

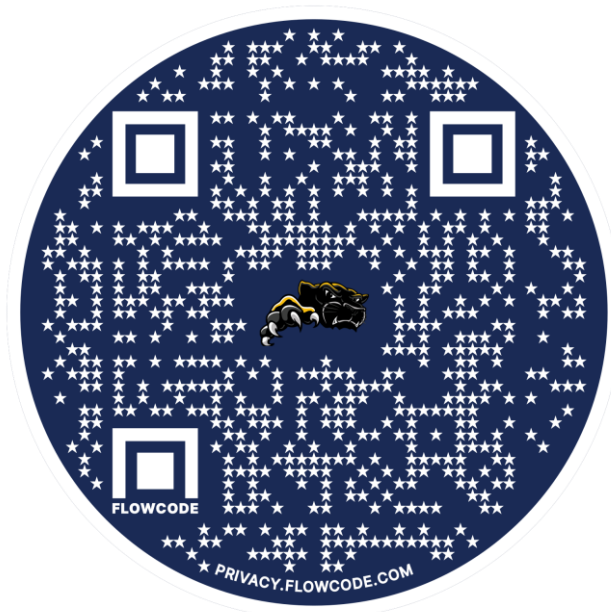
Diamond View Middle School



Student Handbook 2022-2023

Diamond View Middle School
850 Richmond Road
Susanville, CA 96130
530-257-5144
Mrs. Dede Heimbigner, Principal

www.diamondviewschool.org



People to know at Diamond View School

Office				
Name	Position	Email	Extension	Room
Dede Heimbigner	Principal	dheimbigner@susanvillesd.org	4105	Office
Jaime Haynes	Administrative Assistant to the Principal	jhaynes@susanvillesd.org	4101	Office
Ashley Woodbury	Secretary	awoodbury@susanvillesd.org	4102	Office
Julie Galindo	Health Clerk	jgalindo@susanvillesd.org	4103	Office
Julia Branch	School Counselor	jbranch@susanvillesd.org	4117	107
Teachers				
Rene Adams	Science 7 th & 8 th	radamas@susanvillesd.org	4131	211
Daniel Hartrum	PE 6 th , 7 th , 8 th	dhartrum@susanvillesd.org	4136	Boys Locker Room
Cassie West	ELA/SS 6 th	cwest@susanvillesd.org	4123	203
Robert Gammie	SPED	rgammie@susanvillesd.org	4138	400
Cyndy Martin	Math Support	cmartin@susanvillesd.org	4121	103
Donna Mohr	Math 8 th	dmohr@susanvillesd.org	4132	212
Rochelle Nakanishi	ELA/SS 7 th	rnakanishi@susanvillesd.org	4118	109
DJ Jenner	Math/ Science 6 th	djenner@susanvillesd.org	4129	209
Amanda Ratcliff	ELA/SS 7 th	aratcliff@susanvillesd.org	4114	104
Jennifer Smith	Math 7 th , 8 th	jsmith@susanvillesd.org	4126	206
Mike West	ELA/SS 8 th	mwest@susanvillesd.org	4116	106
Natalie Loiler	Math/Science 7 th	nloiler@susanvillesd.org	4124	204
Cory Young	Math/Science 6 th	cyoung@susanvillesd.org	4122	202
Susan George	Special Education	sgeorge@susanvillesd.org	4111	101
Salome Shaw	EL	sshaw@susanvillesd.org	4135	DV-208
Sarah McIntyre	ELA/SS 6 th	smcintyre@susanvillesd.org	4130	210
Tara Nielsen	ELA/SS 8 th	tnielsen@susanvillesd.org	4119	108
Support Staff				
Brenda Moran	Paraprofessional	bmoran@susanvillesd.org		
David Zavala	Tech. Specialist	dzavala@susanvillesd.org	4134	402
Illia Perkins	Librarian	iperkins@susanvillesd.org	4133	200
Jen Ormachea	Cafeteria Staff	jormachea@susanvillesd.org	4107	Kitchen
Kathy Matthews	Cafeteria Staff	kmathews@susanvillesd.org	4107	Kitchen
Maira Velasquez	Title VI Coordinator	mvalasquez@susanvillesd.org	4115	201
Maria Tristan	Paraprofessional	mtristan@susanvillesd.org		
Tosh Sandei	Day Custodian	tsandei@susanvillesd.org		
Tyler Bayles	Night Custodian	tbayles@susanvillesd.org		
Johnelle Wright	PE Assistant	jwright@susanvillesd.org	4134	Girls Locker Room
Cori Castro	Paraprofessional	ccastro@susanvillesd.org		
Kristin Villalobos	Paraprofessional	kvillalobos@susanvillesd.org		
Justin Crother	Paraprofessional	jcrother@susanvillesd.org		
Jo-Angle Zubia	Paraprofessional	jzubia@susanvillesd.org		
Michael Strapason	Paraprofessional	mstrapason@susanvillesd.org		
Stacie Vitale	Paraprofessional	svitale@susanvillesd.org		
Sue Morrison	Paraprofessional	smorrison@susanvillesd.org		

PANTHERS FIRST!



*PRACTICING
ACHIEVEMENT,
NETWORKING,
TENACITY,
HIGH EXPECTATIONS,
EQUITY,
RESPECT,
STUDENT-CENTERED LEARNING;*

DIAMOND VIEW STUDENTS REACH THEIR

*FULL POTENTIAL, BECOMING
INDEPENDENT &
RESPONSIBLE IN A
SUPPORTIVE ENVIRONMENT THROUGH
TRUST!*

VISION

IT IS THE VISION OF DIAMOND VIEW SCHOOL TO CREATE A CULTURE OF TRUST AND SUPPORT, WHILE PREPARING INDEPENDENT, RESPONSIBLE STUDENTS FOR FUTURE COLLEGE AND CAREER READINESS IN ORDER TO REACH THEIR FULL POTENTIAL.

MISSION

OUR MISSION AT DIAMOND VIEW SCHOOL IS TO SUPPORT EACH STUDENT'S ACHIEVEMENT BY PRACTICING NETWORKING, TENACITY, HIGH EXPECTATIONS, EQUITY, RESPECT, AND STUDENT-CENTERED LEARNING THROUGH PARTNERSHIPS WITH FAMILIES TO PROMOTE A CULTURE WHERE EVERYONE IS VALUED.

**DIAMOND VIEW
MIDDLE SCHOOL**

#PANTHERSFIRST

Diamond View Bell Schedule

6th Grade

Monday

Homeroom	8:25-8:30
Period 1	8:30-9:02
Period 2	9:05-9:37
Period 3	9:40- 10:12
Lunch	10:15-10:50
Period 4	10:52- 11:24
Period 5	11:27-11:59
Period 6	12:02- 12:34
Period 7	12:37- 1:09

Tuesday - Thursday

Homeroom	8:25-8:30
Period 1	8:30-9:12
Period 2	9:14- 9:56
WIN Time	9:59-10:29
Period 3	10:32-11:14
LUNCH	11:17-11:52
Period 4	11:54- 12:36
Period 5	12:39- 1:21
Period 6	1:24-2:06
Period 7	2:09-2:51

7th Grade

Monday

Homeroom	8:25-8:30
Period 1	8:30-9:02
Period 2	9:05-9:37
Period 3	9:40- 10:12
Period 4	10:15-10:47
Lunch	10:50- 11:25
Period 5	11:27- 11:59
Period 6	12:02- 12:34
Period 7	12:37- 1:09

Tuesday - Thursday

Homeroom	8:25-8:30
Period 1	8:30-9:12
Period 2	9:14- 9:56
WIN Time	9:59-10:29
Period 3	10:32-11:14
Period 4	11:17-11:59
Lunch	12:02-12:37
Period 5	12:39- 1:21
Period 6	1:24-2:06
Period 7	2:09-2:51

8th Grade

Monday

Homeroom	8:25-8:30
Period 1	8:30-9:02
Period 2	9:05-9:37
Period 3	9:40- 10:12
Period 4	10:15-10:47
Period 5	10:50- 11:22
Lunch	11:25- 12:00
Period 6	12:02- 12:34
Period 7	12:37- 1:09

Tuesday- Friday

Homeroom	8:25-8:30
Period 1	8:30-9:12
Period 2	9:14- 9:56
WIN Time	9:59-10:29
Period 3	10:32-11:14
Period 4	11:17-11:59
Period 5	12:02-12:44
Lunch	12:47-1:22
Period 6	1:24-2:06
Period 7	2:09-2:51

GENERAL INFORMATION

Announcements

The daily bulletin is read every day at the beginning of homeroom to students. In addition, it is posted on the DV website for student, parent, and staff viewing. Diamond View School also uses the SchoolWise Parent Alert system, which includes automated voice, email, and text messaging that helps facilitate communication between school and home. This system may be used to notify all parents in an emergency, so it is important to notify the school of phone number changes.

Attendance

Students and parents are responsible for individual attendance. To report an absence, please call 257-5144. Students will be recognized for perfect attendance each trimester. Perfect attendance does include being marked tardy.

Absence from School

When a student returns to school following an absence of any kind, call (257-5144), email notice to the school secretary, or send a note from a parent or guardian that states the reason for the absence is required. A student's absence may only be cleared by a parent/guardian within **48 hours** of the absence. After this period, an absence cannot be cleared and affect a student's overall grade in a class and participation in extracurricular activities. Absences not cleared by the parent/guardian within 48 hours of the absence will be considered a permanent cut/truancy absence and labeled in SchoolWise as a "T" for truant. This policy applies to tardies as well. Students are not eligible to participate in any extracurricular activities (e.g., sports, dances, clubs) on days on which they are absent.

Diamond View School works with the Lassen County Probation Department's truancy officers to ensure that students and parents understand the importance of daily attendance.

According to California Education Code, excused absences are limited to the following reasons:

1. Personal/Mental Illness- more than three (3) days require a doctor's verification
2. Funeral services for student's immediate family
3. Medical appointments
4. Court appearance for the student
5. Quarantine of student or family
6. Observing a religious holiday

***When a student has had 14 absences in the school year for illness verified by a doctor's note or parent note, any further absences for illness MUST be verified by a physician to be excused.**

Diamond View also uses social media to stay connected:

Facebook-

@diamondviewmiddleschool



Bicycles, Scooters, Skateboards

Any student riding a bicycle, scooter, or skateboard to school is responsible for placing it in the rack or skateboard box. The school will not assume responsibility for bicycles, scooters, or skateboards. Students are not permitted to ride bicycles, scooters, and skateboards on the school campus. Student bicycle riders must observe helmet laws and the same laws that govern automobiles.

Bus Passes

Students must obtain a bus pass in the school office to ride the school bus. A bus pass will be provided to eligible students at the beginning of the school year. Bus transportation is provided to students who live beyond one mile from the school. An application for eligibility can be obtained in the school office. Students who wish to ride the bus and get off at a stop other than their regular stop must have a note from their parents to do so.

Calendar

A Susanville School District instructional calendar can be accessed and downloaded from the Diamond View School website or the school office. The DV homepage also includes a school calendar that lists school programs and event dates.

Common Core State Standards

Diamond View School will continue implementing the Common Core State Standards in English/ Language Arts and Mathematics and has adopted and utilized both ELA and Math Common Core Curriculum. Common Core State Standards were developed through a national movement to establish consistent and clear education standards for students in the United States. These learning goals help ensure that students meet college and work expectations, are prepared to succeed in a global economy and society, and are provided with rigorous content and application of higher knowledge thinking.

A database containing all California Common Core State Standards can be accessed at <https://www.cde.ca.gov/re/cc/>.

Campus

Certain areas of the campus are off-limits to students. Please be aware of the following:

- All parking lots and driveways are off limits except for loading and unloading, arriving and departing, by car or bus.
- No loitering in the front or on the sides of the campus. At the end of the school day, students who are waiting for rides need to be waiting in designated places. Typically, this is by the tree on the front grass.
- Students are not allowed in any classrooms without a staff member.
- Students are not allowed in staff rooms, media rooms, storage rooms, and custodial rooms without a staff member or permission from the principal.
- During lunch and passing periods, students must be in supervised areas and within the direct vision of the duty supervisors.
- Students are not allowed in any area behind the computer lab building and gym.
- During lunch, students are permitted to use the playground area but are not allowed to use the upper softball fields.

Celebrations

Recognition of special events or individual students will be organized by the DV staff members as deemed appropriate. Balloons, flowers, and gifts are disruptive during instructional time. If these items are delivered to the school, students will not be permitted to retrieve them until the end of the day. Parents and students are encouraged to celebrate special occasions outside of school.

Cell Phones

Cell phones have become a way of life, a technological convenience that has impacted our lives in one way or another. However, in a school environment, cell phones have become a distraction, interruption, and method of illegally exchanging information. The ringing of a cell phone during class, text messaging, or the use of social media takes away from the valuable time needed for instruction and, most importantly, student learning. Parents are to use the school's office phone to relay any messages to students that may be urgent in nature to their child.

Therefore, cell phone use is not allowed during the school day. This includes texting, gaming, listening to music, using a cellular data/internet-connected watch, and internet use. Cell phones may be used after school for the coordination of transportation. During the school day (beginning once a student walks through the school gates or school building), cell phones should be **powered OFF** and remain inside the owner's backpack or pocket. Headphones are also not allowed in the ears or around the neck and must be out of site. Students are expected to lock their cell phones in their PE locker during PE. At no time should a cell phone be powered on in a restroom or locker room. If the student's cellphone location becomes an issue, it will be confiscated and kept in the office until the end of the day. On the first violation, the student may pick it up. Further violations will require a parent to pick it up. After an initial warning, phones will only be returned to **parents or guardians** between the school's open office hours.

Cell Phone Violations:

1st Offense-

-Warning- Cell phone held in office till the end of the day, the student picks up and signs for phone

2nd Offense-

Cell phone held in office till the end of the day, parent/legal guardian picks up and signs for phone, lunch detention given.

3rd Offense-

Cell phone held in office till the end of the day, parent/legal guardian picks up and signs for phone, demerit given.

Further violations will result in a conference between the student, parents, and the principal and disciplinary action at the administrator's discretion. If a student refuses to comply with any staff member's request to surrender their cell phone, it will be considered a cell phone offense and disciplinary action.

The school assumes no responsibility for lost or stolen cell phones.

***Cell phone/headphones/tablet technology may be used under the discretion of a teacher in the classroom or library for instructional purposes.

Conferences

Parent-teacher conferences are held after the 1st and 2nd trimesters. Conferences may also be scheduled during the school year at the request of parents, teachers, or the principal. Parents may make appointments with any teacher by sending them an email or phoning their classroom. Students are encouraged to participate in conferences. A staff directory with email addresses and classroom phone numbers is located in the Student Handbook, on the DV website, and in the school office.

Dances

The Student Council sponsors dances for DV students throughout the year. The Graduation Dance is for 8th graders only. Students must adhere to the following rules at dances. Students who do not follow the rules will be dismissed from the dance.

- Unacceptable behavior, including but not limited to inappropriate dancing, touching, and signs of affection; running, yelling, and leaving the designated dance area, is strictly prohibited and will lead to school discipline measures and removal from the dance.
- All school rules apply at these events.
- Students must enter the event within the first thirty minutes of the start time. Once admitted, students will not be allowed to leave early unless a parent/guardian picks them up.
- Students are not allowed to attend a dance if they have not attended school or received a demerit the day of the dance.
- Privilege to attend dances may be lost as a result of unsatisfactory conduct at school. Students with three (3) or more demerits are not eligible to attend dances.
- Students must adhere to the school dress code. Disregarding the dress code will result in dismissal from the dance.

Dress Code

A school is a place of business, and students should wear clothing that is suitable for the pursuit of learning. Use common sense and do not wear clothing that is distracting, offensive, dangerous, or exposes too much skin. The staff is interested in the cleanliness and health of each student and requests that parents support our interest. As with any policy, the inclusion of all possibilities is problematic. The Diamond View staff may sometimes have to use its professional discretion regarding student dress.

Specific dress code expectations include:

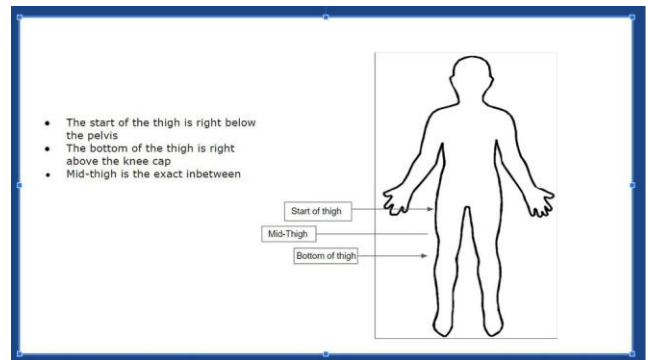
Shoes: Appropriate shoes must be worn at all times. Sandals may be worn with an attached back strap and a solid sole (flip flops and shoes with foam soles are not permitted). High heels must not be more than 2 inches. Athletic cleats are not to be worn at school.

Shirts: Must not expose the midriff, undergarments, or cleavage. Spaghetti straps and backless shirts are not allowed. Sleeveless shirts must cover the entire shoulder and underarm area.

Shorts & Skirts: Shorts and skirt hems (including skirt slits) must not be shorter than 4-5 inches above the top of the knee. Fingertip rules no longer apply, as arm length differs from person to person.

General Regulations:

- ✓ All pants and shorts must be at least to mid-thigh. No skin is to be shown any higher than mid-thigh.
- ✓ Undergarments must be covered at all times.
- ✓ Hats and sunglasses must be removed by both boys and girls inside the buildings.



Excessive metal accessories are not allowed, including chains, wallet chains, spikes, sharp protruding objects, safety pins as clothing, or other potentially dangerous items. In addition, bandanas and hair nets may not be worn at school.

Items directly or indirectly depicting or referring to drugs, alcohol, tobacco, vaping, violence, gangs, death, profanity, nudity, vulgarity, obscenity, scantily dressed characters, or other socially inappropriate messages demeaning to any race, religion, sex, or ethnic group or which advocates the violation of the law are prohibited.

If a student's dress disrupts the educational program at any time, the student will be required to change into appropriate attire. Students not following these guidelines must change clothing immediately and be assigned lunch detention.

- A second offense will result in a change of clothing and parent contact.
- A third offense will result in a change of clothing, detention, and a parent conference.
- Continued violations will result in further school discipline measures.

Emergency Information Forms

Parents are responsible for ensuring that the school has the most recent emergency information. Therefore, the school's emergency forms are critical as they provide information for each child that might be needed in an emergency. To keep these forms up to date, we ask parents to fill out new forms at the beginning of each year. This form is sent home with students on the first day of school. Forms are also available in the school office.

This information can also be updated online at www.ssd.schoolwise.com through the parent portal.

Extracurricular Activities

Students participating in extracurricular activities at Diamond View School must meet the following minimum criteria:

1. The student must have a grade point average of 2.0 in the previous grading period.

The six-grade period checks for the school year are as follows:

Grade Check Dates to Determine Eligibility for Extracurricular Activities	
Progress Reports	Report Cards
1st trimester – Monday, Sept. 27, 2022- 8:30 AM Mailed home- please sign and return	1st trimester Cut Off- November 4, 2022 Mailed home between November 7- 11 Parent Teacher Conferences 11/15- 11/18
2nd trimester – Monday, January 23, 2023 8:30 AM Mailed home- please sign and return	2nd trimester – Cut Off- March 3 Mailed home between March 6-10 Parent Teacher Conferences 3/13- 3/17
3rd trimester – Monday, April 24, 2023 8:30 AM Mailed home- please sign and return	3rd trimester – 8th Grade- Cut Off- Thursday, May 24, 2023 6th and 7th Grade- Cut Off- Friday, June 2, 2023 Report cards sent home with students on the last day of school.

It is important to remember that grades from the previous year's third trimester determine eligibility for early fall activities until the first progress report is checked.

2. The student must maintain a current cumulative grade point average of 2.0 to remain eligible. Eligibility will be determined at **every progress report** and **every report card**. Any student who is not eligible for the desired activity due to GPA will have the opportunity to request a one-time academic waiver during their time at Diamond View School. Students who request this waiver will have the opportunity to create an academic growth plan with the help of the principal and parents/guardians and will be required to follow that plan to remain eligible. Failure to follow an academic growth plan will result in immediate removal from extracurricular activities, and the one-time waiver will be considered used.

3. Any student suspended, referred to a truancy officer, or has three (3) or more demerits will be ineligible to participate in the activity.

4. A student referred to the alternative supervised instruction classroom gets a demerit or is suspended from class and will lose the privilege of participating in extracurricular activities on the day of the referral.

5. Students shall participate in all classes on the day of an extracurricular event to participate.

Athletics

Fall Sports: Cross Country
Flag Football
Winter Sports: 7th & 8th Grade Boys Basketball
7th & 8th Grade Girls Basketball
Spring Sports: Track and Field
7th and 8th Grade Girls Volleyball
All Year: Drill Team

Sports physicals are required before participation in any athletics (including tryouts and open gyms). Forms are available from the Diamond View office and must be completed by the student's parent or guardian and current medical provider. Susanville School District is a Lassen County Elementary Athletic League (LCEAL) member. Therefore, the athletic sports program at Diamond View School is under the authority and bylaws of the LCEAL. The League Bylaws are available in the school office.

Other Extracurricular Activities

Spelling Bee
Drama Club
School Newspaper
Yearbook
Book Club
ASB/Student Council
Geography Bowl and more!!!!!!

Extracurricular Activity Transportation Policy

Transportation of Students by Private Vehicle

A School Board Policy (3541.1) addresses students' transportation by private vehicle. The Superintendent or designee may authorize the transportation of students by a private vehicle when an adult age drives the vehicle 25 or older who possesses a valid California driver's license or, if they are a nonresident on active military duty in California, possesses a valid license from their state of residence. To be approved, a driver shall have a good driving record and possess at least the minimum insurance required by law. Any person providing transportation to district students in a private vehicle shall register with the district for such purposes. Diamond View School requires that parent drivers have a current and complete Private Driver Application on file in the school office.

In addition, all students shall submit a Transportation Consent Form to the school employee (coach) signed by their parent granting permission for their child to ride with the specified driver to the specified event. The driver will provide the consent form before the trip and must remain with the driver. The school employee (coach) will be responsible for ensuring that the parent drivers have the appropriate paperwork filed in the school office. The school is not liable for students who arrange rides from their personal residences. Parents who pick up students from their personal residences are responsible for making their own travel arrangements and agreements with that child's parents.

Internet Use

Privileges: The use of information systems is a privilege, and inappropriate use will result in a cancellation of those privileges. Note: SSD filters and monitors all site-based internet activity.

Acceptable Use: The use of information systems must support education and research and with the educational goals and objectives of the SSD. Using other organizations' networks or computing resources must comply with rules appropriate to that network.

Personal Responsibility: Students will take responsibility for reporting any misuse of the network to the appropriate teacher or administrator. Misuse can come in many forms but is commonly viewed as any message(s) sent or received that indicates or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or language that threatens, harasses or intimidates others (cyberbullying). Use of social networking sites, blogs, wikis, or IM is prohibited unless directed by a teacher.

Security: If you identify a security problem, notify the system administrator immediately. Never use another individual's account. Any use identified as a security risk will be denied access to the information system.

Vandalism: Any vandalism will result in the loss of privileges and disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy another user's data, networks connected to the system, hardware, equipment, wiring, or software.

Teacher Responsibility: The staff will instruct the student in the appropriate and acceptable use of the network and will expect students to follow protocol.

Immunizations

The California School Immunization Law requires that children be up-to-date on their immunizations (shots) to attend school. Students entering Diamond View School should have:

- 3 Hep B
- 3 Polio
- 4 DTAP
- 2 MMR
- 1 Varicella (chicken pox)
- TDAP (before entering 7th Grade) **

**California State Law now requires that all students entering the 7th Grade must have the TDAP vaccine. Incoming 7th graders will NOT be allowed to start school until the school has proof of the TDAP immunization. The State of California now only accepts a medical exemption and requires a medical exemption form to be filled out by the child's health care provider. These forms are available in the school office.

AVAILABLE LANGUAGE PROGRAMS AND LANGUAGE ACQUISITION PROGRAMS

Diamond View School offers the following language and language acquisition programs for student enrollment. Parents/Guardians may choose a language acquisition program that best suits their child (EC Section 310[a]).

•Structured English Immersion (SEI) Program: A language acquisition program for English learners in which students are placed in general education classrooms and provided support from properly credentialed educators, are given access to translator services as needed and are supported by an English Language Learner Teacher that provides both in-class and pull-out support for integrated and designated English Language Development (ELD). Education Code (EC) sections 305(a)(2) and 306(c)(3).

HOW TO ENROLL YOUR CHILD IN A LANGUAGE ACQUISITION PROGRAM

Submit a verbal or written request to the office at the Diamond View Office. *Waivers are no longer required.

HOW TO REQUEST THE ESTABLISHMENT OF A NEW PROGRAM AT DIAMOND VIEW

Schools in which the parents or legal guardians of 30 pupils or more per school or the parents or legal guardians of 20 pupils or more in any grade request a language acquisition program that is designed to provide language instruction shall be required to offer such a program to the extent possible. (EC Section 310[a].)

[Submit a verbal or written request to the office at the Diamond View Office.]

ABOUT LANGUAGE ACQUISITION PROGRAMS AND LANGUAGE PROGRAMS

Language Acquisition Program (English Learners)

The California Code of Regulations section 11309 requires that any language acquisition program provided by a school, district, or county shall:

- Be designed using evidence-based research and include both Designated and Integrated English Language Development;
- Be allocated sufficient resources by the local educational agency (LEA) to be effectively implemented, including, but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development for the proposed program, and opportunities for parent and community engagement to support the proposed program goals; and
- Within a reasonable period of time, lead to:) Grade-level proficiency in English, and, when the program model includes instruction in another language, proficiency in that other language; and) Achievement of the state-adopted academic content standards in English, and when the program model includes instruction in another language, achievement of the state-adopted academic content standards in that other language.

Language Program (non-English Learners)

- Language programs offer students who are not English learners opportunities to be instructed in languages other than English
- May lead to proficiency in languages other than English

Parent and Community Engagement

Parents may provide input regarding language and language acquisition programs in the LEA or be considered in the LEA during the development of the Local Control and Accountability Plan (EC Section 52062.) If interested in a different program from those listed above, please contact the District Superintendent at (530) 257-8200 to ask about the process.

Library

Books, internet access, and online databases are some resources available for student use. Students visit the library with their classes and may use the library to read, study, and do homework. The library is open to students before and after school from 8:05 am-3:45 pm and most days during lunch to allow students to complete assignments. Students typically attend the library once per week with their core classes. A limited number of books may be checked out for two weeks. Students with overdue books will be restricted from using the library until they are returned or paid for. Overdue lists are made available to students weekly when they visit the library with their class. Appropriate library behavior is expected at all times. No eating or drinking is allowed in the library. Not following library rules will result in suspension from the library and school discipline consequences. Students are responsible for replacement costs if materials are lost or damaged. Other library services will be discussed during library orientation.

Lost and Found

The Lost and Found are located on the patio. Students may report a missing item in the school office so that should the item be found, it can be returned to the owner. Once a month, unclaimed articles of clothing are donated to a local charity. Small valuables should be turned into the main office.

Mealtime Information

The Susanville School District provides free breakfast and lunch services at Diamond View.

Lunch

- Food at lunch must be eaten in the cafeteria. Food may not be taken to the playground area.
- Eating areas must be cleared, and trash must be placed in trash cans before students leave their tables.
- Taking food from others is not allowed.
- Throwing food or trash in the cafeteria or patio is strictly prohibited. This will result in demerits, campus clean-up, and possible suspension.
- Students eating in the cafeteria must line up with the class they arrived with. Line cutting and crowding into the lunch line are not allowed.
- Students must be seated at a table during lunch.
- When students are finished eating, they will go to the playground.

Monthly menus can be found in the daily bulletin or on our website.

Medication

Students must leave all medications in the office, including non-prescription medicine such as Tylenol and Ibuprofen. All medications, including non-prescription medicine, must have written parental and physician authorization. Forms for this procedure are available in the office.

Messages to Students

If a parent has an emergency message to give their student, they may call the office, and the office staff will see that the student gets the message. Phone calls will not be transferred to classes during class to avoid interruptions during instruction. If a message is left for a student, the student will get it during the passing periods.

Electronic Items/Nuisance Items

Any items that are disruptive to the educational process will be taken away and kept in the office until the student or parent picks them up. Radios, laser pointers, electronic games, cameras, camcorders, etc., are not allowed at school. Electronics must be powered OFF and remain inside the owner's backpack during the school day. The same rules that apply to cell phones apply to electronic devices. **Headphones must remain unplugged and disconnected inside the owner's backpack during the school day.**

The school assumes NO responsibility for lost or stolen personal property.

Please note that laptop computers, tablets, and electronic book readers are to be used for educational purposes only as prescribed by the classroom teacher. Students using electronic items for social networking, gaming, surfing the internet, and emailing are not allowed and may have the device confiscated. Please ask a staff member if you have a question about appropriate use.

Health Clerk

Students who do not feel well enough to remain in class may come to the office only after obtaining a teacher's permission. The health clerk's office is for illness or injury only. Students will be required to return to class within the class period for minor illnesses or injuries. Every effort will be made to communicate with parents. Under no circumstances may a student leave school without being signed out in the office.

COVID Precautions

Diamond View School will follow guidelines the Susanville School District set regarding masks COVID precautions. Please visit the Susanville School District website for current guidelines. <http://www.susanvillesd.org>

Office Hours

The Diamond View School office is open on school days between 7:45 am and 3:30 pm

Permits to Leave School

When students leave school early, a parent must come into the office to sign the student out. Students are not to leave the school grounds at any time during the school day unless the principal or designated office staff has obtained permission. Students may not leave campus during lunch.

Personal Property

Students assume responsibility for their personal property. The school is not responsible for the loss or theft of personal property. Large amounts of cash and electronic devices should be left at home.

School Safety/Security

Student safety is the school community's highest priority. Video surveillance cameras are installed in public areas throughout the campus to enhance school safety and campus security. Ample supervision is provided during lunch and passing periods. Trained supervisors help to ensure that students are safe and accountable during lunch. The school collaborates with local agencies to continuously improve emergency preparedness measures.

Scented Products

Personal products with strong scents should not be used excessively as strong fragrances may disrupt the learning environment. Deliberate use will result in confiscation and disciplinary action.

School Hours

School hours are from 8:25 am to 2:51 pm (Monday 1:09 pm early dismissal). The first warning bell rings at 8:22 am. Students may arrive starting one half-hour (7:55 am) before the start of school. Students are to report to the multipurpose room to eat breakfast or the playground area in the back of the school. Students may not hang out in front of the school.

Sexual Harassment Policy

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite gender in the educational setting, when: (Ed Code 212.5; 5 CCR 4916) the conduct has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment.

The following behaviors are prohibited in the Susanville School District:

- Unwelcome leering, sexual flirtations, or propositions.
- Sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
- Graphic verbal comments about an individual's body or overly personal conversation.
- Sexual jokes, notes, stories, drawings, pictures, or gestures.
- Spreading sexual rumors.
- Teasing or sexual remarks about students enrolled in a predominantly single gender class.
- Massaging, grabbing, fondling, stroking, or brushing the body.
- Touching an individual's body or clothes in a sexual way.

- Purposefully cornering or blocking normal movements.
- Displaying sexually suggestive objects.

Student Council (ASB)

The Student Council is the governing body elected by the student body, which provides the leadership and direction for student activities during the school year. It collaborates closely with the faculty advisor to plan, organize, facilitate, and lead student activities and projects.

Student Study Team (SST)

At Diamond View School, we aim to help all students learn and achieve their fullest potential. To help us reach this goal, we have a Student Study Team of regular classroom teachers, the resource teacher, the school psychologist, and the principal. This team aims to help teachers and administrators address educational and/or behavioral concerns they may have regarding a student and explore possible solutions to help the student succeed in school.

Technology

Computer lab-

The computer lab is open daily from 8:05 am-3:45 pm. Students may access the lab to do research and complete class assignments. The computer lab specialist is available during these hours to assist students with their assignments. Each core class will also visit the computer lab weekly, and all students will receive technology instruction once a week through their EI period. Misuse of the computer lab or the technology in there will result in suspension from the computer lab.

Chrome books-

The school has chrome carts for students to use at school. Students are taught and modeled appropriate behaviors and expectations for chrome book use and expected to follow them. The chrome books are a valuable tool to bring twenty-first-century learning skills into the classrooms. Students are responsible for the chrome books while in use and will be held liable for any damage. Diamond View also has a limited amount of Chromebook available for student use at home. Please check with the librarian if you would like to check one out for the school year.

Telephone Use

Student use of the school office telephone is restricted and requires a pass from a staff member. Students who become ill during the day must report to the Health Clerk, who will make arrangements should they need to go home. After school, the office phone may not be used for 15 minutes after the final bell. Therefore, students need to make after-school arrangements before coming to school.

Textbooks

In some classes, students will be checked out a textbook that may be left at home for homework. The book is to be returned in good condition at the end of the year. Students will be held accountable for lost or damaged books and covers. In addition, students can access their textbooks online. All teachers will provide online access information to students.

Visitors on Campus

To maintain the integrity of the learning environment and the security of our campus, Diamond View School would like to remind parents of the current policy regarding classroom visits as outlined in Board Policy 1250, *Community Relations* and Administrative Regulation 616, *Classroom Interruptions*. We encourage parent participation on campus and in our

classrooms. We want to remind parents that visitations to the classroom and/or observations are to be made through an advanced appointment with the teacher and principal.

As part of your visit or observation, we ask that you abide by the following conditions:

- Be a silent observer;
- Turn your cell phone off;
- Stay within the agreed-to times;
- Keeps observations confidential; and,
- No recording or videotaping.

Violating these conditions may result in you being asked to leave the campus.

Please remember that the advance notice policy exceptions would be field trips, special events, having lunch with your child in the cafeteria, and regular classroom volunteers. Additionally, per testing guidelines, we cannot allow any classroom visits during state-mandated testing (CAASPP, ELPAC, etc...)

Diamond View School welcomes and encourages parents to come to school and be a part of their child's education. However, we also ask that you be respectful of the education of all students and help us by giving prior notice.

Website

The Diamond View School website can be accessed through the Susanville School District webpage at www.susanvillesd.org or directly at www.diamondviewschool.org. The school website is updated regularly and contains helpful information, including the student handbook, class information, upcoming events, the daily bulletin, and more. Please check the website regularly to stay informed.

Weather

In case of very bad weather, an announcement will be made during recess to have all students report to the gym. Students should come prepared for the weather. Students will likely be outdoors after eating lunch on days with light rain or snow and wind.

EMERGENCY INFORMATION

Emergency Procedures

In case of an emergency, the school intends to respond in a manner that ensures student safety. If necessary, students will remain at school until parents are notified of the emergency and procedures for safe dismissal of students. In addition, the SchoolWise Parent Alert messaging system and local radio announcements may be used to notify parents in the event of an emergency.

Emergency drills will be held throughout the year to ensure that students and staff are familiar with the emergency protocol. In addition, fire drills will be held every month. Diamond View works with local emergency response agencies to ensure school safety. A detailed school emergency plan, including specific procedures and exit routes, is posted in each room of the school building.

The school's Comprehensive Safety Plan can be viewed in the office.

School Emergency Codes

Code Yellow – EVACUATE

Bomb Threat, Fire, Post Earthquake, Etc.

Code Green – DUCK AND COVER

Earthquake

Code Blue – SCHOOL ALERT

Dangerous situation in community or injury in room

Code Red – LOCK-DOWN

Armed Intruder, Shooting Hostage, Violent Activity

PHYSICAL EDUCATION

Curriculum

The physical education program for students in Grade six through eight provides the opportunity to expand the student's performance and understanding of fundamental movement and motor skills to more specialized movement and motor skills used in various content areas. The physical education classes are standards-based, focusing on health and fitness.

Requirements

Seventh and eighth-grade students have P.E. every day. Sixth-grade students have P.E. four days a week. All students must wear physical education-appropriate clothing and footwear to class each day. PE-appropriate clothing and footwear consist of athletic shorts or sweats, a t-shirt or sweatshirt, and rubber-soled shoes with laces that tie, preferably tennis shoes. The PE teacher must approve any variation from this dress code.

Participation

All students must participate in physical education. Participation consists of actively participating in all activities, following class rules, showing good sportsmanship, being a good teammate, and adhering to the PE dress code. Students who are excused from physical activities for more than three days or require a limited P.E. program must have a note verified by a doctor. Students unable to actively participate in P.E. will complete alternative assignments.

Students receive credit for each day they attend and participate in class. The student must take advantage of offered opportunities to earn credit to make up for absences.

Locker Rooms

Students will be issued a lock and P.E. locker. Personally, owned locks are not permitted and will be cut off if used. Students will be charged \$11.50 for lost or damaged P.E. locks. Students are responsible for keeping lockers locked to prevent loss and theft. *The school assumes NO responsibility for lost or stolen personal property.* Students are allowed in the locker room only when supervised.

ACADEMIC POLICIES

Homework

Homework contributes to building responsibility, self-discipline, and lifelong learning habits. Time spent on homework directly influences a student's ability to meet academic standards. Therefore, homework assignments are expected to be relevant, challenging, and meaningful and reinforce classroom learning objectives. Homework assignments should be an extension of classroom learning and will provide students an opportunity for independent practice. When students

repeatedly fail to do their homework, parents shall be notified and asked to contact the teacher. DV teachers will provide information about their homework policies.

Honor Roll

All students are eligible for Honor Roll if they receive at least a 3.00-grade point based on their trimester grades. In addition, the principal's Honor Roll will be awarded to students who receive a 4.0-grade point average and maintain straight A's.

Grades and Report Cards ADD CALCULATION GPA

Student grades will be updated regularly. Student progress can be accessed via SchoolWise Gradebook, an online grading program allowing students and parents to access grades at any time. Each student and parent will receive a password and further information regarding this service. In addition, progress reports, including progress toward academic standards, will be provided mid-trimester.

Students will receive three report cards during the year. A report card will be provided after each trimester. In addition, Diamond View School holds school-wide parent conferences at the end of the 1st and 2nd trimesters. Students are encouraged to participate in conferences. Please refer to the school calendar for the dates of trimester conferencing.

A – Superior

B – Above Average

C – Average

D – Below Average

F – Failing

In addition, the following grades may be used for special circumstances:

INC – Unfinished work required by the teacher must be completed before a grade is issued.

NG – No grade, not enrolled at Diamond View long enough to earn credit.

Averaging course grades calculate GPA. Please remember that Math and ELA are double core periods, so their points are doubled. Points are issued to letter grades as A-4, B-3, C-2, D-1, F-0

For Example – A sample report card

Period	Class	Grade	Calculation	Points
1 -2	Math	B	3 points x 2 periods	6
3-4	ELA	C	2 points x 2 periods	4
5	Science	A	4 points x 1 period	4
6	Social Studies	D	1 points x 1 period	1
7	PE	B	3 point x 1 period	3
		Overall GPA Average	Add up all points and divide by 7 periods 18/7	2.57 GPA

Makeup Work

Students who miss work because of an excused absence shall receive full credit for work that is turned in according to a reasonable makeup schedule. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure. Please check the school website for missing work, email your child's teachers or call the school office and leave a message to get missing assignments after two or more days of absence.

Graduation Requirements

Participation in the 8th-grade graduation ceremony is an opportunity and privilege reserved for those students who have worked hard to pass academic standards and have complied with behavior standards set forth by the Susanville School District, the California Education Code, and Diamond View School.

The requirements are:

1. Students must have a cumulative grade point average of 2.0 or above from the eighth Grade.
2. Students must have less than three (3) demerits.
3. Students must have been continuously enrolled at Diamond View School for the entire third trimester.
4. Students must have passed the United States Constitution Test.

STUDENT BEHAVIOR

Expectations

The Diamond View School community is committed to providing a safe, orderly environment for student learning and growth. Rules and high expectations for conduct are communicated and consistently enforced. The school staff expects students to observe school rules, demonstrate cooperation, and exhibit good conduct and common courtesy at school and all school-sponsored events. It is the right and responsibility of every DV student to attend their classes, complete assignments, and receive academic credit for their efforts and achievement. School rules apply (1) while on school grounds, (2) while going to and from school, and (3) during or while going to or coming from a school-sponsored activity.

Positive Referral slips.

Positive Referral slips are given to students as a positive recognition for good citizenship. Merit slips will be issued at the discretion of staff members.

Recognition of Citizenship

Students who demonstrate good citizenship will be rewarded with various incentives.

DISCIPLINE PLAN

Consequences for Unacceptable Behavior

Diamond View School follows a progressive plan for most disciplinary matters. This plan is designed to teach responsibility and accountability. The consequences for unacceptable behavior include Lunch-time Detention, Demerit, Suspension, and Expulsion. Behaviors warranting each consequence are listed in the table entitled Consequences. Other unacceptable behaviors that are not listed in the table will be addressed with appropriate consequences.

Lunch-time Detention

Lunch-time detention is held in the supervised alternative instruction classroom or outside for campus community service during the student's lunch period. Students are to report to the lunch detention within three minutes of the lunch bell. Students who are required to serve lunch detention will eat lunch at the end of their lunch period. Students who are disruptive or uncooperative during detention will be required to serve 1-hour after-school

detention the following day. Students unwilling to attend after-school detention will receive a demerit. Five lunch detentions will result in a demerit.

Campus community service will be determined based on school needs. This could be anything picking up garbage, raking pine needles, planting flowers, helping remove graffiti, wiping down windowsills, pulling weeds, etc.

Demerit—Discipline Referral

A demerit is issued at the discretion of the staff members for inappropriate behaviors. IMPORTANT: If a demerit is issued during the school day, the student may be sent to the Reflection Room classroom for a portion or for the remainder of the school day at the discretion of the principal or her designee. Parents will be notified. The student must return the demerit with a parent signature the following school day.

When a student has three or more demerits, he/she is placed on the non-privilege list and is not allowed to participate in or attend dances, assemblies, field trips, sporting events, and/or other extracurricular activities. A demerit can be worked off by attending Saturday or Thursday School which is held on certain Saturdays and Thursday afternoons throughout the school year. A student may sign up for Saturday or Thursday School in the office. Students may have the opportunity to work off demerits by completing school service. School service opportunities are solely based upon the principal's criteria and discretion.

Suspension

Grounds for suspension and expulsion and legally required school discipline procedures are located in their entirety in Education Code sections 48900-48927. See the following page.

Diamond View School administrators can issue school suspensions. The California Education Code expressly prefers schools to use on-campus suspension instead of at-home suspension. Diamond View School has a **reflection room OCR** (on-campus reflection) program and will use it whenever possible. At-home suspension will be used only when Administration deems it necessary. During OCR, students will remain in the OCR classroom for the entire day, including lunch. The student will be escorted to and from the OCR classroom while on campus. Any student suspended from school will automatically receive 3 demerits. Suspended students will not be allowed to participate in any extracurricular activities or attend Thursday/Saturday school during the period of suspension. The school principal or her designee may suspend a student for up to 5 consecutive school days. Suspension can be at the first Offense, without prior attempts at intervention, if a student's actions cause a danger to persons or property or threaten to disrupt the instructional process.

Suspension from Class

A teacher may suspend any pupil from his/her class for the day of suspension and the following day. The teacher shall refer the suspension to the principal or principal's designee and the student's parent or guardian. The teacher may ask the parent or guardian to attend a parent-teacher conference regarding the suspension. Any student suspended from class will receive 1 demerit. Students suspended from class will not be allowed to participate in any extracurricular activities during the period of suspension. (Ed Code 48910)

Expulsion

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion will be used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to others. The Education Code of California states specific serious offenses that require mandatory recommendation for expulsion. Acts that result in suspension, if deemed serious enough, can

also cause an optional or mandatory recommendation of expulsion. The principal or the Superintendent makes the original recommendation. The school board makes the final decision.

In cases where a student breaks the law, the police will be notified.

Grounds for Suspension/Expulsion – California Education Code Section 48900

Under California law, a student is subject to suspension or expulsion when the principal or Superintendent has determined that the student has violated a provision of the California Education Code.

California Education Code section 48900 specifies the types of violations that warrant school suspension or expulsion. A student violates section 48900 when the student:

- Caused or threatened to cause physical injury to another person;
- Willfully used force or violence upon the person of another, except in self-defense;
- Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object;
- Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance;
- Unlawfully offered, arranged, or negotiated to sell a controlled substance;
- Committed or attempted to commit robbery or extortion;
- Caused or attempted to cause damage to school property or private property;
- Stolen or attempted to steal school property or private property;
- Possessed or used tobacco;
- Committed an obscene act or engaged in habitual profanity or vulgarity;
- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia;
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties;
- Knowingly received stolen school property or private property;
- Possessed an imitation firearm, which means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm;
- Committed or attempted to commit a sexual assault or committed a sexual battery;
- Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both;

- Engaged in, or attempted to engage in, hazing. "Hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil;
- Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, directed specifically toward a pupil or school personnel;

The law requires that the student shall not be suspended or expelled for any of the acts listed above unless the act is related to school activity or school attendance occurring within a school. This includes, but not limited to, the following:

- (1) While on school grounds;
- (2) While going to or coming from school;
- (3) During the lunch period whether on or off the campus;
- (4) During, or while going to or coming from, a school sponsored activity

Consequences
Detention/Demerit/Suspension

Lunch-time Detention Reflection	Demerit Reflection	OCR or Suspension
<ol style="list-style-type: none"> 1. Gum/Candy 2. Unshelled Seeds 3. Spitting 4. Food/Drinks (except in cafeteria/patio) 5. Aggressive Play 6. Tardy/Leaving early 7. No Hall Pass 8. Loitering in front of school 9. In a classroom without permission 10. Not reporting for lunch detention 11. Unauthorized area 12. Littering 13. Personal displays of affection 14. Improper use of equipment 15. Disruption 16. Cell phone (first & second Offense) 17. Throwing snow 	<ol style="list-style-type: none"> 1. Defiance 2. Lying 3. Continued disruption 4. Instigating a fight 5. Bullying/Threatening 6. Continued dress code violations 7. Misuse of the internet 8. Cell phone (3rd Offense) 9. Cheating 10. Truancy 11. Disrespect 12. Obscenity/vulgarity 13. Stealing 14. Damage to school property 15. Graffiti 16. Inappropriate Behavior 17. Five (5) Detentions 	<ol style="list-style-type: none"> 1. Fighting 2. Continued misconduct 3. Drugs 4. Drug paraphernalia 5. Bullying/Threatening 6. Harassment 7. Alcohol 8. Gambling 9. Theft 10. Vandalism 11. Tobacco/ Vaping 12. Weapons 13. Hazing 14. Caused, attempted, or threatened injury 15. Obscene acts 16. Profanity 17. Threatening school personnel 18. Sexual harassment 19. Leaving school grounds 20. Continued defiance 21. Racial slurs 22. Inappropriate acts of physical affection 23. Damage to school property 24. Creating a hostile environment for student or staff

Partnership with Lassen County Probation Department

The Lassen County Probation Department occasionally visits Diamond View School to support our proactive approach to dealing with student issues by facilitating problem resolution meetings. These meetings are usually very effective in solving problems peacefully and preventing future issues.

Lassen County Prevention and Education Program

Diamond View School Partners with the various agencies involved in the Lassen County Prevention and Education Program, often referred to as the Diversion Program. This a program run by the Sherriff's Department, Lassen County Probation, Lassen Family Services, and a host of other agencies focused on encouraging at-risk youth to engage in more positive and constructive behaviors and help intervene at an early stage. Students will be referred to the Diversion Program as a disciplinary measure if the administration believes it will be helpful to their specific situation. The program is a five-week course, three afternoons per week. Great success has been seen with students who have attended the program. Brochures with more detail about the program are available in the school office.