



ÉCOLE ÉLÉMENTAIRE  
**JOHN G. DIEFENBAKER**  
ELEMENTARY SCHOOL

Caring Learners ready to meet the challenges of  
tomorrow.

**STUDENT HANDBOOK**

**MS. ELAINE STAPLETON**  
PRINCIPAL/DIRECTRICE

**MR. HARLEY ROLLINS**  
VICE-PRINCIPAL/SOUS-DIRECTEUR

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École élémentaire / John G. Diefenbaker Elementary  
Student and Parent Information

School Hours

School is in session daily from 8:45am – 2:38pm for all students, Kindergarten through to Grade 7. Students are welcome in to the school at 8:30am and are expected to find a quiet activity in their class until school starts.

Winter Break

School will be closed for the winter break from Monday, December 21, 2015 to Friday, January 1, 2016. School will reopen after the break on Monday, January 4, 2016.

Spring Break

School will be closed for spring break from Friday, March 11, 2016 to Thursday, March 24, 2016. School will reopen after the break on Tuesday, March 29, 2016.

Professional Development Days for 2015-2016

(Schools is not in session on these days)

Monday, September 28, 2015  
Friday, October 23, 2015  
Monday, November 30, 2015  
Monday, January 18, 2016 (1/2 day – PM only)  
Friday, February 19, 2016  
Friday, April 22, 2016  
Wednesday, June 29, 2016 (1/2 day – PM only)  
Friday, June 30, 2015 (Administrative Day; students do not attend)

Other Holiday Dates

Labour Day	Monday, September 7
School Opens	Tuesday, September 8
Thanksgiving Day	Monday, October 12
Remembrance Day	Wednesday, November 11
Family Day	Monday, February 8
Good Friday	Friday, March 25
Easter Monday	Monday, March 28
Victoria Day	Monday, May 23
School Closes	Thursday, June 30

**Early Warning System (Phone: 604-718-4094)**

If your child is unavoidably absent from class, parents must phone the Early Warning line. Parent volunteers, in cooperation with the school, assist in monitoring the safe arrival of our students. Volunteer parents check on children who are absent from their classes without the teacher's knowledge to ensure that no child is lost or experiencing problems between their home and the school.



If your child will be away from school, please call the Early Warning line at (604-718-4094) before 8:45 a.m. with the following message:

*My name is \_\_\_\_\_. I am calling to let you know that \_\_\_\_\_ (child's name) in Division \_\_\_\_,  
Mr./Ms./Mrs. \_\_\_\_\_'s class will not be at school today.*

Failure to communicate with the school will mean that parent(s), guardian(s), or other designated responsible person will be contacted by telephone about the child's whereabouts.

If your child's absence is due to a communicable disease such as chicken pox, measles, mumps, etc. please report this additional information to the school.

**It is extremely important that all home, work and emergency contact telephone numbers as well as those of your babysitter or other designated responsible person be kept up to date. Please contact the school office to update any of this information.**

### Leaving the School Grounds

Aside from going to their own home for lunch, students may not leave the school grounds without a written, dated permission note. This is a safety precaution to ensure that Diefenbaker students are supervised and safe at all times.

### Telephone Use By Students

School telephones may be used in the event of an emergency with permission obtained from the child's classroom teacher. All arrangements with friends must be made the night before coming to school.

### Dress Code

- Clothing should be comfortable and properly "done up". This includes laces, buttons and zipper.
- Clothing will reflect respect and consideration for our school community, and so will not contain messages that are hurtful or disrespectful. Students are welcome to dress with personal style and flair; however, revealing clothing is not appropriate for school.
- Come to school each day "dressed for success", that is refreshed, well rested, well groomed and well fed, and you will be ready to learn and grow!



### Emergency Plans

We conduct regular fire and earthquake drills throughout the year to ensure that the students are familiar with emergency procedures. Each classroom is provided with a kit containing supplies and water to aid us in the event of an emergency.

### School Volunteers

An important goal at Diefenbaker Elementary School is to involve parents and other community members in our school activities. We welcome parents who are willing to spare some time either at school or at home. Some ways may include:

- Joining the Parent Advisory Council - meetings are held in the evening and the jobs vary in size: large, medium, or small! It's fun too!
- Becoming a classroom liaison parent by helping your child's teacher with various tasks outside of the classroom - such tasks include phoning parents about field trips, cutting and pasting, gathering special materials, etc. This job is ideal for parents who work during our school hours. There is always a lot to be done!
- Attending school meetings and information sessions - your input and cooperation make all the difference.
- Other opportunities include Early Warning calling, library and/or computer assistance, reading with children, leading clubs, driving on field trips, assisting with sports teams, laminating posters, school fundraising. The list goes on and on and we need you!

### Accident/Illness

If a student becomes ill or is hurt while at school, we will attempt to contact the parent/guardian or the person listed as an emergency contact immediately, so the student can be taken home or sent home with a brother or sister. If you cannot be reached, we will make the student as comfortable as possible and supervise him/her.

If the illness/injury appears to need immediate attention and we cannot reach you, the student will be taken to the nearest hospital. A member of the school staff will accompany the student and stay with him/her until parents have been contacted and have arrived at the hospital.

**Please ensure that emergency phone numbers, including cell phone numbers, doctor and dentist numbers are kept up to date with the school office.**

### **Bicycle Safety**

Your cooperation is requested in making certain that you learn and follow proper safety precautions when riding your bicycle.

Please ensure that you:

- wear an approved bike helmet at all times
- have a lock to put on your bike when you bring it to school
- ride on the right side of the road
- do not "double" a friend
- walk your bike on the school grounds, including the parking lot and across crosswalks



### **Student Safety**

For the safety of all students, please ensure that everyone uses sidewalks, crosswalks and respects the crossing guards on Fortune Avenue and Hermitage Drive.



Please use extreme caution when dropping off and picking up students. Please note that the driveway is a **No Parking Zone**. Traffic congestion in this area during peak periods can pose a danger to young pedestrians. Drivers should remain with their vehicle on the inside lane, closest to the school if they are picking up or dropping off their youngster(s). At no time should the drivers leave their vehicles in this area. It is also important that parents do not stop or park in the drive through lane. There must be an access lane available at all times.

We recognize the limited parking options and ask for your cooperation in providing a safe environment for our children.

### **Parent Advisory Council**

**All parents of Diefenbaker students are members of our Parent Advisory Council. The purpose of the group is to:**

- support and promote effective educational programs within our school
- provide a forum for parental participation in addressing the needs of students, teachers and parents
- build upon the concept of partnership as it relates to the endeavours of all stakeholders in the delivery of effective educational programs and educational practices
- provide the advice to the Board of School Trustees through the school principal which may be necessary from time to time, to ensure the continued delivery of an outstanding educational program for our students

## Diefenbaker Elementary School Homework Statement

Diefenbaker staff and parents believe that all of us want our children to achieve their potential academically, to be socially and emotionally healthy and to have opportunities for a variety of fine arts, sports and cultural activities. We value family time pursuing our own and shared interests, and building relationships that will sustain us through the ups and downs of life. We want our children to spend independent quiet time each day, in order to develop habits of commitment, planning and perseverance. Homework is one example of this but so are:

- card games
- board games
- lego construction
- hobbies
- practicing an instrument /singing
- reading
- children's service clubs
- attending language school
- attending religious instruction
- arts and crafts
- dance and gymnastics
- free play and exploration
- helping with grocery lists
- counting money & making change
- baking/cooking & measuring
- writing cards, notes and invitations
- household chores and responsibilities



All of these activities require the child to be focused, to plan and to make decisions and provide concrete evidence to children that the habits we value are not just to respond to the expectations or deadlines of parents and teachers, but rather are lifelong skills. To that end, homework should be part of a balanced lifestyle that allows time for moral or spiritual development, hobbies, sports, fine arts, play and household chores.

At Diefenbaker School, homework is a part of the educational partnership among the student, home and school. Conferences, parent information evenings, class newsletters, and individual meetings are opportunities for parents and students to review expectations and assignments. An ongoing dialogue based on involvement is our commitment.

### **How much homework is typical?**

For primary aged children no more than 20 to 30 minutes should be spent on assigned homework. Of course if a child wishes to read for a longer time, or is naturally curious about a topic, he or she may choose to spend more time pursuing that interest. Intermediate aged children should spend 30 to 60 minutes a day, four or five days a week on homework or review. In addition reading is always time well spent.

**What is “typical” homework for INTERMEDIATE students at Diefenbaker School?**

- completion of class work
- “drill and practice”, for example memorizing of times tables or spelling lists
- studying for quizzes and tests
- reading for the fun of it and to reinforce their reading habit
- journal writing
- personal exploration of resources to support classroom discussions (newspapers, public library, internet, family members)
- particular tasks designed for completion at home (e.g., projects)

**What is “typical” homework for PRIMARY students at Diefenbaker School?**

- practice Reading, practice Reading and practice Reading
- review and practice spelling lists
- play games to enhance quick recall of math facts
- sing a song or recite a poem with your child



**KEEP  
CALM  
AND  
DO THAT  
HOMEWORK**



## RICHMOND SCHOOL DISTRICT CODE OF CONDUCT

The Board of School Trustees recognizes its obligation to all members of the school community to provide a positive climate and a safe, healthy environment such that effective, purposeful teaching and learning may take place. To that end it is expected that all members of the school community will conduct themselves in an ethical and lawful manner that demonstrates respect for self, others, property and the environment. A violation may warrant intervention or disciplinary action. It is expected that all members of the school community (staff, students, parents and guests) will:

- respect the rights of others
- respect the health and safety of others;
- respect the property of others - private and public;
- respect the legitimate authority of the school administrative officers and staff;
- respect and take pride in the schools' physical facilities;
- respect the diversity of the schools' physical facilities;
- respect the individual rules within each school;
- behave in an ethical and lawful manner;
- behave in a considerate and courteous manner;
- behave in a safe and responsible manner at all times;
- not threaten, harass, intimidate or assault, in any way, any person within the school community;
- not be in possession of weapons, dangerous articles, alcohol, or illegal drugs while in school or at school functions.

### **DIEFENBAKER'S EXPECTATIONS FOR BEHAVIOUR**

In working toward the goal of an individual accepting sole responsibility for one's own actions and self-discipline, children are assisted to value and demonstrate:

- respect toward everyone in the school; teachers, support staff, non-teaching staff, visitors, fellow students
  - respect for school property and its effects, animals, and the personal property of others
  - respect for the safety of everyone, in the hallways, classrooms, playing fields, going to and from school
- Common sense and good judgment must prevail. When students step beyond the bounds of what is acceptable, they must be prepared to accept responsibility for their actions.

### **DIEFENBAKER'S SOCIAL RESPONSIBILITY PLAN**

Diefenbaker Elementary School supports a defined Social Responsibility Plan. This plan promotes pro-social behaviours within all members of the Diefenbaker learning community. Students, staff and parents identified five key behaviours as fundamental elements of the Diefenbaker learning community. These key behaviours, which help to define Diefenbaker, are:

- **S**afe
- **P**ositive
- **A**ccountable
- **R**espectful
- **K**ind

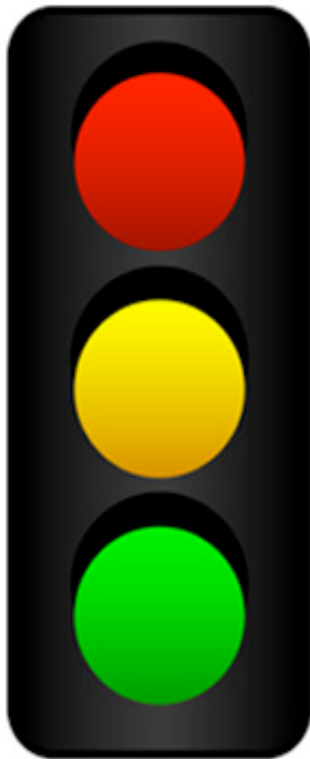
These five behaviours create the acronym, S.P.A.R.K. It is expected that the students at Diefenbaker will choose to behave in a safe, positive, accountable, respectful and kind manner. SPARK behaviours will be acknowledged and valued within the Diefenbaker community. However, students who choose to behave inappropriately can expect to be provided with clear and consistent consequences as a result of such behaviours.

At Diefenbaker School.....we are striving for...



**BLUE** Ribbon Behaviour  
Wow Behaviour!  
Exceeding Expectations

...we use the Traffic Light to talk about our behaviour...



**RED** Stop Behaviour  
Not Yet Meeting Expectations

**YELLOW** Be Careful  
Behaviour  
Minimally Meeting  
Expectations

**GREEN** Go Behaviour  
Fully Meeting Expectations



## **Diefenbaker Personal Technology Policy**

Diefenbaker Elementary sees the advancement of technological options for families and individuals as a positive development that can promote independence in the larger community while keeping students safe. Diefenbaker is supportive of family decisions around the use of cellular technology outside of school hours. Students bringing any Personal Technology Devices (phones, tablets, iPods) to school do so at their own risk, as we cannot be responsible for loss or damage to them.

Within the school, **the use of personal technology devices (cell phones, tablets, iPods) will not be permitted during the hours of 8:30 to 2:38. This includes the recess and lunch breaks.** If parents need to send a message to their son or daughter during school hours they are able to phone the office and the message will be passed on. It is expected that student phones are turned off and kept safely in student lockers (by using a lock) during school hours if they are brought to school. On occasion, classroom teachers may allow students to use this technology as a learning enhancement. Students will be made aware when their personal devices are to be used in these situations.

### **There are several reasons for this policy.**

1. Diefenbaker Elementary has landline phones available in every classroom for staff use. With permission, students may use these phones when necessary.
2. The ease of contact to parents that cell phones provide the students, inhibits the developing ability of children to handle small frustrations for short periods of time.
3. Use of personal technology devices during class time by students, staff and parents conflicts with our Social Responsibility guidelines of being respectful and responsible in our work / learning environment. Receiving or answering cell phones (or texting) is a disturbance to classrooms and an interruption to learning.
4. Student use of personal technology devices (cell phones, tablets, iPods) during the recess and lunch time breaks cannot be monitored by staff.
5. Personal technology devices have a variety of features that can infringe on others rights of privacy, such as video and still photo capabilities, recording capabilities.

### **Consequences for Contravening These Statements**

- 1) First Offense: The device will be confiscated and taken to the office until the end of the day.
- 2) Second Offense: The device will be confiscated until the end of the day and the administration or the child's teacher will contact a parent.
- 3) Third Offense: The device will be confiscated and kept at the office until a parent or guardian comes to the school to retrieve it.
- 4) Fourth (and any subsequent offense): Will be dealt with by the family and the administration on a case-by-case basis.