

# *Diamond Wildcats*

## *Student Planner*

### **Mission Statement**

**The mission of the Diamond R-IV School District is “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**.

### **PHONE NUMBERS**

Superintendent: Patricia 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  
High School Counselor: Michael Ruffing 325-5188  
Middle School Counselor: Brent Jordan 325-5336  
Special Services Director: Dr. Marcia Bary 325-5188

Students & Parents/Guardians:

On behalf of the staff at DMS, I would like to welcome you to the 2009- 2010 school year. A new school year presents opportunities for various beginnings with new classes, new faces, and new options. As we begin the new school year, we welcome some new faces, students and faculty. We will be offering an outstanding, comprehensive academic program as well as an extracurricular program with a wide variety of athletics and activities in order to give each student an opportunity to excel.

Our 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, respecting the rights of each individual. All policies will be administered fairly and equitably with each person being given the opportunity to be heard.

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 years in school 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 excited about this year and I look forward to working with each and every one of you.

Sincerely,

Danny DeWitt, Principal  
Diamond Middle School School

## **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 and/or grade levels successfully completed.

**A student will not be allowed to enroll until these items plus discipline records are received either from the parent or the prior school.**

## **Bell Schedule**

Teachers Arrive	7:45 a.m.
Buses arrive	8:00 a.m.
First Bell	8:10 a.m.
First Period	8:15 a.m. - 9:04 a.m.
Second Period	9:08 a.m. - 9:57 a.m.
Third Period	10:01 a.m. - 10:50 a.m.
Fourth Period	10:54 a.m. - 12:10 p.m.
7 <sup>th</sup> & 8th Lunch	10:52 a.m. – 11:17 a.m.
5 <sup>th</sup> & 6th Lunch	11:17 a.m. - 11:42 a.m.
Fifth Period	12:14 p.m. - 1:03 p.m.
Wildcat Period	1:03 p.m. - 1:24 p.m.
Sixth Period	1:28 p.m. - 2:17 p.m.
Seventh Period	2:21 p.m. - 3:10 p.m.

## **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.

## **Grading Scale**

The grading scale is based on the following:

A = 4 pts	C+= 2 pts	D-= 1 pt
A- = 4 pts	C = 2 pts	F = 0 pts
B+ = 3 pts	C- = 2 pts	
B = 3 pts	D+= 1 pt	
B- = 3 pts	D = 1 pt	

## **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 every three weeks throughout each quarter.

## **Honor Roll**

Students who record all "A"s on their report card will be recognized as making the "all A honor roll" for that quarter. Any students making "B"s or better will be recognized as making the "A B" honor roll for that quarter.

## **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.

## **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 a hall pass signed by their teacher. The school building will be open for students at 7:45 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. 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; 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 Contacts by Parents**

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

### **Contacts with Division of Family Services Personnel**

The Division of Family Services (DFS) 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 DFS worker will contact the school principal or designee prior to coming to school to arrange the interview, when possible. The 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 DPS 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**

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.

### **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. Parents may 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 also not permitted 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 must attend school a minimum of four (4) hours on the day of an extra-curricular activity in order to be eligible for that activity unless approval is given by the administration.**

### **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**

Radios, CD Players, Beepers, etc., or any other electronic devices that are not part of a class, or that may be disruptive to the classroom education, **are not to be used in school.** These items will be confiscated from students and will have to be picked up by the student's parents. Cellular phones are allowed in school but **MUST BE TURNED OFF AT ALL TIMES DURING SCHOOL HOURS!** Students are not allowed to use cell phones during school for any reason unless given permission by a teacher or the office. Students must wait until they leave the building after school has dismissed before they use their cell phone. Cell phone use is not allowed inside the building. Violators will have their items confiscated and their parents will have to pick the items up.

### **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 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. 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 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 Cards**

Each student is issued a lunch card for use in meal service. Each student is responsible for remembering this number. Students and parents are asked to keep up with their lunch accounts so that there is not a negative balance.

### **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 Middle School 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 inappropriate 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. Additionally, the Diamond R-IV school district now utilizes an automated dialing program that will send a pre-recorded message to all contact numbers for each student in the district in the event of school cancellation. When it is necessary to cancel school or dismiss early, the above mentioned facilities will be notified 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.

### **Telephone**

Any student wishing to use the school 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. This also applies to lunch. Students may have parents bring them lunch at school but parents are not allowed to eat with students.

### **Lockers/Locks**

Lockers are issued to each student. Only a school lock may be placed on a locker. A student may check out a lock from the office and return it at the end of the school year. If the lock is lost, the

student will be responsible for the replacement cost. The student is responsible for any damage to a lock or locker. **Lockers are school property and subject to search at any time.** As you personalize your locker, remember you may not permanently change the appearance of the locker with paint or items that permanently affix to the locker. Please take pride in the equipment of DMS.

### **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. Absenteeism will be measured per class. If a student misses more than eight (8) class periods per semester, they will “lose credit” in that particular class. The parent will have the right to appeal these absences before an attendance appeals committee and will be notified by mail of the time and location of the meeting. The committee will then determine whether or not the student will lose credit in the course.

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.

### **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 will be considered “tardy” to class. Consequences will be assigned for excessive tardies as follows:

**7<sup>th</sup> & 8<sup>th</sup> Grades-** 5<sup>th</sup> tardy in 1 quarter to an individual class will result in one day of ASD. Each additional tardy will result in one additional day of ASD. If tardies become excessive, ISS, or Saturday school may also be utilized.

**5<sup>th</sup> & 6<sup>th</sup> Grades-** 7<sup>th</sup> tardy in 1 quarter to an individual class will result in one day of ASD. Each additional tardy will result in one additional day of ASD. If tardies become excessive, ISS or Saturday school may also be utilized.

#### **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 policy code, 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, 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.**

#### **Intoxicating Beverages and Drugs**

Students are not to drink or possess intoxicating beverages or illegal drugs at any time while under school jurisdiction. This would include any drinking or use of illegal drugs prior to attending any school sponsored activity. If anyone is suspected of using or possessing intoxicating beverages or illegal drugs, parents will be notified and a parent conference requested. Law enforcement officials will be involved if deemed advisable by the administration. Unauthorized taking of or distribution of over-the-counter drugs is also considered a drug related violation.

**First Offense** - 1-180 days out of school suspension (OSS), proof of professional counseling to determine if further medical help is needed.

**Subsequent Offense** - **Expulsion**, notification to law enforcement officials.

#### **Tobacco**

The use of tobacco or tobacco products will not be tolerated while a student is under school supervision. Containers of tobacco, whether packages of cigarettes, chewing tobacco or other

types of smokeless tobacco, will be confiscated. The following disciplinary action will be taken for offenders:

**First Offense** – One or more After School Detention (ASD) and/or ISS

**Subsequent Offense** – Saturday School (SS) or OSS

### **Weapons Possession (See BOE Policy JFCJ)**

The possession or use of a weapon by any person, except where authorized by law, shall be prohibited in all school buildings, on or about all school grounds and at all school activities. A weapon shall be defined as any instrument or device customarily used for attack or defense against an opponent, adversary or victim; or any instrument or device used to inflict physical injury or harm to another person. Violators of this policy may be referred to the appropriate legal authorities. In addition, any student who violates this policy will be subject to suspension and/or expulsion from school. In accordance with federal law, any student who brings or possesses a firearm (as defined in the 18 U.S.C. 921) on school property will be suspended from school for at least one calendar year. The suspension may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education.

## **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 (Middle School)**

Students report to the assigned classroom and are seated by 3:20 p.m. They are expected to bring assignments to work on. After school detention is supervised by a classroom teacher. Detention is held until 4:20 p.m.

**\*Failure to attend ASD without notification to the HS office prior to the assignment will result in additional ASDs or ISS.**

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

1. The student shall report to the detention room by 3:20 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. Lack of writing materials (paper, pen, pencil) will result in an automatic five page writing assignment.
3. Arriving late (tardy) for ASD will result in an additional ASD.
4. Upon arrival, students will be seated and begin work. Students will not talk to, communicate with, or disturb others while in ASD.
5. 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.
6. Disruptive behavior in ASD may result in additional ASD or OSS.
7. 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 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 when arrangements are made by the student to obtain assignments from his/her teachers at the time of the suspension. 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 (High & Middle 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)**

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 one Saturday per month. Once scheduled for SS, you must attend or have administrative permission to change dates.
2. Lack of writing materials (paper, pen, pencil) will result in an automatic five page writing assignment.
3. Arriving late (tardy) for SS will result in an additional SS or OSS.
4. Upon arrival, students will be seated and begin work. Students will not talk to, communicate with, or disturb others while in SS.
5. 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.
6. Disruptive behavior in SS may result in additional SS or OSS.
7. 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.

# I. Acts of Misconduct and Consequences

Acts of Misconduct which Violate Standards

## A. Violations against good order and public decency:

### 1. Disruptive Conduct

Conduct which materially or substantially disrupts or interferes with orderly educational process in the classroom, such as moving about, pestering of other students, throwing of objects, and other disruptive acts.

In-Class Discipline  
Loss of Privilege  
ASD/ISS  
Saturday School  
OSS, up to 10 days

### 2. Disruptive Communication

Communication, be it verbal, written or symbolic, which materially and substantially disrupts classroom work, school activities, school functions, or simply talking in class when told not to do so.

In-Class Discipline  
Loss of Privilege  
ASD/ISS  
Saturday School  
OSS, up to 10 days

### 3. Other Disruptive Conduct

Misconduct on school property or at school events which are disruptive or a threat to good order and discipline such as: horseplay, running in the halls, use or possession of water guns, or other nuisance objects, offensive scents, and other acts of disruptive conduct.

In-Class Discipline  
Loss of Privilege  
ASD/ISS  
Saturday School  
OSS, up to 10 days

### 4. Cafeteria Misconduct

Throwing food, littering, leaving trays, taking food from the cafeteria, and other acts which are disruptive.

Restitution  
ASD/SS/ISS/ISS,  
up to 10 days

Restitution  
ASD/SS/ISS  
OSS, up to 10 days

### 5. Bus Conduct

Conduct on a school bus which constitutes a threat to safety or good order, or violates rules of conduct established for pupil transportation services.

Loss of bus  
privileges

## **Acts of Misconduct which Violate Standards**

## **Consequences of Failure to Obey**

### **6. Disruptive Dress and Grooming**

Dress and grooming determined to be indecent, disruptive, distracting, or inappropriate as school apparel, or that which constitutes a threat to health, morals or safety, or is disruptive of school discipline or the instructional effectiveness of the school.

Opportunity to change apparel  
Dismissal from school (unexcused - see truancy rules)  
ASD/ISS

### **7. Inappropriate Public Display of Affection**

Necking, petting, and other such inappropriate public expression of affection at school or at school events.

Principal/Student Conference  
ASD/ISS  
SS/OSS, up to 10 days

### **8. Inciting a Public Disturbance**

Inciting or contributing to a public disturbance on school property or at a school event.

ASD/ISS/SS  
Loss of Privilege to Attend  
(Sem/Yr)  
OSS, up to 180 days

### **9. False Report**

Making a false report which is disruptive or a threat to health, safety, and good order, i.e., fire alarm or bomb threat.

Principal/Student Conference ISS  
OSS, up to 180 days

### **10. Use of Profane or Obscene Language**

The use of lewd, obscene, or profane language, whether spoken, gestured, or written.

In-Class Discipline  
ASD/ISS  
SS/OSS, up to 10 days

### **11. Other Acts of Misconduct**

Any other conduct prejudicial to good order and discipline, or which tends to impair the morale or good conduct of students, or interferes with the orderly operation of the classroom or school is a violation. This may extend to off-campus misconduct en route to and from school and that relate directly to the school or stemming from school events.

ASD/ISS  
Loss of Privilege

## **12. Electronic Devices**

**Cell phones**, CD players, Beepers, radios, etc which are disruptive to the educational process.

In-Class Discipline  
ASD/ISS/OSS

## **B. Violations Against the School or School Officials**

### **1. Tardiness**

Reporting late to school/class without sufficient reason.

In-Class Discipline  
ASD/ISS/OSS

### **2. Truancy**

Being absent from school/class without sufficient reason or parental permission. Excessive absenteeism without sufficient cause is also a violation, and may result in failure of class work, retention, or loss of credit.

In-Class Discipline  
Loss of Credit  
ASD/ISS/OSS

### **3. Lack of Effort**

Persistent inattentiveness, lack of effort to complete or turn in assigned class work or exams, failure to have required materials and failure to dress for physical education.

In-Class Discipline  
ASD/ISS/OSS

### **4. Cheating**

Cribbing, copying other student's work, representing other work as their own, the unauthorized possession or distribution of

In-Class Discipline  
Loss of Credit  
ASD/ISS/OSS

teacher's tests, and other forms of cheating

OSS, up to 180 days

### **5. Lying**

Lying or otherwise misrepresenting the truth to school authorities in the official conduct of their duties.

In Class Discipline  
ASD/ISS  
SS/OSS, up to 10 days

### **6. Concealing or Providing False Information**

Intentionally concealing, or providing false information to school officials in the conduct of school business to include student records, forged notes, passes, misuse of lunch cards.

Nullification of forged document  
Principal/Student Conference  
ASD/ISS  
SS/OSS, up to 180 days

### **7. Defiance of Authority**

Any verbal or non-verbal refusal to comply with a reasonable direction or order of a school employee responsible for the care and supervision of students.

In-Class Discipline Loss of Privilege  
ASD/ISS  
SS/OSS, up to 180 days  
Expulsion

### **8. Disrespect to School Personnel**

Acts of disrespect directed toward school personnel, i.e., disrespectful or abusive language, talking back, and gesturing.

In-Class Discipline  
Loss of Privilege  
ASD/ISS  
SS/OSS, up to 180 days  
Expulsion

### **9. Verbal Abuse to Staff of a Threatening Nature**

Disrespectful language to a staff member that is threatening hi nature.

OSS, up to 180 days  
Expulsion

### **10. Assault - School Employee**

Causing or attempting to cause injury to a school employee, intentionally placing the employee in reasonable apprehension of imminent physical injury.

OSS, up to 180 days  
Expulsion

## **C. Violations against Persons:**

### **1. Fighting**

Combat in which one or more parties have contributed to the conflict either verbally or by a physical action.

ASD/ISS  
SS  
OSS, up to 180 days

### **2. Threatening Other Students**

The intentional threat by word or act to do violence to another student, coupled with an apparent ability to do so, or doing some act which creates a well-founded fear in the person that such violence is imminent.

ASD/ISS  
SS  
OSS, up to 180 days

### **3. Assault - Student**

Causing or attempting to cause injury to another; intentionally placing another in reasonable apprehension of imminent physical injury.

ASD/ISS SS  
OSS, up to 180 days  
Expulsion

### **4. Malicious Statements**

Malicious, slanderous, provocative or inflammatory remarks directed toward another student.

In-Class Discipline  
ASD/ISS  
SS/OSS, up to 10 days

### **5. Disparaging or Demeaning Remarks**

Words which are spoken solely to harass or injure other people, such as defamation of a person's race, religion, or ethnic origin.

In-Class Discipline  
ASD/ISS  
SS/OSS, up to 90 days

### **6. Obscene Manifestation**

Any obscene manifestation, verbal, written, or gestured, directed toward another person.

In-Class Discipline  
ASD/ISS  
SS/OSS, up to 10 days

### **7. Sexual Harassment**

A. Use of verbal, written, or symbolic language that is sexually harassing.

B. Physical contact that is sexually harassing

ASD/ISS  
SS  
OSS, up to 180 days, Expulsion

### **8. Sale, Distribution, or Possession of Obscene Material**

The sale, distribution, or possession of obscene material. Material shall be considered obscene for students if it is primarily devoted to description or representation in whatever form of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, and, a) its predominant appeal is a prurient interest in sex and b) it is offensive to prevailing standards in the adult community as a whole with respect to what is suitable material for minors and c) it lacks serious literary, artistic, political or scientific value for minors.

Confiscation In-  
Class Discipline  
ASD/ISS  
OSS, up to 180 days  
Expulsion

**9. Sale, Distribution or Possession of Pornographic Material**

The selling, distributing, or knowingly possessing any material, if when considered as a whole the material is determined to be pornographic, applying community standards. It shall be considered pornographic if .. a) it predominant appeal is to prurient interest in sex, and b) it depicts or describes sexual conduct in a patently offensive way and c) it lacks serious literary, artistic, political, or scientific value.

Confiscation  
ASD/ISS  
OSS, up to 180 days  
Expulsion

**D. Violations Against Property**

**1. Littering**

Throwing, placing, or causing to be placed or thrown, any glass, bottles, cans, garbage, trash, refuse, or rubbish of any kind, nature or description on any school property or any road right of way adjacent to school property without the consent of an authorized school employee.

In-Class Discipline  
Restitution ASD/ISS  
SS  
OSS, up to 10 days

**2. Tampering**

The unauthorized tampering or entry into a locker, desk, bag, vehicle or

In-Class Discipline  
Restitution

other's personal property assigned to or belonging to another individual or the school.

ASD/ISS  
SS  
OSS, up to 10 days

**3. Trespassing**

Willfully entering or remaining in any structure, conveyance, or property of another without being authorized or invited; or having been authorized or invited, is requested by an authorized person to depart and refusing to do so.

ASD/ISS  
SS  
OSS, up to 10 days Notification of local authorities

**4. Unauthorized Marking**

The unauthorized scratching, marking, or writing on school property or the property of others.

In-Class Discipline Restitution  
ASD/ISS  
SS/OSS, up to 10 days

**5. Willful Damage to School, Staff, or Student Property**

Knowingly causing damage or attempting to cause damage to any property, real or personal, belonging to another, including school, staff, students.

Restitution  
ASD/ISS  
SS/OSS, up to 180 days  
Expulsion

**6. Extortion**

Threatening or intimidating any person for the purpose of, or with the intent of obtaining money something of value from the person

Restitution  
ASD/ISS  
SS/OSS, up to 180 days  
Expulsion

**7. Stealing - Larceny**

The intentional unlawful taking, appropriation, use, or retention of property of the school district or another individual without the consent of the owner.

In-Class Discipline  
Restitution  
ASD/ISS  
SS/OSS, up to 10 days

**8. Possession of Stolen Property**

The possession of stolen property, associated with the school, with the knowledge that it is stolen.

Restitution  
ASD/ISS  
SS/OSS, up to 10 days  
Notification of authorities

### **9. Gambling**

Participation in games of chance for money and/or other things of value.  
Profiting from gambling activities other than as a participant.

In-Class Discipline  
ASD/ISS  
SS/OSS, up to 10 days

## **E. Violations Against Public Health and Safety**

### **1. Failure to have a vehicle sticker**

Failure to have a vehicle sticker when required by the school.

Loss of privilege

### **2. Careless Driving**

Driving on school property carelessly or without due caution so as to endanger person or property.

Loss of privilege  
Referral to law enforcement

### **3. Weapon - Use or Possession**

Bringing to school or onto school grounds or property any item that is ordinarily or generally considered to be a weapon, i.e., knives, guns, chains, metal knuckles, fireworks. or explosives.

OSS, up to one calendar year  
Referral to law enforcement

### **4. Tobacco - Use or Possession**

The possession or use of smoking or smokeless tobacco on school premises

Confiscation ASD/SS/ISS/OSS, up to 180 days-referral to Tobacco Court

### **5. Drug/Alcohol- Possession or Use**

Possession, use or attendance under the influence of controlled substances, alcoholic beverages, substances represented to be such, and/or unauthorized over-the-counter drugs .

OSS, up to 180 days  
Expulsion

**6. Drug/Alcohol** - Sale or Distribution Sale or distribution of controlled and/or illegal substances, alcoholic beverages, substances represented to be such, and/or unauthorized over-the-counter drugs.

OSS, up to 180 days  
Expulsion

**F. Other Violations**

**1. Coach/Sponsor Standards**

Conduct in violation of reasonable rules and requirements established and announced by coaches or sponsors of school activities beyond the standards of conduct herein provided.

Disciplinary action as provided in such standards which include suspension from the activity.

**2. Habitual Misconduct** Persistent and repeated misconduct in violation of the foregoing standards, after the exercise of various disciplinary options, may be viewed as a serious violation.

Disciplinary action in such cases may include suspension or expulsion as circumstances may warrant.

**3. Law Violation**

In addition to the foregoing provisions, any act identified by Missouri Statue as a crime is a violation of these standards and may be dealt with as provided by law .

Referral to appropriate authorities.

## **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 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)

## **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.

## **Interrogations, Interviews and Searches**

### **Searches by School Personnel**

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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.