

DIAMOND ELEMENTARY SCHOOL

PARENT & STUDENT HANDBOOK



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A VISION

Our youth must be given the tools to enable them to see that there are no limits to their development. Diamond and Relevant Schools provide social, cultural, and academic skills, plus an understanding of the democratic process that is the foundation of our nation. When a student feels that s/he is part of a whole, that no one is alone, barriers are dismantled and every student can shine.

A person who has learned how to learn

A person who cares about other people

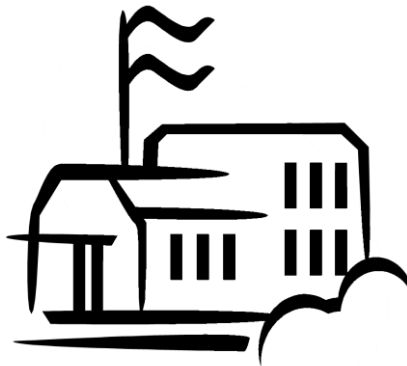
A person who feels deeply and acts wisely

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



Welcome to Diamond Elementary School

18620 Highway #10
Surrey, British Columbia
V3S 1G1

School Website: www.diamondelementary.ca

Principal's Message:

The staff and I welcome you to Diamond Elementary School. This handbook is intended to be an easy reference to information about the schools and their procedures. It is supplemented during the year by newsletters and notices to keep you up to date on programs, events and other important news.

As parents and staff, 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. The staff strives to establish effective communication between the home and school. We hope this handbook will answer many of your questions, and we encourage you to consult it often.

It is 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,

Douglas O. Smith

MISSION STATEMENT

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!

A community of teachers committed to quality education offers Kindergarten to Grade Twelve. The curriculum is based on that of the British Columbia Ministry of Education and leads to university entrance. Class sizes are small and there is ample time in the schedule for students to receive individual instruction and assistance. After school tutoring for any student experiencing difficulty, or for those students wishing to excel, is made available by the school.

The main purpose of our schools is to develop in the students an ability to meet the constantly increasing demands made on them by the scientific and technological revolution, combined with the social pressures to which they are constantly exposed. The schools' philosophy is sound, and the methodology is advanced, which helps us to achieve these goals.

Our school methodology, together with some individualized programs and our small class sizes, have led to outstanding results in Foundation Skills Assessments. It is important that our students fully meet or exceed provincial standards; however, our schools generally do not subscribe to subjective methods of grading and categorizing students.

Our schools provide a safe, healthy, supportive and challenging environment to promote development of all students. The schools seek 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.

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 and Internet connected computers that are networked throughout the school.

The comfortable buildings in which the schools' modules function allow for flexible programming. Our five-acre school grounds consist of trees, a playing field, playground equipment and a hockey/basketball cushion.

Diamond and Relevant Schools are proud to be able to offer a place in the schools for all, regardless of income.

OUR EDUCATIONAL PHILOSOPHY

The following are the educational principles that have provided a base for the structure and methodology of the school:

1. Genetic makeup alone does not determine the level of function the child will ultimately obtain. Environmental factors are the main ones that determine school success and/or failure.
2. A cooperative environment is conducive to the development of society and the individual, for the intellectual and emotional growth of both. In view of the advances in the sciences, in technology and all areas of human endeavor, there is an ever greater demand for cooperation in the solution of problems. The individual is rarely in a position to solve today's complex problems alone.
3. Youths acquire the capacity to cope with difficult situations when they have been given the opportunity to take on consequential responsibilities in relation to others and are held accountable for them. Students should be involved in making real decisions, to be part of the democratic process in a meaningful way.
4. Students should have a sense of personal control over the learning situation, the freedom to discover, to evaluate, to think and decide. If students are motivated to get actively involved in the learning process, that active involvement will be a major factor in successful learning.
5. The all-round development of the students academically, culturally, spiritually and aesthetically, is the school's function, not just preoccupation with subject matter.
6. Instilling in students a sense of compassion, consideration, and concern for others is of paramount importance. All students need to feel a sense of worth and a responsibility towards each other and to their school.

ABOUT HOME AND SCHOOL

It is the role of the school to support the parents in their efforts to guide and prepare their sons/daughters 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 counteract any negative influences affecting their children. The school places a great deal of emphasis on social behavior and is often able to offer assistance to counteract negative social influences outside of the home and school.

ADMINISTRATION AND STAFF

Relevant Schools' Society has a Board of Directors that is the overall governing body of our schools. There are two schools: Diamond Elementary (Kindergarten to Grade Seven) and Relevant High School (Grades Eight to Twelve.) An Administrative Committee is responsible for coordinating the two schools and consists of the principal and the administrative coordinators for each of the schools. Each staff group meets weekly to discuss the day-to-day running of the school, and all staff members are fully involved in decision making and undertake key leadership roles in the schools.

The secretary for the elementary school is Sue Ward. Laura-Lynn Beeching is the secretary for the high school.

SCHOOL OPERATIONS AND PROCEDURES



OFFICE HOURS

8:30 a.m. – 4:00 p.m. Monday to Friday.

DAILY SCHOOL SCHEDULE

Kindergarten

Monday, Tuesday, Wednesday & Thursday 8:55 – 3:00 (Full Days)

Elementary School

High School

Sharing Time	8:55	Period 1	8:55
Period 1	9:05	Period 2	9:50
Period 2	9:52	Break	10:40 – 10:55
Recess	10:40 – 10:55	Period 3	10:55
Period 3	10:55	Period 4	11:45
Lunch	11:45 – 12:30	Lunch	12:30 – 1:15
Period 4	12:30	Period 5	1:15
Period 5	1:17	Period 6	2:05
Period 6	2:05	Homeroom	2:55 – 3:00
Homeroom	2:55 – 3:00		

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. *While the school is opened at 8:00 a.m., please note that there is not anyone available for 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 are marked late, and the late is recorded on their progress report attendance.

Family Vacations – Extended family vacations during the school year are discouraged. Students who have an extended absence from school during the school year lose important instructional time and should understand the following:

- i) The responsibility for successfully catching up from an extended absence must be assumed by the student. Teachers cannot be expected to make up and hand out assignments to students in advance of a planned vacation, as courses can change direction in order to meet the needs of the students.
- 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, but they are still required to make up all possible missed class assignments.
- iv) The Ministry of Education states that in order 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. We cannot guarantee that a student who has missed a significant amount of instructional time will master all the year's course requirements. An extended vacation for a student may result in an incomplete grade and/or require summer school.

Attendance Phoning Program - To help ensure the safe arrival of our students, the secretary will phone you at your home or business in the event that your son/daughter does not arrive at school, and we have not been previously notified. 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.***

CARPPOOLING

A list of parents interested in carpooling is posted on the bulletin board at the front entrance of the elementary building. 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 round out and 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. *To facilitate this, please make sure all belongings are labeled.* Unlabelled items are put in a "Lost and Found" bin located in each of the school offices. Unclaimed items are donated to charity at the end of June.



STUDENT LOCKERS

Hall lockers are assigned to students in Grades Two through Seven. Kindergarten and Grade One students use cubbies in the classroom. Students provide their own locks 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 teachers 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 Seven 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 in the elementary school, the Parent Fund Raising Committee offers special lunches 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 money required, on or before the due date specified on the form.



MICROWAVE USE

Kindergarten to Grade Three students *do not* have access to the microwave in the staff kitchen to heat up food items at lunchtime, as we have found them to be too young to do so. Also, the classroom teachers are busy at lunch and unable to heat up items for students.

The Grade Four to Seven students do have use of 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. Lunch items requiring less than two minutes time proceed first. *No popcorn permitted!*



VENDING MACHINES

There are vending machines located in the hallway entrance to the high school building. These machines are for use outside of class time by high school students. See School Rules of Conduct for vending machine use by Grade Five to Seven students. Kindergarten to Grade Four students are not permitted to use these machines during school hours except by parental request in extenuating circumstances.



VISITORS TO SCHOOL

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

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 and footwear 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.
- * Footwear must be appropriate for school. Acceptable footwear includes shoes, runners or sandals with back straps. *(Flip-flops are not acceptable.)* All shoes must be in good condition and are limited to plain, neutral colours.
- * 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. e.g. extreme makeup, non natural coloured hair.

SCHOOL CLOTHING - Must be ordered through Kiran Uniforms:

Diamond Royal Blue Tartan Jumpers & Kilts

Black Capri Pants

Box Pleat Black Skirts (An option for Grades 7 - 12 students only.)

****Black 100% Cotton Sweatshirts** (An option for Grades 7 - 12 students only.)

****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 either through Kiran 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, jogging or spandex pants are not acceptable. All shirt/blouses must have a collar and sleeveless tops are not acceptable.

Black Dress Pants

Black Walking Shorts (An option in warm weather.)

White Tops Short or long-sleeved shirt/blouse, turtleneck or polo shirt.

GYM STRIP - Must be ordered through Kiran Uniforms:

Students are required to wear school gym strip for all Physical Education and Dance classes. Gym strip may not be worn at school for any classes other than Physical Education or Dance. All school gym strip is ash grey 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 Four will need to have dance shoes at school. Students in grades five to seven who have elected to attend Dance classes will also need dance shoes. Students may not participate in Dance classes with running shoes, bare feet, or socks.

SCHOOL PROGRAM

We recognize that for a student to achieve his/her full academic potential, it is crucial that both home and school work closely together. We are fortunate to have parents who are willing to make this kind of commitment, especially with the busy timetables of most people today.

CURRICULUM

The curriculum is based on that of the British Columbia Ministry of Education and leads to university entrance. Class sizes are small, and there is ample time in the schedule for students to receive individualized instruction and assistance. The curriculum is concerned with the learning experience of the pupil. It asks the teacher to select, organize and guide learning experiences which meet the needs of the student.

The needs of the student simply stated:

Each and everyone 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 her/his own way.

FINE ARTS AND PHYSICAL EDUCATION PROGRAMS

It is axiomatic that a healthy mind and a healthy body serve to complement one another.

Diamond Elementary School provides a creative environment that combines academically sophisticated course work taught by specialists in their field, a broad range of cultural courses and experiences, and recreational activities that can be pursued long after formal schooling is complete.

Physical Education: As well as the regular physical education activities, the students enjoy many recreational activities such as ice skating, golfing, bowling, kayaking, indoor rock climbing, etc. A wide range of intramural sports also takes place throughout the school year.

Dance is an integral part of our school program. Dance classes are a mandatory part of our Kindergarten to Grade Four Physical Education program and an elective option for all students in Grades Five to Seven.

Drama: The overall goal of our Drama program is to give the 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. Students take part in two productions during the school year.

Music at our school provides rewarding, enjoyable experiences for everyone. All students in the elementary school grades participate in music classes where they focus on learning how to read musical notation and performance etiquette. In grades five to seven, students select to take Band, beginners or intermediate level, or Choral Music. In Choral Music students explore a variety of choral selections from classical to ethnic to pop music. In Band classes students learn the basics of sound production of their chosen instrument. All students perform in our school-wide productions.

Visual Arts: Along with the basic fundamentals involved in the Visual Arts, a variety of skills are introduced, such as still life, landscape, portrait and figure drawing. Students also explore a variety of areas in commercial design, such as advertising, posters and other printed materials.

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 – Elegiac Verse*

Teachers at Diamond and Relevant Schools have high expectations of every student enrolled. The message to the students is that teachers at the school have enough faith in their students' personal resources to be able to forge ahead and succeed. The "self-fulfilling prophecy" comes into play here; the essence of the concept is that one person's prediction of another person's behavior somehow comes to be realized.

HOMEWORK & HOME STUDY PROGRAM

All elementary school students have a Homework & Home Reading Record Book, which they take home on a daily basis. 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. Parents should check this book each day to see what is assigned.

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. *Unless the teacher indicates otherwise, homework and home reading assignments are due the next school day.* Students in the intermediate grades must make up missed homework assignments due to absence.

HOME READING PROGRAM

Students in Kindergarten through Grade Seven also have 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. Students may choose a book from school, or they may prefer to read a book from 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 with a school reading book at home may not receive subsequent reading books until the originally issued book is returned.)* Please ensure that the student reads on assigned home reading days. Once the reading has been done, parents should sign or initial the record book.

ACADEMIC ADVANCEMENT & ASSISTANCE

Classroom teachers are available after school to answer questions regarding homework assignments and offer additional assistance with academic assignments.

After School Homework Rooms – There are two classrooms set aside after school each day for the intermediate grade students where there is a teacher available to assist students with their academic work. Students may choose to stay and work on homework, projects, etc. until 4:00 p.m.

Supplemental Academic Programs - Many of our students undertake to do extra academic work in order to augment and advance their skills in different areas. Support and encouragement from the parents in this regard has been overwhelmingly positive. We have developed supplemental programs for students who need extra practice in reading, writing, handwriting and/or math facts. Students work on these programs at home with their parents, and their progress is monitored.

A TIMELINE GUIDE FOR HOMEWORK, READING AND STUDY ASSIGNMENTS

The following is intended as a general guideline for how much time students should be spending at home on homework, reading, and study assignments. Please note that some days will require slightly more or less time than suggested, and on weekends students should expect to spend slightly more time on their homework. The time allocated for the Reading Program in the elementary school is a minimum amount only and as much reading as possible is encouraged.

Guideline For Elementary Classes:

Kindergarten	15 minutes Homework <u>and/or</u> 15 minutes Reading Program
Grade 1	30 minutes Total of Homework <u>and/or</u> Reading Program
Grade 2 & 3	20 minutes Homework <u>and/or</u> 20 minutes Reading Program
Grade 4	20-30 minutes Homework <u>and</u> 20-30 minutes Reading Program
Grade 5 & 6	40 minutes Homework <u>and</u> 30 minutes Reading Program or Study
Grades 7	45 minutes Homework <u>and</u> 30 minutes Reading Program or Study



REPORTING TO PARENTS

Formal progress reports are issued three times a year, in late Fall, in March and in June. These reports detail student progress in relation to the curriculum, and include attendance and an evaluation of student work habits.

In addition, an interim report to parents is issued for students in Grades Three to Seven midway through term one. This report summarizes your son or daughter's academic points (marks), as well as his/her participation points for the Fine Arts and Physical Education courses.



PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled twice a year, 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. Likewise, parents should feel free to contact the school at any time with any questions or concerns about the progress of their son or daughter. Close contact between the school and home will facilitate student curricular progress.



PROMOTION AND RE-REGISTRATION OF STUDENTS

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 in June or in summer school may not be able to be programmed into these subjects for the following year. This may require the students to transfer to another school.

SCHOOL CLIMATE

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 Diamond and Relevant Schools are involved in making real decisions. They 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 the school's structure, each participating with a hands-on approach to their own and their peers' development through school-wide committees. See "*Groups and Committees*" in the *Relevant High School Handbook for Students*. 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, independent and positive behaviour. Students are expected to use common sense and conduct themselves at all times with respect, courtesy, and consideration towards others. Our school rules are simple. They have often been generated by the students and are 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 be in uniform dress code at all times, except when specified for field trips or special events.
- Lockers - No stickers.
 - Combination locks, not key 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 - Do not eat in the playground area located in front of the high school.
- Computers – No food, drinks or gum around the computers.
- Science Lab – No food, drinks or gum permitted in the Science Lab.
- High School Language Lab – No food, drinks or gum in the high school Language Lab.
- High School Vending machines
 - Primary grade students may only use vending machines before and after school with parental permission.
 - Intermediate grade students may use the vending machines at specified times during the day.
- I-Pods and other MP3 players may not be worn on school property.
- Cell Phones may not be used during school hours.

SCHOOL BOUNDARIES

The woods at the back of the school and the parking lot are out of bounds. Also, students should not be in the high school building during lunchtime unless given permission by a teacher. The playground area in front of the high school building is out of bounds for students in Grades Six to Twelve during recess and lunchtime. The staff parking lot on the east side of the high school building is also out of bounds to students.

SOCIAL ATMOSPHERE

At our school we consider the way we treat each other as a primary issue. It is our first concern that all of us work in a kind, considerate, and compassionate environment. 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 key. 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, that every place in the school is a welcome one for all.

SPECIAL OCCASIONS

A happy social atmosphere in the class is important to us. We have small classes at our school, which make 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 year-end 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.



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 schools to be safe, friendly places 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 classes: Students receive warnings for inappropriate or disruptive behaviour in classes. They are asked to leave the class to see a school coordinator on warning three. 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 a school coordinator who will determine consequences for their behaviour.

Student Suspension and 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 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)

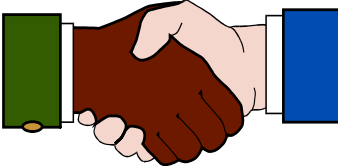
Suspension - A student may be suspended when his/her behaviour constitutes a serious infraction within the stated guidelines for student conduct. This suspension is decided upon by the principal and school coordinator after investigating the infraction. The length of the suspension must fit the severity of the infraction. A suspension of more than one day requires the agreement of the entire 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 schools. Students and parents are advised to report any incidence of bullying to either the school coordinator or the principal. If a non-extreme bullying incident occurs, the perpetrator(s) will meet with a school coordinator or principal, and a letter pertaining to the said incident will be forwarded to parents. If a second incident occurs, the perpetrator(s) parents will be asked into the school and advised that if any further bullying occurs the student will be asked to leave the school. Upon a third incidence of bullying, the said student will be expelled, and the appeal procedure can then be followed. In cases of extreme bullying the said student will be expelled and the appeal procedure can then be followed.

Appeal Procedure - If parents/guardians wish to appeal a decision concerning their son/daughter, or address a concern about any issue regarding the operation of our schools, it should first be addressed with the appropriate school coordinator. If a satisfactory conclusion is not reached, the matter should then be directed towards the Principal and/or Administrative Committee. If a resolution is still not forthcoming, the issue can then be taken to Relevant Schools' Society's Board of Directors, which has the final say in any school related matter. Expulsion from the school may be appealed first through the Administrative Committee, and then through the Board of Directors, which has the authority to make the final decision.

Personal Information Privacy Policy - Safeguarding personal information of parents and students is a fundamental concern of Relevant School's Society. The school is committed to meeting the privacy standards established by British Columbia's *Personal Information Protection Act* (PIPA.) This policy is available for review in both the elementary and high school offices.



STUDENT SAFETY

Fire Drills

Teachers regularly carry out fire drills 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

Teachers carry out earthquake drills each year to prepare students for an earthquake. An emergency evacuation plan has been prepared, and we have basic earthquake supplies located in a safe container at the back of the high school building.

Health Policy

Our school's health policy is as follows:

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.

Illness/Accident

Any student injured or ill at school will be given first aid. If in the staff's judgment the parent ought to be notified, you will be contacted. *Again, it is important that you notify the school of any change in your 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, then these steps will be taken:

- a) *Call 911 immediately.*
- b) *Provide first aid or other basic life support (when applicable assist the person with or administer their prescribed Epi-Pen or inhaler).*
- c) *Notify school nurse or principal's office.*
- d) *Principal or designate call parent/guardian.*

Booster Seats for Primary Students

Drivers of vehicles in British Columbia are required to have booster seats for all children 40 lbs. and over 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 meet specified requirements. 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.

Skateboards, Heelys & Bicycles

Skateboards and Heelys 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 Safety & Parking Lot

Traffic safety at our school is an important focus of staff and parents. 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 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.

- * To avoid cars backing up on to the highway, do not stop in the drive through lane in the parking lot, and remember to pull ahead as far as you can in the parking lot's drop off lane.
- * Do not leave an unattended vehicle in the pickup lane.

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 phones.

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 together with you to give your son or daughter the best education possible.

Problem Solving

When students come home bothered about something at school, parental reactions vary from advice to ignore the problem to offering to take care of the problem for them. 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 s/he 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 school coordinator and lend support while s/he 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 suggestions for developing good work habits are as follows:

- 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 or coordinator.

Research shows that parents are a key factor in a student's achievement in school. Since the teacher does not follow the students and the homework home, it is up to the parents to provide the support needed to complete homework appropriately. Homework can be a golden opportunity to positively involve parents in the education of their children. It provides a daily opportunity for parents to help their sons and daughters succeed at school.

Parent Fundraising Committee

Our Parent Fundraising Committee was formed in June of 1992 for the purpose of raising money for library and resource books, enrichment materials, special events, as well as sports, computer and other equipment/materials that the school needs. This committee meets regularly to discuss ideas for how to raise money to supplement our school program. All parents are welcome to join and put forward their ideas and suggestions. Most of the school year's fundraising activities are decided by this committee in the fall, and allocation of the proceeds raised is determined by the school's Administrative Committee.

Generally, major fund-raising projects are preferred, rather than a lot of smaller fundraising activities. This is because we do not wish parents to feel that they are constantly being asked for money, and also we feel that the money raised through a fundraising activity should be worth the effort involved to raise it. However, we do pursue smaller fundraising activities when there is an educational value for the students - such as Scholastic Books - or if it provides a service for the school and its students - such as special lunches.

If you are interested in participating in this committee, please contact the school office. We welcome your support and look forward to a successful fundraising year!

Parent Involvement in School

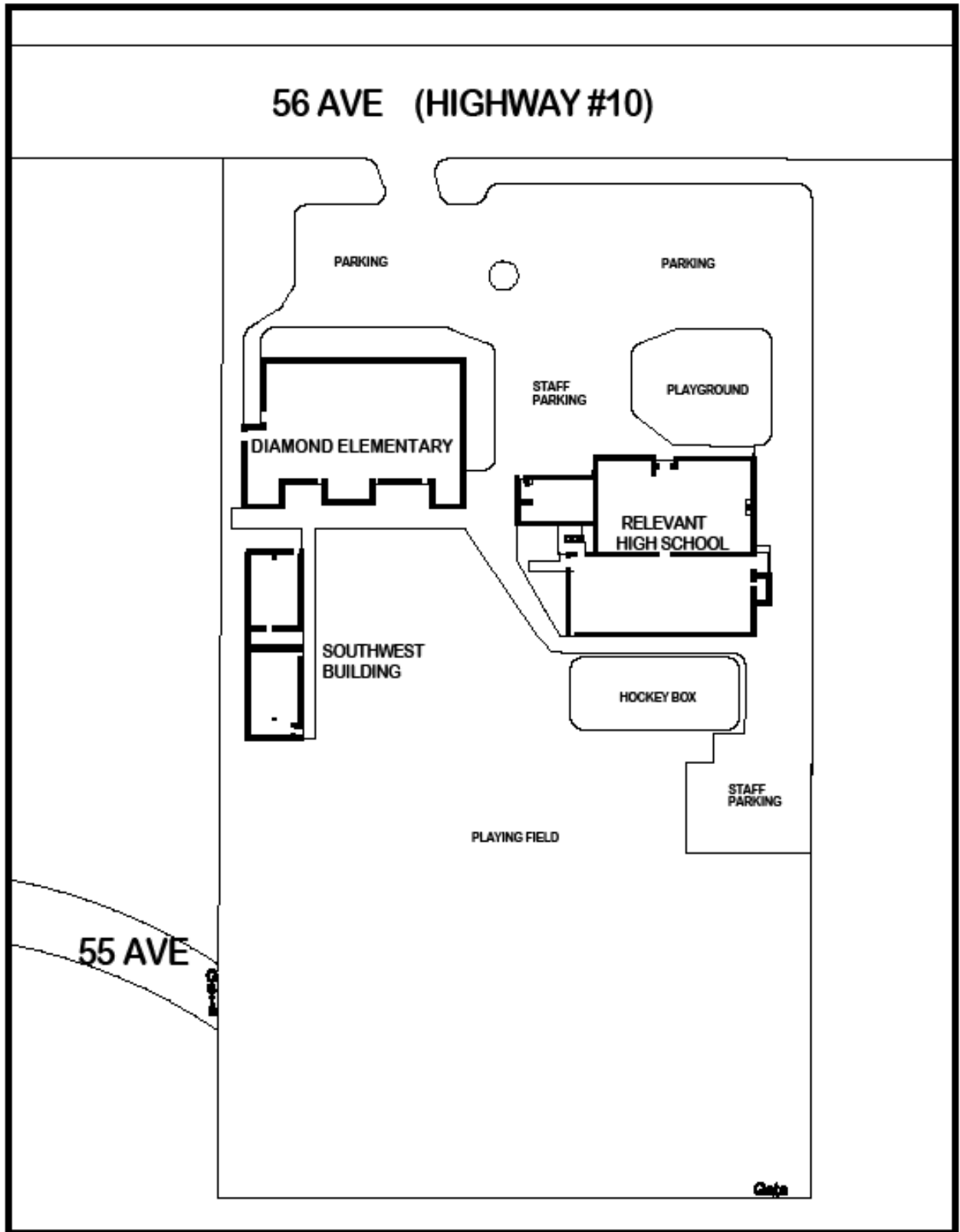
A high level of home-school interaction is important to the success of our students and our school. Parent involvement can take many forms. Here are some of the ways in which you can help:

- 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.
- Volunteer to work at school or at home to help with school activities.
- Join the Parent Fundraising Committee.

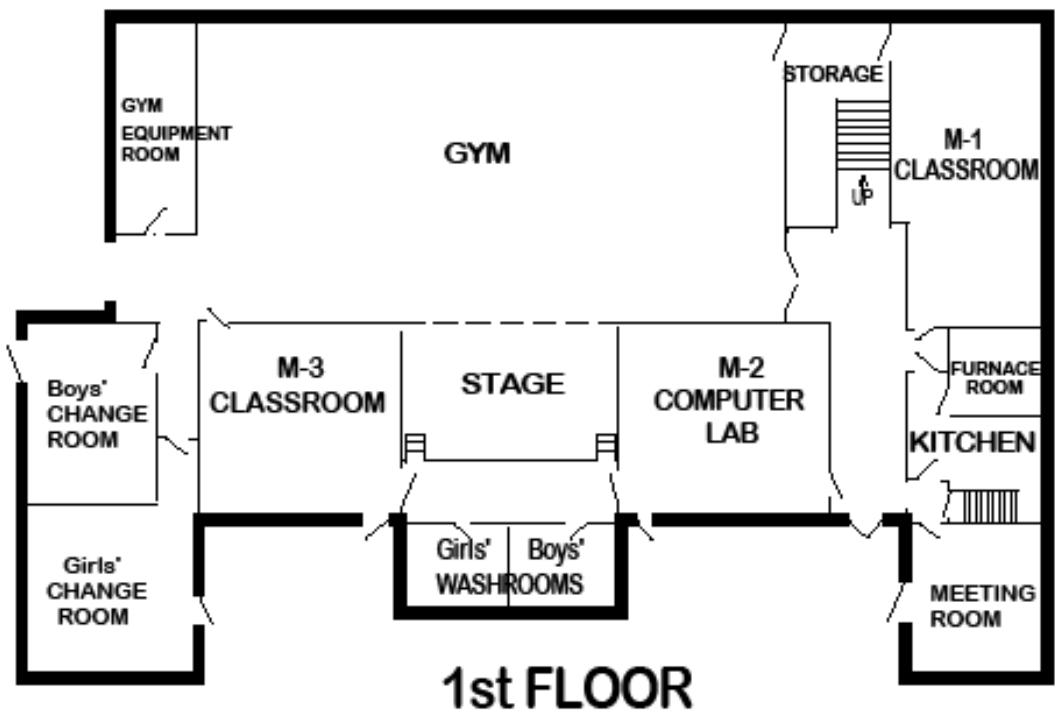
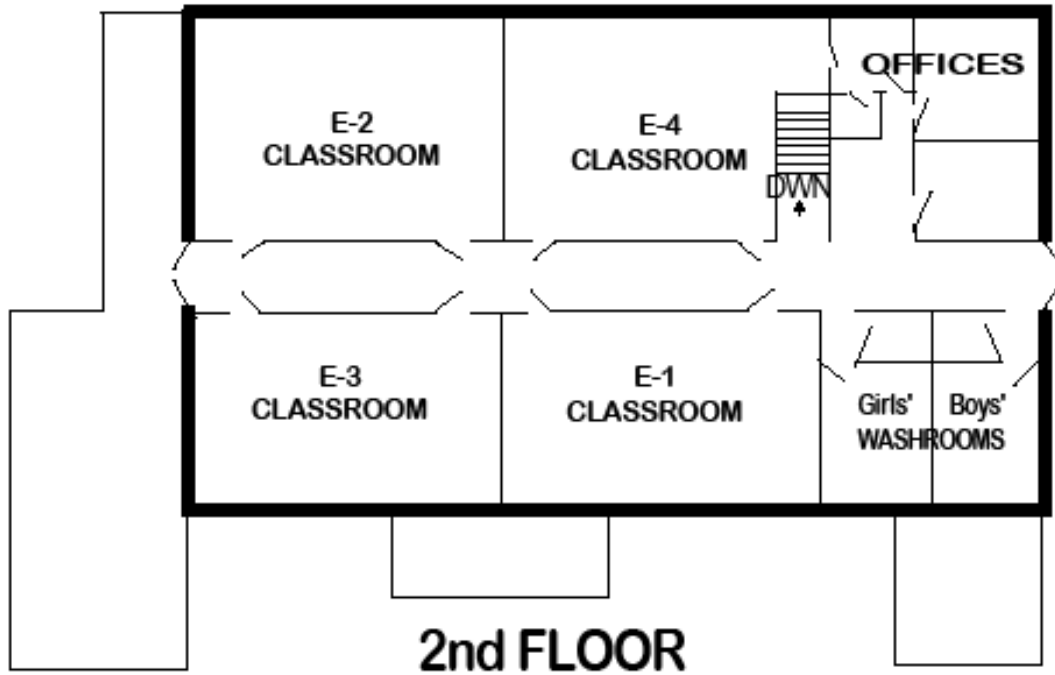
We welcome volunteers at our schools! Call the school if you would like to help.



SCHOOL MAPS



DIAMOND SCHOOL



SOME FREQUENTLY USED PHONE NUMBERS

Diamond Elementary School:	604 576-1146
Relevant High School:	604 574-4736
Diamond/Relevant Fax Number:	604 574-9831
Boundary Health Unit: (Public Health Nurse)	604 575-5100
Cloverdale Library:	604 598-7320
School Websites:	www.diamondelementary.ca www.relevanthigh.ca
Kiran Uniforms:	778 565-4726 www.kiranuniforms.com info@kiranuniforms.com

