



# Diamond Vale Elementary

Office Hours: 8:00-3:00

School Phone: 250-378-2514

Website: <http://dves.sd58.bc.ca>

## Diamond Vale Elementary Parent Handbook (including School Code of Conduct)

### **VISION STATEMENT**

Welcome to the community of Diamond Vale Elementary School where we aim to “Be the Best we can be!” Working together with our parent community, we strive to offer each child a safe and supportive environment, where they will feel a sense of belonging and inclusion. We aim to foster intellectual development, develop and strengthen talents, and help children build the skills necessary for a happy and productive life. We aim to educate the hearts and minds of our school community.

### **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 behaviour while at school, while going to and from school, and while attending any school function or activity at any location. This code of conduct also aims to address other circumstances where the behaviour impacts the school environment.

### **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 Indigenous identity, race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, political belief, sex or sexual orientation, gender identity or expression or age – 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 and refer to behaviours while at school, at school related activities, or in other circumstances where it impacts the school environment.

Unacceptable behaviors:

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

### **Student Discipline**

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

### **Consequences**

Discipline will be like that of a kind, firm and judicious parent. The severity and frequency of unacceptable conduct as well as the age, maturity and diverse abilities 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

Special considerations may apply to students with disabilities or diverse abilities who are unable to comply with the code of conduct due to having a disability of an intellectual, physical, sensory, emotional or behavioral in nature.

**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.

**Bell Schedule**

08:25 Warning Bell

08:30 Instructional Time

10:30 – 10:45 Recess Break

12:05 – 1:05 Lunch Break

2:30 Dismissal

**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 Primary or Intermediate or individual classroom doors.

### **Attendance**

Please use our **Safe Arrival** reporting system to inform us (before 8:30am) 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.

There are three ways of using **Safe Arrival**:

1. Using your mobile device, download and install the **School Messenger** app from the Apple App or Google Play Store. The first time you use the app, select Sign Up to create your account. Select **Attendance** then **Report the Absence**.
2. Use Safe Arrival website **goschoolmessenger.ca**. The first time you use the website, select Sign Up to create your account. Select **Attendance** then **Report the Absence**.
3. Call the toll-free number **1-844-434-8117**.

We will use the **SchoolMessenger Communicate** automated notification system to contact parents whose child is absent when the absence is not reported in advance. 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 sign in at 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 unless advised differently, due to inclement weather or safety purposes. On inside days students are expected to stay in their classrooms 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.

### **Contact Information**

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 (usually half the school year), after which time they are forwarded to local charities. To ensure minimal losses, please label the 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.

After 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 suitable for the weather and the environment. Beachwear and t-shirts with offensive slogans, graphics or profanity (including those which promote alcohol, tobacco, and other drugs) are not acceptable. Students are required to wear hoods down when in the hallways and the gym. Inside shoes are required for 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 devices, 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.
- Personal digital devices (including cell phones) are not permitted, unless authorized and supervised by a staff member, between 8:25-2:30. During this time, any students with personal digital devices are expected to have them in silent mode and stored in backpacks. To help resist temptation, devices cannot be kept on their person or in their desk.

*Students with documented disabilities, unique learning abilities, or health-related requirements will still be able to use personal digital devices in line with their designated support plans and Individual Education Plans (IEP).*

If you wish your child to have a personal device, such as a cell phone for safety, particularly going to and from school, please restrict communication by this means during school hours. Urgent communication that needs to take place between home and child between 8:25-2:30 can be done through the school office. Please note that the school cannot be held responsible for lost or stolen devices brought to school.

If students cannot abide by this policy, teachers and administrators may use a variety of consequences such as warnings, confiscations, referral to the office, etc.

### **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 contact the guardian or designated emergency contact. 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 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.

### **Newsletters**

Newsletters are sent home regularly to keep parents informed of school activities and share success stories. We also keep an active Facebook page as well as website:  
<http://www.sd58.bc.ca/html/schools/diamond/Home/Home.html>

### **Communication Policy**

It is important to establish good 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...), 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 as 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, a driver's abstract, which should be updated annually. Information may be obtained at the school office.**

### **Parent Advisory Committee**

The PAC is an active group who meet monthly to provide a voice to parents. They also fundraise and provide financial support for field trips, and major school events, such as end of year celebrations for Grade 7 and Kindergarten. All parents are welcome to attend PAC meetings, and the PAC is always open to new 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. e.g.

- |                          |                         |
|--------------------------|-------------------------|
| • Fine Arts Performances | • Intramurals           |
| • Christmas Productions  | • Spirit Days           |
| • Book Fair              | • Sports Teams:         |
| • Sports Day             | ➤ Handball              |
| • Hot Lunch Program      | ➤ Basketball            |
| • Breakfast Program      | ➤ Volleyball            |
| • Student Leadership     | ➤ Track and Field       |
| • Ready-Set-Learn        | ➤ Cross Country Running |
| • Buddies                | ➤ Terry Fox Run         |
| • Hand-Drumming          |                         |