



Diamond Vale Elementary

<http://www.sd58.bc.ca/htm1/schoo1s/diamond/Home/Home.html>

Office Hours: 8:25-3:00

School Phone: 250-378-2514

Fax: 250-378-4840

MISSION STATEMENT

Welcome to the community of Diamond Vale Elementary where we strive to "Be the Best We Can Be"! Working together with our parent community, we strive to offer each child a safe and supportive environment in which to foster the intellectual development of each child, develop and strengthen talents and build the skills necessary for a happy and productive life. We aim to educate the hearts and minds of our school community.

Diamond Vale Elementary School Code of Conduct

Purpose

1. To maintain a safe, caring and orderly environment for learning
2. To establish and maintain an appropriate balance among individual and collective rights, freedoms and responsibilities
3. To clarify and publish expectations for student behavior while at school, while going to and from school, and while attending any school function or activity at any location

Reference to the BC Human Rights Code

Diamond Vale Elementary School promotes the values articulated in the BC Human Rights Code respecting the rights of all individuals in accordance with the law. Discrimination is prohibited based on race, colour, ancestry, place of origin, religion, marital status, physical or mental disability, political belief, sex or sexual orientation – in respect of discriminatory publication and discrimination in accommodation, service and facility in the school environment.

Conduct Expectations

- Treat yourself and others with RESPECT
- Demonstrate **RESPONSIBILITY**
- Ensure the **SAFETY** of yourself and others by making wise choices

Acceptable Conduct

- Be respectful to yourself, others and property
- Be helpful to others by thinking and playing safe
- Report to an adult if you think someone needs help
- Think before you act
- Everybody has the right to learn in a positive environment
- Take pride in your accomplishments and strive for your personal best
- Avoid situations where you may be assumed to be guilty by association

Unacceptable Conduct

These behaviors are examples only and are not an all-inclusive list. Unacceptable behaviors:

- interfere with learning
- interfere with the orderly environment
- create unsafe conditions
- involve name calling or inappropriate language
- involve bullying, harassment, intimidation or defamation
- Involve physical violence
- Involve retaliation against a person who has reported incidents

Student Discipline

As students' progress through maturity, we expect increasing personal responsibility and self-discipline.

Consequences

Discipline will be similar to that of a kind, firm and judicious parent. The severity and frequency of unacceptable conduct as well as the age and maturity of students is considered in determining appropriate action. For example:

- Responses to unacceptable conduct are thoughtful, consistent and fair
- Disciplinary action, wherever possible, is preventative and restorative rather than merely punitive
- Students, as often as possible, will be invited to participate in the development of meaningful consequences

Notification

The school will advise other parties of serious breaches of the code of conduct. For example, parents of student offenders and victims, school district officials, as required by law, and others, when deemed to be important to reassure members of the school community that school officials are aware of a serious situation or incident and are taking appropriate action to address it,

School Rules and Organizational Procedures

School Arrival Time

Students are expected to arrive at school between 8:10 and 8:25 unless prior arrangements have been made with a staff member. Students are not expected to be inside the school prior to 8:30 without permission.

Bell Schedule

08:25 Warming Bell	1:05 Instructional Time
08:30 Instructional Time	2:30 Dismissal
10:10 Recess Break	
12:05 Lunch Break	
1:00 Warming Bell	

Front Door Use

To ease congestion and aid organization, the front doors of the school are to be used by staff, parents, and visitors. We ask that students use the end doors, either Pri mary or Intermediate.

Attendance

Please call after 8:25 AM to inform us if your child will be away from school. We ask this because we want to be sure that all students who leave for school in the morning have arrived here safely.

Parents are requested to either

- phone the school in the morning if a child will be late or absent from school, or
- send a note with another child in the family, or
- give advance notification, preferably written, of dental/medical appointments or any changes from the usual routine.

Regular attendance at school is important for student success as absentees miss important concepts which are taught and are often extremely difficult to replicate outside the school classroom environment. Also, student absence with parent permission due to any other reason except illness places a lesser value on school education in the eyes of the child.

Late Arrival

Students who arrive late to school are required to check-in at the office.

Leaving School Grounds

Students are not permitted to leave the school grounds unless they are going home for lunch and have signed permission to do so.

Guests/Visitors to the School

All guests, visitors and parent volunteers are required to report to the office. This is particularly important at lunch as our Noon Hour Supervisors are unfamiliar with many parents. We also request that adult visitors use the staff washrooms located beside the office.

Lunch Time Procedures

All students staying for lunch are to conduct themselves in a responsible manner. Students are expected to go outdoors at recess and lunch on outdoor days. On inside days students are expected to stay in their rooms for quiet activities.

Bicycles and Scooters

Bicycles and scooters are to be walked on the school grounds and bicycles locked at the bicycle racks. Students riding bicycles are expected *to* follow the rules of the road including wearing a helmet.

School Records

Please inform the school as soon as possible of any change in address, phone number or emergency contact information. In the event of an emergency it is essential we have the correct information.

Telephone

Students must obtain teacher permission before using the office telephone. Students may not use the phone to make personal arrangements, i.e. permission to visit friends. These arrangements must be made prior to arriving at school and teachers may need to be informed as well if a student is going home or being picked up by a friend's parent depending on the age of the child.

Lost and Found

Unclaimed articles accumulate over the school year. These articles are placed in our lost and found area and at times will be put on display in the school hallway. Items are retained by the school for a period of time (usually half the school year), after which time they are forwarded to local charities. To ensure minimal losses, please label belongings.

Lost Books

Growing our library collection is a constant goal. While children are greatly encouraged to sign out library books on a regular basis, they must also bear the responsibility for those which are lost. Should your child lose a library book that he/she has signed out, you will receive notification of this by the Teacher-Librarian.

Subsequent to this, if the library book is not returned, parents will be asked to reimburse the school for its cost. We appreciate your assistance in helping us to develop and maintain a plentiful and current library collection.

Dress Code

Students are expected to come to school dressed in a manner acceptable for the weather and the environment. Clothing is expected to cover shoulders, back and midriff. Beachwear and t-shirts with offensive slogans, graphics or profanity (including those which promote alcohol, tobacco, and other drugs) are not acceptable. NO HATS are to be worn inside the school. Inside shoes are required for in the classroom and hallways- No Slippers please.

Head Lice

Check your child's hair often. If you do detect head lice, please let us know so that we may inform other parents to be on the lookout. For more information on head lice, contact the Interior Public Health Unit.

Personal items at school

Some specific school policies to take note of are:

- The school is not responsible for valuable electronic games and gadgets, iPods/iPads, etc. brought to school
- No weapons, *real or toy*, are allowed at school such as guns, knives, laser pointers. On an occasion, such as Halloween, the teacher may allow this as part of a costume.
- Cell Phones. It is understood that some parents wish their students to have a cell phone for safety, particularly going to and from school. In order to maintain a safe, caring and orderly environment for learning cell phone or other electronic device use during the school day (8:30-2:30) will not be permitted unless permitted by a staff member. At no time are cell phones permitted on the playground or to be used in the school without specific adult permission. Students not complying with this rule will have the phone taken away and returned to the parent.

Student Injury/Illness

The British Columbia School Act gives teachers the same responsibility as that of prudent parents. In the event of minor bumps, cuts, and bruises, we will administer the appropriate first aid. If there is any question as to the seriousness of the injury or

illness, we will err on the side of caution and make contact with the guardian or designated emergency contact. We will take your child to the hospital if necessary. In obvious emergency situations, for example, head or back injuries, breathing problems, broken bones, or other serious injuries, we will not hesitate to call 911 and then attempt to contact you or your designate.

Dispensing Medicines

On occasion, a student may be required to take medicine at school. We will require a signed form by your doctor for any dispensing of medicine as well as the prescription bottle indicating the drug and the dosage. This includes over-the-counter drugs as well.

Assemblies

Parents are invited and encouraged to attend school assemblies. Assembly times offer the opportunity to showcase student learning, recognize student achievement, share a special event, provide information and increase a sense of community. **We also would request that the videotaping of certain events be prohibited unless given consent by the Principal.**

Emergency Preparedness

Comprehensive emergency plans for internal and external crises are in place at Diamond Vale and they are regularly reviewed with the staff. Practice drills are conducted several times throughout the year. Students are taught how to duck and *cover* in the case of an earthquake. They are taught how to evacuate the building in an efficient and orderly manner, gathering in a designated place a safe distance from the building. In the case of a natural or man-made disaster, students are expected to remain at school until contact is established with a parent or designate. We also have lock-down procedures in place and practice drills are conducted monthly.

Newsletters

Newsletters and/or Calendars are sent home regularly to keep parents informed of school activities and share success stories. These are also available to read on our website: <http://www.sd58.bc.ca/html/schools/diamond/Home/Home.html>

Communication Policy

It is important to establish good two-way communication between home and school. A child's needs are best met when communication is honest and open.

If a parent has a concern, it is desirable to discuss it first with the child's teacher. It is the teacher's responsibility to keep the principal informed. The principal will become involved at the request of either the teacher or the parent.

Student Progress Reports

There are three official reporting periods (November, March and June). In addition to this, there are informal reporting times.

We encourage parents to formally meet with teachers to discuss student progress at least once per year. Parents should feel free, however, to contact their child's teacher at any time to discuss student progress or other concerns.

Parent Involvement/Volunteers

There are a great many ways in which parents may participate in the education of their children. Some ways are:

- shared reading , playing instructional games, helping students link their learning with the world around them, supervising and monitoring use of computers (web browsing, chat rooms ...) as well as video games, assisting with a special project in the classroom , acting as a "guest speaker" to talk about a special interest
- assisting in many cutting, pasting, and sorting activities, helping on field trips
- transporting students to sporting activities

It is important that each parent acting as a helper in a classroom understand that all school information and all matters dealing with students or school personnel must be kept strictly confidential. This is the same code of ethics by which each staff member is expected to abide.

***Please note that all volunteers and volunteer drivers must complete a criminal record check and, if driving students, an annual volunteer driver form. Information may be obtained at the school office.**

Parent Advisory Committee

PAC meetings occur monthly. All parents are welcome to participate. We welcome ideas and suggestions.

School Events and Activities

In addition to the general curriculum, our school offers many more student opportunities. Activities may vary from year to year.

- Friday Assemblies
- Fine Arts Performances
- Fall Harvest Potluck
- Christmas Productions
- DARE (Drug Abuse Resistance Education)
- Spring Carnival
- Book Fairs
- Sports Day

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- Choir
 - Hot Lunch Days
 - Student Leadership
 - Ready-Set-Learn
 - Buddies
 - Intramurals
 - Spirit Days (Pajama Day, Bad Hair Day)

- Sports Teams
- Basketball
 - Volleyball
 - Handball
 - Track and Field
 - Cross Country Running
- Terry Fox Run