



DIAMOND

CHARTER SCHOOL

Parent & Student Handbook

OUR MISSION

At Diamond Charter School, we empower students to excel academically, personally, and socially in a dynamic environment. Our research-driven, student-centered approach fosters intellectual curiosity and personal growth through real-world applications and cross-disciplinary learning. Embracing inclusivity, we ensure every student thrives with tailored support and a co-teaching model that meets the diverse needs of our community. We nurture lifelong learners and prepare them to be resilient, informed leaders who positively impact our diverse and changing world.

ATTENDANCE & PICK UP POLICIES

Attendance is the key to your child's academic success! The academic school day begins at 8 AM. **Any arrivals after 8:15 AM will be considered late on your child's academic record.** Arriving late to school affects your child's academics and grade and interrupts the learning of others.

All Kindergarten and First Graders are dismissed at 3:10 PM. If you are running late, please let your child's teacher(s) know. At 3:25 PM any students not picked up will transition to the late room, resulting in a longer than normal wait time to retrieve your child . **Pick up after 3:25 PM is considered late pickup.** A staff member will contact the parent, guardian, or authorized pick up persons via phone or communication platform. Students must be signed out if picked up after 3:25. Please be on time for dismissal.



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If your child is absent or will be absent from school, please notify your child's teacher(s) and the main office as soon as possible by phone, email or Parent Portal on PowerSchool. Absences of three (3) or more consecutive school days should be accompanied by a doctor's note. A doctor's note can be submitted through the Parent Portal or the school directly.

***A doctor's note for a student's absence will be documented as an 'excused absence', but still considered absent.**

Excessive late pickups will result in the parent or guardian receiving a letter requesting a meeting with school administration to discuss possible solutions. If a child is still picked up late after all efforts have been made by the school, DCS reserves the right to call the Administration for Child Services (ACS) and/or bring the child to the local police precinct to be picked up.

Early Pick-up

If a student needs to be picked up early, the parent(s) or guardian(s) MUST notify the main office AND their child's classroom teacher(s) as early as possible. The parent or guardian must enter the building to sign the student out.

***Please note that 2:45 PM is the cut off for early pick up as it interferes with dismissal.**



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STUDENT EXPECTATIONS AND RIGHTS

Dress Code

Diamond Charter School does not require students to wear a uniform. However, the school does require that children dress in clean, comfortable clothing that does not distract from our cooperative learning environment. Children must dress in compliance with school rules of sanitation and safety in a manner that conforms to community standards of decency and modesty. If student clothing is deemed inappropriate, the child's parent or guardian will be called to bring in acceptable change of clothing.

- Shoes must be worn at all times for health and safety reasons.
- T-shirts may be worn, but white undershirts are not permitted except as undergarments.
- Strapless dresses, halter tops, midriff tops and see-through shirts are not permitted.
- Clothing advertising violence, alcoholic beverages, illegal substances, and tobacco products is not permitted.
- Clothing containing inappropriate language and/or messages is not permitted.
- Hats, caps, scarves, and other head coverings are not permitted unless required by religious practice.
- Shorts may be worn; however, the bottom of the shorts should be at the child's fingertips or longer. Shorts that are extremely short are not permitted.
- On Physical Education days, students are required to wear sneakers. A change of sneakers may be left at school to change into.

Personal Belongings

Diamond Charter School puts safety and learning above all else. Personal belongings that distract or prohibit a safe learning environment are not prohibited such as toys, slime, weapons, etc.



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New York State prohibits the use of smartphones and internet-enabled devices, such as smart watches, to be used throughout the school day. Any device brought to school must be stored in the child's backpack.

Code of Conduct

Diamond Charter School has a zero tolerance policy for all of its staff, community members, parents, guardians, and students when it comes to unkindness, bullying, or violence on school grounds. No one will be allowed to physically or verbally hurt another person as a means to resolve conflict. Any off site incidents brought to the attention of school administration will result in a school based investigation.

Any student, who after investigating has been determined to have physically or verbally hurt another student, will be suspended **even if they did not initiate the altercation.**
Students must seek out help from an adult when someone is initiating unsafe behaviors.

***Please see our Code of Conduct Policy on Levels of Infractions Disciplinary Action.**

Make-up Work and Assessments

Students will be given every opportunity to make up assessments missed during their absence. Classwork and homework missed will be sent home to be completed and returned for a grade within 5 days of the absence. Any classwork or assessments not completed will receive a score of zero (0).



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EMERGENCY CARD

It is imperative that the School has all necessary information about your child. During enrollment, parent(s) or guardian(s) must fill out the Emergency Card with your child's information. This card also records adults that are allowed to pick up the child. **Only the adults on this are authorized to pick up the child.** If a parent or guardian wishes to add another adult to their child's pick up list, written permission with the adult's full name must be provided to the child's teacher from the parent or guardian.

ACADEMIC INTEGRITY & HONESTY

At Diamond Charter School, we believe that being a great student means being an honest one. Academic honesty means doing your own work and being truthful about where you get your information.

Student Commitment:

I understand that my teacher(s) and school trust me to be honest. When I turn in an assignment, I am making a promise that:

- **It is my own work:** The answers, stories, and projects I submit were created by me using my own efforts and skills.
- **I use my own words:** I will not copy someone else's work from a book, the internet or a classmate and call it mine.
- **I will give credit:** If I use a quote, a picture, or an idea from somewhere else, I will tell my teacher exactly where I found it.
- **I help fairly:** I will not give my answers to others or copy from them unless my teacher says we are working as a team.
- **I will follow AI rules:** I will only use AI tools (like chatbots) if my teacher gives me permission and explains how to use them correctly.



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TECHNOLOGY POLICY

This policy is designed to help students use technology safely, responsibly, and effectively for learning. It also helps families understand expectations and how to support students at home.