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Doniphan Elementary School

2020-2021

Student Handbook

Doniphan Elementary School

Superintendent.....Mr. Brad Hagood
Principal.....Mr. C. Wesley Johnson
Assistant Principal K-8.....Mrs. Dana Griffin
Elementary Secretary.....Mrs. Charlotte James
K-2nd Counselor.....Mrs. Lindsey Hancock

Dear Parents and Guardians,

Welcome to the 2020-2021 school year! We are thrilled to welcome all of you back to a new school year of learning and growing. The past few months have certainly been an interesting time for many of us. We are aware of the many challenges that we face to insure every student's academic needs are met. Our teachers and staff are busy planning for this upcoming year. We are dedicated to our vision of being an elementary school that not only builds a solid foundation academically but also begins a journey for students to reach their dreams.

Personally, I am grateful and elated to continue this journey with you as your Principal. Together, teachers, students, and parents/guardians make a strong Doniphan family. We appreciate your support as your child enters the classroom, learns, and grows throughout the year. Let's all commit to have a great school year, setting up everyone, students, as well as teachers, - for success.

If you have any questions or concerns please feel free to call the school at 996-3667 Ext 2 Option 1. I am looking forward to a wonderful and exciting school year. Enjoy the rest of your summer!

Wesley Johnson, Principal
Doniphan Elementary School

District Goals

Since we ascribe to the basic philosophy stated above, we believe we are obligated to provide an educational program whereby each person in our schools may:

- a. Become aware of their own interests, abilities, and potentialities
- b. Develop a plan for assuring growth in terms of their interests, abilities, and potentialities
- c. Develop proper health habits and physical fitness
- d. Make use of their creative abilities and ability to do reflective thinking
- e. Learn to cooperate with others
- f. Develop themselves for happy and successful living in some field for which they are adapted
- g. Achieve a normal social adjustment
- h. Understand and apply high moral principles and ethical conduct in everyday living
- i. Develop such an appreciation of art, literature, and music that they may live more happily.
- j. Develop a high degree of tolerance
- k. Prepare themselves for the privileges and responsibilities
- l. Understand the importance and dignity of work and to begin attaining skills to these ends
- m. Prepare for the acceptance of responsibilities as an American and world citizen. This shall include respect for constituted authority and the rights of others in the community, the nation, and the world.

Elementary Mission Statement

Our mission is to be a positive place for learning where children and adults grow in respect, knowledge, and skills.

Philosophy of Doniphan Schools

The purpose of the Doniphan R-I School District is to provide quality education in a functional and safe environment for all school age children within the district. The learning experiences offered at Doniphan Schools are designed to challenge students' abilities in academics and to develop basic skills and knowledge. These experiences are balanced by programs designed to meet the students' physical, social, aesthetic, and emotional needs and interests.

The Doniphan R-I School District accepts the responsibility of working with parents and community toward the preparing of students who are capable of responding to projected social demands and who are committed to assuming their future roles as productive and responsible citizens in a democracy they love and respect.

The district is committed to accomplishing these goals by functioning as an open system and maintaining cooperative relationship with parents and community. Doniphan R-I School District will provide qualified administrative, instructional, and operational staff who are aware of the conditions and needs of the district.

School Citizenship

Good school citizenship involves both attitude and action. There is pride in the history of the Doniphan Elementary School. There is interest in the future of the school, as well as pleasure in being a part of it now. Such feelings are reflected in behavior. The good school booster is for his/her school but is also serious about studies, cooperative with regard to regulations, and friendly with other students. He/she enters into the various activities with enthusiasm and effort.

School spirit and class spirit which emphasize loyalty, competition, and sportsmanship are based on these concepts of good school citizenship. Let's make the most of our elementary school years. They represent opportunity as well as responsibility.

School Colors and Names

The official colors of Doniphan Elementary School are black and gold. The names of the athletic teams are the "DONS" and "DONETTES". It is customary to stand while the school song is sung.

School Song

Doniphan, on crystal current
Gem in vendor set,
Thou art rich in native beauty

In thy halls we garner knowledge,
Learn to choose the right,
Thou dost lead through pleasant

Thou are lovely yet.

Chorus:

Sound the motto, "Faithful, Loyal,
E'er to duty true,"
Alma Mater, dear, we pledge thee
pledge thee
Love and honor due.

Pathways, Into wisdom light.

Chorus:

Sound the motto, "Faithful, Loyal,
E'er to duty true,"
Alma Mater, dear, we
Love and honor due.

Vision Statement

Our vision for the Doniphan R-I School District, in partnership with parents and community, is to relentlessly focus on maximum growth for all in progressive learning environment empowering lifelong learners and responsible active citizens.

ENROLLMENT:

ELIGIBILITY FOR ENTRY INTO KINDERGARTEN

Missouri State Law requires that a child be five (5) years old before August 1 to be eligible for entry into Kindergarten. Board Policy 160.053

All students enrolling in Kindergarten must have a social security number, state certified birth certificate, and shot record before being assigned to a class.

PROOF OF RESIDENCY

Parents enrolling students at Doniphan Elementary School must provide proof of residency in the Doniphan R-I School District. Proof may include, but is not limited to, the following: Utility service contract (electric, gas, water, sewage, trash, telephone, etc.) Rental contract with necessary signatures; driver's license with current address; or proof of insurance with current address stated.

STUDENT PLACEMENT

The assignment of students to classes or particular teachers will be the sole prerogative of the principal and his/her staff. This policy is necessary to achieve class balance and provide the best possible placement for all students.

When a new student enrolls at Doniphan Elementary with proper transferal of records, the student will be placed at an educational level indicated by the records. If the child's

previous school records are not transferred, or cannot be obtained, grade placement will be determined by achievement test results and teacher recommendation.

All new students must have their shot records, social security numbers, and birth certificate before they will be assigned to a classroom.

TRANSFERRING TO A NEW SCHOOL

Students expecting to transfer to another school should bring a note from home on the day before they expect to leave. This request for transfer should state the date the student is leaving, the new address, and if possible, the name and address of the new school he/she will be attending. All school textbooks or other property must be returned. Students who lose textbooks and library books will be expected to pay for them.

ATTENDANCE:

ATTENDANCE POLICY

The Board of Education believes that regular attendance is essential to achieving success in school. Education is a total process based upon continual communication and shared responsibilities among parents, students, teachers and school. As students mature and progress through the educational system, they should increasingly assume responsibility for regular attendance. However, parents have a legal and moral responsibility to require regular attendance at school. The Doniphan R-I Board of Education wishes to encourage perfect attendance by all students, and it is hoped that this policy will provide that encouragement.

- Excessive absences and/or tardies can negatively impact student achievement. Parents are encouraged to make sure their children attend school on time and on a regular basis. Parents are encouraged to contact the school regarding the circumstances of their child's absences. Doctor's excuses or parent/guardian phone calls or notes are to be expected to verify student absences.
- Excessive absences may be reported to proper authorities if deemed necessary.

MAKEUP WORK

If you child is absent from school, please contact the elementary office at 996-DONS (3667) Ext 2 Option 1. Homework for students in grades K-2nd who have absences may be obtained by calling the school by 9:00 a.m. and the homework will be available after 2:00 p.m. In most cases homework is not assigned at the elementary level due to the nature of our curriculum. Teachers will work with students during class time to make-up the work missed during the absences.

PERFECT ATTENDANCE POLICY

For a student to have perfect attendance in elementary school, he/she must not miss any days or parts of days or have any tardies.

CURRICULUM:

REPORT CARDS

Report cards are issued four times during the year. The grades indicate achievement in academic subjects and citizenship.

Midterm reports are issued each quarter. These are designed to aid parents and students in accessing weak areas and give students time to bring grades up to a satisfactory level. Parent-teacher conference day will be announced and is scheduled at least once each school year. Appointments are arranged on that day for parents and teachers to get acquainted and discuss student progress.

Should parents feel the necessity of additional progress reports, this may be arranged with the teacher, or call the office. The school welcomes request from parents for conferences at any time. Please call in advance to schedule a conference so the teacher can schedule it when it will not interfere with class time or already scheduled activities.

REPORT CARDS: STANDARD BASED GRADING

Grades K-2 will have **standards-based report card**, each of these subject areas is divided into a list of skills and knowledge that students are responsible for learning. Students receive a separate mark for each **standard**. Standards-based grading aligns grading with the state academic standards as measured by consistent and accurate student achievement data and common criteria for grading.

A standards-based report card identifies how well a child is mastering each skill. In a standards based learning environment, teachers are better able to identify specific student strengths and weaknesses, thereby permitting a more informed approach to individual student instruction.

Standards-based report cards are effective in informing parents about specific skill achievement as measured against state and grade level benchmarks. For example, instead of earning a “B” in reading, he or she will be evaluated separately in skills such as predicting, inferring, and comparing/contrasting details.

Standards Based Report Card Scale:

3 = Meeting Grade Expectation

2 = Partial Understanding

1= Not Meeting Expectations

Meeting Grade Level Expectations

Approaching Grade Level Expectations

Beginning Grade Level Expectations

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RETENTION

The final decision to retain students in the elementary grades will be determined by the elementary principal. Retention will be recommended only if it will be beneficial to the student. Preferably students will be retained in kindergarten, grade one, and grade two.

Doniphan Elementary School may retain any student possessing a total of 20 excused and/or unexcused absences. Homebound instruction due to long-term illness will count as attendance at school.

DISCIPLINE:

Doniphan Elementary School follows a Major/Minor discipline matrix. A major behavior results in an automatic office referral. A Major/Minor behavior depends on the severity of the behavior whether it is dealt with by the teacher or administration. A Minor behavior is a behavior that has been dealt with by the teacher 3 or more times before it results in an office referral.

Major Behaviors: Automatic Office Referral		
Behavior	Definition	Example
Fighting	Student(s) direct a deliberate, closed fits punch or other means of physical contact at another member of the school community out of anger and to hurt the other individual.	Punching on the playground, in the classroom, in the hallway, etc.

Poor Attendance/Truancy	Student misses 10 or more days of school due to circumstances that they or their parent(s)/guardian(s) have direct control over.	Student has not been at school for 10 or more days.
Inappropriate Physical Contact	Student touches or tries to touch someone else's private parts.	Student makes or attempts to make intentional physical contact with genitals, buttocks, or breasts of another student or member of the school community.
Explosive Behaviors	Behavior causing harm to self or others requiring removal from the classroom and/.or restraint	Throwing chairs, attempting to stab with scissors, pushing over desks, banging head against wall, personal harm to self like pulling hair or scratching
Bullying	Student delivers MULTIPLE disrespectful messages (verbal or gestural) to another person that includes threats, intimidation, obscene gestures, pictures or written notes. Bullying must be intentional, repeated, and involve an imbalance of power.	Threatening statements, name calling, or actions such as I'm going to beat you up, Give me your ___or else, You are a retard, chest bump or showing fist to intimidate etc.
Harming Others	Actions involving serious physical contact with intent to harm.	Hitting, punching, kicking, tripping, pushing, hair pulling, biting, etc.
Alcohol/Drug Possession/Use	Student is in possession or using alcohol, tobacco, or drugs.	Possessing, consuming, or being under the influence of alcohol, tobacco, in any form, tobacco product imitations (e-cigarettes, etc.), any controlled substance, any doctor prescribed medication not dispensed in accordance to school policy and/or used incorrectly.

Gang Activity	Three or more students who associate periodically as an ongoing criminal group or organization.	Claim control over a specific territory (turf) and wear distinctive dress and colors, communicate in hand signs, or graffiti with an identifiable symbol.
Arson/False Alarm	Willful or malicious burning or attempt to burn.	Setting something on fire to burn down the school, etc.

	Knowingly pull fire alarm without reason.	
Weapon Possession	Possession of any item with the intent of harming another.	Pocket knife, firearm, and any object that can be used aggressively to cause harm to another
Misbehaving on Field Trips	Not following school rules on a field trip. *Exclusion from field trip(s) may be used by the administrator discretion as a consequence for major discipline.	Stealing, defacing property, etc.
Not Completing Punishment	Student purposefully does not complete punishment given by any adult at school.	Student does not stand on the wall or go to detention.
Skipping School	Student fails to arrive at school after leaving home.	Student does not get to school at 8 and/or leaves before being dismissed.
Major/Minor Behaviors: Normally minor behavior but can be major depending on circumstance		
Behavior	Definition	Example
Defacing School Property	Major -Student alters school property in a manner that cannot be quickly and easily repaired. Minor - Student alters school property in a manner that can be quickly and easily repaired.	Major - broken window, spray painted walls, etc. Minor -pencil mark on book, marker on desk, etc.
Threats	Major -Student makes a credible statement that indicates they may want to harm another member of the school community. Minor -Student makes an offhand or non-credible statement indicating they may want to harm another member of the school community.	Major - Student describes in detail a scenario in which he/she is going to hurt someone. Minor - The student says "I'm going to punch you", etc.
Disrespect/Defiance	Major - Student is disrespectful/defiant to gain attention from peers and/or disrupts current activity for others with behavior. Minor -Student engages in refusal to follow directions, talks back, and/or delivers socially rude interactions with teachers and/or peers.	Major - Yells at or talks loudly toward adult in defiant/disrespectful manner, refuses to follow direction(s) given to keep student(s) safe. Minor - Back talks teachers, refuses to comply with instructions

Inappropriate Language	<p>Major-Vulgar, excessively lewd words.</p> <p>Minor- Depending on the nature of the word itself and not directed towards a peer and/or teacher.</p>	<p>Major-Extremely lewd, use of profanity and/or cuss words.</p> <p>Minor-Says inappropriate words not directed at others, says Shut up, Kiss my Butt, You look sexy</p>
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Minor Behaviors: Minor behaviors can become major after 3 occurrences		
Behavior	Definition	Example
Dress Code Violation	Students wear clothing that does not fit within the dress code guidelines established by the Doniphan School District, Student's Handbook, and Pages 16-18. The Board of Education expects student's dress and grooming to be neat, clean, and in good taste.	Clothing, jewelry, backpacks, etc. contain obscene, violent, vulgar, sexual, or lewd language or depictions. Hats are worn in the building. Shirts, pants, shorts, skirts, etc. are excessively tight or short. Hair is not a natural color.
Stealing	Student takes something that does not belong to them.	Stealing another student's money, taking things from the teacher's desk, etc.
Cheating	Student uses someone else's work as their own.	Looking at someone's paper, copying answers, sharing answers when asked not to share, etc.
Physical Contact/Horseplay	Student puts his/her hands on another member of the school community and without the intention to harm.	Wrestling, tickling, hugging, etc.
Class Disruption	Speech or conduct that prohibits teaching or learning in a classroom.	Constant noises, out of seat, blurting out, rolling in floor, etc.
Littering	Purposefully throwing trash, paper, food, etc. on the ground.	Knowingly dropping papers on the sidewalk, in the classroom, etc.
Lying	Student delivers untrue message.	Blames others, tells lies about another student, denies involvement to stay out of trouble
Not Following Directions	Student does not do as the teacher has instructed.	Incorrectly completes assignment, talking in line, out of seat, etc.
Excessive Talking	Talking without permission during class and it is disruptive.	Blurting out, talking to neighbor, etc.
Running in the Hall/Sidewalk	Walking in a fast and unsafe manner.	Running in the hallway or on the sidewalk from class to class, restroom, etc.
Electronic Device Usage	Having any type of electronic device out of backpack during school hours.	Cell phone, MP3 player, tablet, etc.
Failing to Finish Classwork	Student does not complete work within a reasonable time given.	Talking to neighbor, staring around the room, etc.

Throwing Rocks	Student throws rocks with force, not directed at a person or personal property.	Throwing rocks in the air, piling rocks, rolling rocks down slide, etc.
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Unprepared for Class	Students do not have appropriate/required materials and supplies necessary to complete classroom tasks and assignments.	Tools, books, or assignments not available. Classroom rules and procedures not followed for class work/tasks
Misbehaving on Bus	Student fails to follow rules and safety procedures as required by the bus driver.	Student does not stay seated, use appropriate volume, follow directions of bus driver, hanging out window or throwing objects
Misbehaving in the Cafeteria	Student does not follow elementary cafeteria expectations.	Excessive noise, throwing food, running, not following directions of teacher on duty

Consequences

Consequences of failure to obey school expectations are as follows:

- Verbal warning
- Counseling
- Removal of recess privileges
- Recess detention
- Conference with parent and teacher
- In School Suspension
- Corporal punishment
- Suspension from school

Corporal punishment by the building principal will be permitted when it is felt the behavior of the child cannot be corrected by any other means. Alternative to corporal punishment will be suspension from school. Suspension of a student from school will be exercised by the administrator as he/she deems the situation necessary.

Parent Communication

The Doniphan R-I School System solicits the support of the parents in all matters of the school operation including student discipline. Parents are encouraged to visit the school and meet with the teachers and administrators. In all instances of disciplinary action, the administrator in charge has the right to require a conference with the parent or guardian prior to re-admitting the student. If a parent/guardian feels their child has been treated unfairly, please contact the office to speak with an administrator. Often times, miscommunication or lack of information can be clarified by a phone call or visit to the school.

HEALTH:

HEALTH SERVICES

Health is a condition that permits happy, successful living. The major purpose of the school health nurse and the staff is to maintain and improve the health of the students.

POLICY FOR SNACKS BROUGHT TO SCHOOL: The Doniphan R-I School District does not allow any homemade treats to be brought to the school system to ensure the safety of our students. Only individually packaged items or sealed bakery goods purchased at stores will be allowed during school hours for student consumption. These treats should be brought to school in the original unopened packages.

ILLNESS: Students should not come to school when they are ill. It is believed that the spread of colds and other infections is lessened when proper precautions are taken.

TREATMENT OF INJURIES: Injuries occurring while a student is in school are given first aid treatment by a teacher or school nurse. An injury occurring when a student is not in school should be cared for at home or by your family health advisor.

MINOR FIRST AID: First aid is available in the school nurse's office. Consult your teacher then go to the nurse's office should you need minor first aid treatment.

INTERNAL MEDICATIONS: Internal medications are not available. Medications such as aspirin are not available for students.

MEDICATION POLICY: With the exception of students in special education programs or those with Section 504 Accommodation plans, the school district is not obligated to supply or administrator medication to children. However, the Board recognizes that some students may require medication for chronic or short-term illness during the school day to enable them to remain in school and participate in their education.

The administration of medications, including over-the-counter medications, is a nursing activity which must be performed by a registered professional nurse.

I. Prescription Medication

- A. The student's physical shall provide the school with a written request that the student be given medication during school hours. The request shall state the name of the student, name of the drug, dosage, frequency of administration, how the medication is to be given, and the doctor's name. The prescription label will be considered the equivalent of the physician's order for medication that will be given under two weeks.

- B. The parent/guardian will provide written request that the school district comply with the physician's request to give medication. The district will not administer the first dose of any medication.
 - C. The parent/guardian will supply the medication in a properly labeled container from the pharmacy. If you request, the pharmacy will keep you a separate labeled bottle so you can keep the medicine at school without sending it back and forth each day.
- II. Over-the-Counter Medication
- A. Written permission must be obtained from a parent/guardian to administer over-the-counter medications which have been prescribed. This permission must be renewed at least annually.
- III. Self-Administration of Medication

A physician may recommend that an individual student with a chronic health condition, such as asthma or other potentially life-threatening illness, assume responsibility for his or her own medication as part of learning self-care. The Board may permit such a student to self-administer medication provided that the following conditions have been met:

- a. The parents/guardians of the student must provide the school nurse with written authorization for the self-administration of medication, a written medical history of the student's experience with the illness, and a plan of action for addressing any emergency situations that could reasonably be anticipated as a consequence of administering the medication and having the illness.
- b. The parent/guardian of the student must provide the nurse with written certification from the student's physician that the student has asthma or other potentially life-threatening respiratory illness, and that the student is capable of and has been instructed in the proper method of self-administering the medication and has been informed of the dangers of permitting others to use the student's medication.

Permission for the student to self-administer medication for asthma or other potentially life-threatening respiratory illness is effective for the school year for which it is granted and is renewed for each subsequent school year upon meeting the conditions set forth above.

IV. Documentation

A record documenting in ink the student's name, date, time, name of medication, reason for administration, dosage administered, effect of medication and signature of the individual who administered the medication must be maintained.

HEAD LICE POLICY: Students will be examined as needed for the presence of head lice and/or nits. If they are found, the student will be sent home as soon as possible. A letter and information on treating lice infestation will be sent with the child. The student will not be allowed to return to school until all nits and/or lice are completely gone. A strict "no-nit" policy will be enforced.

The head lice policy will include the following provisions:

1. A parent may bring the child back to school once per day to be rechecked as soon as the child is free of lice and/or nits. When a child returns to school after being out for infestation, the parent must bring the child to the school and wait with the child until the child has been checked and found to be free of head lice and nits. The child cannot ride the bus to school until he/she has been rechecked by the school nurse.

2. No more than 3 nits will be picked out by the nurse when being rechecked. If more than three nits are found, the child will have to return home again for further treatment and/or removal of nits and/or lice. If any live lice are found the student will have to return home for treatment.

3. If the child is still infested after three exams by the school nurse and has missed more than three days of school, then a referral will be made to the Division of Family Services for assistance.

4. Each classroom will be checked once a month by the school nurses. Every new student enrolling will need to be checked through the nurse's office before attending class.

OUTSIDE RECESS TEMPERATURES

When the temperature and wind chill fall below 32 degrees, students will remain indoors. They will also remain indoors with a heat index of 99 degrees or above.

LUNCH:

LUNCHROOM BEHAVIOR

Students will enter the lunchroom and form a line. The lunchroom is a place to eat. Socializing should be kept quiet, orderly and to a minimum. Students are to remove all wrappers and food from the table and place in the trash can before leaving the lunchroom. Food is not to be taken from the lunchroom. **Students are not allowed to bring any Energy drinks to school, during lunch or any other time.**

PARENT INFORMATION:

ALTERNATE AFTER SCHOOL TRANSPORTATION

Students who plan to leave school at a regular time using an Alternate After School Transportation, must bring a note from home saying who they plan to leave with, and giving permission to do so from the parents. Students who are having someone ride with them, must also bring a note from parents giving permission. Students will not be allowed to use the building telephones to arrange alternate after school transportation.

ARRIVAL AT SCHOOL

Children **should not arrive** at school **before 7:30 a.m.** Supervision for students is provided after 7:30 a.m. Students may not enter the building until 7:50 a.m. Any student arriving before 7:50 a.m. must go directly to the gym or cafeteria. Class begins at 8:00 a.m. and students are expected to be in their seats at this time. **Before 8:00, student may ONLY be dropped off at the crosswalk. Students arriving at or after 8:00 must be signed in at the Elementary Office.**

BULLYING ADMINISTRATIVE PROCEDURE

The district is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional, or mental suffering on another individual or group of individuals.

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences may include, but are not limited to: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with school counselor, conference with principal, in-school suspension, corporal punishment, out-of-school suspension, expulsion, and/or law enforcement contacted.

Per Board Policy 2655 Bullying:

The act of bullying will not be tolerated in any school related context regarding the Doniphan R-I School District.

Administrative procedure for the prevention or remediation of known and/or reported bullying incidents shall be as follows:

1. All claims of bullying will be investigated promptly, with detailed documentation of findings and actions recorded.
 - a. When counselors are made aware of a bullying claim they will communicate the concern to both the principal and assistant principal via email to initiate documentation. Administration will then begin investigation of and action on the claim.

- b. Administration will keep documentation on bullying incidents in their office, in a separate file specifically for bullying.
 - c. Steps to be taken in addressing bullying incidents may vary as circumstances dictate and will include, but are not limited to the following steps:
 - I. Administrator will conference with student making bullying claim.
 - II. Administrator will fully investigate bullying claim by conferencing with students, teachers, additional school staff, and parents, as appropriate.
 - III. Administrator will take appropriate action to prevent future bullying incidents and provide consequences to the student(s) initiating incidents of bullying. Consequences shall follow board policy as applicable to each incident.
2. Follow up will be made with students to be sure there is no retaliation by those accused of bullying.

Communication will be made with the parents of the student who made the complaint.

DELIVERIES

We ask that all deliveries be before 1:00 p.m. Please **avoid sending balloons or glass items to students riding the bus**, due to concern for student safety. Doniphan Elementary School will not accept delivery of flowers, balloons, and/or gifts on Valentine's Day. However, if a student's birthday is on Valentine's Day, the school will accept deliveries for that student's birthday.

FIELD TRIPS

1. Students will not be allowed to use office phones or cell phones to call for permission on the day of the field trip.
2. All students will be required to return a parent/guardian signed slip prior to participating in field trips.
3. All students are expected to be on their best behavior when on field trips. Show respect for those around. Remember, you are a representative of Doniphan School.

Field trips are a privilege. In order for our school to be invited and welcomed, it is necessary to be our best when away from school. Any student who cannot conform to the field trip rules can and will be excluded from attending.

MESSAGES

Telephone messages for students should be for emergency situations only. **Messages MUST be received before 2:00 p.m. daily.**

PARENTAL CUSTODIAL RIGHTS

When parents separate or divorce, it sometimes results in problems regarding the custody of children. At such times, one parent may ask that a child not be visited or allowed to go with the other parent. Such requests cannot be honored unless they are supported by legal documentation. **The elementary school requires parents to provide a new copy of their child custody paperwork to the elementary office each year for our records.**

PHOTOGRAPHING/VIDEOTAPING OF STUDENTS

Throughout the year, students may be photographed/videotaped for educational purposes. The photographs and videos may be used on the school website and/or school Facebook page. Please notify the office, **in writing**, if you prefer your child not to be photographed and/or videotaped while at school.

SCHOOL CLOSING FOR BAD WEATHER

Please discuss with your children what they should do in case school is closed early because of weather. With only one telephone at school, it is impossible for students to call you or for you to call them to determine where they are to go once it is decided school will be closed. We will make every effort possible to make closing information available to the radio and TV stations by 6:30 a.m. or during school hours when school dismisses early.

When we are forced to close because of bad weather, you will receive a School Messenger call in addition to announcements made on the Doniphan website and Facebook page, as well as the following radio and TV stations:

RADIO

KDFN (AM)- 1500

KOEA (FM)- 97.5

TELEVISION

KAIT- 8

KFVS- 12

CABLE- 13

STUDENT INFORMATION CHANGES

It is necessary that parents/guardians keep all student information up-to-date in case of emergencies. Student information refers to telephone numbers and addresses, as well as emergency contact information. Please report changes in address, telephone numbers, and emergency contact information as soon as possible if changes occur.

VISITORS

All visitors **MUST** check in at the office when arriving on campus. Visitors are required to **sign in and out** at the office. Visitors will be issued a visitor pass/sticker that they are required to wear during their stay on campus.

SAFETY:

CHILD ABUSE

School personnel are required by law to report incidents of child abuse/neglect to responsible agencies. Neglect or abuse may include emotional, medical, physical, educational, or other forms of neglect.

EMERGENCY PROCEDURES

Emergency procedures for fire, tornado, earthquake, and lockdown will be posted in each classroom near the exit.

THREATS

Threats of physical harm made by students to other students or personnel will not be tolerated. Parents/guardians will be notified if their child has made a threat at school. Each threat will be investigated by the school administration and appropriate personnel. The school security officer and/or Doniphan Police Department will be notified and asked to assist in the investigation when warranted. If the investigation finds the threat to be valid, the student will be suspended from school from 1 to 10 days. The school reserves the right to take further action if necessary. **Any threat that is made toward a Doniphan R-I Schools staff member or student may be reported to the Missouri School Violence Hotline 1-866-748-7047.**

STUDENT INFORMATION:

ASSEMBLIES

Assemblies are a privilege. Students are expected to enter and exit in an orderly fashion with their teacher. Students are expected to refrain from talking and excessive moving around during assemblies. As a courtesy, full attention is to be given to the speaker. If these guidelines are not followed, students can be removed from the assembly by a teacher or administrator.

DRESS CODE

The Board of Education expects students dress and grooming to be neat, clean, and in good taste, so that each student may share in promoting a positive, healthy, and safe atmosphere within the school district. The Board of Education believes that a dress code is necessary to promote a more effective learning environment, to create more opportunities for self-expression, to increase school safety, and to ensure modest dress that eliminates disruption in the classroom and at school events. The Board of Education has found that certain dress and grooming cause disruption in the schools; therefore, the following regulations apply to all students:

- a. Dress and grooming will be clean and neat and in keeping with health, sanitary, and safety requirements.
- b. Items of clothing, jewelry, and other grooming displaying, symbolizing, referring to or bearing an advertisement for a controlled substance; including but not limited to tobacco, alcohol, and drugs, are not permitted.
- c. Clothing, jewelry, and other grooming that disrupt the teaching/learning process or cause undue attention to an individual student are not permitted.
- d. A student may be required to adjust his or her hair and/or clothing and/or jewelry during a class period in the interest of maintaining safety standards if class activities present a concern for student safety.
- e. Additional dress regulations may be imposed upon students participating in certain extracurricular activities and physical education classes. (Students should wear tennis shoes and girls should wear shorts under dresses.)
- f. Clothing, jewelry, bags, backpacks, tattoos, etc., containing obscene, violent, vulgar, sexual, or lewd language or other depictions are not permitted.
- g. Sunglasses should not be worn in any school building unless medically required.
- h. Undergarments are required to be worn by all students and shall not be exposed nor visible and outer clothing shall not be see-through.
- i. Shirts with spaghetti straps or shirts that leave the midriff exposed are not permitted unless required for particular extracurricular activity.
- j. Shirts, pants, shorts, skirts, and other clothing that are excessively tight and shorts that are excessively short are not permitted.
- k. Skirts shall be no more than three inches above the knee.
- l. Hats and baseball caps shall not be worn in any school building
- m. Hair color should be of a natural color.

If a student violates a provision of this policy, a building administrator will ask the student to make the changes. In the event that the change does not take place in the time allowed, the administrator will prescribe the actions to be taken.

GUIDANCE AND COUNSELING SERVICES

Specific services of our guidance and counseling department are enrollment of all new students, implementing guidance curriculum into the classrooms, guiding and counseling small groups and individual students with specific problem situations and in regards to career and educational plans. The counselors will also consult with teachers, staff, and parents regarding developmental needs of students (test interpretation, class placement, etc.). Referral to appropriate community resources for students with severe problems will be done through consultation services with parents.

The counselors are free to help you. Feel free to discuss with either one any concern that may arise. Parents are encouraged to participate in conferences.

LIBRARY SERVICES

The Vincent C. Wright Elementary Library serves as a learning resource center to provide the best informative material available to students and faculty members. The materials selected for the library are purchased to assist the school system in working for the highest development of each individual's social, emotional, mental, physical, and spiritual potential.

The library contains over 10,000 volumes- picture books, elementary fiction and nonfiction, as well as current encyclopedias and other reference materials. Also available are current children's magazines and local newspapers.

Proper care, use and return of library materials is the student's responsibility. Students may check out one (1) book at a time for one (1) week. Overdue notices will be sent out for any books more than four (4) weeks overdue. **All books must be returned or paid for by the end of each quarter, or the parents will be required to come to the office to pick up the report card.**

LOST AND FOUND

The lost and found is located by the Elementary Office hallway. All articles found during the day should be taken to office immediately after they are found. Students may check the coat rack for articles during recess (with teacher permission) or after school. Any unclaimed items remaining at the end of each quarter will be donated to the rescue mission.

PERSONAL ITEMS AT SCHOOL

We ask that children not bring their personal items such as toys, radios, phones, headphones, iPods, other electrical devices etc. to school, except for a special reason and only then with their teacher's permission.

TRANSPORTATION:

BUSES

Rules and regulations are designed for the safety and welfare of students on the bus. Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus. Continued disorderly conduct or persistent refusing to submit to the authority of the driver shall be sufficient reason for refusing transportation to any pupil and for such other punishment as the law may provide. The driver of any school bus shall be held responsible for the orderly conduct of the pupils transported.

Bus stops are selected by the school district in various parts of the district. Each student is to go to the bus stop nearest to his/her home.

BUS BEHAVIOR

- I. Students and drivers are to observe the following bus rules:
 - a. Driver is in charge of the pupils and the bus. There will be no horseplay, such as pushing, shoving, tickling, poking, pestering, etc.
 - b. Pupils must be on time; the bus cannot wait beyond its regular schedule for those who are tardy. The driver will sound the horn and the students must be waiting to board the bus.
 - c. Pupils should never stand in roadway while waiting for the bus.
 - d. Unnecessary conversation with the driver is prohibited.
 - e. Classroom conduct is to be observed by pupils while riding in the bus, except for ordinary conversation. Eating and drinking on the bus are prohibited.
 - f. Pupils must not at any time extend arms or head out of bus windows. Students will remain in a seated position which will best allow them to protect themselves in case of an accident (no lying down, standing, on knees, etc.).
 - g. Pupils must not try to get on or off the bus, or move about within the bus, while it is in motion. Students will remain seated until the bus has come to a complete stop before rising to exit or move.
 - h. Pupils must observe directions of the driver when leaving the bus. Pupils should never cross the road in front of the bus without looking both ways first.
 - i. Any damage to the bus should be reported at once to the driver.
 - j. Younger passengers should sit near the front of the bus. However, this rule will only be enforced as it becomes necessary.
- II. Each driver should attempt to solve his own problems first by using one or all of the following:
 - a. Talk privately with students whose behavior is unsatisfactory,
 - b. Assign seats to students who constantly create problems,
 - c. Contact in person or call parents of problem students.
- III. When a driver has attempted to solve and has been unsuccessful in solving a behavior problem, a bus conduct referral will be issued and the student will be sent to the office for disciplinary action.

When a student is taken to the Principal by a driver, the Principal will communicate to the driver the disciplinary action that was taken.

BUS CONSEQUENCES

- 1st, 2nd, & 3rd Conducts will result in one of the following consequences: warning, loss of recess, detention, swats, or bus suspension.
- 4th Conduct- Swats or 3-5 days bus suspension
- 5th Conduct- 3-5 day bus suspension
- 6th Conduct- 5-10 day bus suspension

WALKING TO AND FROM SCHOOL

K- 2nd grade students must be accompanied by an older student in grades 3rd – 12th to walk to and from school.

APPENDIX:

COMPLAINT PROCEDURES

The Board of Education has established a procedure to allow disagreements to be heard. District patrons should feel free to and are encouraged to question decisions or policies they feel are not in the best interest of children. The intent of this policy is to have the issue resolved at the lowest level possible. The grievance should be started at the building level. The teacher is the first person in the grievance chain followed by the building administrator. If the issue cannot be resolved at the building level, then the issue will progress to the Superintendent of Schools and finally the Board of Education. If any of these individuals are bypassed, the individual is usually referred back to the appropriate level to attempt to resolve the issue.

Non-Discrimination Policy

The Current River Area Vocational School and Doniphan R-I Schools provide the equal opportunity and operate educational programs which do not discriminate on the basis of age, race, color, creed, religion, national origin, sex, or handicap. The School District is prohibited from discriminatory practices by Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and various State Laws and Regulations.

Revised and Effective - August 1995

OCR STATEMENT OF NON-DISCRIMINATION

The Doniphan R-I School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person(s) have been designated to handle inquiries regarding the non-discrimination policies:

Barb Dowler
Special Education Director
1002 Elm St.
Doniphan, MO 63935
(573) 996-3667 ext. #7

Brad Hagood
Superintendent
401 Walnut St.
Doniphan, MO 63935
(573) 996-3667 ext. #6

TECHNOLOGY USER AGREEMENT

All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator.

No person will be given access to district technology if he/she is considered a security risk by the building administrator, technology coordinator, or superintendent.

- a. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
- b. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote systems if prohibited.
- c. The unauthorized copying of systems files is prohibited.
- d. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
- e. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
- f. The introduction of computer "viruses," "hacking" tools, or other disruptive/destructive programs into a school computer, the school network, or any external networks is prohibited.
- g. Users are not to add, remove, or alter computer passwords, security measures, configuration settings or monitoring devices without authorization.

Online Safety-Disclosure, Use, and Dissemination of Personal Information

- a. All students will be instructed on the dangers of sharing personal information about themselves or others over the internet.
- b. Student users are prohibited from sharing personal information about themselves or others over the internet, unless authorized by the district.
- c. Student users shall not agree to meet with someone they have met online without parental approval.
- d. A student user shall promptly disclose to his/her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
- e. Users shall receive or transmit communications using only district approved or managed communication systems. For example, users may not use web-based e-mail, messaging, videoconferencing, or chat services, except in special cases where arrangements have been made in advance and approved by the district or building administrator.
- f. All district employees will abide by state and federal law, Board policies, and district rules when communicating information about personally identifiable students.
- g. Employees shall not transmit confidential student information, using district technology, unless designated for that use. Employees will take precautions to prevent negligent disclosure of student information or student records.
- h. No curricular or non-curricular publication distributed using district technology will include the address, phone numbers, or e-mail address of any student without permission.

ELECTRONIC MAIL

A user is responsible for all electronic mail (“e-mail”) originating from the user’s ID or password.

- a. Forgery or attempted forgery of e-mail messages is illegal and prohibited.
- b. Unauthorized attempts to read, delete, copy or modify email of other users are prohibited.
- c. Users are prohibited from sending unsolicited electronic mail to more than 200 addresses per message, per day, unless the communication is necessary, employment-related function, or an authorized publication.
- d. All users must adhere to the same standards for communicating on-line that are expected in the classroom, and consistent with district policies, regulations, and procedures.

VIOLATIONS OF TECHNOLOGY USAGE POLICIES AND PROCEDURES

Use of the district’s technology resources is a privilege, not a right. A user’s privileges may be suspended pending an investigation concerning use of the district's technology resources. Any violation of district policy, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. The administration may use disciplinary measures to enforce district policy, regulations, and procedures. Students may be suspended or expelled for violations. Employees may be disciplined or terminated for violations. Criminal charges may be brought to the violator if the violation is an illegal action. Any attempted violation of district policy, regulations or procedures, regardless of the success or failure of the attempt may result in the same discipline, as that of an actual violation.

Adopted by the Doniphan R-I Board of Education January 27, 2004

Elementary Student User Agreement

Acknowledgement and Release (Both the "Student" section and the "Parent/Guardian" section must be completed.)

Student

- I will be courteous, respectful and honest toward others.
- I will act responsibly and accept consequences for my actions.
- I will treat equipment with care and caution. I will show respect for school and personal property.
- I will be prepared to learn and use time wisely.
- I will use the computer and Internet at appropriate sites only.
- If I am given a password or user ID, I will keep it private.
- I understand that if I do not follow the guidelines and those in the district's Acceptable Use Policy, I could receive time out from computer use, loss of computer privileges, in-school suspension instead of computer lab time, or other more serious disciplinary consequences depending on the circumstances.

Student signature _____ Date _____

Print name of student _____

Parent/Guardian

As the parent(s)/guardian(s) of the student above, I/we have read the Computer/Internet Use Agreement and discussed with my/our child. I/we understand that Internet access is designed for educational purposes. I/we hereby give permission to the school district to open an Internet account for my/our child and certify that information contained in this agreement is correct. I/We consent to and understand that school staff may monitor my/our child's electronic communications, including e-mail, and files that he or she downloads.

I/We hereby release, personally and guardian(s) of, and on behalf of, my/our child, the school system, school building, and all school personnel from any claims arising from my/our child's use of technology, including, but not limited to, claims arising from materials my/our child may download or relationships he or she may establish with people online, whether such claims arise from use of school computers through school accounts or personal computers through school accounts.

I/We also hereby agree to release from fault the school system, school building, and all school personnel from any claims made by third parties arising from my/our child's technology use whether such claims arise from use of school computers through school accounts or personal computers through personal accounts.

Signature(s) of parent(s)/guardian(s) _____ Date _____

Print name(s) of parent(s)/guardian(s) _____

The district maintains a website. Students' pictures could occasionally appear on the website as they participate in school activities. Students are never identified by name. **I grant permission for a picture or likeness of my child to appear on the District Website. Circle Yes or No**

**DONIPHAN R-I SCHOOL DISTRICT
SCHOOL/FAMILY COMPACT**

Doniphan R-I School District will prepare students to be lifelong learners in a changing world by providing the highest quality of educational opportunities in a caring environment.

Parents will be responsible for supporting their children’s learning by:

- A. Monitoring school attendance, homework and television watching.
- B. Participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time.

Students will be expected to:

- A. Attend school regularly.
- B. Completes class assignments.
- C. Follow school and classroom rules.

Doniphan R-I School District teachers, staff and administration are responsible for:

- A. Motivating and challenging students to be the best they can be.
- B. Providing an environment that promotes social, emotional, and academic growth.
- C. Keeping parents informed of their student’s progress.
- D. Provide support for parents so they may help students at home.

STUDENT AND PARENT/GUARDIAN

Administrators, teachers, parents, and community members must work together to accomplish the highest level of success for our students. By signing this page, you are agreeing to the part of the School/Family Compact that belongs to you.

By signing this page, you also agree to having read and understood the information and policies contained within the 2016-2017 Doniphan Elementary Handbook. I understand that my child will have to abide by all policies set forth in this handbook.

School Date

Parent Date

Student Date

Classroom Teacher Name: _____