

**DIAMOND ELEMENTARY
HAND BOOK RELEASE
2010 – 2011**

Student Name

Teacher

Grade

We have read and discussed the Diamond Elementary Handbook and will adhere to the policies set forth with in.

X _____
Student's Signature

X _____
Parent/Guardian Signature(s)

X _____



Diamond Elementary Handbook



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2010 – 2011

DIAMOND R-IV SCHOOL DISTRICT

Dr. Trish Wilson, Superintendent

P.O. Box 68 · 601 South Main

Diamond, Missouri 64840

417-325-5186

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

Diamond Middle School
Mr. Danny DeWitt, Principal
417-325-5336

Diamond Elementary School
Dr. Melissa Massey, Principal
417-325-5189

Diamond Special Services
Dr. Marcia Bary
417-325-7321

Parents/Guardians & Students:

On behalf of the staff at Diamond Elementary, I would like to welcome you to the 2010-2011 school year. We are excited about the upcoming 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.

The handbook is a document that covers the district's expectations, rules and policies that govern Diamond Elementary. We are committed to provide for the welfare of each student, 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 assure the well being of all students.

It takes the work of a team to educate students. We are here to make your school year successful while providing a challenging educational experience. We need everyone working together; parents, extended family members, the Diamond community, faculty and staff, and students. Please join us; become involved!

Please do not hesitate to contact me if you have questions or concerns. Parents, we know and understand, many times it is difficult to come to us with concerns. Please put your concerns (many refer to them as *fear* of coming to school to voice a concern) aside ... we understand there will be concerns and we want to work through those together!

I look forward to another exciting year at Diamond Elementary. *Diamond is a great place to be!* I am so proud to be part of such a great place and to have a part in your child's life.

Respectfully,
Melissa Massey
Diamond Elementary School
417-325-5189

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MISSION STATEMENT

**The mission of the Diamond R-IV District is
“Success through rigor, relevance and high expectations!”**

Diamond Elementary School Creed

**Today, I will do my best to be my best.
I will come to school, listen, and work hard.
I will follow directions, do my work, and learn.**

**I will be responsible for my own actions.
I will respect others and myself.
I will treat others the way I like to be treated.**

**I will be a good student. I will SUCCEED!
Today, I will do my best to be my best.
I am proud to be a Diamond Wildcat!**

DIAMOND ELEMENTARY FACULTY: 2010 – 2011

Principal – Melissa Massey

Secretary – Michelle Brock

PreK – Melissa Lankford

PreK Para-Professional – Jennifer Daniels

PreK Para-Professional – Holly Thompson

Kindergarten – Sheila Clouse

Kindergarten – Erica Doennig

Kindergarten – Aimee Renfro

Kindergarten – Tina Wilson

1st – Sarah Berry

1st – Laura Davied

1st – Annette Elam

1st – Dawn Johns

2nd – Erika Burch

2nd – Diane Gonzales

2nd – Mike Kelly

3rd – Julie Karsten

3rd – Kenda Ogle

3rd – Elizabeth Reynolds

3rd – Lance Smith

4th – Jeri Cope

4th – Rebecca Evans

4th – Niki Higgs

4th – Elizabeth Hailey

Curriculum – Cindy Sprague

Elementary Counselor – Erin Martin

P.A.T. – Vicki Wright

Copy Center – Peggy Tutor

Title 1: Math – Linda Peoples

Title 1: Grades 3-4 – Sheila Littlefield

Title 1: Grade 1-2 – Donna Morris

Title 1: Kindergarten – Barb Badley

Title 1 Para-Professional – Camy Devins

Title 1 Para-Professional – Piper Hollars

Title 1 Para-Professional – Stephanie Valdez

Art – Kay Graves

Library – Becky Johnson & Cindy Corn

Music – Melissa Smith

P.E. – Frank Esposito

Technology – Lisa McCloskey

Special Services

Marcia Berry, Special Services Director

Valerie Jinks - Secretary

Julie Schwartz, Gifted

Elaine Barton, Instructor

Kathy Pester, Instructor

Penny Dees, Paraprofessional

Janell Balmas, Paraprofessional

Katie Stone, Para-Professional

Penny Brashear, Paraprofessional

Tracy Stephens, Speech Pathologist

Kathleen Trentham, Sp. Implementer

Food Service

Judy Coker – Food Service Director

Barb Olson – Secretary

Fern James

Faye Wallace

Joyce Weems

Cassie James

Maintenance

Harold Bridges – Maintenance Director

Beth Baker – Secretary

John Lloyd, Lead Maintenance

Garry Pendergraft

John Sinden

Patricia Volv

Ray Williams

Transportation

Harold Bridges – Transportation Director

Beth Baker – Secretary

Ron Badley, Bus #8 – Blue Whale

Penny Brashear, Bus #16 – Gray Elephant

Judy Coker, Bus #12 – Orange Cat

Phyllis Doyle, Bus #21 – Purple Butterfly

Frank Esposito, Bus #11 – Black Bear

Larry Jump, Bus #10 – Brown Cow

Regina Morgan, Bus #22 – Pink Rabbit

Melissa Ramsay, Bus #20 – Green Frog

Steve Johnson, Bus #9 – Red Monkey

Marsha Struewing, #3 – Blue Bird

Sam Hayes/Preston Wright, Bus #23 – Blue Whale

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AFTER SCHOOL PROCEDURES

For the safety of all students, please send a note or call the school office if there is any change in your student's normal school procedure.

- Without this notification, students will be sent home by normal procedures.
- Students are not permitted to stay after school, go to other homes or places, or ride other busses, without notification from the parent or guardian. Students will not be allowed to phone and check on this. These arrangements should be made before coming to school.
- Parents calling the office to change student pick-up arrangements should call **BEFORE** 1:30 p.m. For calls made after 1:30 the office will make every attempt to deliver the message but will NOT guarantee the message will be delivered to your child.

ATTENDANCE/ABSENCES

Attendance is crucial for student success.

- If a student is absent from school, please contact the school (Diamond Elementary 417-325-5189) prior to 9:00 a.m. This insures that, for the safety of the student, their whereabouts are known.
- Students will be given one day for every day absent to make up and turn in work. Parents may request school work for home. Please understand that not all work can be sent home with your child. Requests for homework **MUST** be made **prior to noon** and picked up in the office at the end of school.
- When a student arrives late, they **MUST** check in at the office. Students are tardy if they are not in their classrooms when the 8:10 bell rings. If a student is tardy, **THE PARENT MUST WALK THE STUDENT IN TO THE OFFICE.**
- Students are not to leave before dismissal, if at all possible. Leaving early disrupts the classroom and end-of-day directions. If a student is to leave school for any reason, the parent must come to the office to check the student out of school. The office will call the student down to be picked up by the parent.
- In cases where the district is aware that a student must be absent for an extended period of time, the district will arrange for the student to receive instruction by other appropriate means.

Attendance Standards

The following absences will be excused only if documentation is provided as indicated.

1. Illness or injury of the student, with written excuse from parent.
2. Illness or injury of a member of the student's family when the student's presence is necessary or expected, with written excuse from parent.
3. Medical appointments, with written appointment confirmation by medical provider.
4. Funeral, with written excuse from parent. The principal may require a program, or other evidence of attendance, as additional verification.
5. Religious observances, with written excuse from parent.
6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written excuse from parent.
7. Out-of-School suspension.
8. Visits with a parent or legal guardian who is an active duty member of the military who has

been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.

All other absences and any absence for which required documentation is not provided are unexcused.

Consequences for Violations with Attendance *Grades K – 4*

Attendance in early grades is crucial to later academic development. In addition, attendance habits are formed in early grades, and many later attendance problems can be averted with intensive family and student interventions in early grades. For this reason the principal, with the assistance of the counselor and building faculty and staff, will closely monitor student attendance and implement intervention strategies and other actions as follows:

1. Any time a student has been absent three consecutive days and the parents have not contacted the school, the teacher will contact the parent by phone or in person. This will be documented with the principal and other school personal.
2. When a student has accumulated five (5) excused absences or one (1) unexcused absence in any semester, the principal or designee will contact the parent to discuss the student's attendance and current level of academic performance. A meeting may be scheduled at time convenient for the parent.
 - One (1) or more of the student's teachers will be in attendance at the meeting. The purpose of contacting the parent is to clarify the school's expectations regarding attendance and elicit suggestions from the parent on how to improve the student's attendance, including identifying reasons why the student is not attending school regularly.
3. When a student has accumulated eight (8) excused absences or two (2) unexcused absences in a semester, the principal will schedule a conference with the parents at a time convenient for the parents. One or more of the student's teachers will be present, and the parents will be encouraged to bring other family members. The purpose of this conference is to determine
 - Why the student is not attending school regularly;
 - To examine the student's academic performance;
 - To communicate district attendance expectations;
 - To provide information about compulsory attendance laws and educational neglect;
 - To elicit suggestions from family members about increasing the student's engagement with school;
 - And to create an attendance plan that includes specific intervention strategies designed to improve the student's attendance.
4. When a student has accumulated ten (10) excused absences or five (5) unexcused absences in a semester, a staff member from the district will arrange an in-home visit to discuss the student's attendance plan and any necessary modifications to the student's attendance plan.
5. When a student has accumulated twelve (12) excused absences or five (5) unexcused absences in a semester, the district will determine whether there is reason to suspect educational neglect or whether the parent is violating the compulsory attendance laws. If so, the district will contact the Children's Division (CD) of the Department of Social Services or the local prosecutor.

6. More than twelve (12) excused absences or five (5) unexcused absences in a semester will be a factor in determining whether the student may be retained or required to attend summer school as a condition of promotion.

AUTOMATED CALLING SYSTEM

Diamond R-IV has an automated calling system. You will be notified by a pre-recorded message about special school events, school cancellations and other events pertaining to the school and your child. This is an excellent way to keep parents informed as to what is going on within the district.

BELL SCHEDULE

Daily Elementary Schedule:

7:45 a.m.	School Doors Open
7:55 a.m.	Students may go to Classrooms
8:05 a.m.	Warning Bell
8:10 a.m.	Classes Begin
8:25 a.m.	News Cast
11:00 – 11:25	Lunch: PreK
11:15 – 11:40	Lunch: Kindergarten
11:30 – 11:55	Lunch: 1 st Grade
11:45 – 12:10	Lunch: 2 nd Grade
12:00 – 12:25	Lunch: 3 rd Grade
12:15 – 12:40	Lunch: 4 th Grade
3:10 p.m.	Parent Pick Up Dismisses
3:12 p.m.	Bus Load
3:15 p.m.	School Day Ends
3:25 p.m.	Walkers Dismiss



**For safety, students should NOT arrive at school
BEFORE 7:45 a.m.**

BULLYING

Bullying will not be tolerated. Repeated or 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 (including threats to *kill* another person), extortion or theft, damaging property, and exclusion from a peer group. Bullying also includes cyber-bullying as well, regardless of the form it takes (i.e. email, texting, social networking site such as Facebook, etc.). The first offense will result in mandatory in-school suspension for 1 – 180 days, or if needed 1 – 180 days of out-of-school suspension. Subsequent offenses will result in 1 – 180 days of out-of-school suspension or expulsion.

BUS TRANSPORTATION

The safety of our students is of the utmost importance. All possible safety precautions will be taken while transporting our students.

- For the safety of all bus riders, rules of conduct must be obeyed.
- Video cameras are sometimes used on busses by the district.
- When bus rules are not followed by students, a disciplinary report is written up by the bus driver and given to the transportation director. The transportation director will talk with the child and a copy of the report is sent to the parent.
- Disorderliness on the school bus will not be tolerated. It becomes a safety hazard. Therefore, if a student cannot comply with the safety regulations, they will be denied the privilege of riding the bus.
- The Department of Education established a one-mile limit for transporting students to and from school. *However*, the school district can establish pick-up points if the school bus does not deviate from the route.

CARE OF SCHOOL PROPERTY

Defacing, marring, or otherwise damaging school property such as restrooms, halls, fence or classrooms will not be tolerated. Punishments will include one or more of the items listed under the heading of DISCIPLINE.

CHANGE OF RESIDENCE

If you change your address, home telephone number, or work number, please notify the secretary as soon as possible.

CLASS PARTIES

Three parties will be held each year. Room Parents will provide refreshments, favors, and games for the Fall, Christmas and Valentine's Parties.

CORPORAL PUNISHMENT

(Missouri Safe Schools Act) See School Board Policy JGA

Corporal punishment, as a measure of correction or of maintaining discipline and order in schools, is permitted. It shall be used only when all other alternative means of discipline have failed, and then only in reasonable form and upon the recommendation of the principal. Corporal punishment will only be used upon parent approval/contact.

DEFACING/LOSING SCHOOL PROPERTY

Students will be expected to pay for books, supplies, equipment of 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.

DIRECTORY INFORMATION

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 the 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 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, 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.

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. ~ 1232g (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.

Contact with Department of Social Service/Division of Family Support

The Division of Family Services 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 is not appropriate. The DFS worker will contact the school principal or designee prior to coming to the school to arrange the interview when possible. The DFS worker may be accompanied by a law enforcement officer when the report alleges physical or sexual abuse. The principal and/or school counselor will verify and record the identity of the DFS staff person, who will explain the need to question or interview the student at school. The

school principal and/or school counselor will be present during the interview. The interview will be conducted in private.

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 extra-curricular 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 extra-curricular 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.

DISCIPLINE

Disciplinary problems will be handled in accordance with School Board policies JG, building regulations, and the Missouri Safe Schools Act (Policy attached). These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school sponsored activities. *ALL DISTRICT STAFF* have the responsibility and are required to enforce policies, regulations and procedures in a manner that is fair and developmentally appropriate and considers the student and the individual circumstances involved

Student's Responsibility: Students are expected to come to school in a positive frame of mind and be ready to actively cooperate and participate in educational activities.

Parent's Responsibility: Parents are expected to support efforts of the school and to maintain an attitude of expected good behavior from their child/children.

Teacher's Responsibility: Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

Building Principal's Responsibility: Building principals are responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision.

The following list includes examples of student behavior that violates school policy and students may be disciplined or suspended for any of the following:

- Possession, transmission, and/or use of tobacco, drugs, or alcohol.
- Disrespect or insubordination.
- The use of improper language.

- Fighting.
- Inappropriate display of affection.
- Rowdy behavior such as pushing and shoving.
- Leaving a classroom or school grounds without permission.
- Vandalizing, damaging, or stealing school or private property.
- Threatening, intimidating, or causing bodily harm to any person.
- Weapons (as described in the Missouri State Schools Act). Students who bring weapon to school will be expelled for a period of one year. The superintendent of schools may modify this expulsion on a case-by-case basis. The minimum punishment shall be a parent conference and the maximum shall be one year expulsion.
- Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations and procedures. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

Stages of Discipline:

Positive experiences are the results of effective teamwork. School provides a wonderful example of this as parents and teachers merge to make a team that benefits the student. Communication becomes the key to success. When questions arise, do not hesitate to contact the teacher and discuss the issues at hand. With everyone working together, we all benefit.

STAGE 1: Classroom Discipline

- Teacher/student conference

STAGE 2: Phone Call or Note Home

- **TEACHERS** may notify the parents **by phone** if their child is disobedient.
- Teachers may send a note home or note the behavior in the student's planner. The note or planner will need to be signed by the parent and returned the following day.

STAGE 3: Principal Office Visit

- The student is sent to the principal's office.
- **EACH time a student is referred to the office a note will be sent home with the student.**
- The student note must be signed by the parent/guardian and returned to school the next day.

STAGE 4: Parent Conference

- Parents will be notified by the principal and a parent conference will be set when child continues to misbehave.

STAGE 5: ISS or Out of School Suspension

- Students may serve school time serving In School Suspension.
- Students may be suspended for up to 10 school days.

- School suspension will be for the students who continue to display prohibited behaviors.

EXCEPTION: *Fighting, disrespect or other such type behavior toward anyone or school property will be cause for immediate promotion to Stage 3.*

DRESS CODE

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.
- 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.

Additional 4th Grade Dress Code:

(4th Grade will follow the dress code set for 4th – 12th grade)

- 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 parts are not allowed to be worn to 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.**

ENROLLMENT AND WITHDRAWALS

Students must be officially enrolled through the school office before they can attend classes.

- Parents of kindergarten children must present verification of the date of birth of the child at the time of registration.

- All students new to the district must supply an immunization record. Student immunizations must be current or students will not be allowed to enroll.
- Students will not be allowed to attend classes until the district has received records from the previous school.
- When you are planning on withdrawing your child, the office needs at least one day's notice in order to prepare records.

FIELD TRIPS

Students will be going on field trips throughout the school year.

- A blanket permission slip will be sent home with each student at the beginning of the year to cover all field trips. This slip must be signed and returned in order for your child to attend field trips throughout the year.
- A reminder note from the classroom teacher will be sent home prior to each scheduled date.
- If for some reason you do not want your child to attend a particular field trip after signing the form, parents must contact the office.
- Students will ride the bus to and from the trip unless pre-approved arrangements have been made.
- Students MUST ride to bus to the field trip. There will be no exceptions for this.
- Students may ride home from the field trip with their parent. Parents may bring ONLY their child home from the field trip.

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. Teachers are 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.

GRADING SCALE

The grading system in grades K-4 is based on the following scale percentages.

A 94-99	C 74-76
A- 90-93	C- 70-73
B+ 87-89	D+ 67-69
B 84-86	D 64-66
B- 80-83	D- 60-63
C+ 77-79	F 0-59

- Student's grades are based on their academic performance.

- Student's grades will not be penalized for disciplinary matters.
- Grades will be determined by points accumulated on assignments, class contribution and participation, and tests.
- The total points accumulated will be used to assign quarter grades.
- Semester grades will be the average of the two quarters in a given semester.

HEAD LICE

Routine head checks for head lice will be conducted by the faculty and staff and the school nurse.

1. Children having **nits or head lice** will NOT be allowed to remain at school.
2. Parents will be notified and students will remain in the nurse's office until the parents/guardians pick the child up from school.
3. Parents/guardians are expected to pick the student up in a timely manner.
4. **BEFORE THE STUDENT IS ALLOWED TO COME BACK TO SCHOOL**, the student will need to be checked by the School Nurse to be allowed to return to school.
 - Parents must bring the student to the office.
 - The school nurse will be called to the building and the nurse and/or a member of the staff will clear the student to come back to school.
 - **A STUDENT WITH NITS WILL NOT BE CLEARED TO COME BACK TO SCHOOL.**

HEALTH INFORMATION

Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type or record or method of storage.

ILLNESS

Students who become ill during the school day will get permission from the teacher to go to the health nurse who will make the decision on further action.

- Remember, an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school.
- Routine head checks for head lice will be conducted.
 5. Children having **nits or head lice** will NOT be allowed to remain at school.
 6. They will remain in the nurse's office until the parents/guardians pick the child up from school.
 7. The child will need to be checked by the School Nurse to be allowed to return to school.

IMMUNIZATION

The State of Missouri requires that students be properly immunized on or before the first day of school or the child will not be able to attend.

INTERROGATIONS, INTERVIEWS & SEARCHES

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.

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.

IN-SCHOOL SUSPENSION

Any child, whose conduct continues to be disruptive after other means of modification have failed, may be given In-School Suspension. A pupil who is a danger to him/herself or others, who causes a severe disruption, who interferes with the learning of him/herself or others, or who consistently disregards school regulations may serve ISS.

LUNCH CHARGES

Any student whose meal balance exceeds below a negative \$10 will receive an alternate lunch from the cafeteria 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.

MEAL PRICES

	Regular	Reduced/Free	Adult
Breakfast	\$1.00	\$.30	\$1.25
Lunch	\$1.40	\$.40	\$2.25

A breakfast and lunch program is provided for those students who desire the service.

- Students may bring their lunch and buy milk to drink.
- There will be no breakfast charges.
- Lunch charges will be minimal and must be kept paid weekly.

PLEASE FILL OUT THE ELIGIBILITY FORMS PROVIDED. Food service is a vital part of a child's nutritional well-being. If help is needed filling out the appropriate forms, the school may help with this. If you qualify for the lunch program but do not wish to participate, please fill out the form and indicate you do not wish to participate, but return the form.

MEDICINE

For medication given at school, the parent or guardian must authorize medication or treatment in writing. The request must contain:

1. Child's name
 2. Name of the medication
 3. Time of day to be given and dosage
 4. Signature of parent and/or physician
 5. Daily supply of medication in original container
- All medication must be turned in to the school nurse or teacher at the beginning of the school day.
 - For any medication to be given at school, a form supplied by the nurse must be completed. The direct phone number to the nurse's office is 325-6484.
 - Emergency treatment will be performed in each individual case in order to prevent undue pain or serious consequences.

MORNING STUDENT DROP OFF

Morning drop off is located East of the school or behind the school at the intersection of 4th Street and Bobbie Smith. It is in front of the New Athletic Training Facility located North of the Football Field.

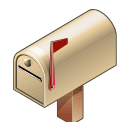
Students may be dropped off at school beginning at 7:45 a.m. each morning. Students are not to be dropped off at school before this. The school is not open and there is no one to supervise students. *MOST MORNINGS THERE WILL BE A TEACHER ON DUTY* at the student drop off or posted by the school building door. Student will enter through the back door – Door 26. This door will be locked until 7:45.

1. Cars will enter the parking lot by 4th Street or Bobbie Smith.
2. They will drive around and drop students off at the gate.
3. The students will enter through the gate and travel along the path to Door 26 and enter the elementary building. (Just an FYI ... we do have plans to build an awning over this walk-way to protect students against the weather.)
4. Students will then go directly to the cafeteria upon entering the building.

At 8:15, the gate to the drop off will be closed. After this time, your child is tardy. You will need to park and walk your child in and sign them in at the office.

Parents: If you choose to bring your child into school and walk them to their classroom, you must park in the front or at the side of the school and enter through the main entrance and check in at the office. Parents will not be allowed to enter through the back doors.

- *Please remember there is absolutely no parking allowed on the West side of Main Street. The city will be issuing tickets to those cars parked along that side of the road.*
- *Please do not block the drive area entering our school. That is for deliveries, service workers or emergencies.*



MOVING

When you are planning to move to another school district, please notify the school as soon as possible. The teacher and office need advance notice in order to get grades, records, and transfer papers completed. In accordance with the Family Educational Rights and Privacy Act, records are disclosed only to those listed under 99.31. Parents wishing to see their child's records should contact the elementary office. Diamond R-IV has the right under this act to transfer transcript information to another educational facility upon request without a parent signature.

PARENT PICK UP – After School

Students picked up by parents after school will go through parent pick up line. This is located East of the school or behind the school at the intersection of 4th Street and Bobbie Smith. It is in front of the New Athletic Training Facility located North of the Football Field.

Parents may begin lining up in their cars to pick up students at 3:00. The cars will line up down “Bobbie Smith Street.”

1. There will be a teacher on duty at the West corner of the parking lot. You will give them the name and grade of the student/students you are picking up.
2. You will drive around to the Pick Up Gate. Your child will be arriving there to get in your vehicle.
3. Upon leaving the parking lot, cars will turn East or Right onto 4th Street.
4. Please, do NOT park in the parking lot there. With the new pick up point we are eliminating children walking around moving cars. You will be asked to please go through the pick up line in your car.
5. If you would like to meet or visit with your child’s teacher, please still go through the pick up line to pick up your child and then drive to the front of the building and park, come in through the main doors and sign in at the office.
6. If you have children that you pick up in the Middle School or High School please still pick up your Elementary student in the pick-up line and then drive around and pick your Middle or High School student up as you normally do.

*** During cold or bad weather students will be walked to the Athletic Training Facility and students will be picked up from that door.

PARENTS: If you choose to come into the school and pick your child up, your child may go to the elementary cafeteria with the “walkers.” However, you must wait until the “walkers” are released, which is after the busses leave, to take your child from the school.

PARENT PORTAL

www.diamondwildcats.org

Lumen, the district student information system, allows parents to access information about their child, such as missing assignments and grades, lunch balances and attendance. This is a great resource to keep you informed at all times. To access the Parent Portal, go to the district web site. On the home page, go to the left hand side of the screen and select the WEBSIS Home button. This will direct you to a log on page. If you do not have a log on or password, please contact Diamond technology director Preston Wright: pwright@diamondwildcats.org or 417-325-5186.

PHYSICAL EXAMINATIONS AND SCREENINGS

“Screening” is the use of a procedure to examine a large population to determine the presence of a health condition or risk factor to identify those who need further evaluation. Screening tests for

various health conditions (such as vision, hearing and scoliosis) will be conducted in accordance with administrative procedures. Students may also be weighed and measured.

- Parents/Guardians will receive a written notice of any screening result that indicates a condition that might interfere with a student’s progress or health.
- The school district will not conduct physical examinations of a student without parental consent to do so unless the health or safety of the student or others is in question or unless by court order.
- Parents will be notified of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening administered by the district is conducted that is:
 1. Required as a condition of attendance.
 2. Administered by the school and scheduled by the school in advance.
 3. Not necessary to protect the immediate health and safety of the student or other students.
 4. The term “invasive physical examination” means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion or injection into the body, but does not include a hearing, vision, head lice or scoliosis screening.
 5. Parents, or eligible students, will be given the opportunity to opt out of the above-described non-emergency, invasive physical examination or screening.

PHONE CALLS

Messages will be given to the student during the school day for calls received though the office. Only emergency phone calls for students will be permitted. Students bring cell phones to school must turn off the cell phone while in the school building. Parents needing to speak to their child are asked to call the school office.



PHONE NUMBERS

Superintendent	Dr. Trish Wilson, Superintendent	417-325-5186
High School	Mr. Brian Lee, Principal	417-325-5188
Middle School	Mr. Danny DeWitt, Principal	417-325-5336
Elementary	Dr. Melissa Massey, Principal	417-325-5189
Special Services	Dr. Marcia Bary, Director	417-325-7321

PROPER LANGUAGE

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

PTSA (PARENT-TEACHER-STUDENT ASSOCIATION)

The Diamond Parent Teacher Student Association has been highly involved in improving our school. All parents are welcome to become members and actively participate. Meetings are held once a month. Students, grand-parents, aunts, uncles, friends and neighbors as well as Mom and Dad are invited to join.

RECESS POLICIES



Fresh air and exercise are essential to good health.

- Weather permitting; students are given at least one recess daily. Shorter outside recess times are scheduled on very cold days.

- Decisions to have outside recess during cold weather depend upon the temperature and wind chill factor. If the temperature is below 32 degrees, the wind chill index is extremely uncomfortable, or if there is inclement weather, recess will be inside.
- Students will have supervised free time in the classroom on days when bad weather prevents outside recess.
- All students must be on the playground during outside recess.
- Only students with a doctor provided medical excuse will be allowed to remain in the building during scheduled outside breaks.
- Please make sure you child is dressed appropriately and has sufficient outerwear for these cold days.

RETENTION

Promotions and retentions are based on an evaluation of academic, physical, social and emotional growth. The primary reasons for considering retention are:

1. Indifference or lack of effort on the part of a capable student,
2. Excessive absences and poor school attendance,
3. Physical or social immaturity, and
4. Frequent or long absences.

The following are guidelines for retention in grade K-4:

1. Written documentation of the different methods attempted to help a student in difficulty must be on file in the student's cumulative folder.
2. School personnel will suggest retention based upon attendance, potential, achievement and age.
3. The parents/guardians will be notified that retention is under consideration.
4. Contact between school and parents will be maintained for all students under consideration for retention.

Near the end of the school year, the child's teacher(s), principal, and other school personnel deemed appropriate will review the complete record of the child.

1. The classroom teacher and principal will meet with the parent prior to a final decision.
2. The final decision will rest with the principal.
3. The decision may be appealed by going to the Superintendent of Schools and then the Board of Education.

SCHOOL CALENDAR 2010 – 2011

August 18 – Students First Day: Beginning of 1st Quarter

September 3 – **EARLY OUT – 12:30 DISMISSAL:** Teacher In-Service

September 6 – **NO SCHOOL:** Labor Day

October 1 - **EARLY OUT – 12:30 DISMISSAL:** Teacher In-Service

October 19 – Beginning of 2nd Quarter

October 28 – P/T Conference: **EARLY OUT – 12:30 DISMISSAL**

October 29 – **NO SCHOOL:** Fall Break

November 5 – **EARLY OUT – 12:30 DISMISSAL:** Teacher In-Service

November 24-26 – **NO SCHOOL:** Thanksgiving Break

December 3 - **EARLY OUT – 12:30 DISMISSAL:** Teacher In-Service

December 22 – **EARLY OUT – 12:30 DISMISSAL:** Holiday Break

December 23- December 31 – **NO SCHOOL:** Holiday Break

January 3 – Beginning of 3rd Quarter

January 17 – **NO SCHOOL:** Martin Luther King Day (2nd make-up day)
February 4 - **EARLY OUT – 12:30 DISMISSAL:** Teacher In-Service
February 21 – **NO SCHOOL:** President’s Day (3rd make-up day)
March 8 – Beginning of 4th quarter
March 18 – P/T Conference: **EARLY OUT – 12:30 DISMISSAL**
March 21 – March 25 – **NO SCHOOL:** Spring Break
April 8 – **EARLY OUT – 12:30 DISMISSAL:** Teacher In-Service
April 22 & April 25 – **NO SCHOOL:** Easter Break
May 18 – Students’ Last Day

Inclement Weather Make-Up Days:

First day off reduces student days to 174, (built into calendar)
The remaining make up days: 1/17, 2/21, 5/18, 5/19, 5/20, 5/23, 5/24, 5/25
Any additional days will be added to the end of the year.

SCHOOL CANCELLATIONS

Should it become necessary to close school because of inclement weather, it will be announced over the following media:

- www.diamondwildcats.org The District Web Site
- Families will receive a phone call from the district automated messenger system. This will be a recorded message to inform of the cancellation.
- Television Channels: 16, 12, and 7
- FM Radio Stations: 92.5, 93.9, 96.9, and 102.5
- AM Radio Stations: 860, 1310, 1420, 1490

We will also activate the district automated messenger system. If it should become necessary to cut the school day short because of unsafe weather conditions, any after-school activities are automatically canceled. Students are not to remain at the school even if they wish to do so voluntarily. The school calendar provides for 174 days of school. Any days missed must be made up with built-in day in the school calendar or at the end of the school year

SELLING

Selling is not permitted at school or on the busses unless approved by the administration.

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 many 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)

STUDENT EXPECTATIONS

Diamond Elementary Student Expectations

1. Follow directions from any adult supervisor the first time they are given.
2. Pick up trash and dispose of it properly.
3. Be respectful. Treat others the way you want to be treated!
4. Keep hands, feet and other objects to yourself.
5. Cursing, fighting or hurting others will not be tolerated.

Additional CAFETERIA Behaviors

1. Return trays and silverware to the kitchen.
2. Food from the kitchen is not to be taken from the cafeteria.
3. Stay seated until dismissed.
4. Students who do not respect the cafeteria rules may be asked to sit in a designated area away from their peers.
5. Beverages are not to be brought in to drink with the cafeteria tray unless medically necessary.



Additional PLAYGROUND Behaviors

1. When swinging - swing straight. Others are not to push the person swinging.
2. Use climbing equipment as designed.
3. Slide in feet first direction.
4. Do not leave the playground without permission.



- Upon violation of any of these rules, the teacher will ask the student to sit the remainder of the recess or miss the next recess.
- If conduct is severe, it will be reported to the principal.
- Fighting (verbally and physically) is strictly forbidden in the building and on school grounds. Breaking of this rule will result in the automatic loss of recess for one week for both/all students involved in fighting.

STUDENT RECORDS

(Board Policy JO)

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personnel information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.

The superintendent or designee will provide for the proper administration of students records in accordance with law, will develop appropriate procedures for maintaining student records and will standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The building principal shall assist the superintendent in developing the student records system, maintaining and protecting the records in his or her building and developing protocols for releasing student education records. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

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.

TEACHER REQUESTS

Teacher requests will **NOT** be accepted for a classroom teacher for the following school year. HOWEVER, parents may submit a letter of “non-request” if there is a teacher they do not wish their child to have. The time period to file a letter is MAY 1st – MAY 15th. **After May 15th NO LETTERS WILL BE ACCEPTED.**

This letter request must be in writing and state the following:

- The child’s name;
- The teacher and classroom the parent does not want the child placed in;
- And reason as to why they do not want their child in this classroom.
- The letter must be signed by the parent.

The requests will be reviewed but there are **ABSOLUTELY NO GAURANTEES** the request will be granted.

THEFT

The first offense will result in the return of or restitution for property. The principal and student will also conference. Punishment will also include detention, in-school suspension or 1 – 180 days of out-of-school suspension. Subsequent offenses will result in the return or restitution of property and 1 – 180 days of out-of-school suspension or expulsion.

TOYS AT SCHOOL

DO NOT BRING TOYS TO SCHOOL.

- If a student is found playing with toys from home during school hours, the teachers will take the toy and keep it until the end of the semester.

VISITORS

Upon entering the building, each visitor will sign in at the office.

- The visitor will be given a visitor badge. Upon leaving the building, the visitor will report back to the office, sign out and return the badge.
- Visitation with teachers should be done before 8:15 or after 3:07 so that disruptions to instructional time will be kept to a minimum.
- Conferences with teachers should be made in advance, when possible, by phoning the elementary office for an appointment.
- During school hours, if you need to speak with your child, the office will call the room and the student will report to the office.

- 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.

WALKERS

Students walking home after school will wait in the cafeteria. For safety purposes, they will be released after the busses have departed. Town students who live west of Highway 59 are to cross at the school crossing supervised by the highway crossing guard. Parents should help their children find the safest route to school.

WEBSITE

www.diamondwildcats.org

Parents can access the school website by going to: <http://www.diamondwildcats.org>

The district web site provides information about the district; Central Office, Elementary, Middle School and High School, school news, the school calendar and weather closings. In addition, you can access information about your child, such as lunch balances and grades. You can access this information by clicking on the WEBSIS Home button on the left side of the screen on the website home page. If you do not have a log on or password, please contact Diamond technology director Preston Wright: pwright@diamondwildcats.org or 417-325-5186.

WHAT TO LEAVE AT HOME

- All Pets (Unless approved though teacher and bus driver for show and tell.)
- Sharp Objects, Toy Guns, Baseballs, etc.
- Money (Please send only the money a child needs for the day.)
- Toys
- Electronic Devices (i.e. game boys, iPods, etc.)