

# Diamond Wildcat Student Planner

This agenda belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ ZIP Code \_\_\_\_\_

Phone \_\_\_\_\_

Student number \_\_\_\_\_

# Diamond R-IV School District

P. O. Box 68  
Diamond, MO 64848  
417-325-5186 417-325-5338  
Trish Wilson, Superintendent

Mr. Brian Lee  
High School  
Phone: 325-5188  
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Mr. Danny DeWitt  
Middle School  
Phone: 325-5336  
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Mrs. Melissa Massey  
Elementary  
Phone: 325-5189  
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Dr. Marcia Bary  
Director of Special Services  
Phone: 417-325-7321

## Students & Parents/Guardians:

On behalf of the staff at DHS, I would like to welcome you to the 2009- 2010 school year. The success of your school year will be directly related to the effort that you put into making sure that you get everything you can from it. We have spent a lot of time and effort to ensure that you will have the best educational opportunities available, as well as an excellent assortment of extracurricular programs.

This handbook is a document that covers our expectations, rules, and policies that govern students, staff and patrons within the Diamond community. We are committed to provide for the welfare of each person, while respecting the rights of each individual. All policies will be administered fairly and equitably with each person being given the opportunity to be heard. While this handbook is quite detailed, it is not meant to be all encompassing. No document can cover every situation and circumstance that may arise during a school year. The administration reserves the right to make decisions and rule revisions at any time to implement our educational program and to assure the well being of all students.

Outstanding schools are governed by a few good rules with members of the school community working together to educate students. We are here to make your school years successful while providing a challenging educational experience. Please join us, get involved in co-curricular and extracurricular activities. These activities are designed to help you enjoy school life. Remember, your success is directly related to your efforts. Help us make the 2009-2010 school year successful.

I am looking forward to another exciting year at Diamond High School. Please do not hesitate to contact me if you have any questions.

Sincerely,

Brian Lee, Principal  
Diamond High School  
417-325-5188

# *Diamond Wildcats*

## *Student Planner*

### **Mission Statement**

**Success through rigor, relevance and high expectations!**

Welcome to the Diamond School District

The Diamond R-IV School District is a cooperative enterprise on the part of patrons, pupils, teachers, support staff, parents and administration who work together in order to develop your talents and abilities to the maximum potential. We welcome everyone in the community to share our progress with pride.

The Wildcat is the school mascot. The school colors are black and gold. The words of the school song are:

Fight on for DHS - Fight on - Fight onto victory  
Our alma mater dear - it's up to you  
Fight on - and win for DHS - Fight onto victory  
Fight on!

### **PHONE NUMBERS**

Superintendent: Trish Wilson 325-5186

High School: Brian Lee, Principal 325-5188

Middle School: Danny DeWitt, Principal 325-5336

Elementary School: Dr. Melissa Massey, Principal 325-5189

Director of Special Services: Dr. Marcia Bary 325-7321

High School Counselor: Michael Ruffing 325-5188

### **Enrollment**

In order to enroll in the Diamond R-IV School District, a prospective student should have the following records:

1. Verification of withdrawal from the last school the student attended.
2. A copy of the last report card from the previous school.
3. Up-to-date health records from the last school attended.
4. A parent or legal guardian must be present during the initial enrollment.
5. Student medical insurance is the responsibility of the student and their parent or guardian.  
Proof of insurance is required for participation in athletics and cheerleading.
6. Verification of residency in the district.
7. Students are classified to grade level by credits earned: students are classified as sophomores when they have earned six credits, juniors when they have earned 12 credits and seniors when they have earned 18 credits.
8. Only when all records have been received and reviewed, including discipline records from previous school district, will the student will be enrolled and able to attend classes at Diamond High School.

## **Bell Schedule**

|                         |                        |
|-------------------------|------------------------|
| 7:45 a.m.               | Teachers Arrival       |
| 8:00 a.m.               | Buses arrive           |
| 8:10 a.m.               | First Bell             |
| 8:15 a.m. - 9:04 a.m.   | First Period           |
| 9:08 a.m. - 9:57 a.m.   | Second Period          |
| 10:01 a.m. - 10:50 a.m. | Third Period           |
| 10:54 a.m. - 11:43 a.m. | Fourth Period          |
| 11:43 a.m. - 12:10 p.m. | Group A Lunch          |
| 11:47 a.m. - 12:10 p.m. | Fifth Period (Group B) |
| 12:10 p.m. - 12:35 p.m. | Group B Lunch          |
| 12:10 p.m. - 12:59 p.m. | Fifth Period (Group A) |
| 12:37 p.m. - 12:59 p.m. | Fifth Period (Group B) |
| 1:03 p.m. - 1:24 p.m.   | Wildcat Time           |
| 1:28 p.m. - 2:17 p.m.   | Sixth Period           |
| 2:21 p.m. - 3:10 p.m.   | Seventh Period         |
| 3:10 p.m.               | Dismissal              |

## **WITHDRAWAL PROCEDURE**

1. A parent or legal guardian must contact the school and confirm the withdrawal with the counselor and/or principal, thus allowing their child to withdraw.
2. The student must get the proper withdrawal form from the office.
3. The student must then have this form signed by each teacher and others listed on the form. The student will receive a withdrawal grade which will be recorded in the student's permanent record.
4. This form must be returned to the Principal's office and signed by the Principal to release the student.
5. Any debt(s) must be paid before the student can check out.

## **ACADEMIC POLICY (HIGH SCHOOL)**

### **Academic Honors Letter Qualifications**

Students must maintain a 9.5 GPA (based upon an 11 point scale) for all four quarters, and be enrolled in seven classes. Transfer students must be enrolled prior to the start of the second quarter. Students must receive no quarter grade lower than a B-. Correspondence or tutored courses do not count. To receive an Academic Honors Letter, the student must be enrolled in at least one weighted course.

### **College Preparatory Certificate Qualifications**

The State Board College Preparatory Certificate is not a curriculum of study for graduation. The following information is provided to indicate what units of credit are required to receive the certificate from the State Board. For more information about the certificate, refer to district policy IKF.

### **College Preparatory Certificate Requirements:**

**English/Language Arts** - at least four units - one of which may be speech or debate, and two units of which must be courses emphasizing composition or writing skills.

**Mathematics** - at least three units, high school level algebra and beyond, including Algebra II.

**Science** - at least two units, (not including integrated science), selected from biology, chemistry, or physics, one of which is a laboratory course.

**Social Studies** - at least three units, including American history, and at least one semester of government.

**Fine Arts** - at least one unit of fine arts courses in the visual arts, music, dance and theater.

**Specified Core Electives** - at least three units selected from foreign language (two units of one foreign language are strongly recommended) and/or combinations from two or more of the content areas above.

**General Electives** - at least five units to meet state and local graduation requirements. Graduates must earn at least a 3.0 (on a 4.0 scale), in the combined areas of English/Language Arts, mathematics, science, and social studies. Graduates must also score above the prior year's national composite average on the American College Test (ACT) or on the Scholastic Aptitude Test (SAT).

### **Grading Scale**

The grading scale is based on the following:

|   |              |
|---|--------------|
| A | 90-100       |
| B | 80-90        |
| C | 70-80        |
| D | 60-70        |
| F | 59 and below |

### **Graduation/Baccalaureate Dress Guidelines**

All students must wear shoes or boots, no tennis shoes or athletic type footwear allowed. Shorts, cutoffs etc. are not acceptable. Any student not properly dressed **will not** be allowed to participate in graduation exercises.

### **Honor Roll**

The Honor Roll will be determined four times a year based upon (1) the first quarter grades; (2) the first semester grades; (3) the third quarter grades; and (4) the second semester grades. For reporting purposes only, grade point averages will be reported on an 4.0 scale. To be named to the "A" Honor Roll, the student must have a GPA of at least 3.5. Students listed on the "B" Honor Roll must have a GPA of 2.9-3.49. A student cannot receive any grade lower than a C and be on the honor roll for that grading period. The student's weighted grades will be used for this determination.

### **Limitation on Non-Traditional Courses for Credit**

Credit for courses taken via special arrangements such as dual credit courses, classes delivered on-line, correspondence courses, and courses from approved electronic high schools must be approved by the administration prior to participation in such courses.

### **Report Cards**

A grade is given in each subject at the end of each quarter and a semester average is recorded in the cumulative folder. Grade cards will be issued four times per school year. Mid-quarter reports will be issued to each student midway through each quarter.

### **Requirements for Graduation:**

The Senior High School consists of grades nine, ten, eleven and twelve. Graduates must earn twenty-five (25) units of credit, and pass both a U.S. Constitution Test and a Missouri Constitution Test. Required courses needed for graduation are:

### **Graduation requirements for the classes of 2010 and above:**

|                  |                  |  |
|------------------|------------------|--|
| English          | 4 units          | to be LA I, II, III and IV               |
| Math             | 3 units          | to be taken in the Math Department       |
| Science          | 3 units          | to be taken in the Science Department    |
| Social Studies   | 3 units          | 1 must be Am. History, ½ must be Am.Gov. |
| Fine Art         | 1 unit           | any art, music, drama class              |
| Practical Art    | 1 unit           | any Business class or Ag. Class          |
| Personal Finance | .5 unit          |  |
| Physical Ed.     | 1.5 units        |  |
| Health           | .5 unit          |  |
| Electives        | <u>7.5 units</u> |  |
| Total***         | 25 units         |  |

\*\*\* Successful completion of three (3) credits of Ag Science will waive one credit of science. The following classes **are not** considered Ag Science classes: Ag Construction, Ag Structures, and any mechanical class

### **Schedule Changes**

All requests for a schedule change must be made with the counselor. Schedule change requests will be considered during the **week before the first day** of classes and **within two days** after the start of the second semester. The administration will make a schedule change when it is deemed necessary.

### **Seniors Not Meeting Graduation Requirements**

Students will not be allowed to participate in graduation ceremonies unless all necessary credits for graduation have been earned.

### **Summer School Credit**

Courses taken during the summer from an accredited public high school will be accepted as credit toward graduation if it satisfies requirements of a subject or subjects failed during the school year or credits are needed for the student to graduate on schedule. Summer school courses will not be accepted as credit for the purpose of early graduation unless unusual circumstances are involved. In that instance the student must present the unusual circumstance to the board of education and be approved by the Diamond R-IV Board of Education.

### **Transcript Requests**

A student will be given three official copies of their transcript upon request. Students requesting additional copies of his or her transcript will be charged five dollars (\$5.00) per copy. Colleges requesting official transcripts for admissions, requirements will be mailed by the school at no charge.

### **Valedictorian/Salutatorian**

The valedictorian and salutatorian must have attended Diamond High School the four semesters just prior to graduation. The valedictorian will be the student with the highest grade point average. The salutatorian will be the student with the second-highest grade point average. The selection of valedictorian and salutatorian and class rank will be made at the end of the second semester of the students' senior year, and prior to graduation. This selection will be made with consideration to the weighted course selection at the time the student took the course(s) and adjusted accordingly.

## **Weighted Courses**

The following courses will be given more weight when computing grade point average: Math: Algebra II, Trigonometry/Math Analysis, College Algebra (Dual Credit); Language Arts: LA-IV-Dual Credit; Science: Biology II, Chemistry II, Physics, Biology (Dual Credit) Foreign Language: Spanish III; Business: Marketing II. Using a 4 point scale, the above courses would be given one point higher value with the exception of an F which would remain at zero.

## **GENERAL GUIDELINES**

### **Accidents**

All accidents should be reported to the office by both the teacher and the student. An accident report will be completed. Any student involved in any type of accident should be sent to the nurse.

### **Building Hours/Hall Rules/Lunch Break**

Students are not to be in the halls during class time without their assigned handbook signed by their teacher. The school building will be open for students at 7:50 A.M. Any student in the building other than regular school hours should be in the company of a teacher or sponsor unless special permission has been given by the administration or the student's parent is employed by the school. During the lunch break students must stay in the commons/cafeteria area. No food is to be taken from the commons/ cafeteria area.

Students are not allowed down the hallways or outside during lunch.

### **Cafeteria**

The cafeteria area is meant to be a pleasant place for school students.

1. Help clean the table where you have eaten.
2. Trays and silverware should be returned to the kitchen.
3. Keep your food on the tray.
4. Stay seated while you are eating.
5. Follow all directions given by adults.
6. Food is not to be taken from the commons/cafeteria area.

### **Classes**

1. Students are **expected** to go to classes with all materials, books, paper and pencils that are necessary for each class.
2. Students should be seated and ready for class to begin when the tardy bell rings.
3. Students should stay in the class the entire period and do not request to leave except for extreme emergency, and then the teacher will determine if a pass should be issued.
4. Any student in the hall during class time, except for office workers, will have a pass from a teacher or from the office.

### **Closed Campus**

Once a student arrives on campus, they may not leave without permission. Special permission may be obtained from the administration. A note or phone call from a parent is necessary before any student will be allowed to leave. Students leaving without permission will be considered truant and the absence is treated as such. The parking lot is off limits. No student is allowed to return to their vehicle unless by permission of the administration. Diamond School District is not responsible for vandalism or damage to vehicles on the school parking lot.

### **Computer Use Policy**

**Access is a privilege-not a right.** Access privileges may be revoked at any time upon reasonable suspicion that the user has committed, or attempted to commit, unauthorized or improper use of any network or network resource. Users should be aware that local, state, federal, and international laws are involved in the use of computer systems.

**Students are not to use any school computer for personal use. Refer to board policy EHA-R.** Improper use of the network includes but is not limited to: sending or accessing offensive messages or pictures; using obscene language; threatening, harassing, insulting or attacking others, this includes, but is not limited to e-mails and blogging; damaging computers, computer systems or computer networks; violating copyright laws; allowing another person to use your password/user id to access the network; trespassing in another's folders, work or files; attempting to gain unauthorized access to other systems; attempting to decrypt system or user passwords; using the network for any purpose or activity that is prohibited by federal, state, or local laws, rules or regulations.

### **Contacting Students during the School Day**

Parents are asked to **check in** with the appropriate school office when needing to contact their son/daughter. The office will then summons the student to come to the office. **Cell phones on students' person must be turned off while in the school building so all parents are asked to call the school office if they need to speak to their child.**

### **Contact with Children's Division of Social Services**

The district may disclose education records to representatives of the Children's Division (CD) of the Department of Social Services when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

### **Contacts with Department of Social Services/Division of Family Support**

The Division of Family Support may find it necessary to interview students during the school day or during periods of extracurricular activities when an emergency situation exists or when interviewing in the home setting would be inappropriate. The DSS worker will contact the school principal or designee prior to coming to school to arrange the interview when possible. The DSS worker may be accompanied by a law enforcement officer when the report alleges sexual abuse or serious physical abuse. The principal will verify and record the identity of the DSS staff person, who will explain the need to question or interview the student at school.

### **Interview with Police or Juvenile Officers/Other Law Enforcement Officials**

The Diamond R-IV School District has legal jurisdiction over students during the school day and hours of approved extracurricular activities. The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private.

The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily

will make reasonable efforts to notify the student's parents/ guardians. If the interviewer raises a valid objection to the notification, parents will not be notified.

Students will be afforded the same rights in dealing with law enforcement officials that exist outside the school. However, within the framework of legal rights, students have the responsibility to cooperate with law enforcement officials.

### **Law Enforcement Access**

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in 20 U.S.C. SS 123g (b)(1)(E).

If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime.

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

### **Removal of Students from School by Law Enforcement Officials**

Before a student at school is arrested or taken into custody by a law enforcement officer or other legally authorized person, the principal will verify the official's identity. The principal will attempt to notify the student's parent/guardian that the student is being removed from the school.

### **Directory Information/Parent and Eligible Student Access**

The Family Educational Rights and Privacy Act allows for the release of directory information, in regards to certain student data. This data may be released to educational institutions and groups such as the Armed Services, and other agencies upon request. The Diamond School District considers the following to be directory information: Student's Name; parent's name; date of birth; grade level; enrollment status; participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

Directory information may be released without parental permission under laws relating to Open Records. Parents of Diamond students who do not want the directory information for their child released must notify the school in writing within 10 days after the start of school or receiving this notice. Written objection may be sent to the school district's office at 401 S. Main St., Diamond, MO 64840.

All parents will have the right to inspect their child's education records as allowed by law. As used in this policy (JO), a "parent" includes a biological or adoptive parent, a guardian or an individual acting as a parent in the absence of a natural parent or guardian.

The district will extend the same rights to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally revoked. The rights of the parent transfer to the students once the student turns 18, or attends an institution of postsecondary education, in accordance with law.

If a parent or eligible student believes the education records related to the student contain information that is inaccurate, misleading or in violation of the student's privacy, he or she may ask the district to amend the record by following the appeals procedures created by the superintendent or designee.

### **Defacing/Losing School Property**

Students will be expected to pay for books, supplies, equipment or other school property lost or damaged beyond ordinary wear and tear. Students who carelessly or intentionally deface or damage school property shall be required to pay for all damages, and may be subject to additional disciplinary action.

### **Dress and Grooming**

No form of dress will be permitted which distracts from the educational process of the school or adversely affects health and/or the safety of the students. Any decision concerning questionable dress will be made by the administration.

If the dress code is violated students will be sent to the office with a discipline referral. Discipline may include being presented alternative clothing that adheres to the dress code or parents could be called to bring a change of clothes.

- Hats, caps, hair nets, and bandanas are not to be worn inside the building. Any kind of head cover is to be removed when any student enters the building.
- Non-prescription sunglasses are not to be worn inside the building.
- Any garment with decorations, patches, lettering, advertisements, or with double meaning slogans, etc., that may be considered obscene, offensive or inappropriate is not to be worn to school. This includes any garment or accessory with any drug emblem, tobacco product, or alcoholic beverage, nudity or improper language.
- Shorts may be worn during the entire school year. Biker shorts are not acceptable.
- Shorts and skirts must be mid-thigh length or longer when the student is standing straight.
- All shirts must have some form of a sleeve; no sleeveless shirts. Any form of mesh or see through clothing will be considered inappropriate. Shirts with side openings are not permitted. Tank tops, tube tops, spaghetti strap dresses or tops or strapless dresses are considered inappropriate. Bare midriffs are not allowed. Shirts and blouses must cover the entire torso at all times. Shirts are to be of good taste and must not reveal undergarments.
- Holes in jeans that are above the knee are not permitted. Pajama pants are not allowed to be worn to school.
- Jewelry, chains, etc. that are disruptive to the educational process or that could be considered dangerous and could injure someone if used as a weapon, or could be damaging to property, will not be allowed at school.

All dress and grooming standards are expected to be met. **The administration reserves the right as it sees necessary to make judgments regarding inappropriate dress at school.**

## **Drug-Testing Policy**

Every student should receive a copy of the random, drug-testing policy pertaining to all students participating in an extra-curricular or co-curricular activity or school organization.

## **Extracurricular/Athletic Activities**

Any student riding a bus to and from the activity is subject to the rules and regulations of the school. If any student's behavior is detrimental to the safety of the bus, their parents will be called to pick him/her up, and they will not be allowed to ride the bus again. Any student who rides a bus to a school sponsored event **MUST** ride the bus on the return trip unless parents personally request permission from the teacher in charge to take their student. Students will not be allowed to drive their own cars to school sponsored events.

Exceptions to this may only be made by the administration. A student must attend school a minimum of four (4) hours the preceding day of a scheduled field trip in order to attend the trip the following day unless prior approval is given by administration.

## **Extracurricular/Athletic Eligibility**

A student must have earned 3.0 credits in the preceding semester or at least 80% of maximum number of allowable classes to be eligible to participate in extracurricular activities such as athletics, cheerleading, music, etc. A student wishing to participate in athletics and cheerleading must have a current physical on file with the school and the proper form filled out by the physician. Also, they must have proof of medical insurance before they will be allowed to practice or participate in any athletic event. A student must attend school a minimum of four (4) hours before being allowed to participate in any athletic practice or game occurring on the same day. **STUDENTS WILL NOT BE**

**PUNISHED WHEN HE/SHE HAS CHOSEN TO ATTEND AN EXTRACURRICULAR EVENT OCCURRING AT THE SAME TIME AS AN ATHLETIC PRACTICE OR COMPETITION.**

## **Fire and Tornado Drills**

The signal for the **Fire Alarm** will be the designated fire signal or three blasts of the air horn in the event there is no electricity. The signal for a **Tornado Drill** will be the designated tornado signal or one long continuous blast of the air horn if there is no electricity. Your teacher is responsible for knowing and teaching the procedures to follow should one of these situations arise. You are responsible for learning them and obeying them. If we are to save lives we must act not only quickly but accurately.

## **Hall Behavior**

1. Students should refrain from running, loud noises, pushing, hitting, kicking and other rowdiness in the halls at any time during the school day.
2. Displays of affection between boyfriend - girlfriend are not allowed in the halls, classroom, cafeteria or anywhere on school property.
3. Students should get necessary materials for their next class and move on. Groups visiting in the hall obstruct traffic and make it nearly impossible for other students to get to their lockers or classes. Administrators and teachers will be in the halls during these times to supervise.

## **Electronic Devices**

**Cellular Phones**, Radios, CD Players, Beepers, etc., or any other electronic device that is not a part of or used for classroom instruction, or that may be disruptive to the classroom education, **are not allowed to be on in the school building during school hours at any time.** These items will be confiscated from the student's and will have to be picked up by the student's parents.

## **Leaving Classes or School during the Day**

Students may not leave a class to run errands while school is in session unless given a permit by a teacher and having approval of the principal. To obtain permission to leave school during the day, the student should have the parent or guardian write a request to the principal stating the exact time the student is to be dismissed. This request must be presented to the principal **before** the student leaves. This includes before school if a student rides a bus to school.

Any student who finds it necessary to leave school during the school day before 3:10 P.M. must check out through the office or the absence will be considered truant. This includes if a student should become ill during the day. **The school nurse will determine if that student should go home, and she will contact his/her parents** regarding being sent home. Students should not call parents themselves if they become ill. Students must be dismissed by the nurse. **If this procedure is not followed correctly by the student it may result in truancy.**

**Any student reporting to school after being absent part of the day should check in at the high school office before going to class.**

## **Lockers**

As a prerequisite to checking out a locker in the Diamond R-IV School District the student shall agree to all of the terms and conditions of this policy statement. All lockers are the exclusive property of the Diamond R-IV School District. Students will be assigned lockers for their use to store books, supplies, and limited personal clothing and other personal property. By assigning a student locker to use the Diamond R-IV School District is not waiving any of its rights as the owner of the locker and may, at its discretion, have any locker opened at any time for inspections, searches, and any other purpose it may deem appropriate for the safe and efficient management of school property and to protect the health and safety of the students, teachers, and staff of the school district. All student lockers are subject to trained drug sniffing dogs at any time. A student using one of the lockers owned by the Diamond R-IV School District should take notice that the school district does not acknowledge a student's right to privacy when it comes to the opening of these lockers. If the Diamond R-IV School District assigns or checks out a lock to a student for use with the locker the school district will continue to retain all of the rights set forth in this paragraph. If the Diamond R-IV School District allows a student to use his/her own lock with any locker belonging to the school the district will continue to retain any and all rights set forth in this paragraph. If the student uses his/her own lock on a locker owned by the Diamond R-IV School District the student agrees that the Diamond R-IV School District may remove such lock, by force if necessary, in order to exercise its right under this paragraph and further the student agrees that he/she shall hold the school district harmless for any damage to his/her lock or property if the school district deems it appropriate to open said locker, even if by force.

## **Lunch Charges**

Each student is issued a number card for use in meal service. Each student is responsible for bringing the card with them when purchasing a meal. Students and parents are asked to keep up with their lunch accounts so that there is not a negative balance. Any student whose meal balance **exceeds below a negative \$10 will receive an alternate lunch or discontinuation of lunch privileges.** Parents will be contacted via letter, email or phone message. Lunch money may be paid in the Elementary office or Central office before or after school. Please make sure the lunch payment is labeled with the student's name and the amount to be deposited in the account.

## **Medication**

The nurse will dispense only medication provided from home and authorized in writing. Such medications should be turned into the nurse prior to the start of the school day. Any student wishing to see the nurse during school should obtain a hall pass from their classroom teacher. During lunch break, students should come to the high school office for a pass before going to the nurse's office. Periodic head checks will be conducted. Students having nits or lice will be sent home.

## **Open Containers in School**

Students are not allowed to have in their possession or in their lockers, "Opened Containers" of any description during school hours. Only unopened soft drinks or juice in cans (no glass/plastic containers) will be allowed in the building. This means all cups, plastic containers or any other type of drink holders are not allowed in the building in the possession of students or in student lockers during school hours.

## **Proper Language**

Any abusive language, including profanity or any other offensive language, will not be tolerated. See Board Policy JG-R.

## **Respect**

Students should show respect to each other and to adults in the school. Disruptive/ disrespectful speech or conduct written or symbolic language or gesture which materially and substantially disrupts classroom work, school activities or which is inappropriate to public settings will result in appropriate disciplinary action taken with offenders.

## **School Cancellation**

When school is not in session because of weather conditions, the following media will be notified: TV Stations - Channels 7, 12, 16; Radio Stations - AM- 860, 1310, 1420, 1490; FM - 92.5, 93.9, 96.9, 102.5. We will also activate the district automated messenger system. When it is necessary to cancel school or dismiss early, the above mentioned facilities will be notified/activated as soon as possible. The school calendar provides for 174 days of school. Any days missed must be made up at the end of the school year.

## **Student Council**

Your student council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearing house of student activities, seeks to interest students in school affairs and helps solve problems that may arise. Members of council are your representatives and will bring before the council any proposal or concern the student body may have. The council will, in turn, bring recommended changes to the administration.

## **Student Parking**

All students who drive motor vehicles to school shall park them in the designated areas of the school parking lot – area south of the high school (no student vehicles should be parked in the lots north of the high school between 7:00– 4:00) and shall not be in or around them during school hours without written permission from the principal's office. Students shall not park any motor vehicle anywhere but the designated parking lot and their assigned parking spot issued by the high school office.

### Regulations:

1. All student motor vehicles shall be registered in the principal's office. Vehicles shall be parked in the school parking lot in their designated parking area. Numbered parking spots will be assigned – students should park in their assigned spot for the entire school year.
2. Each registered vehicle will be issued a numbered hang tag. Students should make sure the tag is hanging from the mirror. If a vehicle, other than the one registered, is driven to school, hang your tag on the mirror and report the change to the HS office.
3. Students shall park in their registered parking place at all times.
4. Any vehicle not displaying a hang tag, not displaying it properly or not parked in their numbered parking space, will be considered parked illegally and may be subject to disciplinary actions. Such disciplinary actions could include the revocation of driving privileges.
5. Students shall not sit in or on, nor ride in or on, motor vehicles of students or non-students at any time during the school day without written permission from the principal's office.
6. Permission for students to use motor vehicles during the school day shall be granted only when parents' permission stating reason and parents' signed approval is presented to the principal. Verbal permission directly from the parent to the principal's office will be accepted only in emergency situations.
7. All students who drive in the vicinity of the school during the school day shall use extreme caution and shall obey all traffic laws at all times.
8. In the event of violations, the principal will see that the student is given due process, followed by appropriate disciplinary action, which may include involving appropriate law enforcement agencies if deemed necessary.

## **Student Work Request**

All students are expected to be enrolled in a seven period day schedule. Students wishing to enroll in less than seven periods may request a student work permit. The following criteria must be met: a senior with at least nineteen (19) credits; have to be at work by 4:00 PM or earlier; and approval of the building principal.

## **Telephone**

Any student wishing to use the telephone should do so between classes or during the lunch break. Use of the telephone is a privilege. Do not abuse it.

## **Transportation**

School policy provides that to be eligible for transportation services, a student must reside at least one mile from school. Questions regarding transportation should be directed to the Transportation Director at 417-325-5188.

## **Visitors**

Visitors for students (other than parents) are not allowed during school hours. **Students are not allowed to bring guests to school with them.** It is important that classroom activities be interrupted as seldom as possible.

## **School Dances**

High school students may bring a guest from another school to DHS dances with administrative approval. The guest must be under the age of 21, of the opposite sex, and be in the 9th grade or above. Student's who have dropped out of DHS or any high school will not be allowed to attend school sponsored dances. Any guest 21 or older must be approved by the Board of Education.

## **STUDENT ATTENDANCE POLICY**

All students are expected to attend school regularly in order to receive maximum benefit from their educational opportunities. Young people are setting lifetime habits with their school attendance which will follow them to the world of work and in their personal lives.

With these realities in mind it is little disputed that regular attendance in school is a necessary component of the overall educational process. **IT IS THE DUTY OF THE STUDENT** to manage his/her lifestyle, behavior and work habits in a manner that will not result in a loss of credit for excessive absences. The definitions and regulations of Diamond High School's attendance policy are as follows: **A student will be allowed eight (8) absences per semester.** These eight absences include things such as illnesses, driver's license testing, military visits, trips with families (unless prior arrangements have been made) and family emergencies. Each class hour will be considered separately. This type of absence requires written parent verification upon return to school.

**If students are absent the day of an activity, or leave school the day of, before being in attendance at least four hours, they will not be allowed to attend extracurricular activities or participate in extracurricular/athletic events. The only exceptions will be those students who have gained prior approval from administration. (This includes all school sponsored activities).**

Absent proof of extenuating circumstances, a student will lose credit due to excessive absences if he/she has more than eight absences in a class. **IT IS IMPORTANT TO NOTE THAT EXCESSIVE ABSENTEEISM IS MEASURED FOR EACH CLASS, INDIVIDUALLY, IN WHICH THE STUDENT MAY BE ENROLLED.** Absenteeism is discouraged, but it is acknowledged that there are times when a student will not be able to attend school, and it is for those situations that the student is allowed eight per semester. With this in mind, students are encouraged to plan their appointments such that their allowed eight absences will not be exceeded due to illnesses, driver's license testing, military visits, trips with families, and/or family emergencies. **AN ABSENCE IS AN ABSENCE AND THERE WILL BE NO DISTINCTION BETWEEN EXCUSED ABSENCES AND UNEXCUSED ABSENCES WHEN THE STUDENT'S RECORDS ARE EVALUATED TO DETERMINE LOSS OF CREDIT.** Excused absences may be distinguished

from unexcused absences when determining the student's right to make up missed work, therefore, even though a student's absences do not exceed eight, the student will still be responsible for obtaining parental verification of the type of absence prior to returning to school.

When a student returns to school after an absence, he or she must report to the office for an admit slip. Notes not brought in the first day following absence should be brought in the next day following the student's return. If verification is not received within the above time frame, the absence will be counted as one of the student's eight allowable absences.

Seniors will be allowed **TWO** "college" days. With proper documentation of the visit, an absence to visit a college will not be counted against the eight allowable days. Students who encounter long-term medical issues will be given consideration and their situation reviewed.

Letters will be sent to parents notifying them when the student's absence has reached three (3) days, six (6) days and eight (8) days. **On the ninth absence in a semester, the student will receive a letter stating that no credit will be earned for the class or classes missed.** However, failure to receive notification does not exempt anyone from the provisions of this policy. **The accountability for absences ultimately is the student and parents' responsibility.**

### **Attendance Review**

If a student reaches the ninth absence and feels extenuating circumstances exist, the documentation previously stated may be needed for the principal or attendance committee to make a decision. When credit is lost in a class due to absences, the parent may appeal the decision to the attendance committee. The request to appeal should be made to the principal within five (5) days after being notified. It is your responsibility to read, understand, and discuss the rules of the policy with your parents.

The following options will be available to the attendance committee:

1. Extend the absence limit based upon facts of the absences.
2. Request that the student, parent/guardian meet with the committee to discuss and explain the circumstances relating to the excessive absences. The Attendance Review Committee may do the following:
  - a. Place student on an attendance contract.
  - b. Require students to earn back days by attending Saturday School (this option will be limited, because attendance on Saturday does not equal the attendance in a teacher's class).
- c. Decide that credit should not be earned due to poor attendance.

## **Truancy**

1. Students who are absent from school without the knowledge and permission of a parent or guardian **before** the absence occurs will be considered **truant** from school.
2. Students who have reported to school for the school day and leave school (either class, assembly, or other activity), without permission of the administration, will be considered truant from school.
3. Students who are not in the class they are scheduled to be in at that time and do not have permission from a teacher or the administration, will be considered truant. **THERE ARE NO APPROVED "SKIP DAYS."**
4. Truancy may result in ASD or OSS. First Offense - 1 or more ASD. Second Offense- Additional ASD or Saturday School. Third Offense – SS/OSS

## **Make Up Work**

A student will have one day after returning from an absence for every day missed, plus one day, to turn in any work missed as a result of the absence. It is the responsibility of the student to initiate contact with the teacher(s) concerning work missed. The student is also responsible for turning in work or taking any tests on the first day back if he/she was aware of the assignment prior to the absence. Students receiving **an unexcused absence** (suspension, no parent verification, truancy) may not make up any work missed.

## **Tardy Policy**

All students who are late to class must come to the office for a tardy pass which will be designated excused or unexcused. Consequences will be assigned for excessive tardies as follows:

**1st tardy**- classroom warning, **2nd tardy**- classroom consequences, **3rd tardy**- one ASD, **4th tardy**- two ASD, **5th tardy**- one Saturday School.

**Excessive tardiness may result in additional days of ASD or OSS.**

## **Bonus Points for Attendance** (Revised June 1994)

Students who miss four (4) or less days a semester in a class shall be rewarded with bonus percentage added to the semester grade. Students must, however, be making at least 60% on the semester grade to qualify for any bonus. Percentages shall be determined as follows:

- 0-1 classes missed 4% bonus added to the semester grade
- 2 classes missed 3% bonus added to the semester grade
- 3 classes missed 2% bonus added to the semester grade
- 4 classes missed 1% bonus added to the semester grade

## **STUDENT DISCIPLINE POLICY**

The comprehensive discipline policy of the district is composed of but not limited to policy JG and all sub-coded policies, a copy of which can be found in the appendix of this handbook. The district adheres to the procedures regarding student discipline as outlined in the Missouri Revised Statutes and the Safe Schools Act of 1997. The objective of assigned consequences is to increase appropriate behavior and good citizenship. Therefore, infractions are cumulative. More severe consequences will be assigned for chronic infractions of rules. **All punishments and suspensions, for minor and major infractions may be subject to change based upon any and all factual evidence and the need for administrative flexibility.** Notification to law enforcement officials of the infraction will occur as is warranted.

## **STANDARDS OF PUPIL CONDUCT**

### **I. Background**

The Excellence in Education Act of 1985, enacted by the 83rd General Assembly, provides for the establishment of a written policy of discipline. This policy shall contain the consequences of failure to obey standards of conduct set by the Board of Education. Standards of Pupil Conduct are designed to foster student responsibility, respect for the rights of others, and to insure an atmosphere where orderly learning is possible and is encouraged. These standards do not list each and every offense which may result in disciplinary action. However, it is the purpose of these standards to list certain offenses which, if committed by a student, will result in the imposition of an appropriate penalty. Toward this end, school officials shall be expected to hold every student strictly accountable for any disorderly conduct in school, on school property, or on a school bus going to or returning from school, or while participating or attending school related activities.

**All punishments, suspensions, and/or corporal punishments, for minor and major infractions may be subject to change based upon any and all factual evidence and the need for administrative flexibility.**

### **Regulations of Disciplinary Actions:**

#### **After School Detention:**

Students report to the assigned classroom and are seated by 3:25 p.m. They are expected to bring assignments to work on. After school detention is supervised by a classroom teacher. Detention is held until 4:55 p.m.

**\*Failure to attend ASD without notification to the HS office prior to the assignment will result in additional ASD's or Saturday School.**

#### **After School Detention (ASD) Expectations:**

1. The student shall report to the detention room by 3:25 with all textbooks, materials, paper, pen or pencil, and all other materials. ASD will be offered on Monday and Friday. Once scheduled for ASD, you must attend or have administrative permission to change dates.
2. Arriving late (tardy) for ASD will result in an additional ASD.
3. Upon arrival, students will be seated and begin work. Students will not talk to, communicate with, or disturb others while in ASD.
4. Students will be productive and working on assignments at all times. Students will not get out of their seat or speak without raising their hand and receiving permission from the teacher.

Students will work independently except for necessary assistance. Eating and drinking is prohibited.

5. Disruptive behavior in ASD may result in additional ASD or OSS.
6. ASD is not intended to be abusive, but it is intended to be an unpleasant enough experience that students will consider strongly this consequence before they violate rules and regulations. We sincerely hope it will be a prevention/deterrent of misconduct.

**\*ASD may be substituted for or combined with other consequences, according to administrator discretion.**

### **In School Suspension (ISS):**

Students who are assigned ISS for any disciplinary problem will be allowed to make up work for full credit. Specific procedures/rules for ISS are given to the student at the time of the suspension. **Students may not attend school-sponsored activities while serving ISS.**

### **Saturday School**

Students report to the assigned classroom and are seated by 8:30 a.m. They are expected to bring assignments to work on. Saturday School is supervised by a classroom teacher. Saturday School is held until 12:30 p.m.

**\*Failure to attend SS without notification to the HS office prior to the assignment will result in additional SS or OSS.**

### **Saturday School (SS) Expectations:**

1. The student shall report to the detention room by 8:30 a.m. with all textbooks, materials, paper, pen or pencil, and all other materials. SS will be offered two Saturdays per month. Once scheduled for SS, you must attend or have administrative permission to change dates.
2. Arriving late (tardy) for SS will result in an additional SS or OSS.
3. Upon arrival, students will be seated and begin work. Students will not talk to, communicate with, or disturb others while in SS.
4. Students will be productive and working on assignments at all times. Students will not get out of their seat or speak without raising their hand and receiving permission from the teacher. Students will work independently except for necessary assistance. Eating and drinking is prohibited.
5. Disruptive behavior in SS may result in additional SS or OSS.
6. SS is not intended to be abusive, but it is intended to be a second-step experience that students will consider strongly when considering violation of rules and regulations. We sincerely hope it will be a prevention/deterrent of misconduct.

**\*SS may be substituted for or combined with other consequences, according to administrator discretion.**

### **Suspension (Out of School)**

1. When a student is "Suspended", they are sent home immediately upon notification of parents, and are not allowed to attend their regular classes for the duration of the suspension. They **must** be accompanied by a parent or guardian for a "remedial conference" for re-admittance to school in accordance with board policy JGD.
2. Students are **prohibited from participating in any type of curricular or extra-curricular activities** and **are not to be on school property while serving OSS.**
3. Students **will not receive credit** for any class work missed (including tests) during the duration of the suspension.

## **Prohibited Student Conduct**

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

1. **Arson**--Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

## 2. **Assault**

- a. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

- b. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

First Offense: Expulsion.

3. **Automobile/Vehicle Misuse** - Discourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.

First Offense: Suspension or revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Revocation of parking privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

4. **Bullying (see Board policy JFCF)**--Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group.

First Offense: Detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

5. **Bus or Transportation Misconduct (see Board policy JFCC)**--Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

6. **Dishonesty**--Any act of lying, whether verbal or written, including forgery.

First Offense: Nullification of forged document. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Nullification of forged document. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

7. **Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)**--Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

8. **Drugs/Alcohol (see Board policies JFCH and JHCD)**

- a. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

- b. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.

First Offense: In-school suspension, 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

- c. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.

First Offense: 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion

- 9. **Extortion**--Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

- 10. **Failure to Meet Conditions of Suspension**--Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy. See section of this regulation entitled, "Prohibition against Being on or near School Property during Suspension."

In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy.

- First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
- Subsequent Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
11. **False Alarms (see also "Threats or Verbal Assault")**--Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.
- First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
- Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.
12. **Fighting (see also, "Assault")**--Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.
- First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
- Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.
13. **Hazing (see Board policy JFCF)**--Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.
- First Offense: In-school suspension or 1-180 days out-of-school suspension.
- Subsequent Offense: 1-180 days out-of-school suspension or expulsion.
14. **Public Display of Affection**--Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.
- First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**15. Sexual Harassment (see Board policy AC and regulation AC-R)**

a. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

b. Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

**16. Technology Misconduct (see Board policy EHB and regulation EHB-R)**

a. Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.

First Offense: Restitution. Principal/Student conference, loss of user privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

- b. Violation other than those listed in "a," or of Board policy EHB and regulation EHB, administrative procedures or netiquette rules governing student use of district technology.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

17. **Theft**--Theft, attempted theft or knowing possession of stolen property.

First Offense: Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

18. **Threats or Verbal Assault**--Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

19. **Tobacco**

- a. Possession of any tobacco products on school grounds, school transportation or at any school activity.

First Offense: Confiscation of tobacco product. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation of tobacco product. Detention, in-school suspension, or 1-10 days out-of-school suspension.

b. Use of any tobacco products on school grounds, school transportation or at any school activity.

First Offense: Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.

Subsequent Offense: Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.

20. **Truancy (see Board policy JEDA)**--Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense: Principal/Student conference, detention, or 1-3 days in-school suspension.

Subsequent Offense: Detention or 3-10 days in-school suspension.

21. **Unauthorized Entry**--Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

22. **Vandalism (see Board policy ECA)**--Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

23. **Weapons (see Board policy JFCJ)**

a. Possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

b. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

First Offense: One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

Subsequent Offense: Expulsion.

**Other Acts of misconduct:**

**1. Inciting a Public Disturbance**—Inciting or contributing to a public disturbance on school property or at a school event.

First Offense: ASD/ISS/SS

Subsequent Offense: OSS, up to 180 days

**2. Electronic Devices/Cell Phones**—CD players, Beepers, radios, Ipods etc. which are disruptive to the educational process and are not being used for educational purposes.

First Offense: Confiscate, parents must pick up

Subsequent Offense: Confiscate, parents must pick up, ISS, OSS

**3. Verbal Abuse to Staff of a Threatening Nature**—Disrespectful language to staff member that is threatening in nature.

First Offense: OSS, up to 180 days

Subsequent Offense: Expulsion

**4. Malicious Statements**—Malicious, slanderous, provocative or inflammatory remarks directed toward another student.

First Offense: ASD/ISS

Subsequent Offense: SS/OSS

## **Interrogations, Interviews and Searches**

### Searches by School Personnel

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice. The lockers and desks may be searched by school administrators who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons or other items posing a danger to the health or safety of students and school employees.

Students or student property may be searched based on reasonable suspicion of a violation of district rules, policy, or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts of information. Personal searches, and searches of student property, shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, and never in front of other students. Students shall not be required to undress, although they may be asked to empty pockets, or remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Law enforcement officials shall be contacted if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such articles. Law enforcement officials may be contacted in any case involving a violation of law when a student refuses to allow a search, or where the search cannot be safely conducted. Parents may also be contacted.

### **Standard Complaint Resolution Procedure for No Child Left Behind Programs**

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB). A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by the Department of Education Personnel. Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint.

Such a complaint must be in writing and signed; it will provide the specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted. The written, signed complaint must be filed and the resolution pursued in accordance with local district policy KL. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is not evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself. Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

### **Anti-Discrimination Law Compliance**

As a political subdivision, employer, recipient of federal funds and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, age or use of leave protected by the Family and Medical Leave Act, in its programs, activities and with regard to employment. The Board is an equal opportunity employer.

Marital, maternal or paternal status shall not affect the rights and privileges of district students to receive an education. Those students are eligible to participate in all activities and receive all honors the same as any other students enrolled in the school district.

### **Compliance Officer Appointment**

To ensure that these obligations are met, the Board designates the following individual to act as the district's nondiscrimination laws compliance coordinator, who shall also be the appointee for all laws specifically mandating such an appointment, and who shall have the duty of keeping the superintendent informed of the state of compliance with this policy district wide:

Special Services Director  
P.O. Box 68, Diamond, MO 64840  
417-325-5188/417-325-5331(fax)

## **Surveying, Analyzing or Evaluating Students**

Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.

In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter referred to as "protected information survey") that reveals any of the following information without written consent of a parent:

1. Political affiliations or beliefs of the student or the student's parent.
2. Mental or psychological problems of the student or the student's family.
3. Sex behavior or attitudes.
4. Illegal, antisocial, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
7. Religious practices, affiliations or beliefs of the student or the student's parent.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

## **Notice and Opportunity to Opt Out**

In accordance with law, parents will receive prior notice and an opportunity to opt a student out of:

1. Any other protected information survey, as defined above, regardless of the funding source.
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, or any physical exam or screening permitted or required under state law, except for hearing, vision or scoliosis screenings.
3. Activities involving the collection, disclosure or use of personal information obtained from students for marketing selling or otherwise distributing information to others.