



2020-2021

Elementary Handbook

DIAMOND R-IV SCHOOL DISTRICT

Mrs. Lisa Northup

P.O. Box 68 - 601 S. Main

Diamond, Missouri 64840

417-325-5189

Updated 08/10/20

DIAMOND ELEMENTARY HANDBOOK RELEASE 2020-2021

Student Name Teacher Grade

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

X _____
Student's Signature

X _____ X _____
Parent / Guardian Signature Parent / Guardian Signature

X _____
Date



DIAMOND ELEMENTARY HANDBOOK

Diamond High School
Mr. Chris Mettlach
417-325-5188

Diamond Middle School
Mr. John Lawrence, Principal
417-325-5336

Diamond Elementary School
Mrs. Lisa Northup, Principal
417-325-5189

Diamond Special Services
Dr. Laura Weaver
417-325-7321

Parents / Guardians & Students:

Welcome to Diamond Elementary, home of the Wildcats! The faculty and staff are excited about the upcoming school year and look forward to working cooperatively with you to provide your child with a positive educational experience.

Working collaboratively with staff, students, parents, and community partnerships, we are implementing effective strategies at Diamond Elementary School. We are working to create a safe and effective learning environment that promotes academic achievement and personal growth.

The handbook provides the district's expectations, rules, and policies of Diamond Elementary. Please take the time to review the contents with your child. Open and clear communication between school and home is important to the success of our students' educational growth.

It takes the work of a team to educate students. We are here to make the school year successful while providing a challenging educational experience. It is imperative to your student(s) that we all work together; parents, extended family members, the Diamond community, students, faculty, and staff. Through teamwork, we can, and will succeed. We look forward to celebrating your child's accomplishments.

We want to be partners in the education of your child. Your participation and support is welcomed during the school year.

I am looking forward to a fantastic year at Diamond Elementary.

Sincerely,
Lisa Northup, Ed.S.
Principal, Diamond Elementary School

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MISSION STATEMENT

The mission of the Diamond Elementary School is to achieve success for all students, everyday, through communication and teamwork.

ELEMENTARY VISION and BUILDING GOALS

- Diamond Elementary School is a partnership of students, staff, families, and community with a unified vision: Student Success.
- Students will become productive and respectful citizens who think critically and act responsibly while reaching their highest potential.
- Staff will challenge and inspire students to become successful life-long learners by utilizing all available resources to provide an environment conducive to learning.
- Families will be actively involved and communicate with their child, teacher, principal, and school to encourage student success.
- Community members will be welcomed as active participants in the education process, and their contributions will be recognized as a vital part of the school's success.

Our goals correspond closely to those established for all Missouri schools by the Missouri Department of Elementary and Secondary Education but are relevant to the needs of our community. Students will be provided with opportunities to develop to the extent to which they are capable of achieving in the following areas; Intellectual Development, Physical Development, Social Development, and Career Development.

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 WILDCAT ROAR

Success for ALL, Every Day
The Wildcat Way.
Responsible, Respectful, Safe! Roar



DIAMOND ELEMENTARY FACULTY: 2020-2021

Principal - Lisa Northup
Secretary - Krystle Transeau

PAT:	Trisha Beckett
PreK:	Sheila Clouse
PreK Para-Professional:	Jessica Frazier
Kindergarten:	Breanna Alford
Kindergarten:	Teresa Jameson
1st Grade:	Tina Wilson
1st Grade:	Sarah Llanes
2nd Grade:	Brandy Packard
2nd Grade:	Christa Stokes
3rd Grade:	Sherri Austin
3rd Grade:	Carly Welch
4th Grade:	Morgan McLees
4th Grade:	Jacque Sherrill
5th Grade:	Niki Higgs
5th Grade:	Julie Killebrew
Curriculum Director:	Cindy Sprague
Elementary Counselor:	Sadie Steele
Copy Center:	Peggy Tutor
Title 1 Reading:	Donna Morris (1st-2nd grade)
Title 1 Reading:	Jeri Cope (3rd-5th grade)
Title 1 Para-Professional:	Camy Devins, Lacey Ganoung, Becca Sallee, and Lucy Wright
Encore:	
Art:	Shea Piercy
Library:	Becky Johnson
Music:	Mindy Johnson
Physical Education:	Brittney Cheek
Technology:	Elizabeth Reynolds
Motor Lab/Behavior Intervention:	Frank Esposito

Special Services

Dr. Laura Weaver - Special Services Director

Lindsey Sweet - Secretary

Kathy Pester, Instructor

Caryn Deckard, Instructor

Pam Albright, Paraprofessional

Kelly Harrell, Paraprofessional

Bram Hubbard, Paraprofessional

Jackie McLees, Paraprofessional

Treana Atnip, Paraprofessional

Kenda Ogle, Speech Implementer

Food Service

Lynnette Rector- Food Service Director

Jessica Cass- Kitchen Manager

Brenda Schmitt - Secretary

Maintenance

Ron Gray - Maintenance Director

Beth Baker - Secretary

Carol Garoutte, Lead Maintenance

Lloyd Youngblood

Transportation

Ron Gray - Transportation Director

Beth Baker - Secretary

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 2:00 P.M. For calls made after 2:00 the office will make every attempt to deliver the message but will NOT guarantee the message will be delivered to your child.

PARENT PICK UP - After School

PARENTS: Parents will use the student pick-up area if their child is a pick-up every single day or if their child is a pick-up on set days of the week. The children will be released by a staff member, without the parent having to come into the building. Pick-up Tags are required.

WALKERS / BIKE RIDERS - After School

STUDENTS: Students will wait by the gym doors until all busses have left the campus. At that time, students will be dismissed.

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 ensures 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 9:00 A.M 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 INTO THE OFFICE and sign in the student. Excessive tardies may require students to participate in attendance counseling.
- Students are not to leave before dismissal, if at all possible. Leaving early disrupts the classroom and end-of-the 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 a written excuse from the doctor.
2. Illness or injury of a member of the student's family when the student's presence is necessary or expected, with a written excuse from the parent.
3. Medical appointments, with written appointment confirmation by medical provider.
4. Funeral, with a written excuse from the parent. The principal may require a program, or other evidence of attendance, as additional verification.
5. Religious observances, with written excuses from parents.
6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written excuses from parents.
7. 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. **All absences, excused and unexcused, are calculated into overall attendance.** Students who have less than 90% attendance may be required to have attendance counseling.

Attendance Tracking Grades PreK-5

Attendance will be tracked the entire school year and will be noted as excused and unexcused absences. We understand there are acceptable reasons for missing school. The district is always willing to work with parents and students when excessive absences are needed in some cases. Tracking all absences allows us to see the reasons students are missing and work with parents during these times and provide a quality education with all circumstances. We want to strive to communicate with parents and prevent students from falling behind in class work due to absences. Below are the steps that will be used to track attendance:

1. After the third (3rd) absence, parents will receive a note home that explains your child has missed three days and also inform you of any work they may be behind because of this. This will also provide an opportunity to communicate between home and school.
2. On the sixth (6th) absence, the classroom teacher or counselor will make every attempt to talk with the parents by phone, once again to talk about the progress the student is making in the class.
3. On the tenth (10th) absence, the counselor or the principal will make every attempt to talk with the parents by phone.
4. On the thirteenth (13th) absence, the counselor will arrange an attendance conference with the teacher, principal, counselor, and parent. Discussing attendance will help us develop a plan that will help the student achieve success.
5. On the fifteenth (15th) absence, the principal will make a home visit.

6. After each absence after the fifteenth (15th), the principal will make contact with the family.

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:

7:40 a.m.	School Doors Open
7:40 a.m.	Students will proceed to Classroom or Breakfast
8:05 a.m.	Warning Bell
8:10 a.m.	Classes Begin
8:15 a.m.	Morning Announcements / PBS Review
10:50 - 11:15	Lunch: PreK
11:15 – 11:35	Lunch: Kindergarten
11:35 – 11:55	Lunch: 1 st Grade
11:55 – 12:15	Lunch: 2 nd Grade
12:15 – 12:35	Lunch: 3 rd Grade
12:35 – 12:55	Lunch: 4 th Grade
12:10 - 12:30	Lunch: 5 th Grade (FEMA)
3:10 p.m.	Parent Pick Up Dismisses
3:15 p.m.	Bus Load
3:25 p.m.	Walkers / Bike Riders Dismiss

For safety, students should NOT arrive at school BEFORE 7:40 a.m. as there will be no adult supervision.

BULLYING / INTIMIDATION / HARASSMENT

Bullying will not be tolerated. Bullying is defined as 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.). A reporting procedure is in place and students will be encouraged to make a report on those behaviors as they witness that fall under the categories of bullying or harassment. Administration or Building Counselor will read reports, investigate any incidents, and discipline those who are found guilty of violating

this rule. 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 buses 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 or administrator 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, fences or classrooms will not be tolerated. Punishments will include one or more of the items listed under the heading of DISCIPLINE.

CELL PHONES

Although students are allowed to bring personal cell phones to school, all phones must be turned off during the school day, stored in their lockers, and cannot be used during the school day. The school will not take responsibility for the loss or damage of cell phones. Due to student confidentiality, students are not allowed to take pictures, videos, or use other social media during the school day. Calls made to parents must go through the office.

CHANGE OF RESIDENCE

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

CHANGE OF STUDENT NAME

In order to keep our records accurate for future referrals for the State Department, Social Security, and others, we need to keep records under the child's LEGAL NAME. For our purposes, this will be the name as seen on the birth certificate, which was required at the time of initial enrollment. For cumulative records, including test scores, health information, and grade cards, we will change the name only if a new birth certificate or court order for name change is presented. We will accommodate families by using whatever name they prefer in the classroom. For example; a child's legal name is John Smith and the parents want the child to go by John Doe, our records will show John Smith (Doe).

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. For the safety of all students, all treats and snacks need to be store purchased / pre-packaged. No homemade treats will be served to students. Parents wanting to decorate/set up for classroom parties will be allowed in building 15 minutes prior to the party.

- Fall Party / Parade – October 30th @ 1:30
(Fall party: Costume Dress Code will apply)
- Christmas Party – December 20th @ 2:15
- Valentine's Party – February 14th @ 2:15

CONFERENCES

Parent - Teacher conferences will be held after the 1st quarter for all students. It is the goal of the Elementary Building to have 100% participation. Conferences will also be held after the 3rd quarter for all students with academic performance concerns. Additional conferences may be scheduled at any time.

COUNSELOR SERVICES

Students are allowed to request a meeting with the school counselor. There are some situations where the administration or classroom teacher may ask that the counselor meet with your child. Parents will be notified of these situations.

COVID-19

A re-entry plan for 2020-2021 is available as a separate document. This plan addresses the guidelines for parents, students, and staff.

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.

DELIVERIES

Diamond Elementary School **will not accept** the delivery of candy, flowers, balloons, stuffed animals, or other gifts for any student. This policy includes all students of the Diamond R-IV District.

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 the 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:

- Classroom disruption.
- 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.
- Possession, transmission, and/or use of tobacco, drugs, or alcohol.
- Weapons (as described in the Missouri State Schools Act). Students who bring a 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 plead 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 when a minor behavior continues after several attempts of redirection, or in the case of a major behavior violation.
- **EACH time a student is referred to the office a note will be sent home with the student or a phone call will be made to the parent.**
- The student note must be signed by the parent/guardian and returned to school the next day.
- Consequences may include Conference, Lunch/Recess Detention, After School Detention, Partial/Full Day ISS, or OSS.
- A Discipline Chart is included to outline consequences.

STAGE 4: Parent Conference

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

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

ASD, ISS, or Out of School Suspension

- Students who have been assigned After School Detention (ASD) will be required to stay and work under administration supervision from 3:30 - 4:30 P.M. Parents will be required to pick up students at 4:30.
- Students may serve school time serving In School Suspension.
- Partial Day ISS (indicated by ½ Day ISS * on matrix) will be determined based on student grade level.
 - Pre-K and Kindergarten: 30 Minutes
 - 1st Grade: 1 Hour
 - 2nd Grade: 2 Hours
 - 3rd Grade: 3 Hours
 - 4th Grade: 4 Hours
 - 5th Grade: 5 Hours
- Students in lower grade levels may have time in ISS divided between more than 1 academic day.
- School suspension will be for the students who continue to display prohibited behaviors.
- Students may be suspended for up to 10 school days.
- All disciplinary actions may be increased based on severity and frequency of student behavior and offense.

<u>Offense: Office Referral</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>	<u>4th Offense</u>	<u>5th Offense</u>
1.Assault to School Personnel	1 - 10 days of OSS				
2.Academic Dishonesty - Cheating	½ Day ISS *	1 Day ISS	2 Days ISS	3 Days ISS	5 Days ISS
3.Bullying	½ Day ISS *	1 Day ISS	2 Days ISS	3 Days ISS	5 Days ISS
4.Bus Misconduct	Bus Warning ½ day ISS	1 day bus suspension	3 days bus suspension	5 days bus suspension	Indefinite bus suspension
5.Computer Violation	Lunch/Recess Detention	ASD	½ Day ISS *	1 Day ISS	2 Days ISS
6.Defiance of Authority	Conference	Lunch/Recess Detention	½ Day ISS *	1 Day ISS	2 Days ISS
7.Disrespectful Speech or Conduct to School Personnel	Lunch/Recess Detention	ASD	½ Day ISS *	1 Day ISS	2 Days ISS
8.Disruptive Speech or Conduct in Classroom	Conference	Lunch/Recess Detention	½ Day ISS *	1 Day ISS	2 Days ISS
9.Exposure	½ Day ISS	½ Day ISS *	1 Day ISS	2 Days ISS	3 Days ISS
10.Forgery / Lying	ASD	½ Day ISS *	1 Day ISS	2 Days ISS	3 Days ISS
11.Leaving Classroom / School	ASD	½ Day ISS *	1 Day ISS	2 Days ISS	3 Days ISS
12.Missing Work	ASD	ASD	2 Days ASD	2 Days ASD	3 Days ASD
13.Physical Aggression	½ Day ISS	1 Day ISS	2 Days ISS	3 Days ISS	5 Days ISS
13a.Fighting (non-assault)	1 Day ISS	2 Days ISS	3 Days ISS	4 Days ISS	5 Days ISS
14.Playground Issue	Lunch/Recess Detention	2 Days Recess Det.	Loss of week's recess	½ Day ISS *	1 Day ISS
14. Sexual Inappropriate Behavior (verbal)	½ Day ISS *	1 Day ISS	3 Day ISS	1-3 Day OSS	1-10 Day OSS
15. Sexual Inappropriate Behavior (physical)	½ - 1 Day ISS	3 Day ISS	1-3 Day OSS	1-10 Day OSS	1-10 Day OSS
16.Theft	Restitution: ASD	Restitution: ½ Day ISS	Restitution: 1 Day ISS	Restitution: 2 Days ISS	Restitution: 1-5 Days OSS
17.Threat /Harassment	½ Day ISS *	1 Day ISS	2 Days ISS	3 Days ISS	1 Day OSS
17a.Direct Threat (victim feels unsafe)	1 Day ISS	2 Days ISS	3 Days ISS	1 Day OSS	1-5 Days OSS
18.Vandalism	Restitution: ½ Day ISS *	Restitution: 1 Day ISS	Restitution: 2 Days ISS	Restitution: 3-5 Days ISS	Restitution: 1 Day OSS
19.Weapon (real or fake)	½ Day ISS *	1 Day ISS	2-5 Days ISS	1-3 Days OSS	3-5 Days OSS
20.Flexibility Clause	All disciplinary actions may be increased based on severity or frequency of the offense.				

ASD: After School Detention (3:30 - 4:30)

ISS: In-School Suspension

OSS: Out of School Suspension

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 glasses or 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.
- Costumes worn for Dress-Up Days must be appropriate for Pre-K through 5th grade students. Costumes that are determined to be inappropriate will not be allowed and student(s) will be required to change before classroom attendance will be permitted.

Additional 4th/5th Grade Dress Code:

(4th & 5th 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 pants 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 the bus to the field trip. There will be no exceptions for this.
 - Students may be required to ride the bus when returning to school. Students who ride home from the field trip with their parent will be checked out of school and marked absent from time of check out. Parents may take **ONLY** their child home from the field trip.
- Inappropriate behavior on field trips may lead to inability to participate in future field trips.

FIRE / TORNADO / SECURITY 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.
 - Students will NOT be allowed to be checked out or leave the building if the school is under an active warning.
- In the case of security concern, an announcement will be made for all classrooms to be secured.
 - Education Lockdown: Hallways cleared and students stay in classroom. Teaching and learning continues as usual.
 - Shelter In Place: All doors locked, windows covered, lights out, and teachers / students follow security plans.

Teachers are responsible for knowing and teaching the procedures to follow should one of these situations arise. Students are responsible for learning them and obeying them. Inappropriate behavior during drills will not be tolerated and students will receive consequences for their actions. If we are to save lives, we must act not only quickly but accurately.

GRADES

The grading system in grades K-5 is based on percentages and achievement within curriculum standards.

- Individual assignment grades are based on students' academic performance.
- Assignment grades will not be penalized for disciplinary matters.
- Progress Reports will be provided at mid-term of each quarter.
- Report cards will be provided quarterly which will reflect the level of understanding based on standards within each subject; Below Basic, Basic, Proficient or Advanced as well as an overall letter grade for each subject.

Percentage Scale:	A+ 100	A 94-99	A- 90-93
	B+ 87-89	B 84-86	B- 80-83
	C+ 77-79	C 74-76	C- 70-73
	D+ 67-69	D 64-66	D- 60-63
	F 0-59		

HEAD LICE

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

- Children having **nits or head lice** will NOT be allowed to remain at school.
- Parents will be notified and students will remain in the nurse's office until the parents/guardians pick the child up from school.
- Parents/guardians are expected to pick the student up in a timely manner.

- 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.
 - Students will not be allowed to ride the bus.
 - 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.
- Student must be 24hrs with no fever (no medication) or throwing up to come back to school.

IMMUNIZATIONS

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. Partial-day ISS may be assigned for students in lower grade levels or divided between more than one academic day.

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	\$1.70	\$0.40	\$2.10
Lunch	\$2.10	\$0.50	\$3.10

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

- Students may bring their lunch and buy milk to drink for \$0.45
- 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:

- Child's name
- Name of the medication
- Time of day to be given and dosage
- Signature of parent and/or physician
- 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 on 4th Street.

Students may be dropped off at school beginning at 7:40 a.m. each morning. Students are not to be dropped off at school before 7:40 a.m. The school is not open and there is no one to supervise students. Due to social distancing, students will not be allowed to wait in the foyer. There will be a teacher on duty at the student drop off or posted by the school building door. Students will enter through the front door. This door will be locked until 7:40 a.m.

- Cars will enter the parking lot by 4th Street.
- The students will enter through the main doors to the elementary building.
- Students will then go directly to the cafeteria or classroom upon entering the building.
- **Students will NOT be allowed to go to their classrooms until 7:40.**

After 8:10, your child is tardy. You will need to park and walk your child in and sign them in at the office. Excessive tardies will be documented and may result in attendance counseling.

Parents: If you choose to bring your child into school, you must park in the front 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.*
- *Please do not block the drive area entering our school. That is for deliveries, service workers or emergencies.*

- *For the safety of all students, parents must drop their students off outside the office and will not be allowed to proceed beyond the cafeteria.*

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 to the parent pick up line. This is located in the alley north of the school next to the rock storage building.

Parents may begin lining up in their cars to pick up students at 3:05.

- Cars will need to enter the alley by driving down Bobbi Smith Street, turn on 4th Street, then enter the alley by following signage.
- You will drive around to the Pick Up Gate where a teacher will be located on duty.
- Parents will use the assigned car tag
- **To expedite pick up; please allow the child to enter on the passenger side.** Once picked up, the car will continue down the alley and will exit through the parking lot of the Athletic Training Facility.
- Please, do NOT park and exit your car. 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.
- 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.
- 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.

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 website. If you do not have a log on or password, please contact Diamond Technology Director, Chris Nelson: cnelson@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:
 - Required as a condition of attendance.
 - Administered by the school and scheduled by the school in advance.
 - Not necessary to protect the immediate health and safety of the student or other students.
 - 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.
 - 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 bringing 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. Keith White, Superintendent	417-325-5186
High School	Mr. Chris Mettlach, Principal	417-325-5188
Middle School	Mr. John Lawrence, Principal	417-325-5336
Elementary	Mrs. Lisa Northup, Principal	417-325-5189
Special Services	Dr. Laura Weaver, 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.

PARENT-TEACHER ORGANIZATION

Diamond Elementary encourages community and family members to be highly involved in improving our school. All parents are welcome to become members and actively participants in the Parent-Teacher Organization. Meetings will be held once a month. Students, grandparents, 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 your 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:

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

The following are guidelines for retention in grade K-5:

- Written documentation of the different methods attempted to help a student in difficulty must be on file in the student's cumulative folder.
- School personnel will suggest retention based upon attendance, potential, achievement and age.
- The parents/guardians will be notified that retention is under consideration.

- 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.

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

SCHOOL CALENDAR 2020 - 2021

August 24 –	Students First Day: Beginning of 1st Quarter
September 7 –	NO SCHOOL: Labor Day
September 14 –	NO SCHOOL: Teachers’ Professional Development Day
October 12 -	NO SCHOOL: Teachers’ Professional Development Day
October 19 –	Beginning of 2 nd Quarter
October 21	P/T Conference: 4:00 - 7:00 PM
October 22 –	<u>P/T Conference:</u> EARLY OUT – 12:30 DISMISSAL
October 23–	NO SCHOOL: Fall Break
October 30	Fall Harvest Party
November 9 -	NO SCHOOL: Teachers’ Professional Development Day
November 23 - 27	NO SCHOOL: Thanksgiving Break
December 18 –	Last Day of 2nd Quarter
Dec. 21 – Jan. 4	NO SCHOOL: Holiday Break
January 4	NO SCHOOL: Teachers’ Professional Development Day
January 5	Beginning of 3rd Quarter
January 18	NO SCHOOL: Martin Luther King Day
February 1	NO SCHOOL: Teachers’ Professional Development Day
February 11	Valentine’s Day Party
February 12 - 15	NO SCHOOL: Winter Break
February 15	NO SCHOOL: Presidents’ Day
March 1	NO SCHOOL: Teachers’ Professional Development Day
March 11	End of 3rd quarter
March 12-15	NO SCHOOL: Spring Break
March 16 -	Beginning of 4th Quarter
April 2-5	NO SCHOOL: Easter Break
May 20 –	Students’ Last Day – 12:30 Dismissal
May 21 -	Teachers’ Professional Development Last Day

Incident Weather Make-Up Days:

The make-up days are: 5/21, 5/24, 5/25, 5/26, 5/27, 5/28. May 21 st Teacher day will be moved to follow the last student day.

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 Website
- 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: 7, 12, and 16
- 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 170 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 / TRADING

Selling or trading items will not be 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 may provide technical assistance to facilitate such resolution.

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

Anti-Discrimination Law Compliance

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

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

Compliance Officer Appointment

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

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

STUDENT EXPECTATIONS

Diamond Elementary Student Expectations

Be Responsible, Be Respectful, Be Safe

Cafeteria:

- **Be Responsible**
 - We will clean up our table.
 - We will raise our hands for help.
 - We will always use table manners
- **Be Respectful**
 - We will wait patiently and quietly in line for our food.
 - We will use a whisper voice, level 1.
- **Be Safe**
 - We will use walking feet.
 - We will only eat our own food.

- We will keep our hands and feet to ourselves.

Classroom:

- **Be Responsible**
 - We will keep our hands and our feet to ourselves.
 - We will return all required work back to school completed.
 - We will follow the directions given by the teacher.
- **Be Respectful**
 - We will wait patiently for assistance from the teacher.
 - We will follow directions the first time.
 - We will keep our hands and feet to ourselves and allow others to work.
- **Be Safe**
 - We will follow the classroom expectations.

Hallway:

- **Be Responsible**
 - We will keep our hands and our feet to ourselves.
- **Be Respectful**
 - We will wait patiently in line.
 - We will keep our voices off at a level 0.
- **Be Safe**
 - We will always face front with our eyes open.
 - We will use walking feet.
 - We will walk on the right side of the hall.

Restroom:

- **Be Responsible**
 - We will always flush the toilets.
 - We will throw away our paper towels.
- **Be Respectful**
 - We will wait patiently in line.
 - We will keep our voices at a whisper, level 1.
 - We will give others privacy
- **Be Safe**
 - We will always wash our hands with soap.
 - We will keep our hands and feet to ourselves.

Playground:

- **Be Responsible**
 - We will line up quickly and quietly.
 - We will bring in the materials we took outside.

- **Be Respectful**
 - We will always share and take turns.
 - We will include others in play.
 - We will use an outside voice, level 3.
 - **Be Safe**
 - We will always use our playground equipment the right way.
 - We will keep our hands and feet to ourselves.
- 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 may 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 a 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:

- Any other protected information survey, as defined above, regardless of the funding source.
- 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.
- Activities involving the collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing information to others.

TEACHER CORRESPONDENCE

Teachers will correspond with parents through a variety of methods. During the day, teachers are expected to be engaged with the students at all times. Therefore, the teacher will check Class DoJo, emails, and classroom messages during plan times and before/after school. If parents / guardians need to discuss concerns with their child's teacher, please allow 24 hours for response. If there is a change in the child's routine plans, please contact the office.

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 by appointment before 7:40 or after 3:15 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 or the teacher 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. Please do not message the teacher with change of afterschool plans during instructional time.
- 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 gym. 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.

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