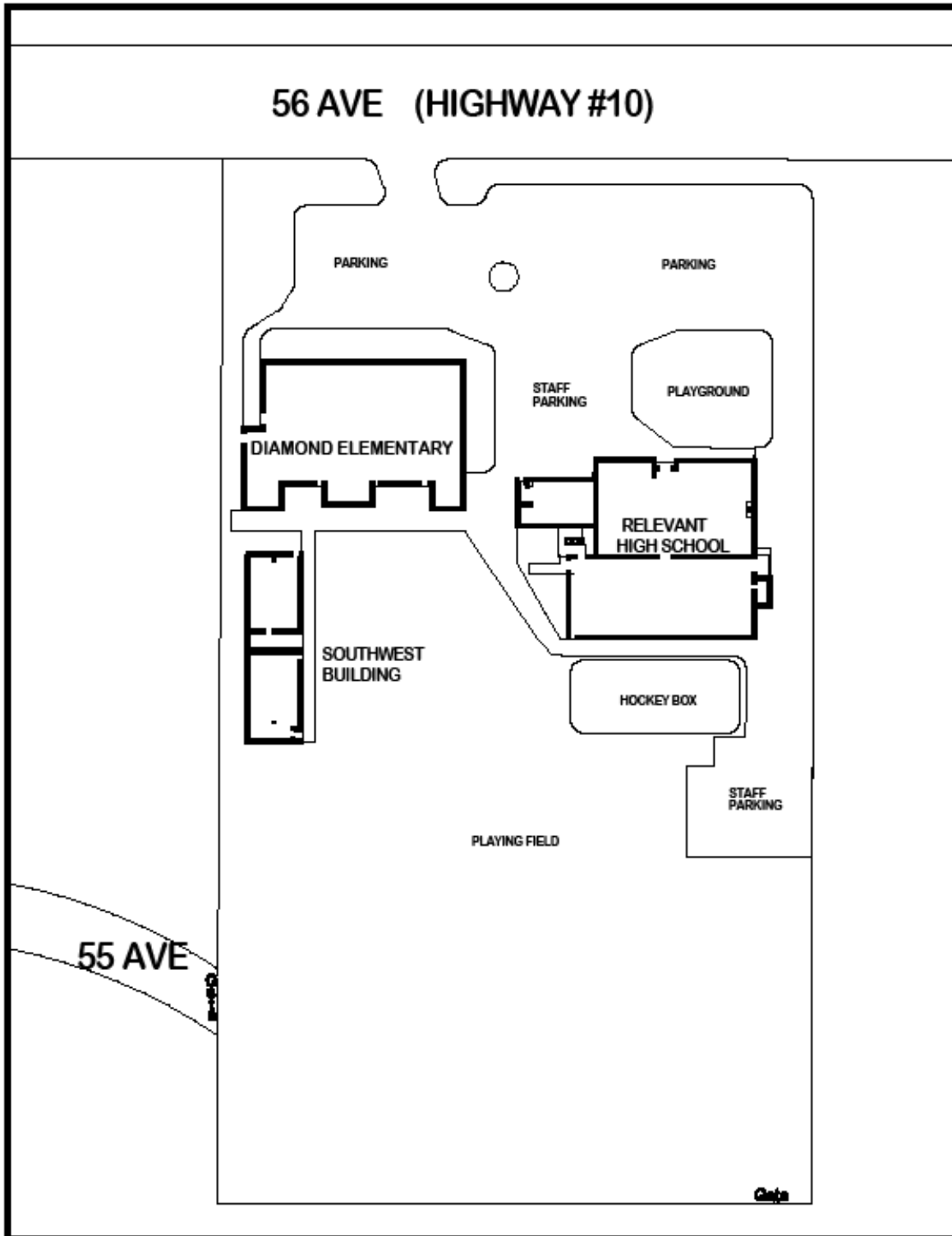
A high level of home-school interaction is important to the success of our students and our school. Parent involvement can take many forms. Here are some of the ways in which you can help:

- 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 there are 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!



SCHOOL MAP



FREQUENTLY USED CONTACT INFORMATION

School Website: <https://diamondelementary.ca>
<https://relevanthighschool.ca>

Diamond Elementary School: 604 576-1146

Relevant High School: 604 574-4736

Diamond and Relevant 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

