



Diamond School
STUDENT HANDBOOK

2025-2026

DIAMOND SCHOOL DISTRICT # 7
Diamond Elementary School

STUDENT & PARENT HANDBOOK
2025-2026

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Diamond School District #7

Board of Directors

Seth O’Crowley.....Chairman
Doug Stott.....Vice Chair
Erik Steen.....Member
Willy Stoddart.....Member
Corey Jenkins.....Member

Regular monthly school Board Meetings are held the second Monday of each month at 4:00 PM at the Diamond School. The public is welcome and encouraged to attend.

Diamond School Staff 2025-2026

Raime Stoddart
Denise Adams
Susan O’Crowley
Laura Steen
Suzanne McConnell
Annette Carson

K-3 Teacher
4-8 Teacher
Diamond Music Teacher
Lunch Program Coordinator
Custodian
Clerk 493-2341

MISSION/VISION STATEMENT

Diamond School's vision is to provide an exemplary education for all our students', and to instill in them a life-long love of learning, providing a quality education for every child that is centered on individual needs, giving all students the fundamental tools, skills and attitudes to become successful, productive, independent and contributing members of our society. We want to help our students explore beyond our rural area, while still teaching them to value the customs that our rural way of life holds. Through partnership with parents, the community and local resources, Diamond School is committed to provide each student a well-rounded education in a safe, supportive environment that promotes self-discipline, motivation and excellence in learning. Diamond is a unique school, due to its small, rural status that allows more individualized learning to all students.

PREFACE

The material covered within this student/parent handbook is intended as a method of communicating to students and parents/guardians regarding general district information, rules, and procedures, and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Materials contained herein may therefore be superseded by such Board policy, administrative regulations or negotiated agreement. Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.

EXPECTATIONS OF DIAMOND STUDENTS

- ☐ Accept responsibility for his/her own learning.
- ☐ Performs in specific content areas at or above the required benchmark level.
- ☐ Has demonstrated service to the school and community.
- ☐ Works successfully as a team member.
- ☐ Displays responsible behavior and caring attitudes in his/her interactions with others.
- ☐ Is able to lead a discussion of his/her achievements, strengths, needs and goals.
- ☐ Is able to specifically demonstrate his/her accomplishments.
- ☐ Uses problem-solving skills in a variety of settings.
- ☐ Has an awareness of occupational opportunities of interest to him/her.
- ☐ Promotes his/her own physical, social and emotional well-being.
- ☐ Has a strong sense of self-esteem and self-worth.

WHAT YOU CAN DO TO HELP YOUR CHILD LEARN

- ☐ Start each day right; a calm beginning at home makes the school day much better.
- ☐ Encourage your child to have a good breakfast and lunch
- ☐ Make sure your child gets enough rest each night
- ☐ Praise your child each day for something he/she has done
- ☐ Have a special place to put schoolwork or whatever is brought home

- ☐ Laugh and talk with your child about school experiences and listen attentively to what is said about your child's school day experiences
- ☐ Keep lines of communication open between yourself and your child's teacher. Inform the teacher of any family situation, which could influence your child's behavior.
- ☐ Stress, organization of school notebook, materials, etc.
- ☐ Work at home on the skills taught at school.

STUDENT RIGHTS AND RESPONSIBILITIES

The Board has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under federal and state constitutions and statutes. In connection with rights are responsibilities that must be assumed by students.

Among these student rights and responsibilities are the following:

1. Civil rights—including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others;
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion, and decisions, which the student believes, injure his/her rights;
4. The right to free inquiry and expression; the responsibility to observe reasonable rules regarding these rights;
5. The right to privacy, which includes privacy in respect to the student's school records.

Students have the right to know the behavior standards expected of them as well as to know the consequences of misbehavior.

Student's rights and responsibilities, including standards of conduct, will be made available to students and their parents through information distributed annually.

EQUAL EDUCATION OPPORTUNITY

Every student of the district will be given equal educational opportunities regardless of age, sex, sexual orientation, race, religion, color, national origin, disability, marital status, linguistic background, culture, capability or geographic location.

Further, no student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the district. The district will treat its students without discrimination on the basis of sex as this pertains to course offerings, athletics, counseling, employment assistance and extracurricular activities.

The school board will designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title IX. The Title IX coordinator will investigate complaints communicated to the district alleging noncompliance with Title IX. The name, address and telephone number will be provided to all students and employees.

The Board will adopt and the district will publish grievance procedures providing for prompt and equitable resolution of student and employee complaints under Title IX.

HOMELESS STUDENTS

Homeless students in the district will have access to the education and other services needed to ensure that an opportunity is available to meet the same academic achievement standards to which all students are held.

ADMISSION

A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth by law, Board policy, and administrative regulations. Students and their parents/guardians should contact the office for admission requirements.

A parent or legal guardian when registering should accompany students who are new to our school. At this time a transfer slip from the school last attended should be presented.

At the time of enrollment, parents/guardians should bring birth records, social security cards and immunization records in order to complete the enrollment.

VACCINATIONS

Oregon law requires that students have a current immunization record or a medical or non-medical exemption at school. The required immunizations for the 2023-2024 school year are listed below. Students not in compliance with the immunization requirements may not attend school and will be excluded.

A student entering Kindergarten or Grades 1-6 needs	5 Diphtheria/Tetanus/Pertussis (DTaP) 4 Polio 1 Varicella (chickenpox) 2 MMR or 2 Measles, 1 Mumps, 1 Rubella 3 Hepatitis B 2 Hepatitis A
A student entering Grades 7-10 needs*	5 Diphtheria/Tetanus/Pertussis (DTaP) 1 Tdap 4 Polio 1 Varicella (chickenpox) 2 MMR or 2 Measles, 1 Mumps, 1 Rubella 3 Hepatitis B 2 Hepatitis A

ALTERNATIVE PROGRAMS

Students are informed of alternative programs available if they meet one of the following conditions:

1. Being or has been expelled.
2. Having repeated severe discipline problems.
3. Attending so erratically that he/she is not benefiting from the educational program.
4. The Alternative Learning Specialist at the Oregon Department of Education is the contact person for appeals regarding expulsions and alternative school placement. He/She may be contacted at 503-378-3600 ext. 2285.

ARRIVAL AND DEPARTURE

Supervision at the school is from 7:45 a.m.-3:15 p.m. Please have your child arrive at school no earlier than 7:40 am. Your child will be dismissed from school at 3:15 p.m. Please be prepared to pick up your child at 3:15, unless they are participating in a supervised after-school activity.

ATTENDANCE

All students between the ages of 6 and 18, who have not completed grade 12, are required to regularly attend a public full-time school, unless otherwise exempted by law. Staff will monitor and report violations of the state compulsory attendance law. All students five years of age who have been enrolled in a public school are required to attend regularly.

The district will notify the parent, in writing and in the native language of the parent, that, in accordance with law, the superintendent or designee will schedule a conference with the non attending student and their parent(s) to discuss attendance requirements. At this time the parent has the right to request an evaluation to determine if the student should have an individualized education program (IEP) or a review of the student's current IEP.

Any person having legal control of a student between the ages of 6 and 18, who has not completed the 12th grade, and who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required. Failing to supervise a child is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.

TARDINESS

Diamond School encourages timely arrival to school. School begins at 7:45 a.m., please have your children to school on time so they can be prepared for the start of school, (sharpening pencils, ect.). It can be disruptive for children arriving late for the entire class. There will be instances when tardiness is unavoidable, please communicate with teachers with regards to tardiness. Class will begin on time and any subjects that a student misses due to tardiness, will need to be made up on their own time (recess, before school, after school or at home).

*If teachers deem necessary and/or according to policy a notice may be sent home to parents/guardian regarding student tardiness and absence.

BEHAVIOR GUIDELINES

The school's goal is to provide a good atmosphere for growing academically and socially. To do this, students will experience freedoms, along with accompanying responsibilities. Hopefully, it is understood that these expectations are no different than what is expected at home and in the community. Central to this concept is the maintenance of mutual respect between students, parents and staff members.

The main thrust at school will be towards helping to develop the student's self-concept. In doing so, effort will be made to help them find solutions to their problems, making them aware that people not following the rules and regulations must accept the consequences. Our focus is on positive discipline and consequences for appropriate, positive choices.

Students at Diamond Elementary School will:

1. Be Safe
2. Be Respectful
3. Be Responsible

STUDENT CONDUCT

The Board expects student conduct to contribute to a productive learning climate. Students shall comply with the district's written rules, pursue the prescribed course of study, submit to the lawful authority of district staff, and conduct themselves in an orderly manner at school during the school day or during school-sponsored activities. This conduct applies to students en route to and from school and school-sponsored activities.

Careful attention shall be given to procedures and methods whereby fairness and consistency in discipline shall be assured for each student. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline, realize the responsibility of one's actions and maintain a productive learning climate. All staff members have responsibility for consistency in establishing and maintaining an appropriate behavioral atmosphere.

A student code of conduct, developed under the leadership of the district administration, and in cooperation with staff, will be made available to parents and students and enforced. Students in violation of Board policy, administrative regulation and/or code of conduct provisions will be subject to discipline up to and including expulsion. Additionally, students may be denied participation in extracurricular activities. Titles and/or privileges granted to students may also be revoked. A referral to law enforcement may also be made.

CODE OF CONDUCT

The Diamond Elementary School has authority and control over a student at school during the regular day and at any school related activity, regardless of time or location. Students will be subject to discipline including detention, suspension, expulsion, and/or referral to law enforcement officials for the following, but not limited to:

1. Theft
- ***2. Damage or destruction of district property and private property
- ***3. Assault or menacing of a district employee or another student.
Menacing means by words or conduct the student intentionally attempts to place a district employee or another student in fear of imminent serious physical injury
- */***4. Bringing, possessing, concealing or using a weapon to or on school property or at an activity under the jurisdiction of the school or at an interscholastic activity.
- **5. Substance abuse or any possession, use, distribution or sale of tobacco, alcohol or unlawful drugs, including drug paraphernalia
6. Violation of transportation rules
7. Plagiarism
8. Leaving school grounds or school sponsored events without permission
9. Using profanity, vulgar language, or obscene gestures
10. Being disrespectful to school staff
11. Insubordination, such as disobeying directives from school personnel
- ***12. Use of threats, targeted lists, intimidation, harassment, extortion, coercion, bullying or blackmail against any fellow student or district employee.
13. Name-calling, ethnic or racial slurs
14. Inappropriate physical or sexual contact including sexual harassment
15. Disruption of the learning environment
16. Hazing
17. Persistent failure to comply with rules
18. Dress Code Violation

*Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought a weapon to school. The school board may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five (5) years imprisonment, \$100,000 fine and forfeiture of firearm and/or other dangerous weapons or both. Any person 13-17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days. Dangerous weapon is defined in Oregon Law as any weapon, device, instrument, material or substance which, under the circumstance in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious injury.

Deadly weapon is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.

Firearm is defined in federal law as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosion. This included the frame or receiver of any such weapon or firearm, muffler or silencer.

Destructive device is defined as any device with explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line throwing, safety or similar device.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A "school zone," as defined by federal law means, in or on school grounds or within 1,000 feet of school grounds.

**In accordance with Oregon Law, any person under age 18 possessing a tobacco product commits a Class D violation and is subject to a court imposed fine up to \$100 as provided by ORS 167.400. Any person who distributes, sells, or causes to be sold, tobacco in any form or a tobacco burning device, to a person under 18 years of age commits a Class A violation and is subject to a fine of not less than \$100 and not exceeding \$600 as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony. Punishment is a maximum of 20 years of imprisonment, \$300,000 fine or both as provided by ORS 475.999.

Parents/Guardians will be notified of all conduct by their student that violates the weapons policy.

CARE OF SCHOOL PROPERTY BY STUDENTS

It is each student's responsibility to show respect for all school property. Any student who willfully damages or defaces school property will be disciplined.

The Board declares its intent to hold students and their parents responsible for the loss or damage of district property.

HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING

Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district. Students involved in such action will be subject to discipline up to and including expulsion. Individuals may also be referred to law enforcement officials.

DISCIPLINE/ DUE PROCESS

In order to *protect the rights of all of our students*, it is important that parents and students understand the consequences of misbehavior.

STUDENT DISCIPLINE

Discipline in the Diamond School District #7 is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to function successfully in their educational and social environments.

The major objectives of the school discipline program are to teach the following fundamental concepts for living:

1. Honesty;
2. Understanding and respect for individual rights, dignity and safety;
3. Understanding and respect for the law, district policies, procedures, rules and regulations;
4. Understanding of and respect for public and private property rights.

The Board seeks to assure a school climate, which is appropriate for learning and which assures the safety and welfare of personnel and students. The Board will develop rules, procedures and standards whereby those students who disrupt the educational setting or who endanger the safety of others will receive corrective counseling and be subject to disciplinary sanctions.

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended or expelled in accordance with administrative procedures and rules established by the Board. Such rules and procedures will ensure careful consideration of the rights and needs of the individual concerned, as well as the best interests of other students and the school program as a whole.

STUDENT SUSPENSION

The Board authorizes student suspension for one or more of the following reasons:

1. Willful violation of school regulations;
2. Willful conduct which materially and substantially disrupts the rights of others to an education;
3. Willful conduct which endangers the student, other students or staff members;
4. Willful conduct which endangers school property.

Each suspension will include a statement of the reasons for suspension, the length of the suspension and a readmission plan. No suspension shall extend beyond ten school days. Every reasonable and prompt effort must be made to notify the parents of suspended students.

Students who are suspended may not attend after-school activities and athletic events, be present on district property without authorization from school officials or participate in activities directed or sponsored by the district.

STUDENT DRESS AND GROOMING**

Responsibility for dress and grooming rests primarily with students and their parents. However, the district expects student dress and grooming to meet standards, which ensure that the following conditions do not exist:

1. Disruption or interference with the classroom learning environment;
2. Threat to the health and/or safety of the student concerned or of other students.

Students who represent the school in a voluntary activity may be required to conform to dress and grooming standards approved by the Board and may be denied the opportunity to participate if those standards are not met. Obscene, lewd, and/or sexually suggestive statements or pictures on clothing are considered disruptive and not allowed on school premises. Clothing that advertises or gives reference to alcohol, drugs, tobacco, violence, or anarchy is prohibited.

EMERGENCY PROCEDURES AND DISASTER PLANS

Emergency Plans:

Each teacher and student will make every effort to familiarize themselves with the following:

1. Know the location of first aid kit or first aid supplies
2. Know the telephone numbers of people or agencies for securing assistance in case of fire, inclement weather, or such other form of emergency that may occur.
3. Report unsafe equipment and conditions to the teacher or school board who shall take corrective action.
4. Recognize at all times good housekeeping methods with tools and materials properly stored.
5. Know the building evacuation plan in case of fire or similar emergency. (the teacher is to post a plan and to practice methods of evacuating the school building. The plan should include an obvious land mark at a safe distance from the school where a count of students may occur to insure that all are out of the building). All fire drills should be documented.

The teacher will conduct a monthly safety inspection of school property. This inspection will be documented and kept on file with any hazards reported to the school board.

Any accidents happening on school district property involving teachers, students or visiting public will be reported to the teacher. The teacher shall maintain a file for documentation of such accidents.

EMERGENCY DRILLS

Fire drills and/or earthquake drills will be held regularly. In case of a fire or earthquake drill, all students are to leave the building immediately according to the evacuation procedure established for each room in the school.

WALK, DO NOT RUN.

Unauthorized use of the fire extinguisher or fire alarm system is dangerous and illegal. Students tampering with fire equipment or creating false alarms may be fined, suspended or expelled from school.

Other emergency drills or simulations (i.e., armed intruder, tsunami, chemical spill, etc.) may be held periodically.

EMERGENCY MEDICAL TREATMENT

In cases of sudden illness or injury to a student or staff member, school staff will give first aid. Further medical attention to students is the parents' responsibility, or of someone the parents designate in case of emergency.

School staff is charged with providing for the immediate care of ill or injured persons within his/her area of responsibility.

Each school and school vehicle will be equipped with appropriate first-aid supplies and equipment. All employees are expected to know where first-aid supplies and equipment are kept in their work areas.

Designated employees in each building shall hold current first-aid cards.

EMERGENCY SCHOOL CLOSING INFORMATION

On occasion, emergency situations may arise while school is in session that makes it necessary to send students home early. No procedure covering all possible situations can be written to alert parents when early dismissal is necessary. Each family should make plans to cover this possibility. It is important for the safety of the children that plans be made in advance and updated when necessary to cover this possibility. Parents are encouraged to leave an emergency contact name and phone number at the school office. Reporting work phone numbers are also encouraged if both parents work out of the home. This information is kept up to date on the school system. Parents should make sure their children know what to do if school is dismissed early on short notice.

SCHOOL CLOSURES AND LATE OPENINGS

In cases of school closures, due to inclement weather or an emergency, the school will notify individual households of school closure.

HEALTH SERVICES

Diamond School does not have a nurse on site. If a child has a specific medical problem that can affect his school-life, parents should be sure that this information is in the student's school records and that school personnel are fully informed. Please call the teachers if this situation applies to you or your child.

If a child is ill, he or she should not be in school. Every attempt will be made to contact parents when a child becomes ill at school. Parents should provide the school with the name of an emergency contact that can care for the child if the parent cannot be reached.

MEDICINE AT SCHOOL

School personnel cannot administer or supervise the taking of medicine unless Oregon State Health Department guidelines are followed:

1. A note from the parent is necessary.
2. Medicine must be kept in the original prescription bottle.
3. A note from the doctor is necessary. (Or at least specific instructions on administration of the prescription must be on the front of the bottle.)
4. The prescription must be in the child's name. By law, we cannot dispense medication prescribed for another family member to your child.

ALLERGIC REACTIONS

Certain allergic reactions from such sources as bee stings, insect bites and chemical imbalances in the body may cause a life-threatening situation for students or employees. Designated district employees may administer a shot or injection if the following criteria have been met:

1. The parent, guardian or employee has notified the building principal that their student or themselves are allergic to bee stings, insect bites or that they have some disease or condition which may require the administration of a shot or injection.
2. The parent, guardian or employee has provided the building principal or his/her designee with a letter of instruction from a physician concerning the problem of the student or person, the symptoms which they will exhibit when a quantity of the medication should be administered and site of the injection;

3. The parent, guardian or employee will sign a form provided by the district requesting the administration of the injection, consenting to the administration of the injection and releasing the district and any employee who shall administer the shot from any liability for administering the injection.

The teacher will notify all staff who may come into contact with students or employees who are potential candidates for such allergic reactions and shall provide them with the name of employees who may administer shots or injections. The person or persons designated to administer shots or injections shall familiarize themselves with the condition and symptoms and the proper manner of administering injections.

MEDIA ACCESS TO STUDENTS

The board recognizes the important role the media serves in reporting information about the district's programs, services and activities. Therefore, the district will make every reasonable effort to provide media access to students.

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Such media access shall not be unduly disruptive and shall comply with board policies and district goals.

Media representatives are required to report to the teachers for prior approval before accessing students involved in instructional programs and activities not attended by the general public.

Information obtained by a media representative directly from students does not require parental/guardian approval prior to publication. Parents/Guardians who do not want their student interviewed or photographed should direct their student accordingly.

District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing information and personally identifiable information.

REPORTS AND REPORT CARDS

Report cards are issued four times each year for all grade levels, fall, winter, spring and the end of the year. At the end of the school year, report cards will be mailed shortly after school is out. Report Card and conferences will be scheduled for completion and delivery 10 calendar days after the quarter ends. Conferences may be completed after the 10 calendar days- at the parent's request.

CONFERENCES

Regular conferences are scheduled to review student progress. Conferences are held at the end of the first and third nine-week grading period. Grades or marks earned are dependent on the grade level of the student. Students and parents may also request a conference if the student is not maintaining passing grades or achieving the expected level of performance; if the student is not maintaining behavior expectations; and/or in any case the teacher considers necessary.

Report Card and conferences will be scheduled for completion and delivery 10 calendar days after the quarter ends. Conferences may be completed after the 10 calendar days- at the parent's request.

The district encourages a student or parent/guardian in need of additional information or with questions or concerns to confer with the teacher. A parent/guardian who wishes to confer with a teacher may call for an appointment before or after school, or request that the teacher call the parent/guardian to arrange a mutually convenient time for a conference.

PROGRAM EXEMPTIONS

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district. An alternative program or learning activity for credit may be provided. All such requests should be directed to the administration by the parent/guardian in writing and include the reason for the request.

STATE AND DISTRICT TESTING

Students in grades 3 - 8 are required to take the state standards tests and district tests unless they are exempted in writing by parents/guardians. Students on IEPs will have their district and state testing requirements identified within their IEPs as required by law. The school will communicate with parents/guardians about what state and district tests their students will be taking prior to the testing period. **OPT OUT**

Why does participation matter? While no single test can give a complete picture of your child's progress, having your child take the statewide tests provides educators and administrators with information about what educational approaches are working and where additional resources are needed. Your child's participation is important to ensure schools and districts receive the targeted resources they need to help all students succeed.

Description of rights House Bill 2655 permits parents and adult students to annually opt out of Oregon's statewide summative tests in English Language Arts and Math by submitting an annual form to the school the student attends. Schools will provide parents with the annual form at least 30 days prior to the start of testing. Visit this link to learn more about House Bill 2655: <http://tinyurl.com/OR-HB2655>.

STUDENT/PARENT/GUARDIAN COMPLAINTS

Complaints are handled and resolved as close to their origin as possible.

Although no community member will be denied the right to petition the board for redress of a grievance, complaints will be referred to the teacher for solution before investigation or action by the board. Exceptions are complaints that concern Board actions or Board operations.

The board advises the public that the proper channeling of complaints involving instruction, discipline or learning materials is as follows:

1. Teacher;
2. Board

The board will not hear charges against employees in open session.

While speakers may offer objective criticism of school operations and programs, the Board will not hear personal complaints concerning school personnel nor against any person connected with the school system. To do so would expose the Board to a charge of being party to slander and would prejudice any necessity to act as the final review of administrative recommendations regarding the matter. The chairman will direct the visitor to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals.

COMPLAINTS ABOUT SCHOOL PERSONNEL

Whenever a complaint about personnel is made directly to the Board as a whole or to a Board member as an individual, it will be reviewed in executive session for possible study and possible solution by the Board. The individual employee involved will be advised of the nature of the complaint and will be given every opportunity for explanation, comment and presentation of the facts as he/she sees them.

The Board will conduct such meetings according to Board policy”. The Board may request a neutral third party to act as mediator to help reach a mutually satisfactory solution.

DISCRIMINATION COMPLAINTS

A student and/or parent/guardian with a complaint regarding possible discrimination of a student should follow the complaint procedure in the District Policy AC-AR. Discrimination must be based on race, religion, color, national origin, disability or marital status providing education or access to benefits of education services, activities and programs in accordance with federal law. (See Equal Educational Opportunity)

EDUCATION STANDARDS COMPLAINTS

Any resident of the district or parent of a student attending Frenchglen Elementary School may make an appeal or complaint alleging violation of the district’s compliance with an educational standard as provided by the State Board of Education. Persons who feel that there is a violation of educational standards should follow the following procedures as outlined in the District policy book, code LGA-AR.

CURRICULUM/INSTRUCTIONAL/LIBRARY MATERIALS COMPLAINTS

Complaints by student or parents/guardians about instructional materials should first seek to resolve the complaint through discussions with the teacher. If the informal complaint is not resolved, complaints by student or parents/guardians about instructional materials should be directed to the Board in writing. Board Policy KLB-AR will be filled out as completely as possible and the matter will go before the board.

SEXUAL HARASSMENT COMPLAINTS

Sexual harassment by staff and/or students is strictly prohibited in the district. District includes district facilities, district premises and non-district property if the student or employee is at any district-sponsored, district-approved, or district-related activity or function, such as field studies or athletic events where students are under the control of the district or where the employee is engaged in district business.

Sexual Harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature that creates a hostile environment.

The administration has the responsibility for investigations concerning sexual harassment. All complaints shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented.

When reporting a complaint of sexual harassment complainants should follow the outline in the District Policy Book using Code: JBA and the subsequent form.

Confidentiality will be maintained. The educational assignments or study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment.

STUDENTS WITH DISABILITIES COMPLAINTS

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the district’s services, activities or programs to a student, should be directed to the administration.

TALENTED AND GIFTED PROGRAM

The district is committed to an educational program that recognizes, identifies and serves the unique needs of talented and gifted students. Talented and gifted (TAG) students are those who have been identified as academically talented and/or intellectually gifted. Students and parents/guardians interested in the TAG program should contact the district TAG Coordinator or the office.

TAG PROGRAM AND SERVICE COMPLAINTS

Individuals with complaints regarding the appropriateness of programs or services provided for talented and gifted students should follow appeals procedures outlined in the District Policy book Code IGBBA-AR.

ALL OTHER COMPLAINTS

Students or parents/guardians with complaints not covered by this student/parent handbook should contact the Board.

STUDENT EDUCATIONAL RECORDS

The information contained below shall serve as the district's annual notice to parents/guardians of minors and eligible students (if 18 or older) of their rights, the location and district official responsible for education records. Notice will also be provided to parents/guardians of minor students who have a primary or home language other than English.

Education records are those records related to a student maintained by the district, as student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent/legal guardian and eligible student notice and consent will comply with all state and federal laws.

Personally identifiable information shall not be disclosed without parent/legal guardian or eligible student authorization or as otherwise provided by Board policy and law.

Education records are maintained in a minimum one-hour fire-safe place by the office by the administration.

Permanent records shall include:

1. Full legal name of student
2. Name and address of educational agency or institution
3. Student birth date and place of birth
4. Name of parent/guardian
5. Date of entry into school
6. Name of school previously attended
7. Courses of study and marks received
8. Attendance
9. Date of withdrawal from school
10. Other information, including, but not limited to testing, discipline records, behavior records, social security number, and IEP's

TRANSFER OF EDUCATIONAL RECORDS

The district shall transfer originals of all requested student education records, including any ESD records relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than ten (10) calendar days after receipt of the request.

The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon laws.

REQUEST FOR EDUCATIONAL RECORDS

The district shall, within ten (10) calendar days of a student seeking enrollment in services from the district, notify the public or private school, education service district, institution, agency or youth care center in which the student was formerly enrolled and shall request the student's educational records.

ACCESS/RELEASE OF EDUCATIONAL RECORDS

By Oregon law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district provides evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. Parents/Guardians of a minor, or an eligible student (if 18 or older), may inspect and review education records during regular district hours. If parents/guardians or eligible students want copies of the education records, the district may charge a copy fee.

TELEPHONE USE AT SCHOOL

Students are allowed to use the telephone during class time for **EMERGENCIES, WITH TEACHER PERMISSION ONLY**. They should not expect to use the telephone for social arrangements. With permission, students may be able to make phone calls home during their free time.

ASBESTOS

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having their buildings inspected by accredited inspectors and the development of a management plan for the control of this substance.

The management plan is available for public inspection at the school.

The Janitor serves as the district's asbestos program manager and may be reached for further information.

PERSONAL ELECTRONIC DEVICES

Executive Order 25-09 aims to help foster student learning, well-being and belonging by reducing distractions and promoting healthy, focused school environments. This Executive Order (25-09) will soon be adopted as policy by the school board. The policy will prohibit student use of personal electronic devices during the instructional day. A personal electronic device is any technology that makes and receives phone calls or text messages and allows for accessing the internet independently from the school's network. This includes devices such as cell phones, smartphones, smartwatches and other portable, internet-enabled devices capable of texting, calling or accessing the internet independently. This does not include laptop computers or other technology explicitly required to support academic instruction or learning accommodations. Exemptions are permitted when they are medically necessary, part of an IEP or Section 504 Plan or an exemption approved by the teacher. More clarity will be provided once the policy is in place.

STUDENT GUIDELINES FOR USE OF ELECTRONIC MAIL AND THE INTERNET

Individual users of the District computer networks and the Internet are responsible for their behavior and communication over those networks, just as they are in a classroom or anywhere on school grounds. Access is a privilege, not a right, and entails responsibility. Users must protect the integrity and reliability of the network. All users shall comply with District policy and the agreements they have signed.

The District may review files and communications to maintain system integrity and ensure that the system is being used responsibly. Users should not expect that files stored on District servers would be private.

Electronic mail and the Internet shall be used for educational purposes consistent with District Policy. Students must obtain permission from their teacher to use email services on the District network. Students may not reconfigure any elements of computer systems without permission.

USERS SHALL NOT:

- * Access the Internet without permission from their teacher, nor access sites without direct

teacher-supervision during Internet sessions.

- * Send, view, or display sexually explicit or offensive messages or pictures.
- * Communicate using obscene, harassing, insulting, or attacking language.
- * Do anything that will damage computers, computer systems, or computer networks.
- * Intentionally waste District resources such as paper, printer ink, or diskettes.
- * Violate copyright laws.
- * Use others' passwords, trespass in others' folders or files, report personal communications without the author's prior consent, or in any way violate others' privacy rights.
- * Employ the network for commercial purposes or financial gain.
- * Employ the network for illegal activity.
- * Employ the network for promoting the use of tobacco, alcohol, or other drugs.
- * Attempt to degrade, disrupt, or monitor the content of transmissions of others.

Violation of any of these provisions may result in loss of network access. Additional disciplinary action may be determined in line with existing disciplinary practice for inappropriate language or behavior when applicable. Law enforcement agencies may be involved when determined appropriate and necessary.

DIAMOND SCHOOL DISTRICT STUDENT INTERNET POLICY

Education Purpose

1. The Network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality personal research.

The Network has not been established as a public access service or a public forum. Your teachers have the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in the district student conduct regulations and the law in your use of the Network.

You may not use the Network for commercial purposes. This means you may not offer, provide, or purchase products or services through the Network.

You may not use the Network for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.

Student Internet Access

1. Elementary students will have access only under their teacher's direct supervision. The teacher will filter **ALL** incoming emails to keep inappropriate materials out of the student's hands.
2. You and your parent must sign an Internet Use Agreement to be granted user privileges on the Network. This Agreement must be renewed on an annual basis. Your parent can withdraw approval at any time.

Unacceptable Uses

1. Personal Safety
 - a. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
 - b. You will not agree to meet with someone you have met on line without your parents' approval.

Your parent should accompany you to this meeting.

- c. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.
2. Illegal Activities
 - a. You will not attempt to gain unauthorized access to the Network or to any other computer system through the Network or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
 - b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
 - c. You will not use the Network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.
 3. System Security
 - a. You will avoid the inadvertent spread of computer viruses by following the standard virus protection procedures if you download software.
 4. Inappropriate Language
 - a. Restrictions against Inappropriate Language apply to public messages, Private messages, and material posted on Web pages.
 - b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
 - c. You will not post information that could cause damage or a danger of disruption.
 - d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
 - e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
 - f. You will not knowingly or recklessly post false or defamatory information about a person or organization.
 5. Respect for Privacy
 - a. You will not repost a message that was sent to you privately without permission of the person who sent you the message.
 - b. You will not post private information about another person.
 6. Respecting Resource Limits
 - a. You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to your personal computer
 - b. You will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
 - c. You will subscribe only to high quality discussing group mail lists that are relevant to your education or career development as determined by your instructor.
 7. Plagiarism and Copyright Infringement
 - a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings for others and presenting them as if they were yours.
 - b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright

owner. Copyright law can be very confusing. If you have questions, ask a teacher.

8. Inappropriate Access to Material

- a. You will not use the Network to access material that is profane or obscene (pornography), that advocate illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature).
- b. If you mistakenly access inappropriate information, you should immediately tell your teacher or another District employee. This will protect you against any claim that you have intentionally violated this Policy.
- c. Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. The district fully expects that you will follow your parent's instruction in this matter.

Your Rights

1. Free Speech

- a. Your right to free speech, as set forth in the district student conduct regulations, applies also to your communication on the Internet. The Network is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

2. Search and Seizure.

- a. You should expect only limited privacy in the contents of your personal files on the District system and records of your online activity. The situation is similar to the rights you have in the privacy of your desk.
- b. Routine maintenance and monitoring of the Network may lead to discovery that you have violated this Policy, the district student conduct regulations or the law.
- c. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the district student conduct regulations or the law. The investigation will be reasonable and related to the suspected violation.

3. Due Process

- a. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Network.
- b. In the event there is a claim that you have violated this Policy or the district student conduct regulations in your use of the Network, you will be provided with notice and opportunity to be heard in the manner set forth in the district student conduct regulations.
- c. If the violation also involves a violating of other provisions of the district student conduct regulations it will be handled in a manner described in the district student conduct regulations. Additional restrictions may be placed on your use of the District Internet account.

Limitations of Liability

1. The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Your parents can be held financially responsible for any harm to the system as a result of intentional misuse.

Consequences of misuse

1. If you are found to have viewed or caused others to view material which is illegal for minors to see or

- posses, your use in all computer labs will be revoked for the remainder of the school year, and your parents or guardians will be notified immediately.
2. Remember: if you are restricted from computer use, you may receive lesser grades for any assignments, which require the use of a computer.

(Signature form attached.)

ATHLETIC POLICY

The purpose of athletics at Diamond Elementary School is to provide an opportunity for students to develop athletically and socially. The athletic program is a vehicle through which students may grow and learn the ethics of hard work and determination. We also recognize that while sports may have an integral place in a child's development, we cannot allow athletics to become more important than the curricular aspect of the education we provide.

With this in mind, the following rule will be adhered to by all participants in athletics at Diamond Elementary School.

1. The use of any illegal drugs, alcohol or tobacco will be strictly forbidden.
2. Students will have a grade of C or better in all classes the week prior, to participate in athletics.
3. Participants will be present at school the day of and the day prior to any athletic event to be eligible to participate. Special arrangements for doctor appointments need to be made with the teacher in advance of the absence. Teachers will communicate with coaches regarding attendance.
4. All participants will adhere to the discipline policy approved by the Diamond Elementary School Board of Directors.
5. All participants will adhere to the training rules of the individual coaches of each sport.

VISITORS

It shall be the policy of the Board to encourage parents and citizens to visit the schools throughout the school year.

However, because of the school's responsibility for the protection of the students and the operation of an uninterrupted instructional program, visitors will report to the teacher of the building prior to their visitation.

Visitors shall be expected to observe rules for visitors established by the school.

1. Visitors will not disrupt classroom activities.
2. Preschool children or visiting children will not be allowed in the classroom except for pre-planned, supervised activities.

SCHOOL VOLUNTEERS

Citizens who voluntarily contribute their time and talents to the improvement and enrichment of the public schools instructional and other programs are valuable assets. All volunteers will be screened and approved by the Board.

COMMUNITY USE OF SCHOOL FACILITIES

The Diamond School District #7 Board supports the community education concept, which encourages the reserved, responsible and supervised, usage of district facilities by community members for recreation, education and service activities. The following categories have been determined in order of priority for building and grounds usage.

1. Activities directly related to the required K-8 school program, including graduation.
2. Activities related to the extracurricular K-8 school program such as sports and seasonal programs;
3. Community school-sponsored programs such as classes and workshops;
4. Youth-related non-school activities;
5. Adult-related non-school activities.

The Board expects the users to treat the facilities with respect. A Building Use Request form must be submitted by the person or group to the school office in coordination with administrators of the involved facility. The users must agree to all guidelines on the Building Use Request form. The original copy of the agreement will remain in the school office, with copies distributed to the appropriate building administrator, building custodial staff and facility user.

Approval for using the facilities will be granted for each request individually. Requests must be resubmitted if the user desires to continue usage.

GYM SHOES ONLY POLICY

All students are required to wear “Gym Only” shoes while in the school gymnasium. If these shoes are not worn, students will “sit out” of the event/class.

SPORTS EXTRA-CURRICULAR ACTIVITIES PHYSICAL EXAMS

Students in grades 7-8 are to have physical examinations performed prior to participation in extracurricular sports. “Participation” as used in this policy means participation in sports practices and interscholastic competition. The physical exam must be conducted by a physician possessing an unrestricted license to practice medicine, a licensed naturopathic physician, a licensed physician’s assistant, a certified nurse practitioner or a licensed chiropractic physician who has clinical training and experience in detecting cardiopulmonary diseases and defects.

A physical exam is required every two years.

FIELD TRIPS AND EXCURSIONS

The Diamond School recognizes the value of special activities in the total curriculum and agrees that student’s profit from carefully planned learning experiences.

Field studies and other student activities involving travel may be authorized by the Board when such trips or activities contribute to the achievement of desirable educational goals. In planning and authorizing such trips, primary consideration will be given to: the educational values derived from the planned event; the safety and welfare of all of the students involved (taking into consideration students ages, grade-level, etc.); and specific length of the trip or excursion.

All travel must have prior Board approval. The board will provide suggestions/guidelines for the planning of the event(s) and will make decisions after receiving tentative agendas, estimated expenses/budgets, etc. Travel options may include, but are not limited to: Bus/minibus or Van, private vehicles.

All field studies taken by Diamond School District #7 students will be planned as enrichment activities and as extensions of integral parts of the regular class work. For ease of scheduling and for the control and protection of students, the following procedures will be followed:

1. Each advisor will notify the student prior to each field study giving the destination, date and special needs for the particular trip;
2. Students will be well briefed on rules and regulations covering the school trip or outing. This will be done most thoroughly if the trip is to an unusually hazardous area as the coast. Students should be always aware that when he/she volunteers to participate in an extracurricular activity he/she automatically becomes a representative of the school and must abide by school rules. Students participating in extracurricular activities may be disciplined, suspended, or expelled for the same actions outlined in Board policy.
3. An itinerary of each trip including departure and return time, a list of participating students and any necessary additional supervisors {teachers or parents} will be filed with the administration at least two (2) school days prior to the trip. During the supervision of students, chaperones shall observe ethical standards of professional conduct as outlined in Board policy. The consumption of alcoholic beverages by chaperones is strictly forbidden within the duration of an activity. Driving a school vehicle after consuming alcohol is prohibited. The use of alcohol may be cause for dismissal.
4. A written statement on overnight trips showing that all responsible measures for adequate and sustained supervision by a responsible staff members will be provided that covers both the period of time during transportation and at the destination;
5. In all cases transportation should be arranged for at least two (2) days prior to the trip.
6. Special transportation arrangements must be approved by the Board.
7. Proof of insurance; copy of current Oregon Drivers License; and signed permission statement allowing students to travel in Board authorized vehicles.

The Board shall be responsible for approving field study experiences and the basic criteria for the decision shall be the educational value to the children involved.

When the trip is a required part of the regular educational program, budgeted school district funds shall be used to pay any admission charges or other costs involved in providing the field study experience for the students.

There shall be no money-raising activities by pupils, parents, or teachers to provide revenue for any school-sponsored activity or study (trip) without permission granted by the Board.

Except as provided herein, school groups, teams, bands and other school organizations may not make studies out of the school district without permission of the Board.

Any school-sponsored trip, which is dependent on any kind of fund-raising activity, will only be considered and approved by the Board after the procedures outlined in this policy have been followed.

All requests for approval of trips and special activities shall be initiated in writing by the “sponsor” through administrative channels. The request shall contain the following minimum essentials:

1. Date of proposed trip;
2. Number of students;
3. Anticipated financial requirements;
4. Sources of revenue including the kinds of money-raising activities planned;
5. Educational objectives to be realized;
6. Plans for supervision of students.

Washington D.C. Field Study/One-Day Field Studies/Salem Capitol Field Study

The 6th, 7th and 8th grade students will be taken to Washington D.C. for approximately seven days, every third year. While these students are gone, the Primary Teacher will take K-5th graders on a maximum of three, one day field studies, not to include over-night.

Budgeting considerations and factors will determine these field studies.

Chaperons will be determined by the number of students going on the trip. For every 3 students there will be one chaperone.

PARENT INVOLVEMENT IN THE 21ST CENTURY COUNCIL AND MOM’S CLUB

Parents are also encouraged to be a part of the Mom’s Club and the 21st Century Site Council (Site Council). The Mom’s Club organizes activities for the students and the school to earn money to supplement the students at Diamond School in a variety of ways that go beyond the state's expectations. The Site Council is designed to work to improve the school through activities that supplement and improve academic growth. Meetings are regularly held.

MUSIC POLICY

The Diamond School Board believes in expanding a student’s education to include music. Various programs have been offered from hiring a private music instructor to contracting with the Harney ESD. The Diamond School Board believes that the music program is a worthwhile program whether financed through the general budgeting process, when the funds are available, or through other partnership programs.

The Board also requires each student using a school owned instrument to complete and sign a Musical Instrument Responsibility Agreement. This agreement will be completed with the music instructor and kept on file with the clerk.

STUDENT TRANSPORTATION SERVICES

It is the policy of Diamond School District #7 to pay mileage for transportation to and from school at a rate determined by the board. Currently the rate is .65 cents per mile for one round trip per day per family, to families living in excess of one-mile radius from the school. Mileage reimbursements are paid quarterly or at the end of the school year, parents' choice on Student Transportation Service Signature form.

STUDENT SCHOOL SUPPLIES

Parents are responsible for purchasing student supplies at school. A school list is provided on page 50.

SCHOOL LUNCHES & SNACKS

The Diamond School will have a hot lunch program one day a week provided by our lunch coordinator Laura Steen. The students will be served one hot lunch a week. A monthly calendar will be sent home letting you know what day of the week, and what will be served, so that you can prepare accordingly. It is still up to the parents to provide sacked lunches for the days we do not have hot lunch and a daily snack to be eaten at 10:00 am. It is a school policy to have healthy snacks for snack time, so please send your child snacks that would fit this category. Also there are 2 microwaves for heating up lunches. If you have any questions please feel free to contact the teachers.

Diamond School District #7
40524 S. Diamond Lane
Diamond, OR 97722 ph. 541-493-2464

Student Registration Information
Year: _____

PARENTS: This registration form is an official record. It asks for important informatin that will help provide services to your child.

Student's Preferred Name (Last, First, Middle) **Other Names Used**

Grade **Gender (F, M, X)** **Birthdate** **Birthplace (City, State)**

Mailing Address

Home Phone **Cell Phone** **Other Phone Contacts**

Email Address

Mother/Guardian **Cell Phone Number**

Employer/ Occupation **Phone Number**

Father/Guardian **Cell Phone Number**

Employer/ Occupation **Phone Number**

Distance from Home to School: one way: _____miles

Racial and Ethnic Category: Federal Law requires the district to report this information. If you chose not to provide the information the district is instructed to make the determination to the best of their ability.

ETHNICITY/RACE- Please mark all that apply. You must mark at least one category. Those who choose more than one category will be repored as multiracial.

_____ **White** _____ **Latin America & Canada** _____ **Asian**

_____ **Black or African American** _____ **Native Hawaiian or Other Pacific Islander**

_____ **Hispanic/Latino** _____ **American Indian or Alaska Native** _____ **Tribe if known.**

Harney County School Dist. #7

Diamond School
40524 S. Diamond Ln.
Diamond, OR 97722

August, 2025

Dear Patrons/Employees of Diamond SD #7:

Asbestos is a naturally occurring mineral fiber used in a variety of building component materials. The reasons for its desirability are these materials are such attributes as strength, chemical resistance and heat resistance. These same attributes are the reasons airborne asbestos cause certain diseases (e.g. asbestosis, mesothelioma, pleural plaques, lung cancer, gastrointestinal cancer) in humans. The products in our buildings which contain asbestos are not hazardous except when they are disturbed or removed.

Some rooms have asbestos containing materials in them which are not hazardous unless disturbed.

These areas contain asbestos floor tile: Gym (These materials have been covered)

These areas contain asbestos materials: Entire School Building

The district does not condone vandalism in any manner whatsoever, but vandalism occurring on asbestos containing materials is very serious. Asbestos fibers may be released into the air and the person doing the vandalism is most likely to inhale those released fibers. All vandalism or other damage will be reported to the district office.

Every six months (during March and October) the janitor/asbestos program manager will visually check all asbestos containing materials in your buildings to determine if any damage has occurred or will occur. A checklist is used for comparison and is available for inspection at the school. Please contact the janitor to make an appointment.

Sincerely,

Diamond School Board

Diamond School District | Student Internet Use Agreement

Student Section

Student Name _____ Grade _____

School _____

I have read the District's Internet Policy in the School Handbook. I agree to follow the rules contained in this Policy. I understand that if I violate the rules my use can be terminated and I may face other disciplinary measures.

Student Signature _____ Date _____

Parent or Guardian Section

I have read the District's Student Internet Policy in the School Handbook.

I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District system, including, but not limited to claims that may arise from the unauthorized use to the system to purchase products or services. I understand that I can be held liable for damages caused by my child's intentional misuse of the system.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the District Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

I give permission to issue:

☐ an **Internet** account for my child (allows information searching and file transfer)

☐ a class **e-mail** account (allows the sending and receiving of electronic mail)

Parent Signature _____ Date _____

Parent Name _____

Home Address _____

Phone _____

Harney County School Dist. #7
Diamond School
40524 S. Diamond Lane
Diamond, OR 97722
493-2464

MEDICATION ASSISTANCE

Dear Parent:

Medical treatment is the responsibility of the parent and family physician. However, when it is absolutely required that a medication be taken at school by a student, this form, with specific instructions from the physician's and parent's signature, is required.

PARENT REQUEST: For: _____
Student name Date of Birth
School: _____
Teacher: _____

It is understood that the school is not legally obligated to assist in administering medications to my child. Therefore, I agree to hold the school district and its employees free from any and all responsibility for the results of such medication or the manner in which it is administered, and to indemnify each of them against loss by reasons of any civil judgment arising out of these arrangements, which may be rendered against them.

I will notify the school immediately if we change physicians or if the medication is changed or stopped.

I request that school staff assist my child in the administration of (medication) and or (emergency injection) that is **LABELED WITH MY CHILD'S NAME, DOSAGE, and in the ORIGINAL PACKAGE** in accordance with our physician's written instructions and/or my demonstration of proper procedure.

1. Diagnosis (indicate for medication or emergency injection): _____

2. Medication prescribed: _____
3. Dosage: _____
4. Possible reactions to medication: _____

5. Disposition of student following administration of medication (rest, physician's office, home, hospital, return to class): _____

6. Date to discontinue medication: _____

The medication/emergency injection identified herein is required to be scheduled during school hours.

Parent's signature required for all medication.
Medication must be supplied in the original pharmacy container.

Parent's Signature

Date

Physician's signature is necessary for medications requiring a prescription.

Physician's Signature _____

Address _____

Phone # _____ Date _____

TO BE COMPLETED BY SCHOOL PERSONNEL

Parent conference:

Date: _____ Nurse: _____

Form returned: _____
Date

Physician's Verification: _____
Date

Medication and supplies received: _____

School personnel conference: _____ Principal notified: _____
Date Date

Designated school personnel responsible for administering medication: _____

Specific instructions by nurse: _____
Date

Recommended procedures: _____

Review and update information (with dates): _____

Changes required (specific information and dates): _____

Termination of this request:

By Whom: _____ Date: _____

Verified by whom: _____ Date: _____

Medications returned to parent: _____ Date _____

Acetaminophen and or Ibuprofen Permission Slip

DIAMOND ELEMENTARY
SCHOOL YEAR 2025-2026

Name of Student: _____

Date of Birth: _____

Grade: _____

I give permission for my child _____ to receive

(MUST CHOOSE ONE)

- ☐ Acetaminophen at school if needed.
- ☐ Ibuprofen at school if needed.
- ☐ I do NOT want my child to receive Acetaminophen or Ibuprofen at school.

I understand that a generic equivalent may be used.

I understand that the dosage administered will be a weight based.

I understand that a maximum of one dose can be given per school day and will not exceed two doses per week.

Parent Signature _____

Date: _____

PERMISSION TO RIDE THE SCHOOL ACTIVITY VEHICLE

THIS IS THE PERMISSION SLIP FOR THE ENTIRE 2025-2026 SCHOOL YEAR.

Student's Name: _____

Grade: _____

Safety is of prime importance for our students as we transport them to school activities. Listed below are the State of Oregon regulations. Please read these rules listed below, carefully as failure of your child to comply may result in suspension of the privilege of riding in a private car or school bus. **The driver is in charge and expects complete cooperation.**

Parents having questions concerning routes, rules and regulations or student misconduct should contact the teacher of Diamond School at (541)493-2464.

TRANSPORTATION REGULATIONS:

1. Pupils being transported are under the authority of the driver.
2. Fighting, wrestling or boisterous activity is prohibited.
3. Pupils shall use the emergency door only in case of emergency.
4. Pupils shall be on time.
5. Pupils shall not bring animals, firearms, weapons or other potentially hazardous materials in the vehicle.
6. Pupils shall remain seated while the vehicle is in motion.
7. When a pupil has been assigned a specific seat, he will remain in that assigned seat during each ride.
8. When necessary to cross the road, pupils shall cross in front of the vehicle or as instructed by the driver.
9. Pupils shall not extend their hands, arms or heads through vehicle windows.
10. Pupils shall have written permission to leave the vehicle other than at home or school.
11. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
1. Pupils shall not open or close windows without permission of the driver.
2. Pupils shall keep the vehicle clean, and must refrain from damaging it.
3. Pupils shall be courteous to the driver, to fellow pupils and passersby.

The school board and school staff will do their best to promote good conduct at all times. The teacher will take the following action in the event of misconduct:

1. First Incident Report: Warning to student from vehicle driver; student will be re-taught vehicle rules.
2. Second Incident Report: Conference with student and teacher, may include writing vehicle rules.
3. Third Incident Report: Conference with student, teacher and parent (may also include school board or board chairperson, and /or vehicle driver).
4. Fourth Incident Report: Conference with student, parent and teacher with appropriate disciplinary action taken.

The teacher may suspend vehicle riding privileges immediately or in other ways alter the disciplinary action to be taken in the event of serious vehicle misconduct, including: 1. Physical harm to other students or drivers. 2. Willful disobedience or verbal abuse directed to the driver. 3. Vandalism. 4. Obscene gesture.

Signature of Parent/Guardian

Date

Parent Transportation Information Diamond School #7

Parent/Guardian Name: _____

Address: _____

Phone: _____ Cell: _____

One-Way Mileage from Home to School: _____

Reimburse Quarterly or End of Year. _____
(Choose one)

Parent/Guardian Signature: _____

Date: _____

School mileage (.65 cents per mile) is calculated at the end of the school year.
One round trip per school day per family paid. Mileage is based on attendance.

CODE: **M-4**
ADOPTED: **01/21/97**
AMENDED: **9/08/09**

STUDENT TRANSPORTATION SERVICES

It is the policy of Diamond School District #7 to pay mileage for transportation to and from school at a rate determined by the board. Currently the rate is .65 cents per mile for one round trip per day per family, to families living in excess of one-mile radius from the school. In the case of Kindergarten students with older siblings the parents will be paid for 1 ½ round trips, due to kindergarten half days.

In order to receive mileage reimbursement the Diamond School must have a current drivers license and proof of insurance on file for at least one of the parents transporting students. You can either fill out the information on the bottom of this sheet or photocopy your license and Insurance Cards. Please provide the information to the Diamond School clerk.

Name: _____ Drivers License Number: _____

Expiration Date: _____

Insurance Company: _____

Effective Date: _____

Policy Number: _____

PARENT/GUARDIAN UNDERSTANDING AND CONSENT TO THE RESPONSIBILITIES OUTLINED IN THE STUDENT CODE OF CONDUCT AND PERSONALLY IDENTIFIABLE INFORMATION

I understand and consent to the responsibilities outlined in the Student Code of Conduct. I also understand and agree that my student shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school during the regular school day, at any school-related activity regardless of time or location and while being transported on district provided transportation. I understand that should my student violate the Student Code of Conduct he/she shall be subject to disciplinary action, up to and including expulsion from school and/or referral to law enforcement officials, for violations of the law.

Regarding student education records, I understand that certain personally identifiable information about my student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. Directory information includes, but is not limited to: the student's name, address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended. I have marked through those types of directory information listed above that I wish the district to withhold.

I understand that unless I object to the release of any or all of this information within 15 school days of the date this student handbook was issued to my student, directory information may be released by the district for use in local school publications, other media and for such other purposes as deemed appropriate by the teacher.

I also understand that certain student information is considered personally identifiable information and may be released only with prior notification by the district of the purpose(s) the information will be used, to whom it will be released and my prior written, dated and signed consent unless otherwise permitted by law.

Personally identifiable information includes but is not limited to: the student's name, the name of the student's parents or other family member, the address of the student or student's family, and personal identifiers such as

the student's social security number, a list of personal characteristics or other such information that would make the student's identity easily traceable.

Parent/Guardian Signature	Date
---------------------------	------

Harney ESD Field Trip Guidelines for Chaperones 2025-2026

Thank You for Your Support!

We believe that field trips provide a valuable educational experience for students. Field trips increase student knowledge and understanding of a subject and add realism to the topic of study. Without the help of volunteer chaperones, most field trips would not be possible. Thank you very much for giving your time and support.

In order to help ensure that ESD-sponsored field trips result in safe and rewarding experiences for all participants, we have prepared these guidelines to provide information about volunteering as a field trip chaperone.

Becoming a Volunteer Field Trip Chaperone Student safety is our paramount concern. All volunteers must have successfully passed a volunteer background check prior to the trip. The Oregon Department of Education will perform the background check. All volunteers must complete a Criminal History Verification Form, be approved by the Component School District's board and must be at least 18 years of age. Parent chaperones with toddler to pre kindergarten age children will not be able to bring their children on the trip, as the trip is designed for school age children and toddlers require extra attention, possibly taking away from the learning experience of others. Parent chaperones with pre-toddler age children will be permitted to bring their child on the trip. If you transport students of the district to a field-trip function or for some other school approved purpose. Please be aware that in the event of an accident, your insurance will provide primary coverage. In order to serve as a volunteer driver, you will be required to provide proof of vehicle insurance. Your insurance must meet or exceed minimum requirements as established by the state of Oregon and as set by the district, insurance information will be gathered prior to leaving on the field trip. Please turn this information into your school's teacher.

Guidelines for Volunteer Chaperones Before the field trip, the classroom teacher will provide you with information regarding the activities planned for the trip, expectations for supervising students and emergency procedures, In addition, the following general guidelines will help you be a good chaperone. If you have questions regarding these guidelines, please speak to the teacher or the principal.

1. All school rules apply on school sponsored field trips. Chaperones are expected to follow school rules, follow the directions given by the coordinating teacher, work cooperatively with other volunteers and school staff members, and serve as a role model for students.
2. The chaperone will follow the trip plan developed by the teacher. Students must be supervised at all times while at a school sponsored event. As a chaperone, you will supervise a small group of students, helping them learn and making sure they behave well and are safe. Students must stay with you, their chaperone, at all times. Check to make sure you know where all students are regularly and before changing activities. Be sure you know when and where to meet the rest of your group at the end of the visit. Count, **count, count, all day!**
 - Student behavior is your responsibility. School rules related to student behavior apply. Go over the rules and standards of behavior, safety rules, and any site-specific rules with students. Ensure that students do not get involved in any extra activities not **pre** approved by the teacher. **You are responsible for monitoring student behavior and their safety, but it is the responsibility of the teacher to discipline a student who is misbehaving.**
 - Chaperones may not administer any medications, prescription or nonprescription, to students, unless they are your own children or the student's parents have given their permission on the field trip liability release form.
3. For the protection of both the student and the chaperone, chaperones should not be alone with a student at any time - for example in the vehicle, in a restroom, etc.
4. Be sure you know what to do in an emergency (medical emergency, natural emergency, lost child, serious break of rules, etc.) know who is first aid trained, where the first aid kit is located and where your cell phone is. Keep the cell phone contact number of the teacher and other chaperones available.
5. When transporting students, stay with the group, do not make unauthorized stops unless there is an emergency, do not skip planned stops and make sure that all students have the appropriate safety restraints.

In the event that I have a personal emergency while chaperoning, please contact::

_____	_____	_____
Printed Name	Relationship	Daytime Phone

I acknowledge **that** I have received the "Field Trip Guidelines for Chaperones," **have** read these guidelines, and agree to comply with the guidelines as a field trip chaperone.

_____	_____
Printed Name	Date



Signature

Cell Phone

FIELD TRIP / OFF CAMPUS ACTIVITY

PERMISSION SLIP and LIABILITY WAIVER 2025-2026

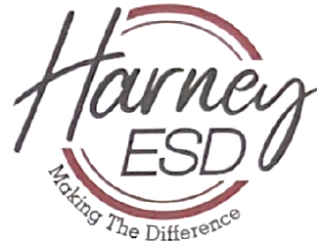
I (We), _____ (please print parent(s) or legal guardian(s)'s name) hereby give permission for my child _____ (please print name of child) to participate in all officially sponsored off campus activities and field trips of Diamond Elementary School) during the 24/25 school year. I understand that the students will be accompanied by supervisor(s) from the school. I further understand that my child's participation in such field trips and off campus activities is strictly voluntary and done so at my sole discretion. Participant's Duty of Proper Conduct I (We) and my child agree that my child's participation in these activities may be terminated for failure to behave and act in accordance with applicable regulations on conduct and for any acts of conduct of the above student deemed by the supervisor(s) and/or chaperon(s) to be detrimental to or incompatible with the interest, harmony, comfort or welfare of the field trip or activity as a whole. If the participation of the above student is terminated, only the funds, if any, not actually used will be refunded, and the student may be sent home at my expense. Liability Waiver This is an EXTRACURRICULAR activity. This permission slip incorporates by reference and brings into full

effect the terms of the liability waiver and assumption of the risk agreement on file with your school.

Parent/Guardian Signature: _____ Date: _____

Harney Education Service District

PO Box 460 | 25 Fairview Heights | Burns, Oregon 97720
Administration 541 573 2122 | Regional Service Center 541 573 2122 | Early Childhood Center
541 573 6461



Parents and Guardians,

I'm so excited for the new school year! Again this year, I will be assisting your classroom teacher with a variety of social and emotional skills including, but not limited to:

- friendship skills - making and keeping friends
- bullying prevention
- study skills
- social/emotional/behavioral support
- conflict resolution and problem solving
- positive school behaviors

In order for your child to be part of a small group or talk with me individually, he or she must have a permission form signed by you.

Please return this form to your child's teacher. If you have any questions or concerns, please contact your child's teacher or Shannon Criss, ESD Superintendent at 541-573-2122 (criss.s@harneyesd.k12.or.us).

A handwritten signature in black ink, which appears to read "Cheyenne Fowler", is written over the printed name and title.

Cheyenne Fowler
Behavior Intervention Specialist
Harney Education Service District

_____ (Child's name)

_____ has permission to meet with Cheyenne in a small group or individually.

PARENT SIGNATURE

DATE

****Please fill out the criminal history verification form if you are at all interested in being a chaperone on one of our field trips. We will submit them and you will be covered for the school year if you choose to join us.**

OREGON DEPARTMENT OF
EDUCATION
Public Service Building
255 Capitol Street NE
Salem, Oregon 97310

CRIMINAL HISTORY VERIFICATION OF APPLICANTS

Pupil Transportation and Fingerprinting Unit
503-947-5600

THIS FORM MUST BE ENCLOSED WITH THE 581-2281-N CRIMINAL HISTORY VERIFICATION FOR PRE-EMPLOYMENT AND VOLUNTEERS COVER FORM, ALONG WITH A SCHOOL CHECK IN THE AMOUNT OF \$5.00 PER APPLICANT. ALL DOCUMENTS MUST BE MAILED TOGETHER TO THE OREGON DEPARTMENT OF EDUCATION; OTHERWISE, THEY WILL BE RETURNED.

Please type or print clearly.

As Appears on License

Name: Date of Birth: Sex:
(Last Name) (First Name) (Middle Name) MM/DD/YY

List Other Names Previously Used:
(includes Maiden Name)

Social Security No.: Driver License/Identification Card No.:
Providing your social security number on this form is voluntary. If you choose not to disclose the social security number, this will not be a basis for denial. If you do provide the number, the Oregon Department of Education will use it as an additional identifier to search for any criminal record you may have within the State of Oregon. Your social security number will be used as stated above. State and federal laws protect the privacy of your records.

Mailing Address:
Full Street Address/Post Office Box
City: State: Zip + 4:

Advisory: An in-state check of the applicant's criminal history will be made by the Oregon Department of Education to verify the responses to the following questions. If you answer no to any of the questions below, and a criminal conviction exists, this will result in a "No" determination by ODE.

Convictions of misdemeanor or felony crimes DO NOT automatically drop off your record after a period of time. If you believe a crime has been removed from your record and you are mistaken, it will result in a finding that you knowingly made a false statement.

1. Have you EVER been convicted of ANY crimes listed under 1 on the reverse side of this form? ☐ Yes ☐ No
If yes, was the crime in Oregon or a similar crime in another state?
2. A crime includes a felony or misdemeanor. Have you EVER been convicted of ANY other crime NOT included in the list under question 1, this includes major traffic violations (including DUII, etc)? ☐ Yes ☐ No

The applicant is entitled to inspect and challenge the accuracy of their Oregon criminal record through the Oregon State Police procedures by contacting Oregon State Police directly under ORS 181A.230(3) and OAR 257-10-0035.

I hereby grant to the Oregon Department of Education permission to check civil or criminal records to verify any statement made on this form for the purpose of pre-employment and/or volunteering purposes at an Oregon school and/or institution.

I acknowledge reading and receipt of this notice.

Applicant's Signature: _____ Date:

**CRIMES RELATING TO QUESTION 1
OREGON LAWS**

163.095	Aggravated Murder	167.062	Sadomasochistic Abuse or Sexual Conduct in Live Show
163.107	Murder in the First Degree		
163.115	Murder in the Second Degree		
163.185	Assault in the First Degree	167.075	Exhibiting an Obscene Performance to a Minor
163.235	Kidnapping in the First Degree	167.080	Displaying Obscene Materials to Minors
163.355	Rape in the Third Degree	167.090	Publicly Displaying Nudity or Sex for Advertising Purposes
163.365	Rape in the Second Degree	475.808	Unlawful manufacture of hydrocodone within 1,000 feet of school
163.375	Rape in the First Degree	475.810	Unlawful delivery of hydrocodone
163.385	Sodomy in the Third Degree	475.812	Unlawful delivery of hydrocodone within 1,000 feet of school
163.395	Sodomy in the Second Degree	475.818	Unlawful manufacture of methadone within 1,000 feet of school
163.405	Sodomy in the First Degree	475.820	Unlawful delivery of methadone
163.408	Unlawful Sex Penetration in the Second Degree	475.822	Unlawful delivery of methadone within 1,000 feet of school
163.411	Unlawful Sex Penetration in the First Degree	475.828	Unlawful manufacture of oxycodone within 1,000 feet of school
163.415	Sexual Abuse in the Third Degree	475.830	Unlawful delivery of oxycodone
163.425	Sexual Abuse in the Second Degree	475.832	Unlawful delivery of oxycodone within 1,000 feet of school
163.427	Sexual Abuse in the First Degree	475.848	Unlawful Manufacture of Heroin within 1,000 Feet of School
163.432	Online Sexual Corruption of a Child in the Second Degree	475.852	Unlawful Delivery of Heroin within 1,000 Feet of School
163.433	Online Sexual Corruption of a Child in the First Degree	475.868	Unlawful Manufacture of 3, 4-Methylenedioxymethamphetamine within 1,000 Feet of School
163.435	Contributing to the Sexual Delinquency of a Minor	475.872	Unlawful Delivery of 3, 4-Methylenedioxymethamphetamine within 1,000 Feet of School
163.445	Sexual Misconduct	475.878	Unlawful Manufacture of Cocaine within 1,000 Feet of School
163.465	Public Indecency	475.880	Unlawful Delivery of Cocaine
163.515	Bigamy	475.882	Unlawful Delivery of Cocaine within 1,000 Feet of School
163.525	Incest	475.888	Unlawful Manufacture of Methamphetamine within 1,000 Feet of School
163.547	Child Neglect in the First Degree	475.890	Unlawful Delivery of Methamphetamine
163.575	Endangering the Welfare of a Minor	475.892	Unlawful Delivery of Methamphetamine within 1,000 Feet of School
163.670	Using Child in Display of Sexually Explicit Conduct	475.904	Unlawful Manufacture or Delivery of Controlled Substance within 1,000 Feet of School
163.675	Sale of Exhibition of Visual Reproduction of Sexual Conduct by Child	475.906	Penalties for Distribution to Minors
163.680	Paying for Viewing Sexual Conduct Involving a Child	161.405	Attempt to Commit Any of the Above-Listed Crimes
163.684	Encouraging Child Sex Abuse in the First Degree		
163.686	Encouraging Child Sex Abuse in the Second Degree		
163.687	Encouraging Child Sex Abuse in the Third Degree		
163.688	Possession of Materials Depicting Sexually Explicit Conduct of a Child in the First Degree		
163.689	Possession of Materials Depicting Sexually Explicit Conduct of a Child in the Second Degree		
164.325	Arson in the First Degree		
164.415	Robbery in the First Degree		
166.005	Treason		
166.087	Abuse of Corpse in the First Degree		
167.007	Prostitution		
167.008	Commercial Sexual Solicitation		
167.012	Promoting Prostitution		
167.017	Compelling Prostitution		
167.057	Luring a Minor		

Dear Parent/Guardian:

Please follow these guidelines to help all students stay healthy and ready to learn.

Please **DO NOT SEND AN ILL STUDENT TO SCHOOL**. The other page of this letter gives examples of when your student should not be in school.

If your student is ill, please CONTACT THE SCHOOL.

Please contact your health care provider about any **SERIOUS ILLNESS** or if you are worried about your student's health. If you need help in finding a health care provider, you may contact the local public health authority.

Please notify the school if your child is diagnosed with a **CONTAGIOUS DISEASE**, including these: *chickenpox, COVID-19, diarrhea caused by E. coli or Salmonella or Shigella, hepatitis, measles, mumps, pertussis, rubella, scabies, tuberculosis, or another disease as requested.* The school will protect your private information as required by law. [OAR 333-019-0010; ORS 433.008.]

Please notify the school if your student requires **MEDICATIONS** during school hours. Follow school protocols for medication at school. If your student's illness requires antibiotics, the student must have been on antibiotics for at least 24 hours before returning to school, and longer in some cases. Antibiotics are not effective for viral illnesses.







Please notify the school if your student has an **UNDERLYING OR CHRONIC HEALTH CONDITION**. We will work with you to address the health condition so that the student can learn. With consent, the school nurse may consult with the student's health care provider about the health condition and necessary treatments. To contact the school nurse or health office please call or email.

We want to support your student. Please contact us if you have questions or concerns.



PLEASE KEEP STUDENTS WITH SYMPTOMS OUT OF SCHOOL

This list is school instructions, not medical advice. Please contact your health care provider with health concerns.

SYMPTOMS OF ILLNESS	THE STUDENT MAY RETURN AFTER...
 Fever: temperature of 100.4°F (38°C) or greater	<p>*The list below tells the shortest time to stay home. A student may need to stay home longer for some illnesses.</p> <p>*Fever-free for 24 hours without taking fever-reducing medicine AND per guidance for primary COVID-19 symptoms.</p>
 New cough illness	<p>* Symptoms improving for 24 hours (no cough or cough is well-controlled) AND per guidance for primary COVID-19 symptoms.</p>
 New difficulty breathing	<p>* Symptoms improving for 24 hours (breathing comfortably) AND per guidance for primary COVID-19 symptoms. → Urgent medical care may be needed.</p>
 Diarrhea: 3 loose or watery stools in a day OR not able to control bowel movements	<p>*Symptom-free for 48 hours OR with orders from doctor to school nurse.</p>
 Vomiting: one or more episode that is unexplained	<p>*Symptom-free for 48 hours OR with orders from doctor to school nurse.</p>
 Headache with stiff neck and fever	<p>*Symptom-free OR with orders from doctor to school nurse. Follow fever instructions above. → Urgent medical care may be needed.</p>
Skin rash or open sores	<p>*Symptom free, which means rash is gone OR sores are dry or can be completely covered by a bandage OR with orders from doctor to school nurse.</p>
Red eyes with colored drainage	<p>*Symptom-free, which means redness and drainage are gone OR with orders from doctor to school nurse.</p>
Jaundice: new yellow color in eyes or skin	<p>*After the school has orders from doctor or local public health authority to school nurse.</p>
Acting differently without a reason: unusually sleepy, grumpy, or confused.	<p>*Symptom-free, which means return to normal behavior OR with orders from doctor to school nurse.</p>
Major health event , like an illness lasting 2 or more weeks OR a hospital stay, OR health condition requires more care than school staff can safely provide.	<p>*After the school has orders from doctor to school nurse AND after measures are in place for the student's safety. Please work with school staff to address special health-care needs so the student may attend safely.</p>



Dental Screening Certification Form

State law now requires a child who is 7 years of age or younger to have a dental screening before entering school for the first time. *HB 2972 (2015)*

IF YOUR CHILD HAS ALREADY RECEIVED A DENTAL SCREENING

Parent/Guardian:

- If you know your child has already had a dental screening, please check the box below, fill out this section, and sign it.
- If you do not know if your child has had a dental screening, please have a dental provider fill out this section and sign it.
- Please return this form to the school office.

☐ My child _____ has received a dental screening.
(First name) (Middle initial) (Last name)

Parent/Guardian or Dental Provider

Print Name: ✍ _____

Signature ✍ _____ Date ✍ _____

TO OPT-OUT OF THE DENTAL SCREENING REQUIREMENT

Parent/Guardian: You may choose to have your child opt-out of a dental screening due to a reason listed below. Please fill out this section and sign it. Then return this form to the school office.

My child _____ was not screened due to the following:
(First name) (Middle initial) (Last name)

Please check all that apply:

- ☐ We already submitted a certification form at a previous school.
- ☐ The dental screening is contrary to student or families religious beliefs.
- ☐ The dental screening is a burden.

The dental screening is a burden for the student or the parent or guardian of the student when:

- (A) The cost of obtaining the dental screening is too high;***
(B) The student does not have access to a screener or;
(C) The student was unable to obtain an appointment with a screener

Parent/Guardian

Print Name ✍: _____

Signature ✍ _____ Date ✍ _____

E-RATE FY 2025-26

HOUSEHOLD SURVEY

As you prepare for enrollment for the 2024-2025 school year, you may want to include an E-rate household income survey in your paperwork. We want to ensure that your school's E-rate discount accurately reflects the income levels of your student population. The enclosed Household Survey letter can be included in your enrollment process to determine income eligibility for your E-rate funding for FY 2024-2025.

- Surveys can be used to determine individual student eligibility for NSLP, but survey results cannot be extrapolated. Because the extrapolation of returned surveys is not permitted, NSLP applications can be used as surveys.
- Schools participating in the Community Eligibility Program (CEP) multiply the number of students directly certified by the national multiplier (currently 1.6) to calculate the number of students qualifying for NSLP on the FCC Form 471. Note that this calculation is capped at 100 percent of the student population for the purposes of determining the E-rate discount.
- You can use a combination of methods (e.g., surveys, sibling matches, household eligibility for certain federal programs) to substantiate the eligibility of individual students.

USAC Guidance: [Alternative Discount Mechanism](#)

If you decide to use the survey, you will need to tally the results for each eligible site (i.e. ES, MS, HS) -**extrapolation is not allowed by SLD**. Send the summary tally sheets to us when they are completed. We will then submit the summary pages along with your E-Rate application.

Retain the individual surveys and related documentation for 10 years.

SLD Guidelines:

If a school chooses to do a survey, the following guidelines apply:

- a. The survey must be sent to families (households) whose children attend the school.
- b. The survey must, at a minimum, contain the following information:
 - o Address of family (household)
 - o Grade level of each child
 - o Size of the family (household)
 - o Income level of the parents or guardians
- c. The survey must assure confidentiality. (Only summary data is provided to USAC/E-rate)
- d. Retain ALL surveys for TEN YEARS after the last date of service



Harney County School Dist. #7
40524 S Diamond Lane
Diamond, OR 97722

August, 2025

Dear Parents,

Every year our district participates in a federal funding program called E-Rate. E-Rate is a federal program that offers schools and libraries discounts on certain internet services and network equipment. Because of these discounts, we are able to afford the technology and connectivity that is so critical in educating your children in today's global and technology driven world.

That means that getting this information **is more important than ever this year.**

The size of the E-Rate discount is directly proportional to the number of students that qualify for the Free or Reduced Lunch Program. It is critical that this form be completed by our parents at the time of enrollment as this often sets the budget for up to five years. The local public library also benefits since it shares our discount rate and can get a reduced cost on their internet access and network equipment.

The results of this survey are CONFIDENTIAL. Your name and address will not be shared with anyone, the form will be locked and kept on file in a safe place. Only a total tally will be shared for E-Rate purposes. The income guidelines in the survey are the same as those used for participation in the Free and Reduced Lunch Program. Just know that, since responses to the survey will be kept confidential, answering yes to any of the questions on the attached form will not make your children eligible to receive Free or Reduced-price lunches.

Thank you,

Diamond School Board
Annette Carson

Diamond School District #7
40524 S. Diamond Lane
Diamond, OR 97722
(541)493-2464

E-Rate for Diamond School

August 2025

Dear Parents,

You may know that the Diamond School has been participating in the E-rate program for the past 15+ years. The E-rate program is a Federal program which provides schools and libraries across the country with substantial discounts on their technology services.

These discounts reduce the costs of our telephone service, Internet access, and the internal connections we use to build and maintain the computer networks that link our classrooms. The size of the discounts which we receive is based on the income level of our student's families. Our local public library also benefits since it shares our discount rate. Discounts also save the district and taxpayers a substantial amount of money.

We need your help qualifying for the largest discount allowable by providing us with some very general information. Please take a minute to fill out and return the attached survey to Denise or Raime at school, before **September 1, 2025**. **This information will remain confidential and will be reported only as a total group, not by individual families, and will not be used for any purpose other than E-rate.**

The income guidelines on the attached survey are the same as those used for participation in the Free and Reduced Lunch Program. However, since responses to the survey will be kept confidential, answering yes to any of the questions on the attached form will not make your children eligible to receive Free or Reduced price lunches.

Thank you for your participation in helping Diamond School stretch its resources to best serve all our students. If you have any questions, please call Annette at 541-493-2341.

Thank you,

Annette Carson

Clerk

Diamond School District #7
40524 S. Diamond Lane
Diamond, OR 97722
(541)493-2464

E-Rate Family Survey – 2025/2026

Please complete and return the survey below. It is important that you return this form to us even if your income does not meet any of these criteria in order for the survey to be considered a valid measure.

(Please Print)

Family Name _____

Street Address _____

City _____ State _____ Zip _____

Please attempt to answer the questions listed below. Skip any questions you don't know the answer to.

Circle the number of people in your family on the chart below, including all children:

Family Size (circle one)	Annual Income	Monthly Income	Weekly Income
1	\$ 28,953	\$ 2,413	\$ 557
2	\$ 39,128	\$ 3,261	\$ 753
3	\$ 49,303	\$ 4,109	\$ 949
4	\$ 59,478	\$ 4,957	\$ 1,144
5	\$ 69,653	\$ 5,805	\$ 1,340
6	\$ 79,828	\$ 6,653	\$ 1,536
7	\$ 90,003	\$ 7,501	\$ 1,731
8	\$ 100,178	\$ 8,349	\$ 1,927
For each additional family member add	+ \$ 10,175	+ \$ 848	+ \$ 196

Is your family's income equal to or less than any of the amounts listed next to the number you circled? Yes _____ No _____

Are your children eligible for the NSLP (National School Lunch Program) which provides free or reduced lunches, breakfasts, snacks or milk at their school(s)? Yes _____ No _____

Is your family eligible for food stamps? Yes _____ No _____

Is your family eligible for medical assistance under Medicaid? Yes _____ No _____

Does your family receive Supplementary Security Income (SSI)? Yes _____ No _____

Does your family receive housing assistance (section 8)? Yes _____ No _____

Does your family receive home energy assistance (LIHEAP)? Yes _____ No _____

II. To validate this survey, please list the names of all school children living in your home, including which school they attend.

Name of Child	School	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Return completed survey to: Annette Carson or the teachers at school. Remember, the results of this survey will be kept confidential.

Call Annette Carson at 541-493-2341 if you have any questions about filling out this form.

Google Apps for Education Permission Form

Dear Parents/Guardians,

The Diamond Elementary School utilizes Google Apps for Education for students, teachers, and staff. This permission form describes the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

The following services are available to each student and hosted by Google as part of Diamond Elementary School's online presence in Google Apps for Education:

Mail - an individual email account for school use managed by the Diamond Elementary School

Calendar - an individual calendar providing the ability to organize schedules, daily activities, and assignments

Docs - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office

Sites - an individual and collaborative website creation tool

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

Technology use in the Diamond Elementary School is governed by federal laws including:

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for Diamond Elementary School's presence in Google Apps for Education. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

--COPPA – <https://www.ftc.gov/business-guidance/privacy-security/childrens-privacy>

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information (See Board Policy JOA) but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information on the District's Enrollment Form.

--FERPA – <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

Guidelines for the responsible use of Google Apps for Education by students:

1. Official Email Address. All students will be assigned a username@harneyesd.k12.or.us email account. This account will be considered the student's official Diamond Elementary School's email address until such time as the student is no longer enrolled with the Diamond Elementary School.

2. Prohibited Conduct. Please refer to the Board Policy IIBGA, Administrative Regulation IIBGA-AR, and the Consistent Discipline Handbook.

3. Access Restriction. Access to and use of student email is considered a privilege accorded at the discretion of the Diamond Elementary School. The District maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and adjudication.

4. Security. Diamond Elementary School cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, the District cannot assure that users will not be exposed to unsolicited information.

5. Privacy. The general right of privacy will be extended to the extent possible in the electronic environment. Diamond Elementary School and all electronic users should treat electronically stored information in individuals' files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the username@harneyesd.k12.or.us Google systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

Diamond Elementary School

Google Apps for Education Permission Form for Student Email, Online Documents, Calendar, and Sites

By signing below, I confirm that I have read and understand the following:

Under FERPA and corresponding Oregon law, a student's education records are protected from disclosure to third parties. I understand that my student's education records stored in Google Apps for Education may be accessible to someone other than my student and the Diamond Elementary School by virtue of this online environment. My signature below confirms my consent to allow my student's education record to be stored by Google.

I understand that by participating in Google Apps for Education, information about my child will be collected and stored electronically. I have read the privacy policies associated with use of Google Apps for Education (<http://www.google.com/a/help/intl/en/edu/privacy.html>). I understand that I may ask for my child's account to be removed at any time.

_____ **YES**, I give permission for my child to be assigned a full Diamond Elementary School Google Apps for Education account. This means my child will receive an email account, access to Google Docs, Calendar, and Sites.

_____ **NO**, I do not give permission for my child to be assigned a full Diamond Elementary School Google Apps for Education account. This means my child will NOT receive an email account or access to Docs, Calendar, and Sites.

Student Name: (Print) _____

Student ID # (if known): _____ Grade: _____

Parent/Guardian Signature: _____ Date: _____

Please sign and return this form.

SCHOOL SUPPLIES

Parents are responsible for the purchase of school supplies for their students.

- *2 boxes of Kleenex
- *Dry Erase Markers
- *Box of #2 Pencils
- *Crayons, Colored Pencils, and Markers
- *Something to store crayons, colored pencils and markers in (like a pencil box)
- *2 wide ruled notebooks K-3
- *2 college ruled notebooks 4-8th grade
- *Glue sticks
- *Pencil cap erasers
- *1 inch soft binder
- *2 plastic folders with pockets