



DIAMOND ELEMENTARY SCHOOL

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STUDENT HANDBOOK

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Mrs. Sara Jackson - Principal
Ms. Erin Snodgrass- Assistant Principal

PHONE

417-325-5189

ADDRESS

401 S. MAIN ST. DIAMOND, MO



Parents / Guardians & Students:

Diamond Elementary would like to welcome you to the 2023-2024 school year. Together, we will make this school year a success!

We are working to create a safe and effective learning environment that promotes academic achievement and personal growth. This work is guaranteed when implementing effective strategies, as well as collaborating with staff, students, parents, and the community.

This handbook provides the district's policy and procedures, expectations, and rules 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.

All stakeholders are encouraged to act as partners in supporting the success of Diamond Elementary students. At Diamond Elementary, we believe that HARD WORK today, sets up for NO LIMITS tomorrow.

Sincerely,

Sara Jackson, Principal
Diamond Elementary School



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MISSION STATEMENT

The mission of Diamond R-IV School District is to empower students to see their potential, discover their purpose, and achieve life success.

VISION STATEMENT

Diamond R-IV will prepare ALL Wildcats to be successful in School, Community and the World.

OUR BELIEFS

Every Wildcat matters and CAN learn.

All District decisions are based on what is best for Wildcat Nation.

Our District prepares all Wildcats to be life-ready.

Resources are provided to meet Wildcat needs.

Diamond R-IV School District maintains a safe and positive learning environment.

PRIORITIES

Teaching and Learning - Prepare students to thrive as life-ready citizens by meeting them where they are in order for them to succeed.

School and Community - To foster positive relationships between school and community where each supports the other.

Facilities and Resources - Expand, enhance, and allocate resources for our district facilities to safely meet the needs of all students.

Leadership and Mentorship - Develop, recruit, hire, and retain high quality teachers and leaders to prepare our students to be life ready graduates.

WILDCAT ROAR

Success for ALL, Every Day

The Wildcat Way.

Responsible, Respectful, Safe! Roar

DIAMOND ELEMENTARY FACULTY 2023- 2024

Principal - Sara Jackson

Assistant Principal- Erin Snodgrass

Administrative Assistant- Leah Jinks

School Counselor- Shelly Brown

School Nurse- Brittany Drake

PAT:	Trisha Beckett
PreK:	Haylee Austin
PreK:	Jamie Taylor
PreK:	Dakota Wood
PreK Paraprofessional:	Bonnie Taylor
PreK Paraprofessional:	Bobbi Stevens
PreK Paraprofessional:	Lauren Selsor
Kindergarten:	Jennifer Daniels
Kindergarten:	Audrey Dieckhoff
Kindergarten:	Tina Wilson
1st Grade:	Emilee Dixon
1st Grade:	Ashlee Holden
1st Grade:	Cydnee Stephens
2nd Grade:	Lucy Douglas
2nd Grade:	Mattison Julian
2nd Grade:	Brandy Packard
3rd Grade:	Sherri Austin
3rd Grade:	Megan Landsaw
3rd Grade:	Sydney Smith
4th Grade:	Jasmine Powell
4th Grade:	Carley Welch
Title 1 Reading:	Sarah Llanes
Title 1 Reading:	Jeri Cope
Title 1 Paraprofessional:	Lauren Richards (Intervention / Recovery Rm)
Title 1 Paraprofessional:	Madison Gow (Interventions)
SPED K-2:	Lienna Upchurch
SPED 3-5:	Caryn Deckard
SPED Paraprofessional:	Jackie McLees
SPED Paraprofessional:	Camy Devins
SPED Paraprofessional:	Meghan Clay
SPED Paraprofessional:	Samantha Allen
Full Time Substitute:	Shelby Clayton
Art:	Shea Piercy
Library:	Deby Salsman
Music:	Mary Schwab
Physical Education:	Joseph Ross

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 buses, 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 will use the parent pick up lane on the west side of the Elementary building, adhering to all street signs and pick up procedures.
- **All persons should remain in the vehicle during pick-up.**
- The children will be released by a staff member, based upon the assigned Pick-up tags.
- **Pick-up Tags are required for the parent pick up line, and should be visibly hanging on the rearview mirror.**
- Any student not picked up utilizing the pick up lane, can be picked up at the office AFTER buses are dismissed.
- **Due to the nature of the office at the end of the Day**, parents will NOT be allowed to request to pick students up through the office after 3:15 PM.

WALKERS / BIKE RIDERS - After School

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

ASBESTOS NOTICE - District Procedure EBAB-AP1

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) requiring schools to inspect and identify any asbestos containing building materials (ACBM). Diamond R-IV hired a certified building inspector to identify and sample any suspect asbestos containing materials. These inspections take place annually.

The law further requires the school to have an asbestos management plan. Diamond R-IV has an asbestos management plan available for review in the school district administrative office during regular business hours.

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 8:30 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 7:45 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.
7. If at any time the student falls below 90% attendance, 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:

7:15 a.m.	School Doors Open
7:15 a.m.	Breakfast
7:40 a.m.	Warning Bell
7:45 a.m.	Classes Begin
7:50 a.m.	Morning Announcements / BIST Review
11:00 - 11:25	Lunch: PreK
11:15 - 11:35	Lunch: Kindergarten
11:30 - 11:50	Lunch: 1 st Grade
11:45 - 12:05	Lunch: 2 nd Grade
12:00 - 12:20	Lunch: 3 rd Grade
12:15 - 12:35	Lunch: 4 th Grade
12:30 - 12:50	Lunch: 5 th Grade
3:25 p.m.	Parent Pick Up Dismisses
3:30 p.m.	Bus Load
3:40 p.m.	Walkers / Bike Riders Dismiss
3:45 p.m.	Teachers Depart

For safety, students should NOT arrive at school BEFORE 7:15 a.m. as there will be no adult supervision. In addition, all students must be picked up by 3:45 as there will be no adult supervision after that time. If a parent

finds that their student may not be picked up by 3:45, please contact the office ASAP so that there can be arrangements made for supervision.

BULLYING / INTIMIDATION / HARASSMENT - District Policy JFCF

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. District Bully Policy may be found under District Website

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.** Violation of this policy will result in discipline.

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 31 @ 2:00 pm
Costume Dress Code will apply
- Christmas Party – December 15 9:30 am-1030 am
- Valentine's Party – February 14 @ 2:30 pm

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.

CORPORAL PUNISHMENT - District Policy JG

The Diamond School District will not participate in or allow Corporal Punishment to be administered to students on school property.

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

Please check the District website COVID-19 dashboard and SRCSP safe return to in-person instruction and continuity of service plan for updates.

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.

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION TRAUMA INFORMED SCHOOLS INITIATIVE

The web address of the Department of Elementary and Secondary Education's Trauma-Informed Schools Initiative to parents/guardians. <https://dese.mo.gov/traumainformed>

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 - District Policies JFCF, JFCH, JFCJ, JG, JG-R1, JGA, JGE, JGF

Disciplinary problems will be handled in accordance with School Board policies, 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.

- Understand that the definition of a weapon is:
- Understand that the definition of a drug is:
- Understand that an act of violence and a serious violation of Board Policy will require districts to maintain records of the offense.
- Understand that the list of offenses is not exhaustive and that the district can discipline a student for any action that is disruptive to the school environment, whether it occurs on or off school property.
- Understand that the district works cooperatively with police and will notify police when a crime occurs on school property.

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.

- Enforce prohibition against suspended student(s) being within 1,000 feet of school if the student committed an act of violence, drug-related activity, or specified offenses.

The following list includes examples of student behavior that violates school policy / procedures 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

- Diamond Elementary participates in the BIST behavior program. Disruption and Disrespect will result in a Student / Teacher conference. If the behavior does not improve there will be a series of consequences which will work to improve the behavior.
 - Students with disruptive behavior will be removed from their location and asked to sit at a different table.
 - If the behavior continues the next step is for the student to go to the buddy room.
 - If the behavior continues, the student will move to the Recovery Room.
 - If the behavior continues, the student will be sent to the office.

- In order for the student to return to their classroom, they must be able to remain calm and be ready to learn.

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, Re-Focus time in the Recovery Room, After School Detention, Monday School (missing work) 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.*

Recovery Room, 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 3:40 - 4:40 P.M. Parents will be required to pick up students at 4:40.
- **Monday Intervention Academy(M.I.A.)** may be utilized for students who have fallen behind due to missing work. M.I.A. will be held on Mondays when teachers are required to be at school.
- 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.

DISCIPLINE MATRIX

<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	Recovery Room	½ Day ISS	1 Day ISS	2 Days ISS	3 Days ISS
3.Bullying Policy JFCF	½ Day ISS *	1 Day ISS	2 Days ISS	3 Days ISS	5 Days ISS
4.Bus Misconduct Policy JFCC	Bus Warning ½ day ISS	1 day bus suspension	3 days bus suspension	5 days bus suspension	Indefinite bus suspension
5. Computer Violation Policy EHB, KKB, and procedure EHB-AP	Lunch/Recess Detention	ASD	½ Day ISS *	1 Day ISS	2 Days ISS
6.Defiance of Authority	Conference to Refocus	Lunch/Recess Detention	½ Day ISS *	1 Day ISS	2 Days ISS
7.Disrespectful Speech or Conduct to School Personnel	Lunch/Recess Detention to Re-Focus	ASD	½ Day ISS *	1 Day ISS	2 Days ISS
8.Disruptive Speech or Conduct in Classroom	Conference to Re-Focus	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: Missing more than 3 assignments	ASD	ASD	ASD	ASD	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 Policy AC	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 Policy ECA	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) Policy JFCJ	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.				

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. NO Weapons of any kind may be brought. Costumes that are determined by administration to be inappropriate will not be allowed at school.

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.

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.**

ELECTRONIC COMMUNICATION - District Policy

KKB and Procedure EHB-AP1

Electronic Communication Devices / Audio and Visual Recording Equipment: Because the district predominantly serves minors, is subject to a number of confidentiality laws, respects parent/guardian and community concerns about privacy, and seeks to minimize disruption to the education environment, the district prohibits audio and visual recordings on district property, district transportation or at a district activity unless authorized in this policy.

Students, parents and staff shall be notified that video surveillance may be utilized on school district property or on any school bus. Surveillance shall not include audio recordings, with the exception of school buses. Notice shall be posted prominently in areas where surveillance cameras are in use, and notice shall be further provided in the student handbook and/or notices incorporated in school, student, parent and personnel handbooks and newsletters.

The intended purpose of authorizing the use of such equipment will be to:

1. Promote the health, safety and welfare of our students, staff and the public by deterring acts of misconduct, primarily including theft, bullying, violence and/or vandalism through use of a video surveillance system.
2. Establish a visual record of any such acts of misconduct and/or violations of a school rule, breach of the code of conduct or participation in a criminal act.

For the purposes of this policy, “district property” is defined as school buildings, parking lots and grounds, and school-owned or leased vehicles.

Video cameras and monitoring devices may be used in locations and under circumstances where surveillance is deemed necessary by District administration, as approved by the Board of Education. The locations shall be based on professional design requirement recommendations and,

only after careful consideration of the purposes and limitations contained in this policy, may include: classrooms; hallways; cafeterias; gymnasiums; parking lots; administrative offices; exits and entrances; vehicles and school buses; or in other locations where there should be no reasonable expectation of privacy.

Video cameras shall not be used for monitoring purposes in restrooms, locker rooms, changing areas or showers. All camera locations shall be approved in advance by the Board of Education.

The video surveillance program shall be reviewed on a yearly basis to ascertain whether it is continued in compliance with this policy and all relevant state and federal laws. The review will be conducted by a committee made up of a member of the Board of Education, the superintendent and the general counsel of the school district, who shall report any deficiencies or concerns to the full Board by August 1 of each year.

Any procedures related to and/or designed to implement video surveillance as permitted by this policy shall not be effective unless and until authorized by the Board of Education.

Electronic Communication between Staff Members and Students: - District Policy GBH

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

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.

FEDERAL PROGRAMS - District Policy KLA

The Diamond R-IV School District receives funds under the federal Elementary and Secondary Education Act (ESEA) and is required to follow federal statutes and regulations regarding the programs governed by the ESEA. If any individual or organization (person) has a complaint or is concerned that the district may be violating these laws, the Board wants the superintendent or designee to immediately investigate and address the issue. For that reason, the Board has adopted this policy to address specific allegations of violations of federal statutes and regulations governing Title I, Parts A, B, C, D; Title II; Title III; Title IV, Part A; or Title V of the ESEA. The process for filing a complaint can be found in District Policy KLA on the school website, www.diamondwildcats.org.

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 parents 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.
- If the parent wants to attend a field trip as a volunteer to help, a background check will be required.

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 the 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.

DRUGS/ALCOHOL POLICY

The Diamond R-IV School District is concerned with the health, welfare and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, § 195.010, RSMo., and in schedules I, II, III, IV and V in section 202(c) of the Controlled Substances Act, 21 U.S.C. § 812(c).

Students may only be in possession of medication as detailed in Board policy JHCD.

Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board policy.

Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district's discipline policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to local law enforcement.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

DRUGS/ALCOHOL/TOBACCO EDUCATION

The Board of Education believes that effective drug education programs require both the acquisition of knowledge and the development of positive personal values. Both the school and other community agencies must share in the development and direction of programs to alleviate the problems of drug abuse. Therefore, the school district will abide by the following:

1. Establish and maintain a realistic, meaningful drug, alcohol and tobacco education program that will be incorporated into the total educational program.
2. Establish and maintain an ongoing professional development program for school personnel in the areas of drug, alcohol and tobacco use.
3. Cooperate with government and private agencies offering services related to drug, alcohol and tobacco problems.
4. Encourage and support activities that will develop a positive peer influence in the area of drugs, alcohol and tobacco.
5. Create a climate whereby students may seek and receive counseling about drugs, alcohol and tobacco and related problems without fear of reprisal.
6. Follow federal mandates concerning drug, alcohol and tobacco education.

Tobacco

1. Tobacco use prevention education will be taught in all grade levels with particular focus on grades four through eight. Instructional activities will be participatory and developmentally appropriate. Tobacco use prevention education programs will be designed to:

- ▶ Instruct about immediate and long-term undesirable physiological, cosmetic and social consequences of tobacco use.
- ▶ Decrease the social acceptability of tobacco use.
- ▶ Address reasons why young people smoke.
- ▶ Teach students how to recognize and refute advertising and other social influences that promote tobacco use.
- ▶ Develop students' skills for resisting social influences that promote tobacco use.
- ▶ Develop necessary assertiveness, communication, goal-setting and problem-solving skills that may enable students to avoid tobacco use.

2. The district administrator will provide referrals to community resources and programs to help students and staff overcome tobacco addiction.

3. School counselors or community agencies are encouraged to establish voluntary tobacco cessation programs at school, but attendance or completion of a tobacco cessation program will not be used as a penalty. However, attendance or completion of a tobacco cessation program is allowed as a voluntary substitute to suspension for possession or use of tobacco.
4. Students, staff members and visitors are prohibited from possessing or using tobacco in accordance with Board policy. No student may leave the school campus during the school day to use a tobacco product. The principal will notify students, families, education personnel and school visitors of the tobacco-free policy in handbooks and on notices or signs posted at every school entrance and other appropriate locations, as well as by other efficient means.
5. District authorities will consult with local law enforcement agencies to enforce laws that prohibit the possession of tobacco by minors within the immediate proximity of district grounds.
6. Students and employees who violate the district's tobacco-free policies will be subject to disciplinary actions in accordance with Board policy. All district staff will be trained on the correct and fair enforcement of tobacco-free policies.

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		

HAZING

In order to promote a safe learning environment for all students, the Diamond R-IV School District prohibits all forms of hazing.

For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the

purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing inhalation or consumption of any food, liquor, drug, tobacco product, or other substance; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing can occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

District staff, coaches, sponsors and volunteers will not permit, condone or tolerate any form of hazing or plan, direct, encourage, assist in, engage in or participate in any activity that involves hazing. District staff will report incidents of hazing to the building principal. The principal shall promptly investigate all complaints of hazing and administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R1. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. The district will report hazing incidents to law enforcement when required by law. Students who have been subjected to hazing are instructed to promptly report such incidents to a school official.

The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing.

The district shall annually inform students, parents/guardians, district staff and volunteers that hazing is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by a coach or sponsor at the start of a season or program.

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.
- **Students must be 24hrs with no fever (no medication) or throwing up to come back to school.**

IMMUNIZATIONS - District Procedure KB-AP1

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.

District-Sponsored Preschool, Daycare Centers and Nursery Schools - District Policy JHCB

No child is permitted to enroll in or attend district-sponsored preschools, daycare centers or nursery schools until the district has satisfactory evidence demonstrating that the child has been immunized unless:

1. There is satisfactory proof that immunizations are in progress and that the process is being accomplished in accordance with the schedule recommended by DHSS; or
2. The student is homeless or in the custody of the CD and cannot provide satisfactory evidence of required immunizations. Such students will be given 30 days to provide satisfactory evidence of completion or evidence that immunizations are in process.

3. A parental, medical or religious exemption is on file. Exemptions must be on original forms from DHSS.

Upon request from a parent/guardian of a student enrolled in or attending district-sponsored preschools, daycare centers or nursery schools, the district will inform the parent/guardian whether any student enrolled or currently attending the facility in which the district-sponsored preschool, daycare center or nursery school is located has an immunization exemption on file. The district will verify only whether any student has an exemption on file. The district will not release any information that would identify a particular student with an exemption or a particular type of exemption.

The district will notify parents/guardians at the time of initial enrollment of their student in district-sponsored preschools, daycare centers or nursery schools that they may request notice from the district as to whether any students currently enrolled in or attending the facility have an immunization exemption on file with the district.

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 - District Policy EF-AP1

After a student accumulates five unpaid meal charges, the district will encourage the parents/guardians to submit an application for free and reduced-price meals if an application has not been recently submitted, and the student will be referred to a counselor for intervention. Any student whose meal balance exceeds below a negative \$10.00 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

Student Breakfast \$1.80

Student Lunch \$2.20

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

District Policy ADF, Procedure ADF-AP1

USDA Guidance: <https://www.fns.usda.gov/school-meals/unpaid-meal-charges>

- 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. District Policy EFB See Eligibility Criteria for Free and Reduced Price Meals at <https://dese.mo.gov/financial-admin-services/foo-nutrition-services/free-and-reduced-price-information>.

MEDICINE - District Policy JHCD and Form JHCD-AF2

Over-The-Counter and Prescription Medications:

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. Students are not permitted to possess OTC medications.
- 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.

Medical Marijuana and Cannabidiol (CBD) Oil: District Policy JHCD

The district does not permit the possession or administration of marijuana or marijuana-infused products for medicinal purposes on district property or at district events since these products are prohibited under federal law. In accordance with state law, parents/guardians with a valid hemp extract registration card may possess CBD oil on district property for the purpose of administering it to their students who are less than 18 years old for the treatment of epilepsy. Students 18 and older with a valid hemp extract registration card may possess CBD oil on district property for the limited purpose of bringing it to the health office where it will be stored with other medications and administered to the student by the nursing staff for the treatment of epilepsy. Students who have an actual prescription for a medication containing CBD will be permitted to possess and administer the prescription medication in accordance with this policy. When applicable, district staff will administer prescription medication containing CBD in the same manner used to administer other prescription medication.

MO HEALTHNET FOR KIDS PROGRAM - District Procedure ADF-AP1

The district will provide information about the state children's health insurance program, MO HealthNet for Kids (MHK), to parents/guardians enrolling students in the district. If a parent/guardian indicates on an application for free and reduced-price meals that a child does not have health insurance, the district will notify the parent/guardian that the MHK program is available, if household income is within eligibility standards. (§ 208.658, RSMo.)

MOCAP (Virtual Learning) - District Policy IGCD

Qualifying students may enroll in virtual courses offered in the Missouri Course Access Program (MOCAP) at district expense. Students and parents interested in participating in virtual learning will be required to complete the application found on the District website. Applications will be reviewed by building administration. At this time, DES will be utilizing Edgenuity as their virtual learning platform.

MORNING STUDENT DROP OFF

Morning drop off is located on the West side of the Elementary in the designated pick up lane.

- Please follow the directive signs to ensure the safety of our students.
- Students may be dropped off at school beginning at 7:15 am.
- PLEASE do not drop students off prior, as there will not be supervision for them.

- Students will enter through the main entrance, and proceed to the cafeteria or hallway until dismissal to class.
- After 7:45, 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.

- Please remember there is 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.

NON-DISCRIMINATION POLICY

Nondiscrimination in Educational Activities- Sex will not be used as a basis for preventing a student's participation in extracurricular activities, school organizations or competitive athletics.

Open access to all students in, but not limited to, the following activities: music, pep club, cheerleaders, intramural athletics, pom poms, clubs and organizations. Students may be selected by sex in music if done for voice range. Federal regulations do not require single, co-educational teams for sports. Athletics may be provided either through separate teams for males and females or through a single team open to both sexes. Game schedules, practice facilities, locker rooms, coaches, and other related items must be equal. It is the desire of the school district to provide the sports and levels of competition, which effectively meet the interests and abilities of both boys and girls.

Nondiscrimination in Educational Programs – Sex will not be used for determining admission to education programs of the Diamond R-IV School District.

Sex will not be used as a basis for determining a student's access to, or participation in, any course. Students may be separated on the basis of sex for class activities where the material and discussion deal exclusively with human sexuality or where physical education classes are engaged in competition in body contact sports. No course will be offered to only one sex. Sex discrimination in academic or vocational counseling will also be prohibited.

Title IX requirements do not apply in any way to the selection or use of textbooks or curricular materials. The Diamond R-IV School District does recognize, however, that sex stereotyping in

curricular materials is a serious matter; and textbooks and materials considered for use in the school system will be carefully examined for such stereotyping.

Nondiscrimination in Employment – The district shall maintain a program of affirmative action, which will ensure the provision of equal employment opportunity to people regardless of race, religion, national origin, age, marital status, sex, or physical handicaps.

This program shall be in accordance with all relevant State and Federal executive orders and statutes. Such action shall include but not be limited to the following employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination rates of pay or other forms of compensation, and selection for training. This section shall include all full-time and part-time employees.

Consideration of sex may be valid, for example, for employing someone who must work in a locker room or toilet facility used only by members of one sex.

NOTIFICATION OF RIGHTS UNDER FERPA FOR SCHOOLS - District Policy JO and District Procedure JO-AP1

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days after the day the [Name of school ("School")] receives a request for access.
 - Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
 - Parents or eligible students who wish to ask the [School] to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the

school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the

disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

NOTIFICATION OF RIGHTS UNDER

PROTECTION OF PUPIL RIGHTS AMENDMENT

(PPRA) - District Policies JHC, JHDA, and KI

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
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, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

Inspect, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Diamond R-IV School District has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Diamond Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Diamond Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Diamond Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys.

Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing,
- sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

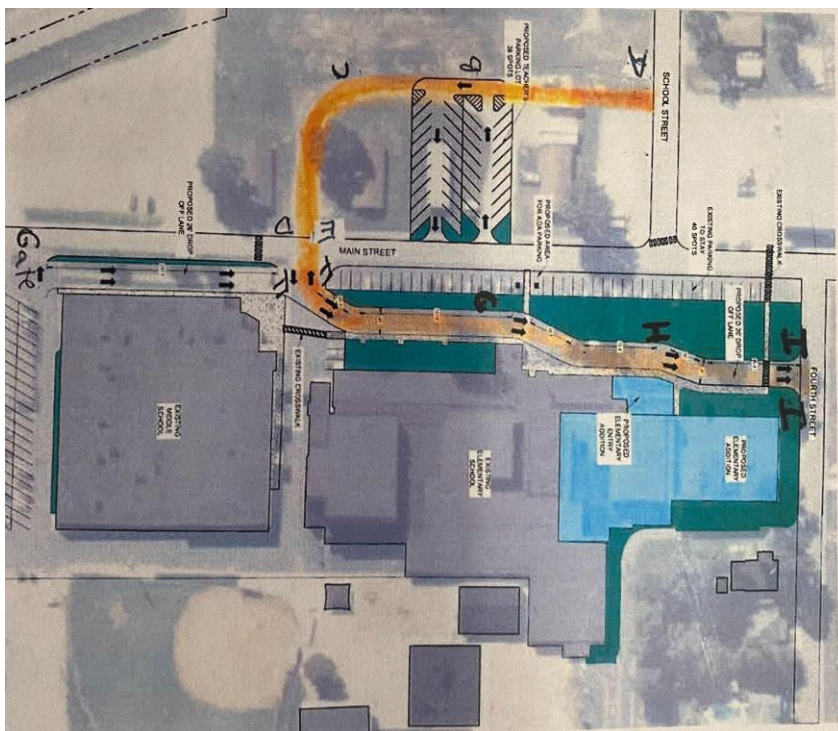
Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

PARENT PICK UP – After School

Students picked up by parents after school will go through to the parent pick up line. This is located on the West side of the Elementary building.

- Please follow the traffic flow of the following diagram.



- Parents will use the assigned car tag
- The teacher on duty will call your student(s) based on the car tag, and deliver them to your vehicle.
- Parents will use the assigned car tag
- **To expedite pick up; please allow the child to enter on the passenger side.**
- 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

Powerschool, 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.

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 active 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.

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 through the office. Only emergency phone calls for students will be permitted. **Students bringing cellphones 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
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High School Principal	Mr. Anthony Ficken	417-325-5188
Middle School Principal	Mr. Eric Henningsen	417-325-5336
6-12 Assistant Principal	Dr. Alyssa Kennedy	417-325-5188
Elementary Principal	Mrs. Sara Jackson	417-325-5189
PK-5 Assistant Principal	Ms. Erin Snodgrass	417-325-5189
Special Services Director	Dr. Laura Weaver	417-325-7321

PROPER LANGUAGE

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

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.
- Decisions to have outside recess during extremely hot temperatures will depend on the heat index. If the heat index is above 90-95 degrees, students will be limited to a maximum of 10 minutes outside. If above 100 degrees students will have inside recess.
- 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 retention 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 ACCOUNTABILITY - District Procedure **KB-AP1**

A school accountability report card for each school building in the district and the district as a whole will be produced in accordance with law and made available to the public on the district's website. The district will provide information included in the report card to parents/guardians, community members, the print and broadcast news media, and legislators by December 1 annually or as soon thereafter as the information is available to the district. The district will distribute the information in substantive official communications such as student report cards. The district will make reasonable efforts to supply copies of the reports or other information regarding the reports to businesses such as real estate and employment firms, so that parents/guardians and businesses from outside the district that may be contemplating relocation have access to this information. (20 U.S.C. § 6311, § 160.522, RSMo.)

SCHOOL CANCELLATIONS

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

- Our District Website: www.diamondwildcats.org

- Diamond Facebook Page: Diamond R-IV School District
- 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.

SEARCHES - Fourth Amendment of U.S. Constitution, Policy JFG and JFCI.

Notice regarding searches:

1. Students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas.
2. The district will conduct periodic and unannounced administrative searches of lockers, computers, and other district equipment
3. The district uses dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot.
4. Additional searches of bags, purses, coats, electronic devices, other personal possessions and cars in accordance with law.
5. The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.
6. The details of extracurricular drug testing, if applicable.

SELLING / TRADING

Selling or trading items will not be permitted at school or on the buses unless approved by the administration. Students should not bring money to school unless it has been approved.

SEXUAL HEALTH INSTRUCTION - District Policy **IGAEB**

The Board of Education recognizes that parents/guardians should be the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults.

The district will offer instruction in human sexuality and will provide instruction regarding sexual abuse as required by law. All instruction will be appropriate to the age of the students receiving the instruction, and students may be separated by gender for the instruction.

Notice and Opt-Out

The district will notify parents/guardians of the basic content of the district's human sexuality and sexual abuse instruction. The district will also notify parents/guardians of their right to remove their student from any part of the district's instruction on these topics upon written request. The district will make all curriculum materials used in the district's human sexuality and sexual abuse instruction available for inspection prior to the use of such materials in actual instruction.

SPECIAL SERVICES - District Policy IGBA

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Diamond R-IV School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Diamond R-IV School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Diamond R-IV School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Diamond R-IV School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed during regular school hours at:

Diamond R-IV Administration Building
401 S. Main Street

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

Notice that the district does not discriminate on the basis of race, color, religion, sex, nation origin, ancestry, or disability. 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.

The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:

- a) Make complaints of prohibited discrimination or harassment.
- b) Report prohibited discrimination or harassment.
- c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.

2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.

3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law. In accordance with this policy and as allowed by law, the district will investigate and address discrimination, harassment and retaliation that negatively impact the school environment, including instances that occur off district property or are unrelated to the district's activities.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

Boy Scouts of America Equal Access Act

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

School Nutrition Programs

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in or administering USDA programs (including the district), are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA. These programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

Any person or representative alleging discrimination based on a prohibited basis has the right to file a complaint within 180 days of the alleged discriminatory action with the USDA Office of the Assistant Secretary for Civil Rights or the district's compliance officer using the process outlined in policy EF.

Interim Measures

When a report is made or the district otherwise learns of potential discrimination, harassment or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. For example, the district may alter a class seating arrangement, provide additional supervision for a student or suspend an employee pending an investigation. The district will take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

Consequences and Remedies

If the district determines that discrimination, harassment or retaliation have occurred, the district will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects.

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from district property or otherwise restricted while on district property. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported immediately to the CD.

Remedies provided by the district will attempt to minimize the burden on the victim. Such remedies may include, but are not limited to: providing additional resources such as counseling, providing access to community services, assisting the victim in filing criminal charges when applicable, moving the perpetrator to a different class or school, providing an escort between classes, or allowing the victim to retake or withdraw from a class. The district may provide additional training to students and employees, make periodic assessments to make sure behavior complies with district policy, or perform a climate check to assess the environment in the district.

Definitions

Compliance Officer – The individual responsible for implementing this policy, including the acting compliance officer when he or she is performing duties of the compliance officer.

Discrimination – Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

Grievance – A verbal or written report (also known as a complaint) of discrimination, harassment or retaliation made to the compliance officer.

Harassment – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

Sexual Harassment – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when

a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.

8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

Working Days – Days on which the district's business offices are open.

Compliance Officer

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 Education Director
P.O. Box 68
Diamond, MO 64840
Phone: 417-325-5188 / Fax: 417-325-5331
lweaver@diamondwildcats.org

STATE TESTING

District Policy IL Diamond Elementary School utilizes the Missouri Assessment Performance (MAP) test according to state requirements. Every student in grades 3-5 must take the Math and English Language Arts exam during the third and fourth week of April and the first and second week of May. Students in grade 5 will also take the Science exam during the same period.

Students are not able to opt out of the MAP assessments.

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 - District 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 student records in accordance with law, will develop appropriate procedures for maintaining student records and will standardize procedures for the collection and transmission 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.

SUICIDE AWARENESS AND PREVENTION - **District Policy JHDF**

Suicide is a leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens. The Diamond R-IV School District is committed to maintaining a safe environment to protect the health, safety and welfare of students.

The district policy outlines key protocols and procedures the district will use to educate employees and students on the resources and actions necessary to promote suicide awareness and prevent suicide. The goal of the district is to help students who may be at risk of suicide without stigmatizing or excluding students from school. No student will be excluded from school based solely on the district's belief that the student is at risk of suicide.

TEACHER CERTIFICATION - District Policy GBL

It is the intent of the Board of Education to maintain complete and current personnel files for all district employees. Personnel records will include, but are not limited to: documentation of necessary certifications and licenses; compensation records; documentation of benefits received or offered and overtime or compensatory time earned; performance evaluations; records of disciplinary actions; and other records the district determines are necessary to effectively manage the employment relationship and verify compliance with relevant state and federal laws. Personnel records will be retained in accordance with the Missouri Secretary of State's applicable retention manuals.

Parent/Guardian Access

In accordance with federal law, at the beginning of each school year the district will notify the parents/guardians of each student attending any school receiving Title I funds that they may request information regarding whether the:

1. Student's teacher is certified to teach in the grade levels and subject areas in which the teacher provides instruction.
2. Student's teacher is teaching under emergency or other provisional certification status.
3. Student is provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

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.

TECHNOLOGY - District Policy IGAEB

Each student will receive a device designated for their school use. Students should not download games, pictures, videos, or access the device for personal use. **Acceptable Use policy must be signed and returned to the teacher in order for the student to use school technology.**

The school district will also teach students safe and responsible internet usage, including the dangers of sexual predators when using electronic communication methods such as the Internet, mobile phones, text messages, chat rooms, social media, email, and instant messaging. In addition, the district will about the characteristics of and ways to identify online sexual predators and instill in students the importance of having open communication with responsible adults, reporting any inappropriate situation, activity or abuse to a responsible adult and, depending on intent and content, to local law enforcement, the Federal Bureau of Investigation (FBI) or the National Center for Missing and Exploited Children's "CyberTipline.

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.

TRAUMA-INFORMED SCHOOLS INITIATIVE

Pursuant to Missouri Senate Bill 638, Section 161.1050, the Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative."

For the purposes of this initiative, the following terms are defined as follows:

1. “Trauma-informed approach” - an approach that involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the lifespan
2. “Trauma-informed school” - a school that:
 - a. realizes the widespread impact of trauma and understands potential paths for recovery
 - b. recognizes the signs and symptoms of trauma in students, teachers and staff
 - c. responds by fully integrating knowledge about trauma into its policies, procedures and practices; and
 - d. seeks to actively resist re-traumatization

The implementation of a trauma-informed approach is an ongoing organizational change process. A “trauma-informed approach” is not a program model that can be implemented and then simply monitored by a fidelity checklist. Rather, it is a profound paradigm shift in knowledge, perspective, attitudes and skills that continues to deepen and unfold over time. Some leaders in the field are beginning to talk about a “continuum” of implementation, where organizations move through stages. The continuum begins with becoming trauma aware and moves to trauma sensitive to responsive to being fully trauma informed.

https://dese.mo.gov/media/pdf/cnsl_Missouri_Model%20school_guidance_doc

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 / VOLUNTEERS

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 after 3:45 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.
- According to Board Policy GBEBC, any individual working with students, individually or in small groups, within the building, classroom, outside activity, or on field trips will be required to have a background check on file with the school.

WALKERS

Students walking home after school will wait in the gym. For safety purposes, they will be released after the buses 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

Parents can access the school website by going to: <http://www.diamondwildcats.org>. The district website provides information about the district for all departments, school news, the school calendar and weather closings. In addition, parents and students can access information such as lunch balances and grades. This information can be accessed by clicking on the “Quicklinks” button on the lower right side of the screen on the website home page. Then click on “Parent Portal.” If you do not have a password, contact Diamond technology director Chris Nelson at: cnelson@diamondwildcats.org or 417-325-5186.

WHAT TO LEAVE AT HOME

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

SCHOOL CALENDAR 2023 - 2024

The Diamond School District Calendar is also available through the District website
(www.diamondwildcats.org)

JULY 2023						
SU	M	T	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2023						
SU	M	T	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2023						
SU	M	T	W	TH	F	SA
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OCTOBER 2023						
SU	M	T	W	TH	F	SA
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22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2023						
SU	M	T	W	TH	F	SA
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DECEMBER 2023						
SU	M	T	W	TH	F	SA
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24 / 31	25	26	27	28	29	30

No School - Students & Staff
School Day
No School - Teacher PD Work Days
Early Release Day
Possible Weather Make-up Days
Graduation
First Day of Summer School



Diamond R-IV School District 2023-2024 School Calendar

Aug. 14-15 New Staff
 Aug. 16-18 All Staff Work Days
 Aug. 17 Open House 6:00-7:30 pm
 Aug. 22 Students' First Day
 Sept. 4 Labor Day
 Oct. 13 End of 1st Quarter
 Oct. 17 Begin 2nd Quarter
 Oct. 23 Parent/Teacher Conf (Appointment Only)
 Nov. 20 In-Session
 Nov. 22-27 Thanksgiving Break
 Dec. 15 End of 2nd Quarter
 Dec. 18-Jan 2 Christmas Break
 Jan. 2 Teacher PD Day
 Jan. 3 Begin 3rd Quarter
 Jan. 15 Martin Luther King, Jr. Day
 Feb. 19 Presidents Day
 Mar. 1 End of 3rd Quarter
 Mar. 5 Begin 4th Quarter
 Mar. 11 In Session
 Mar. 14-18 Spring Break
 Mar. 25 PD/Snow Make-up if Needed
 Mar. 29-Apr. 1 Easter Break
 Apr. 15 NO SCHOOL/Snow Make-up if Needed
 Apr. 29 NO SCHOOL/Snow Make-up if Needed
 May 6 PD/Snow Make-up if Needed
 May 13 NO SCHOOL/Snow Make-up if Needed
 May 17 Graduation 7:30 pm
 May 20 In Session
 May 22 Students' Last Day
 Dismiss @ 11:30 AM
 May 23 & 24 Teacher Work Days
 May 27 Memorial Day
 June 3-June 28 Summer School
School Day 7:45 am - 3:30 pm
School Day = 7.35 Hours = 441 Minutes
147 Student Days = 1,072.25
Teacher Work Days = 168/170 new

JANUARY 2024						
SU	M	T	W	TH	F	SA
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21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2024						
SU	M	T	W	TH	F	SA
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25	26	27	28	29		

MARCH 2024						
SU	M	T	W	TH	F	SA
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17	18	19	20	21	22	23
24 / 31	25	26	27	28	29	30

APRIL 2024						
SU	M	T	W	TH	F	SA
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2024						
SU	M	T	W	TH	F	SA
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2024						
SU	M	T	W	TH	F	SA
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 / 30	24	25	26	27	28	29

60 Hours Make-up Hours:
36 Hours will be AMI Virtual Learning Days (Already Built into the Calendar). Weather Make-up Days if needed (36.75 Hours): March 25, April 15, April 29, May 6, and May 13.

DIAMOND ELEMENTARY HANDBOOK RELEASE

2023-2024

Student Name

Teacher

Grade

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

Student's Signature

Date

Parent / Guardian Signature

Date

