

DONIPHAN MIDDLE SCHOOL OFFICE STAFF

Principal	Dr. Jay Fish
Assistant Principal	Mrs. Dana Griffin
Administrative Assistant	Mrs. Sarah Cain
Counselor	Mrs. Mindy Jackson
Nurses	Mrs. Krystle Hudson
	Mrs. Stephanie Thomas

PURPOSE OF PLANNER

The purpose of this planner is to increase communication between school and home, improve student organizational skills, and make available information pertaining to Doniphan Middle School's rules, policies, programs, and procedures. The planner is to be kept with students at all times, and is to be treated as any other valuable text. Parents are urged to carefully review and discuss the written assignments, teacher messages, and printed contents of this planner with your students on a regular basis throughout the school year. Replacement planners will cost \$3.00

PHILOSOPHY OF EDUCATION

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 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 that they love and respect.

VISION STATEMENT

The mission of the Doniphan R-I School District, in partnership with the parents and community, is to educate all students to their potential in a safe and functional environment, and to prepare them for their roles as productive and responsible citizens capable of responding to projected social demands.

Board Approved - September 1981

Revised - June 2021

DAILY SCHEDULE

7:55	First Bell - Building Opens
8:00	Second Bell - Students in Class
8:00 - 8:55	First Period
8:55 - 9:45	Second Period
9:50 - 10:40	Third Period
10:45 - 12:00	Fourth Period
10:45 - 11:05	A Lunch
11:10 - 11:30	B Lunch
11:40 - 12:00	C Lunch
12:05 - 12:45	Fifth Period - Advisory
12:50 - 1:40	Sixth Period
1:45 - 2:35	Seventh Period
2:40 - 3:30	Eighth Period

Classes will begin at 8:00 a.m. and end at 3:30 p.m. Students are expected to be in their seat before the 8:00 a.m. bell rings. All students are to leave the building and school grounds immediately after school is dismissed, unless participating in tutoring, detention, sports, clubs, or other approved activities.

SCHOOL COLORS AND NAMES

The official colors of Doniphan Middle 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 verdure set,
Thou art rich in native beauty
Thou art lovely yet

CHORUS

Sound the motto, "Faithful, loyal, E'er to duty true."
Alma Mater, dear, we pledge thee love and honor due.
In thy halls we garner knowledge, Learn to choose the right,
Thou dost lead through pleasant pathways, Into wisdom's light.

CHORUS

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

GOOD SCHOOL CITIZENSHIP

Good school citizenship involves both attitude and action. There is pride in the history and the traditions of DMS. 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 his/her studies, cooperative with regard to regulations, and friendly with other students. He/she votes conscientiously in elections, serves willingly and responsibly on committees, and 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 middle school years. They represent opportunity as well as responsibility.

GUIDANCE SERVICES

Students are encouraged to make arrangements with the guidance department to meet with their counselor for individual counseling. This is a service of which each student should avail himself/herself.

Services of our counseling department include: classroom presentations, individual and small group counseling, consultation and referrals, career planning and exploration, and educational and vocational development.

GENERAL SCHOOL INFORMATION

CAMPUS TELEPHONES

The telephones in the various buildings are to be used for school business calls only. ***Students are not normally allowed to call home about books, lunches, unsigned forms or homework, etc.*** Students must learn to take responsibility for these matters and plan ahead. ***Students are not to call home to make arrangements for after school activities, as these arrangements should be made before leaving home.***

Messages will be delivered to students in case of an emergency.

LOST AND FOUND

The lost and found department is located in the MS Gym lobby. Articles not needed for schoolwork, such as radios, tennis rackets, baseball gloves, expensive jewelry, and other personal items are not the responsibility of the school and should not be brought to school. All articles found during the day should be taken to the main office immediately after they are found. Students who have lost their belongings should inquire at the office. Such inquiries are to be made before and after school and during the lunch period. However, these visits are no excuse for tardiness to class.

PHYSICAL EDUCATION/ATHLETIC LOCKERS

Students may be assigned lockers. If you are assigned a locker, you may have to share a locker with those assigned. The contents of lockers should be in neat order because a locker inspection may occur at any time without warning. ***No open containers of drinks are allowed in lockers. Valuables and money should NEVER BE left in lockers.*** Locker difficulties should be reported to the Physical Education teacher and/or team coach. Failure to use your assigned locker will result in loss of all locker privileges. Most students do not use locks, if one is desired, the student should provide it.

MORNING ARRANGEMENTS

When students arrive at school in the morning, they should report to the gym and be seated in their assigned bleacher area.

STUDENTS SHOULD NOT ARRIVE BEFORE 7:40, as there is no supervision prior to this time.

Students are not to leave campus after they have arrived.

DESIGNATED AREAS

All students **MUST** remain on the Middle School Campus during school hours, and once they arrive on-campus before school begins unless approved by the Principal. This includes the High School and Elementary Campuses (playground, baseball field, concrete bleachers, etc. Students should **ONLY** board, or unload from the school bus on the MS Campus. If a student receives other transportation (example - parent or HS sibling), the student **MUST** unload at the cross-walk or MS parking lot. **ONLY** students who have received permission from the Principal may go to the HS Campus to receive transportation from a HS sibling after school has dismissed.

LATE TO SCHOOL

Students arriving late to school should report to the office to get a late admittance slip. (Late to school is coded as either a tardy or an absence depending upon the amount of time missed!)

VISITORS

All visitors are required to check in at the office.

STUDENT VISITORS

Due to disruptive experiences, the Doniphan R-I Board of Education policy denies visitation at the school by students' friends or relatives during school hours. The rule does not exclude interested parents who wish to see their child in an emergency or occasionally audit any classes that their child attends. In all instances, visitors must check in at the principal's office in advance to get a pass.

HONOR ROLL

Students making all A's and B's or a combination of A's and B's (No grade below a B -) in all subjects are termed honor roll students. This honor roll is published in the local newspaper each quarter. These students are showing superiority and excellence in their schoolwork.

Doniphan Middle School Grade Scale

94-100 A 83-86 B 73-76 C 63-66 D
90-93 A- 80-82 B- 70-72 C- 60-62 D-
87-89 B+ 77-79 C+ 67-69 D+ 59-Below F

PROGRESS REPORTS/REPORT CARDS

Student progress reports will be provided eight times during the school year: reports will be provided at mid-term and end of each quarter. Parents are encouraged to review these reports with their students and refer questions to the teacher, principal, or counselor.

RETENTION POLICY

A middle school student may be retained on the basis of poor attendance or poor academic progress. In many instances, it is a combination of both that leads to a decision to retain. Students who violate the district attendance policy and fail to attend hours of remediation will be retained. Middle school students who fail two (2) core courses (a yearly average of semester grades is the determining factor) will be retained. Core courses include the following: Reading, Math, Science, Social Studies, and English. The purpose of this policy is not to punish, but to encourage students to do their best and to remind them of the importance of securing a good education.

ABSENT FROM SCHOOL

Parents should call before 8:15 to notify the office of the absence of their child. The respective teachers will assign all homework *after* a student returns from an absence. Documentation of the absence must be presented to the office staff when the student returns to school. Homework will be provided if the student has missed 5 consecutive days of school. **If homework is provided ahead of time it will be due the day the student returns to school.**

SEE ATTENDANCE POLICY

TARDIES

Students are expected to be punctual in attending their classes. Tardy is defined as "the student must be in their seat when the bell starts to ring at the beginning of class." Frequent tardiness will result in corrective action according to the following schedule: first and second offense - report assigned by the classroom teacher, third offense and beyond - office discipline referral. Occurrences will be recorded per semester.

SCHOOL BUSES

Riding a bus is a privilege; not a right. 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 refusal 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. This will become his/her bus stop. He/She is to get on and off at this stop every day. Students must be ready to step on the bus at each bus stop.

Discipline options for behavior problems on the bus include: warnings, assigned seats, conferences, ISS, corporal punishment, suspension from the bus for 3, 5, or 10 days or could result in removal from the bus for the remainder of a school term. Discipline decisions are determined by the best administrative judgment of the principal.

LUNCH TIME

Lunchtime is important for everyone. Students should use it to the best advantage: to renew friendships, to make new friends, to discuss the happenings at school, and even to relax for a while. The table where you eat must be left clean on top and underneath each day. Action will be taken if you fail to comply. Excessive noise will not be tolerated. All students are encouraged to eat in the cafeteria.

Lunch Schedules

A Lunch 10:45-11:05

B Lunch 11:10-11:30

C Lunch 11:40-12:00

CAFETERIA ACCOUNTS

All students in the Doniphan R-I School district receive one free breakfast and one free lunch each school day. Students wishing to purchase a second meal or any a la carte items, must have money on their accounts at the time of purchase. No charges are allowed.

PHOTOGRAPHING/VIDEOTAPING OF STUDENTS

Throughout the year, students may be photographed for educational purposes. Please notify the office, in writing, if you prefer your child not to be photographed or videotaped while at school.

MOVING

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 phone number of the school to which he/she is transferring. The student should obtain a "check out" card from the office secretary here so that he/she can get checked out with each teacher and the librarian. The completed form needs to be returned to the office by the end of the day. All school textbooks or other property must be returned. Students who have lost textbooks or other property will be expected to pay for them.

CLASSROOM CONDUCT

An effective, efficient class demands good discipline, teacher respect and obedience, as well as a good educational climate. We cannot sacrifice the students who wish to learn in order to "entertain" the few people who do not. The student who involves himself/herself in classroom problems, which constantly detract from the learning situation, may be subject to the following disciplinary actions: conduct report, teacher/pupil conference, detention, in school suspension, Saturday school (if available), corporal punishment, and suspension.

LARGE GROUP LECTURES/ASSEMBLIES

Assemblies are for the purpose of education, inspiration, or entertainment. Occasionally assemblies are held for the purpose of presenting information about the operation and activities of our school. Students are to arrive at assemblies on time and take their assigned places quietly. They shall cooperate in every way they can. Any speaker is a guest of the school and courteous attention is due him/her. When the guest speaker leaves, it is with an impression of the school, which is determined by the conduct of our students.

INVOLVEMENT OF THE PARENTS

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 readmitting the student.

PARENT CONFERENCES

The school welcomes requests from parents for conferences at any time. Parents wanting to schedule a conference should first contact the school to arrange an agreeable time with the various teachers and administrators involved.

DRESS CODE

The Board of Education expects student 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 security. 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 or jewelry displaying, symbolizing, referring to or bearing an advertisement for 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 or impairs learning;

- e. Additional dress regulations may be imposed upon students participating in certain extracurricular activities;
- f. Clothing, sagging pants, jewelry, bags, backpacks, tattoos, etc. containing obscene, violent, vulgar, sexual or lewd language or other depictions are not permitted;
- g. Sunglasses shall 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, cut sleeves, gaping armholes, tank tops, or any other shirts that leave the shoulders or midriff exposed are not permitted unless required for a particular extracurricular activity;
- j. Skirts, pants, shorts, shirts and other clothing that are excessively tight are not permitted;
- k. All skirts, shorts shall meet the fingertip rule: shorts should be the same length all the way around. Shorts worn in PE shall adhere to this dress code;
- l. Hats and baseball caps shall not be worn in any school building;
- m. Facial hair, including beards and mustaches, shall be clean and neat;
- n. Students are not allowed to wear rings, hoops, studs, bars, etc. in piercings other than the ear;
- o. Students are not allowed to wear sagging pants or pants with holes above fingertip length.

Consequences for dress code violations:

1st offense: Students will be required to change/parent contact.

2nd offense: Students will be required to change and will be assigned after school detention.

3rd and subsequent offenses: Students will be required to change and will be subject to additional after school detention, ISS, etc.

ILLNESS AT SCHOOL

When a student becomes so ill that he/she finds it necessary to leave the classroom he/she should secure permission from his/her teacher and report to the school nurse. No student is allowed to leave the school premises unless a member of the family, the school nurse, or a friend can be contacted who will assume responsibility for seeing that the student arrives home or at some other designated suitable place. **** Students who remain in the nurse's office for more than 1 hour are counted absent for that hour.****

EXCUSE FROM PHYSICAL EDUCATION

All students who have a physical reason to be excused from Physical Education for several weeks, a semester or a school term should bring to school a signed letter from their family health advisor. This statement should be presented to your Physical Education instructor after it has been taken to the principal's office.

STANDARD PROCEDURE

All applicable school policies must be adhered to when a student is attending classes, school events (meetings, contests, tournaments), during school hours, before school, or after school and en route to as well as returning from any type of school event.

SERVING YOU

The Student Council

This organization's purpose is the promotion of good scholarship, good citizenship, and good school spirit. It provides experience in responsibility, democratic activity and service to the school and the community.

Jr. Beta Club

Jr. Beta Club recognizes those students who are excelling academically, behaviorally, and in service. Club sponsors distribute information concerning this in August or September of each year.

Booster Club

DMS Booster Club helps to promote sports programs for our students. Individual and family memberships are available. Club sponsors distribute information concerning this in August or September of each year.

Jr. FFA

The Middle School FFA Program is for students interested in agriculture and farming activities. Club sponsors distribute information concerning this in August or September of each year.

Athletics

The 6th, 7th, and 8th grades have enjoyed special intra-school play activities. This has always been achieved through the cooperative effort of physical education instructors, teachers, and students. The school's objective is the development of sportsmanship and wholesome participation in all school sports including basketball, volleyball, cross-country etc. Students must be in good standing to participate. Students must meet daily attendance requirements according to DMS and MSHSAA in order to be eligible to participate in extracurricular activities.

Cheating Policy

Doniphan Middle School students are expected and encouraged to do their own work to the best of their individual abilities. For this reason, cheating is considered a serious matter. In most cases, the first offense results in an automatic zero on the given paper and a referral to the office. Those participating in extracurricular activities (class officers, student council, sports, speech, etc.) may be removed from such activities on the first offense. A second offense will result in disciplinary action being taken by the principal. Such action may include detention, corporal punishment, suspension, or other action deemed appropriate by the administration.

Library Services

The Doniphan Middle School Library serves as a learning resource center to provide the best informative materials available to assist the school system in working for the highest development of each individual's social, emotional, mental, and spiritual potential. Its purpose is to give each student the opportunity to succeed at his/her own level.

The library contains over 11,000 volumes - current encyclopedias, non-fiction and fiction materials, with every approved type of writing represented. Also available are current magazines, newspapers, CD's, videos etc. and AV equipment for classroom use. Materials for the library are selected from recommended lists for their educational value, readability, quality of writing, timeliness, and validity.

Proper care, use, and return of library materials are the students' responsibility. Students may check out no more than two books at a time. Books may be checked out for one week. Books not returned on time will result in the levy of library fines of 5 cents per day for each book overdue. If books are lost or damaged the student must pay for them. Parents are held directly responsible for the materials loaned to the student. Students are expected to be quiet and they are taught to respect other students who are using the library for study and research.

The library is open from 7:45 A.M. until 3:30 P.M.. Students may use the library before school, between classes and in some cases during their lunch hour.

PARTICIPATION IN INCENTIVE EVENTS OR TRIPS

Throughout the year, incentive activities and trips may be planned by various classes, groups, or clubs. In order to participate in these activities a student must be in good standing and meet the following criteria. 1) The student cannot have 3 or more office referrals during the semester the trip is planned. 2) The student cannot have been suspended during the school year. 3) The student cannot have a recorded F grade on the grading cycle closest to the trip date. 4) The student cannot have missed more than 6 total days during the semester of the trip, unless extenuating circumstances exist. 5) The student cannot be significantly behind in completion of assigned work. 6) Lunch account balances or any other fines must be less than \$10. 7) Class dues must be paid. 8) Handbook Parent Compact form must be turned in to the 1st hour teacher. Students who do not qualify for special events are expected to attend school on the day of the special event. All teachers will give assignments. Absences must be excused by a doctor's note, dental note, or other professional verification. Parent's notes will not be accepted to excuse absences on these special days.

POLICY FOR SNACKS BROUGHT TO SCHOOL

The Doniphan R-I School District does not allow any homemade treats to be brought into the school system to ensure the safety of our students. Only individually packaged items or sealed bakery goods in the original unopened package that are purchased at stores will be allowed during school hours for student consumption.

Parties

No parties are to be held during the regular class periods or during the school day, except those, which have been approved by the principal. Any party may be construed to mean any event where games are played and refreshments are served. The privilege of attending the school event will be denied to any student not conducting himself/herself in a courteous and orderly manner.

BEFORE SCHOOL ASSISTANCE

If you need help in a core class, you may make arrangements to receive help in the morning before school starts. The following expectations must be followed:

- 1) You must bring work, books, etc. that will be needed.
- 2) You must go straight to the classroom and be in the room before 7:45.
- 3) You must be actively working on homework.
- 4) When finished with work, you must go to the gym.
- 5) The only conversation allowed is directly with the teacher.
- 6) You will be dismissed at 7:53 to go get breakfast. (You will not be returning to the classroom.)

AFTER SCHOOL TUTORING

If you need help in a class, assistance is available after school. The following expectations must be followed:

- 1) You must bring your planner, any homework, books, etc. that you will need for that hour.
- 2) You must go to the restroom, your locker, and to get a drink before you go to the classroom.
- 3) You must be in the room by 3:35.
- 4) Tutoring is over by 4:30.
- 5) You will be dismissed from tutoring if you miss more than 3 times without prior notification.

CELL PHONE/ DIGITAL DEVICE POLICY

Student cell phones, digital cameras, smart watches and similar electronic devices are to be turned off and put away during the instructional day as well as in dressing areas during extracurricular activities.

Consequences for violation of this policy are:

1st offense: Phone or device is confiscated, office referral is made to the principal, parent or guardian must meet with administrator to retrieve the device, and (1) hour of remediation is assigned,

2nd offense: Phone or device is confiscated, office referral is made to the principal, parent or guardian must meet with administrator, and student is assigned to (1) remediation.

3rd offense: Phone or device is confiscated, office referral is made to the principal, parent or guardian must meet with administrator, and student is placed in ISS for 3 days.

Parents may apply to the principal to obtain a hardship exception. In such cases, the student's cell phone must be kept in the principal's office. Students granted a hardship exception may visit the office to use their phone for approved purposes. Telephones are also available in school offices for parents to contact their student for legitimate reasons.

Adopted and Board approved June 2020

LATE WORK/HOMEWORK POLICY

Any assignments not turned in when due will be considered late.*

- Students will not be allowed to attend the weekly free-time incentive if they have any missing or late assignments.
- Assignments that are completed and turned in will receive full credit.
 - ❖ Assignments must be turned in on the timeline below in order to be recorded for the most current grading period:
 - 1st day of the quarter to three school days before midterm
 - Midterm to three school days before the end of quarter

Assignments not completed and turned in on the date due will be counted toward an office referral.

- Upon the 3rd late assignment per quarter and any thereafter in each class for the current quarter, will be sent to the office.

- 1st and 2nd offense in the office in any class will result in remediation
- 3rd offense or more for any class will result in ISS or swats
- Parent contact will be made by the teacher and documented in the parent contact log in SISK-12 upon the second late or missing assignment in each class

Any student that has excessive amounts of work may lose their elective class and be placed in a study skills class.

** Accommodations provided to students through IEP's and 504 plans, as well as the make-up work policy, will supersede the late work policy.*

DONIPHAN R-I ATTENDANCE POLICY

Absenteeism hampers educational achievement and is detrimental to vocational and academic success. Parents, students, and teachers all share in the responsibility for encouraging regular attendance. The following policy has been designed and hereby adopted to provide a framework for ensuring responsible attendance by all students:

Educational Neglect

Every parent/legal guardian of a child between the ages of seven and seventeen years is responsible for enrolling the child in a program of academic instructions per Public School Law of Missouri, 167.031 RSMO. Non-attendance by a student shall cause the parent/legal guardian to be in violation of the provisions of state law. Violating the compulsory attendance law is a Class C misdemeanor. Penalty for violation is a fine, imprisonment, or both.

Students are allowed 6 absences per semester, including excused absences from doctors or other professionals. On the 7th absence students may receive an incomplete for the grade in that particular class or classes. Students may also be referred to truancy court.

Homebound

Homebound teaching is provided for students whose illness necessitates an absence of five (5) or more consecutive school days. This service is provided upon request of the student and approval from a physician. While on homebound services, a student may not attend school sponsored activities. The student must be in regular school attendance prior to the event to be eligible to attend.

Make-up Assignments and Tests

Make-up work will be accepted for all allowable absences as specified below:

1. One day of make-up work will be allowed for each day of absence.(i.e. For 3 days of absence, the student will have 3 days to make-up work).
2. It is the responsibility of the student to obtain and return all make-up work to each teacher.
3. For students transferring into the Doniphan R-I School District, attendance policies from previous schools will be honored.
4. Remediation served for attendance does not guarantee a passing grade, but provides opportunity to improve grades through time served to meet the attendance requirement for the quarter.

Procedures

In the event that a student is absent from school for the 4th time in a semester, the parent/legal guardian will receive notification by telephone or regular mail from the principal's office that explains our attendance policy. Another letter will be sent when the student reaches their 6th absence per semester, and a final letter will be sent on the 7th absence in a single semester.

Students receiving guidance services away from school will be allowed one excused hour per week to access those services. The parent/guardian will need to provide documentation from the service provider for each visit.

Documentation (Doctor's notes, funeral notices, etc.) should be submitted to the office throughout each semester in the event that an appeal needs to take place.

REMEDIATION

Supervised time spent outside the normal school day for students needing or requiring remediation will be provided through after school remediation. Remediation is designed to address the following:

Attendance

Students who have excessive absences must attend remediation in order to complete the attendance requirement and to receive credit for any make-up work. Time logged into remediation will be as follows:

<u>Time in Remediation</u>	=	<u>Classes Missed</u>
5 hours	=	1 full day

Students who owe remediation at the end of each semester could possibly be assigned "Mandatory Summer School" in order to make up the amount of time the student has missed.

Discipline and Excessive Tardiness

Remediation will also be used as a mandatory requirement for excessive tardiness or other disciplinary reasons. Students who are serving remediation must follow the rules listed below. Violation of mandatory remediation may result in the student receiving in-school suspension, swats, or out-of-school suspension for defiance of authority.

Rules for Remediation

1. You must bring work, books, etc. that will be needed for the hour(s).
2. You must go to the restroom, your locker, and get a drink before you come to the room.
3. You will remain in the room for the entire duration of assigned remediation.
4. You must be in the room by 3:35 P.M. Remediation is over at 5:30 P.M.
5. Remediation is assigned as a consequence for your actions. Therefore, it is used as a consequence instead of a tutoring session.
6. You must be actively busy at all times. If you are caught up on all assignments, make sure you have a reading book or some form of literature with an educational value. (It must be approved by the teacher.)
7. The teacher must be able to see your eyes at all times. (Sleeping is not allowed!)
8. The only conversation allowed is if the teacher directly asks you a question.
9. **Students must have transportation arranged before the end of the school day.**

Breaking of any of the rules will result in an office discipline referral and/or another day added.

POSITIVE BEHAVIOR SUPPORT

DMS Purpose Statement

The purpose of Doniphan Middle School's School-wide Positive Behavior Support plan is to develop a school-wide climate that is positive and safe, where students and staff are responsible and respect others.

Doniphan Middle School - School-wide

Expectations:

Doniphan Students:

Demonstrate Responsibility

Respectfully Behave

Inspire Others

Value Learning

Encourage Safety

Procedures for Encouraging Appropriate Behavior

Mile Markers are given to students by teachers and administrators for being “caught” demonstrating a DRIVE behavior. Mile markers are filled out and presented to the students with an explanation of what behavior was observed so that the student will understand why they are being recognized.

Students turn the mile markers in at the end of each month for a monthly drawing held on the first of the month. Ten mile markers are drawn for each grade with the selected students spinning the wheel for a prize.

Students with zero office discipline referrals for a quarter are eligible to attend the quarterly PBS incentive.

Students with zero office discipline referrals for the entire year will participate in the year end celebration which will include food and activities.

DONIPHAN MIDDLE SCHOOL

Levels of Discipline

Teachers are expected to manage student behavior in classrooms, hallways, on school grounds, and resource rooms for all Level I and Level II misconduct. If a student's behavior becomes unmanageable or exhibits consistent misbehavior causing disruption to the learning environment, the student will be issued an office discipline referral and will be sent to the office. The teacher will be responsible for documenting previous infractions and consequences given.

Level One

These misbehaviors are considered minor and while interrupting the educational process, they are not considered serious. These behaviors should be taken care of at school by the classroom teacher and documented on the Minor Behavior Log. Chronic offenders (at least 3 documented offenses with appropriate parent contact at least once) will receive an office discipline referral.

Level Two

Misbehaviors that are frequent and tend to disrupt the school environment yet are non-violent and manageable with Positive Behavior Support (or a continuation of unmodified Level 1 misbehavior). These behaviors should be documented on the Minor Behavior Log with documentation supporting consistency in misbehavior and that parent contact has been made. Chronic offenders (at least 3 documented offenses with appropriate parent contact) will receive an office discipline referral.

Level Three

Acts that are directed against persons or property that are either considered disruptive beyond tolerance or violent will result in an automatic office discipline referral. Discipline decisions are determined by the best administrative judgment of the principal.

DISCIPLINE DEFINITIONS

MINOR BEHAVIOR:

Inappropriate Language - Student engages in low-intensity instances of inappropriate language.

Physical Contact - Student engages in non-serious, but inappropriate physical contact (i.e. horseplay, poking, pushing).

Defiance/Disrespect/Non-Compliance - Student engages in brief or low intensity failure to respond to adult request or to complete assignments (i.e. not doing assigned work, homework not completed, unprepared for class, sleeping during class, no hall pass, not paying attention during instructional time, not following directions).

Disruption - Student engages in low intensity but inappropriate disruption (i.e. out of seat, leaning back in chair, talking during class, throwing objects, teasing, tantrums, bothering other people's things, inappropriate noises).

Property Misuse - Student engages in low intensity misuse of property (i.e. writing on a desk or in a book).

Dress Code - Student wears clothing that is not within the dress code guidelines defined by the school, but has other appropriate clothing to change into.

Technology Violation - Student engages in non-serious but inappropriate use (as defined by the school) or cell phone, pager, music/video players, camera, computer, smart watches, and/or other technology devices.

Tardy - Student arrives at class after the bell. Students must be in their seat when the bell starts to ring at the beginning of class. (First Hour Counts!).

Other - Student engages in any other minor problem behaviors that do not fall within the above categories.

MAJOR BEHAVIOR

Abusive/Inappropriate Language - Verbal messages that include swearing, name calling, or use of words in an inappropriate way.

Fighting/Physical Aggression - Actions involving serious physical contact where injury may occur (i.e. hitting, punching, hitting an object, kicking, hair pulling, scratching, biting, etc.)

Disrespect/Defiance/Non-Compliance - Refusal to follow directions, talking back and/or socially rude interactions (absolute refusal to do work, disrespectful conduct toward others, writing/drawing of violent or vulgar nature, leaving room without permission).

Lying/Cheating - Student delivers a message that is untrue and/or deliberately violates rules.

Harassment/Bullying - Student delivers disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.

Disruption - Behavior causing an interruption in a class or activity. Disruption includes sustained loud talking, yelling, or screaming; noises with materials; horseplay or roughhousing; and/or sustained out of seat behavior.

Tardy - Student is late (as defined by the school) to class or the start of the school day more than three times in one class per quarter.

Truancy/Skipping Class - Student leaves class/school without permission or stays out of class/school without permission.

Property Damage - Student deliberately impairs the usefulness of property.

Forgery/Theft - Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission.

Dress Code Violation - Students wear clothing that does not fit within the dress code guidelines practiced by the school.

Technology Violation - Student engages in inappropriate (as defined by the school) use of cell phone, smart watch, pager, music/video players, camera, computer, and/or other devices.

Inappropriate Display of Affection - Student engages in inappropriate verbal and/or physical gestures or contact, of a sexual nature to another student/adult, either consensual or non-consensual.

Use/Possession of Tobacco/Vaping - Student is in possession of or is using tobacco/vaping.

Use/Possession of Alcohol - Student is in the possession of or is using alcohol.

Use/Possession of Drugs - Student is in the possession of or is using illegal or prescription drugs/substances or imitations.

Combustibles - Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid, etc.).

Vandalism - Student deliberately impairs the usefulness of property.

Bomb Threat - Student delivers a message of possible explosive materials being on campus, near campus, and/or pending explosion.

Arson - Student plans and/or participates in malicious burning of property.

Weapons - Student is in possession of knives or guns (real or look alike) or other objects readily capable of causing bodily harm.

ADMINISTRATIVE DECISION:

Loss of Privilege - Consequence for referral results in student being unable to participate in some type of privilege.

Conference with Student - Consequences for referral results in student meeting with administrator, teacher, and/or parent (in any combination).

Lunch Detention - Consequence for referral results in student spending lunch time at a designated table facing away from classmates.

Remediation - Consequence for referral results in student spending time in a specified area after school time.

Parent Contact - Consequence for referral results in parent communication by phone, e-mail, or in person about the problem.

Swats - Consequence for referral results in corporal punishment being administered by the principal or assistant principal with an appropriate witness.

Bus Suspension - Consequence for referral results in a 1-5 day period when a student is not allowed on the bus.

Out of School Suspension - Consequence for referral results in a 1-10 day period when a student is not allowed on campus or at any school activity.

In School Suspension - Consequence for referral results in a period of time spent away from scheduled classes/activities during the school day.

Other - Consequence for referral results in administrative decision that is not listed above. Staff using this area will specify the administrative action taken.

STUDENT DISCIPLINE

The student code of conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list every offense which may result in disciplinary action. It is the purpose of this code, however, to list certain offenses that will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent, and/or Board of Education.

In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law.

The principal has discretion to interpret and modify penalties. The student and parent, with the principal's permission, may request corporal punishment in lieu of suspensions.

In addition, teachers are professionals who may exercise the right to use their judgment to report any conduct that they see as inappropriate for school. Such conduct may not be specifically prohibited in the student handbook, but if a student's actions interfere with the educational mission of the school, he/she may be referred for disciplinary action.

DONIPHAN R-I DISCIPLINE POLICY

Students at Doniphan Middle School have the following rights when facing disciplinary action:

1. Students will be told of the rules that were broken or the behavior that is not acceptable.
2. Students will be told of the consequences they face as a result of such actions.
3. Students have a right to due process (telling their side of the story or saying something in their own defense).
4. Students are expected to maintain appropriate behavior and address school personnel with respect while facing disciplinary consequences.
5. Students do not have the right to demand a detailed investigation of events when it has already been determined that he/she has violated school rules or behaved inappropriately. (A school administrator may feel it is necessary to investigate a matter further, but is not obligated to do this once due process has been granted.)

VIOLATIONS AND CONSEQUENCES

The principals and/or the superintendent have the right to impose consequences for successive offenses of the situation so warrants more than a first offense action.

STANDARD PROCEDURE

All applicable school policies must be adhered to when a student is attending school events (meetings, contests, tournaments) during school hours, before school, or after school and en-route to as well as returning from any type of school event.

Bullying - The Doniphan R-I School District has a zero tolerance on bullying. See Bullying Policy,

Bus Misconduct - Students are expected to abide by school policy while on the bus for any reason. The bus driver is the official of the school while on the bus and is in charge of the bus and the students being transported. The bus driver has the authority to assign seats and regulate the bus accordingly. Students who do not follow the directives of the driver will be given an office referral. The consequences for such action may vary - including remediation, in school suspension, multiple days suspension from the bus or suspension from the bus for the remainder of the school year - depending upon the severity of the offense/incident.

Computer Use Agreement, Abuse of Computer, Internet, or Technology Use - All students will receive, sign, and have on file through the middle school office a copy of the district's "Acceptable Use Policy" (AUP) prior to using the internet or district technology at school. Violation of the terms of the AUP is considered a serious infraction. **See Acceptable Use Policy.**

1. **First Offense:** 1 day in-school suspension and warning of loss of all internet use privileges.
2. **Second Offense:** 3 days out-of-school suspension and permanent suspension of school computer privileges, This may include removal from computer classes.

Damaging or defacing property - Vandalism is willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or to students.

1. **First Offense:** 1 day of in-school suspension and cost of repair.
2. **Second Offense:** 3 days out-of-school suspension and cost of repair
3. **Subsequent offenses:** 10 days out-of-school suspension and notification to law enforcement.

Defiance or disrespect toward a staff member or other students, or bullying - A student may show disrespect or defiance with words, attitudes, tone of voice, bullying, mocking, gestures, body language, or by refusal to cooperate in the classroom or in other areas on campus. As an office referral, the consequence for such actions may vary, depending upon the severity of the incident.

1. **First Offense:** Remediation or 1 day of in-school suspension.
2. **Subsequent Offenses:** In-school suspension or out-of-school suspension for 3, 5, or 10 days.

Vulgarity toward a staff member will start with at least a 3 day suspension.

Profanity or vulgarity in language - Students should not use demeaning, crude, or inappropriate language, gestures, or written expression in the classroom, in the hallways, or at any location on campus or on school transportation.

1. **First Offense:** Remediation.
2. **Subsequent Offenses:** Remediation or in-school suspension.

Disruptive Behavior - Any behavior, including horseplay, , which hinders the educational process and good order of school business may be considered disruptive. The following are consequences for such behaviors that may not be specific to other identified actions:

1. **First Offense:** After school remediation.
2. **Second Offense:** Remediation or 1 day of in-school suspension.
3. **Subsequent Offenses:** 3 days of in-school suspension or out-of-school suspension.

Drugs-Illegal use or use and/or possession of controlled substances - Students should not be under the influence of any unauthorized prescription drug, alcohol, or controlled substance. They should not be involved in the sale, purchase, distribution, or be in possession of any unauthorized prescription drug, alcohol, or narcotic substance, counterfeit drugs, or drug-related paraphernalia, including controlled substances and illegal drugs. See - DRUG ABUSE POLICY)

1. **First Offense:** 10 days out-of-school suspension for possession and/or suspicion of being under the influence and possible recommendation for long-term suspension or expulsion up to 180 days. If suspected use, a clean drug report administered by a qualified substance abuse center may reduce the 10-day suspension.
2. **Subsequent offenses:** 10 days out-of-school suspension for possession and/or suspicion of being under the influence and recommendation for long-term suspension or expulsion up to 180 days. If suspected use, a clean drug report administered by a qualified substance abuse center may reduce the 10-day suspension.

Failure to follow course safety procedures including horse-play in the classroom, shop, lab, or worksite - Horseplay and/or failure to follow course safety procedures will result in the following discipline measure:

1. **First Offense:** 1 day of in-school suspension, parent notification.
2. **Second Offense:** 3 days of in-school suspension.
3. **Third Offense:** removal from the program.

Failure to use required safety equipment - This regulation covers students that fail to use required safety equipment for their course while in shop, lab, or on the worksite. This will include safety glasses, safety shields, fall protection, respirators, work boots, specific program dress attire, and any other required safety measure for each individual program. No open-toed shoes, flip-flops, or other types of sandals may be worn while in shop, lab, or on worksite.

1. **First Offense:** 1 day of in-school suspension, parent notification.
2. **Second Offense:** 3 days of in-school suspension.
3. **Third Offense:** removal from program.

False Alarms - Tampering with emergency equipment, setting off false alarms, making false reports.

1. **First Offense:** In-school suspension or out-of-school suspension.
2. **Subsequent Offense:** 10 days out-of-school suspension.

Fighting or Assault - Assault is attempting to cause injury to another person and/or intentionally placing a person in reasonable apprehension of imminent physical injury. Fighting is defined as two or more students participating in physical and/or verbal confrontation at such a level that is disruptive to the school environment. Students who are willfully participating or who have made no effort to avoid the situation can expect to be punished equally.

1. **First Offense:** 3 days out-of-school suspension and report to law enforcement.
2. **Second Offense:** 5 days out-of-school suspension and report to law enforcement.
3. **Third Offense:** 10 days out-of-school suspension with possible recommendation for long term suspension or expulsion up to 180 days and report to law enforcement.

However, in the event of a confrontation that is motivated, fueled and/or acted upon by primarily one student, the principal reserves the authority to punish only the instigating student.

1. **First Offense:** 5 days out-of-school suspension and report to law enforcement.
2. **Second Offense:** 10 days of out-of-school suspension and report to law enforcement.

In addition to school punishment, school administrators are required to report acts of school violence to proper authorities.

Forged Documentation - Any student who submits professional documentation that has been tampered with or forged will be assigned 1 day of in-school suspension for each offense. If the documentation pertains to parental permission, any future permissions will need to be verbal from parents/guardians.

Lighters, Laser Lights, and Other Disruptive Devices - Lighters, laser lights, and other disruptive devices will be confiscated indefinitely. If a student has a lighter on his/her person, he/she may fall under suspicion of tobacco possession and be questioned accordingly.

Public Display of Affection - Physical contact which is inappropriate for the school setting. The school is not the place for kissing or showing other acts of physical affection. Observance of the rule is merely within the boundaries of good manners and decency.

1. **First Offense:** After school remediation.
2. **Second Offense:** 1 day of in-school suspension.
3. **Subsequent Offenses:** 3 days of in-school suspension or out-of-school suspension.

Refusal to Comply with Disciplinary Measures - If a student is assigned to remediation as a disciplinary matter, he/she is expected to serve the remediation time within one week (five school days). If a student is assigned to in-school suspension as a disciplinary measure, he/she must serve the in-school suspension on the prescribed date or dates.

1. **Failure to serve after school remediation:** If a student does not serve a remediation within the allotted time, he/she may be placed in in-school suspension by one of the school principals. Extenuating circumstances may allow the principal to grant a brief extension to serve the remediation; but this is a rare exception.

Restricted Areas - Any area where students are not permitted to be without permission is considered a restricted area. Examples are: outside the school building during lunch (with the exception of the concrete steps with teacher permission), or the parking lot after the student has arrived at school, etc.

1. **First Offense:** Warning and documentation in student's file.
2. **Second Offense:** After school remediation.
3. **Subsequent Offenses:** 1 day of in-school suspension.

Sexual Harrassment - Complaints of sexual harassment of one student by another will be investigated with a team of school officials consisting of the counselor(s) and principal(s). See SEXUAL HARASSMENT POLICY.

Use of verbal, written or symbolic language that is sexually harassing,

1. **First Offense:** in-school suspension.
2. **Second Offense:** 3 days out-of-school suspension.
3. **Subsequent Offenses:** 5 days out-of-school suspension with notification to law enforcement

Physical contact that is sexually harassing,

1. **First Offense:** 3 days out-of-school suspension with notification to law enforcement.
2. **Subsequent Offenses:** 10 days out-of-school suspension or expulsion up to 180 days and notification to law enforcement.

Tardiness to class - A student is tardy to class when they arrive at class after the bell. Students must be in their seat when the bell starts to ring at the beginning of class. Tardies accumulate separately in each class and records are kept by each teacher. Students may have as many as two unexcused tardies in a class in a semester before disciplinary action is implemented. Once a student has a third unexcused tardy in a class during the semester, the matter becomes a disciplinary concern.

1. **First and Second Offense:** Verbal notification by classroom teacher, and the tardy is recorded in the classroom and school attendance records.
2. **Third and Fourth Offense:** Verbal notification by classroom teacher, tardy is recorded in classroom and school attendance records, and the student is assigned a unit of remediation.
3. **Fifth Offense:** Verbal notification by classroom teacher, tardy is recorded in classroom and school attendance records, and the student is assigned to in-school suspension by one of the building principals. In addition, a parent/guardian may be notified informing them of excessive tardies.

Theft - Theft, attempted theft, or willful possession of stolen property.

1. **First Offense:** In-school suspension or out-of-school suspension and notification to law enforcement.
2. **Subsequent Offenses:** Out-of-school suspension and notification to law enforcement.

Tobacco Possession - Any student who has tobacco products on school grounds, on the bus, or any school activity is subject to disciplinary action. This applies to all forms of tobacco and/or nicotine possession including, but not limited to, electronic cigarettes, e-juice, or vape devices.

1. **First Offense:** 3 days out-of-school suspension.
2. **Subsequent Offenses:** 5 days out-of-school suspension.

Tobacco Use - Any student who uses tobacco products on school grounds, on the bus, or any school activity is subject to disciplinary action. Thus applies to all forms of tobacco and/or nicotine usage including, but not limited to, electronic cigarettes, e-juice, or vape devices.

1. **First Offense:** 3 day out-of-school suspension.
2. **Subsequent Offenses:** 5 day out-of-school suspension.

Tuancy - A student is considered truant when he/she willfully misses class time from school without the knowledge and consent of parents and/or school administration. When this is confirmed by a parent, staff member, or law enforcement official, the student is subject to disciplinary action.

Skipping class, still on campus-

1. **First Offense:** After school remediation equivalent to class periods missed - truancy during 1 class period = 1 hour of remediation.
2. **Subsequent Offenses:** Remediation as outlined in first offense or in-school suspension.

Skipping class, leaving campus -

1. **First Offense:** in-school suspension.
2. **Subsequent Offenses:** in-school suspension and notification to authorities.

Weapons - No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

Definitions - The term *firearm* includes, but is not limited to, such items as:

1. Any item which is a loaded or unloaded weapon, weapon frame, or weapon barrel, and which is designed to, or may be readily converted to, expel a projectile by action of an explosive, or
2. Any item which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of at least one-half inch in diameter, or
3. Any explosive, incendiary, or poison gas, such as: bombs; grenades; rockets with a propellant charge of greater than four ounces; and other similar devices as recognized federal law, or
4. Any combination of parts either designed to or intended for use in converting any device into a device as described in paragraphs above.

A. **“Weapon”**

1. A “weapon” shall mean a “firearm” as defined above whether loaded or unloaded, and shall also include the items listed below, which are defined as “weapons” in section 571.010 RSMo.: blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade knife. A “weapon” maybe any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, air guns; pellet guns; BB guns; blades; clubs, nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

“Weapon” Continued.

2. No person shall possess, use or distribute any object, device, or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (ie., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

B. **“School Location”** includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

C. **“Possession”** means having a weapon on one’s person or in an area subject to one’s control in a school location.

Exceptions

A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he/she accidentally has a weapon in his/her possession, and takes the weapon immediately to the principal’s office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal’s office, a student shall not be considered to possess a weapon if he/she immediately turns the weapon over to an administrator or teacher or immediately notifies an administrator or teacher of the weapon’s location.

B. It shall not be a violation of this policy if a non-student falls within one of the categories provided by state or federal law, or applicable board policy, such as:

1. Licensed peace officers or military personnel who are performing official duties;
2. Firearm safety or marksmanship courses or activities conducted on school property;
3. Possession of weapons by a ceremonial color guard;
4. A gun or knife show held on school property; or
5. Possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal and/or superintendent.

Pocket Knives - Students are not permitted to have pocket knives at school. **If it becomes apparent that a student has a pocket knife in his/her possession including, but not limited to, imprinting of the knife through clothing or a visible clip attached to a knife, the following consequences will apply:

1. **First Offense:** In-school suspension. Knives must be picked up by parent/guardian.
2. **Subsequent Offenses:** 3 days of in-school suspension, or out-of-school suspension.

****Any knife possession will be assessed to determine if the school district weapons policy has been violated and those consequences will apply.**

Disciplinary Action

The district will take the following action upon determining that a student has brought a firearm or weapon to school:

1. The district will refer the student to the appropriate criminal justice or juvenile delinquency system, and
2. The district will suspend the student from school for a period of not less than one year (365 days) from the date of the infraction, and may, at its discretion, expel the student from the school permanently. This suspension provision may be modified on a case-by-case basis upon recommendation of the superintendent if he/she determines that circumstances justify such a modification.
3. The district may, at its discretion, provide a student suspended under this regulation with educational services in an alternative setting.

CORPORAL PUNISHMENT (Swats)

1. Corporal punishment will be administered by the principal. In the absence of the principal, a certified person will be designated as “acting principal” and have the responsibility for administration of corporal punishment.
2. In all cases, a certified person will serve as a witness.
3. Swats will be administered only to the buttocks.
4. No more than six swats for any one event will be administered to students.
5. If a student (or parent) refuse for the student to be disciplined by corporal punishment, suspension from school will be used as the means of discipline.

IN-SCHOOL SUSPENSION (ISS)

In-school suspension (ISS) is a disciplinary technique which is designed to penalize students for their behavior while still ensuring that they participate in the academic community in some way. When a student is put on in-school suspension, he/she is removed from the traditional classroom environment and put into a special suspension classroom. The suspension may last a few days or weeks, depending on the student’s offense, and the student may be warned that future offenses could result in additional suspension or expulsion. For the length of the suspension, the student reports for classes in the suspension room, and he/she is expected to complete homework assignments, and all regular classroom work. The student maintains a regular routine which makes it easier to return to conventional classes. A student **CANNOT** attend any school activities or events on the day(s) of his/her ISS. This includes any school activities held after school.

SUSPENSION FROM SCHOOL

1. The principal of a school may suspend a pupil for conduct which tends to impair the morale or good conduct of the pupils.
2. The principal may summarily suspend a student for not more than ten (10) days.
3. Any student suspended for ten (10) days will be reported to the superintendent who may revoke the suspension at any time.
4. No pupil shall be suspended unless:
 - a. The pupil shall be given oral or written notice of the charges against him/her.

- b. The pupil shall be given the opportunity to present his/her version of the incident.
5. In the event of suspension, the principal will notify the student and the parent/guardian of the offense, the decision, the punishment and the condition under which the student may re-enter school.
6. Parents/Guardians must contact the principal to schedule a conference before a suspended student is allowed to return to campus.
7. A student **CANNOT** attend any school activities or events on the day(s) of his/her Out-of-School Suspension (OSS). This includes any school activities held after school.

EMERGENCY DRILLS

Earthquake Drill

WARNING SIGNAL: In most cases no signal will be given. If a signal is given, it will consist of an intercom message.

PROCEDURE: Take cover under desks or nearest protective area away from glass and freestanding objects. When shaking stops, the teacher will direct evacuation procedures according to prescribed routes. (Fire Drill Plan)

Fire Drill

WARNING SIGNAL: A series of short, high-pitched tones that are quick in frequency will be sounded over the intercom system.

PROCEDURE: Follow prescribed evacuation route to designated safety area. If the route is blocked, use the nearest safe evacuation exit.

Tornado Drill

During periods of severe weather, Doniphan School Administration monitors the situation closely working with emergency management personnel. To prepare for emergencies, tornado drills are scheduled throughout the year. In the event of severe weather, every precaution will be taken to provide for student safety.

WARNING SIGNAL: A series of long, low-pitched tones that are slow in frequency will be sounded over the intercom system.

PROCEDURE: Exit classroom door to assigned hallway or restroom area. Line up against the wall away from windows in the tucked position with head covered.

Lockdown/Intruder Drill

WARNING SIGNAL: A message will be announced over the intercom indicating the school is in a lockdown situation.

PROCEDURE: Teachers should lock classroom doors, pull shades down, turn lights off, move students to a floor area away from windows or door viewing areas, and as students to remain quiet. An intercom message will announce the end of the drill.

GRADE 5 COURSES

REQUIRED

English
Math
Science
Reading
Social Studies
PE/Health
Keyboarding

ELECTIVES

Music
Art

GRADE 6 COURSES

REQUIRED

English
Math
Science
Reading
Social Studies
PE/Health

ELECTIVES

FACS I
Band
Art
Beginning Choir
Advanced Choir
Keyboarding

GRADE 7 COURSES

REQUIRED

Math/Pre-Algebra
Science
English
Social Studies
PE/Health

ELECTIVES

FACS I or II
Art
Band
Beginning Choir
Advanced Choir
Keyboarding
Exploratory Agriculture

GRADE 8 COURSES

REQUIRED

Pre-Algebra/Algebra A
Science
English

ELECTIVES

FACS I or II
Band/Jazz Band
Art

Social Studies
PE/Health

Beginning Choir
Advanced Choir
Keyboarding
Exploratory Agriculture

COURSE DESCRIPTIONS

ENGLISH 6 - This course covers the eight parts of speech in detail including recognition and usage. The student will also study composition, poetry, and library skills. The dos and don'ts of how to speak and write the English language correctly will also be presented.

ENGLISH 7 - This is a course which includes exercises to develop pupils' spelling power, instruction, drill, review, and testing to encourage the mastery of the mechanics of English; and exercises to strengthen reading skills and encourage reading as a source of knowledge and enjoyment.

ENGLISH 8 - This course reviews basic spelling and grammar rules through the use of different types of writing techniques. Themes and forms of literature are explored. Two book studies will be done in class while students will read individual novels resulting in 4 book reports. Formal research practices are to be mastered.

MATH 6 - The students will study addition, subtraction, multiplication, division, fractions, decimals, and percents. The student will also be introduced to simple geometry, estimation, and measurement.

MATH 7 - Students review basic operations with whole numbers, fractions, percents, and decimals, as well as learning to work with integers. Other key topics include basic geometry skills such as area, surface area, volume, measurement, conversions in U.S. units and metric system units. Basic algebraic reasoning and the introduction of probabilities are also covered.

MATH 8 - Not only are operations with whole numbers, fractions, and decimals reviewed but also with integers. Geometry and construction of plane figures and solids including area and volume of the figures, ration, proportions and percents are also studied and measuring with the U.S. system and metric system.

PRE-ALGEBRA - This course is designed to introduce the student to some of the fundamental concepts of

algebra and to prepare the student for the algebra sequence.

ALGEBRA A - Algebra A is designed to (1) further the student's knowledge of the real number system, including rational and irrational numbers. (2) introduce students to polynomials, systems of equations, relations, functions and quadratic equations. Prerequisite: Pre-Algebra.

SCIENCE 6 - Sixth grade science is taught as an integrated subject combining the three main areas of science: Life, Earth, and Physical. This course is designed to enhance good study habits as well as develop problem-solving skills.

SCIENCE 7 - This is a general science course that combines all three areas of science: Life, Earth, and Physical. An emphasis is placed on geology, the human body, and atomic structure. Critical problem solving and life skills are also taught.

SCIENCE 8 - Eighth grade science is taught as an integrated subject combining various areas of science including Life, Earth, and Physical Science. It is a course designed to further develop critical thinking and problem solving techniques.

SOCIAL STUDIES 6 - This introductory course presents a brief overview of a variety of topics important in the study of our past. Key topics discussed include maps, time lines, population trends, government divisions, economy, geography, and democracy.

SOCIAL STUDIES 7 - Seventh grade social studies covers the development of the Western civilization from around 500,000 B.C. to the present. Emphasis is placed on the historical, political, economic and geographical aspects of the region; which includes Europe, Asia, Africa, and the Middle East.

SOCIAL STUDIES 8 - A chronological history of the United States from its beginning through the present. Important themes are emphasized: government, geography, economics, and current events.

READING 6 - Reading skills are taught and practiced with the use of novels that are read throughout the year. Students will work on projects that will focus on literary reference and organizational skills.

P.E. - This course is taught with the idea of individual physical development and endurance being stressed. This principle is coupled with team sports to make the class more interesting. Students are required to dress out for physical education classes This includes appropriate shoes, shorts, sweats, and tee shirts.

FACS I - This course provides the student the opportunity to become knowledgeable about many skills that are related to running an efficient and successful household. Emphasis is placed on food safety, sanitation and preparation, babysitting skills, interior design, and basic sewing skills.

FACS II - This course is a continuation of FACS I. The emphasis is placed on nutrition, food preparation, interior design, money management, child care, and more advanced sewing skills. FACS I is a prerequisite for FACS II.

BEGINNING BAND 6-8 - Beginning band is designed to provide an introduction to the band instruments. Students will be given a basic foundation in the following areas: musical fundamentals, tone production, music history, music theory, music reading skills, and terminology. Students will begin developing performance skills through public concerts.

MIDDLE SCHOOL BAND 7-8 - Middle school band is designed to continue the development of musical knowledge. Students will begin to expand and refine their basic music skills in the following areas: musical fundamentals, tone production, music history, music theory, music reading skills, and terminology. Middle school band performs as a marching band in the fall and a concert band in the spring.

BAND II - Band II requires at least one year of training on an instrument as a prerequisite to entering the class. Technique books are used. Along with these technique exercises, the band practices arrangements and performs two concerts.

BEGINNING 6-8 CHOIR - This course is for students in grades 6-9 who do not wish to audition for the advanced choir but enjoy singing. This class is more

introductory to teaching students proper vocal production, how to stay on pitch properly when singing, proper vowel production and music reading (sight-singing and rhythm-reading). The choir performs unison, two or three part choral literature in two home concerts.

ADVANCED 6-8 MIXED CHOIR - This is a course for students with above average singing skills. Emphasis is placed on proper vocal and vowel production as well as on producing on pitch tones, singing in three or four part harmonies, ear training, sight singing and rhythm-reading. Students must audition for the group in the spring for the following year unless they are new students moving in during the summer or fall. They may arrange to audition for the director through the counselor. This group competes in MSHSAA sanctioned competitions and sings in two home concerts per year.

ART - Art is an introductory course in the field of visual arts stressing the basic practices. The student will explore various media, with the emphasis on the control of the basic technique.

KEYBOARDING - Using computers, the students learn to operate the keyboard by touch. Using a textbook and a word processing program, the students do various projects such as timed writings, weekly drills, business letters, memos, outlines, essays, reports, and many other business documents. Upon completion of the course, the students will be able to take other business courses offered on the high school level.

EXPLORING AGRICULTURE - This is a general literacy course of all interested students designed to introduce and apply life skills related to one of America's basic industries - agriculture. Units of instruction include American Agriculture, Animals in Society, Animal Science, Plants in Our Environment, Nursery Production, Agriculture Products, Agricultural Mechanics, Project Design and Construction, Pet Care/Companion Animals, and Environment and Resource Conservation.

SPECIAL EDUCATION - This program is designed for those who require specialized instruction to realize maximum development. These skills consist of: communications arithmetic, science, social studies, and social behavior. Students who qualify will be notified.

AT-RISK RATIONAL AND DEFINITION - The Doniphan Middle School At-Risk program is an alternative setting to traditional curriculum. This type of setting works in conjunction with the mission of Doniphan R-I School District which is to prepare students for their roles as productive and responsible citizens capable of responding to projected social demands. The program allows for a smaller class size, a closer relationship between student and teacher, and a more flexible program of study. By using select criteria, the At-Risk establishment has a goal of reducing the drop-out rate at our school by focusing on students who have previous retention and are struggling in their current grade assignment.

AWARDS - The following awards are presented at the end of the year Honors Assembly:

Reading	Attendance
Science	Yearbook
Physical Education	8th Grade-
Math	Citizenship Award
English	
Social Studies	
Art	
Athletics (Girls & Boys)	
Scholastic Recognition Honor Roll	
Presidential Physical Fitness	
Vocal Music	
Keyboarding	
Band Home Ec.	
Algebra	
Pre-Algebra	
Exploring Ag.	

HEALTH SERVICES

Healthy students are happier and more productive citizens. The Nurse's Office staff seek to maintain and improve the health of Doniphan R-I students.

Treatment of Injuries: Only injuries incurred while a student is at school are given first aid treatment by the teacher or school nurse. Any injury when a student is not in school should be cared for at home or by your family health advisor.

Internal Medications: Internal medications are not available. Medications such as aspirin are not available for students. (See - Medication Policy)

Minor First Aid: First aid is available in the school nurse's office. Consult your teacher and then go to the

nurse's office, should you need minor first aid and treatment.

HEAD LICE POLICY

Students will be examined as needed for the presence of head lice and nits. If they are found, the student will be sent home as soon as possible. A letter and information of treating lice infection will be sent with the child. The student will not be allowed to return to school until all nits or lice are completely gone. A strict "no nit" policy will be enforced. The head lice policy includes the following provisions: (1) A parent may bring the child back to school once per day to be rechecked. When a child returns to school after being out for an 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 and cleared 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 the nits and 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 School Social Worker and then to the Division of Family Services for assistance. *Doniphan Middle School will excuse a maximum of 2 days per incident for absenteeism due to head lice.

DONIPHAN R-I SCHOOL DISTRICT MEDICATION POLICE FOR STUDENTS GRADES PRE-K THRU 8th Grade

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 administer 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 medication, including over the counter medications, is a nursing activity which will be performed by a registered professional nurse employed by the district. The following steps must be followed for each medicine the

student will be taking and must be renewed every school year.

Prescription Medication

1. The student's physician 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 an equivalent of the physician's order for medication that will be given under two weeks.
2. The parent/guardian will provide a 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.
3. The parent/guardian will supply the medication in a properly labeled container from the pharmacy. If you request, the pharmacy will give you a separate labeled bottle so you can keep the medicine at school without sending it back and forth each day.

Over The Counter Medication

Written permission must be obtained from a parent/guardian to administer over the counter medications which have been prescribed. The parent also needs to provide the medicine and the medication will be kept in the health office.

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 district may permit such a student to self-administer medication provided that the following conditions have been met:

1. The parents/guardians of the student must provide the school nurse with written authorization for the self-administration, 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.
2. The parent/guardian of the student must provide the nurse with written certification from the students from the student's physician

that the student has asthma or other potentially life-threatening illness,

3. Selling, dispensing, or distributing any kind of medication by students will be grounds for disciplinary action. 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.

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

BULLYING

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 on school grounds, or school time, at a school sponsored activity or 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.

Bullying occurs when a student:

- Communicates with another by any means including telephone, writing, cyber-bullying, or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be including.

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 incidents, etc. Consequences: Loss of privileges, classroom detention, conference with a teacher, parents c contacted, conference with the principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

District employees are required to report any instance of bullying of which the employee has

first-hand knowledge. Moreover, the District will provide training for employees relative to enforcement of this policy. August 2020

GUN FREE SCHOOLS

The Doniphan R-I School District certifies that the Board has adopted a gun-free policy for all students that, at a minimum includes:

1. The expulsion from school for a period of not less than one year of any student who brings a firearm to school.
2. An exception that the districts' chief administering officer may modify the expulsion requirement on a case-by-case basis.
3. The referral to the criminal justice or juvenile delinquency system of any student bringing a weapon to school.

STUDENT PARTICIPATION IN GANGS

The Board of Education believes that the presence of gangs and gang activities causes a substantial disruption of or material interference with school and school activities. The Board of Education has recognized that without a policy prohibiting certain gang-related activity, gang violence will become a growing concern for the District. The Board is also very concerned about gang activity in the surrounding counties that threatens to disrupt the positive learning environment within the Doniphan R-I School District. A "gang" as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts.

By this policy, the Board of Education acts to prohibit existence of gangs and gang activity as follows: No student on or about school property or at any school activity:

Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of or indicate membership of affiliation in any gang; Shall commit any act or omission or use any speech either verbal, or non-verbal (gestures, hand-shakes, etc.) showing membership or affiliation in a gang.

Shall use any speech or commit any act of omission in furtherance of the interests of any gang or gang activity; including but not limited to:

1. Soliciting others for membership in any gangs.
2. Requesting any person to pay for protection or otherwise intimidating or threatening any person.

3. Committing any other illegal act or other violation of school district policies.
4. Inciting other students to act with physical violence upon any other person

Adopted: July 2020

Doniphan R-I School District

DRUG ABUSE POLICY

The following enumerated items may be adhered to when, in the best administrative judgment of the administrator, any student has in his possession any controlled substance or a counterfeit/fake controlled substance:

1. The local law enforcement officials may be notified and called to the school immediately if a substance is available.
2. If a substance is available, it will be turned over to the law enforcement officials. They will be asked to identify the substance.
3. Within ten (10) days of the initial suspension, the principal will have a recommendation for the superintendent concerning reinstatement, continued suspension, or expulsion.
4. The superintendent will make the Board aware of the types of offenses, and if the nature of the situation warrants punishment over 90 days of suspension, the superintendent will make a recommendation to the Board.
5. The student will have the right to appeal the actions taken by the principal to the superintendent of schools and then to the Board of Education.

NON-DISCRIMINATION POLICY

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 Street; DMS Principal Dr. James Fish, 573-996-3982; Brad Haygood, Superintendent, 573-996-3819.

Revised and Effective - July 2020

NOTIFICATION OF ASBESTOS MANAGEMENT PLAN

A federal rule that became effective in December 1987 required all schools to inspect for asbestos, develop a management plan, and implement

response actions in a timely manner. On January 8, 1988, the Doniphan R-I School District certified that all school facilities were safe from asbestos after a complete inspection of the facilities by Mead Environmental Associates. The project architects for all constructions after that date have certified the specifications called for asbestos-free materials. Periodic surveillance is required every six months and a re-inspection is required every three years. A copy of the management plan is available in the superintendent's and principal's offices. The superintendent is the single contact for the public to obtain information about asbestos-related activities in the district. You may reach the superintendent at 996-3819 or at 309 Pine Street in Doniphan.

STANDARD COMPLAINT RESOLUTION PROCEDURE FOR IMPROVING AMERICA'S SCHOOLS ACT PROGRAMS

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and the Improving America's Schools Act (IASA).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent/guardian, surrogate, parent, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed. It will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy:

1. Complaints on behalf of individual students should first be addressed to the teacher.
2. Unsettled matter from (1) above, or problems and questions concerning individual schools, should be directed to the principal of the school.

3. Unsettled matters from (2) above, or problems and questions concerning the school district, should be directed to the superintendent.
4. If the matter cannot be settled satisfactorily by the superintendent, it should be brought to the Board of Education. Questions and comments submitted to the secretary of the Board in letter form will be brought to the attention of the entire Board at a regularly scheduled or called meeting. If necessary, a Board hearing will be scheduled to resolve the complaint. However, the decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case, the complainant may go to the appropriate section of the Department of Elementary and Secondary Education and from there on to the United States Secretary of Education.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any person(s) directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself. Anyone wishing more information about this procedure or how complaints are resolved may contact the local district or Department personnel.

**DONIPHAN R-I SCHOOL DISTRICT
ACCEPTABLE USE POLICY
Principles**

The Doniphan R-I School District recognizes the educational and professional value of electronics-based technology, both as a means of access to enriching information and as a tool to develop skills that students need.

The district's technology exists for the purpose of maximizing the educational and professional value of electronics-based technology, both as a means of access to

enriching information and as a tool to develop skills that students need.

The district's technology exists for the purpose of maximizing the educational opportunities and achievement of district students. The professional enrichment of the staff and Board, and increased engagement of the students' families and other patrons of the district are assisted by technology, but are secondary to the ultimate goal of student achievement.

Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Development of students' personal responsibility is itself an expected benefit of the district technology program.

User Identification and Network Security

Use of the district's technology resources is a privilege, not a right. No student, employee, or other potential user will be given an ID, password, or other access to district technology if he/she is considered a security risk by the superintendent or designee.

Users must adhere to district policies, regulations, procedures, and other district guidelines. All users shall immediately report any security problems or misuse of the district's technology resources to an administrator or teacher. Users who accidentally access unacceptable material shall immediately notify the appropriate school personnel. This disclosure may serve as a defense against allegations that the user had intentionally violated this policy.

User Agreement

Unless authorized by the superintendent or designee, all users must have an appropriately signed User Agreement on file with the district before they are allowed access to district technology resources. All users must agree to follow the district's policies, regulations, and procedures.

Privacy

A user does not have a legal expectation of privacy in the user's electronic mail or other activities involving the district's technology resources. The district may examine all information stored on district technology resources at any time. The district may monitor employee and student technology usage. Electronic communications, all data stored on the district's technology resources, and downloaded material, including files deleted from a user's account, may be intercepted, accessed, or searched by district administrators or designees at any time.

In addition, all users must recognize that they do not have a legal expectation of privacy in any e-mail use activities involving the district's technology. A user ID with email access, if granted, is provided to users of this district's network and technology resources only on condition that the user consents to interception or access to all communications accessed, sent, received or stored using district technology in his or her User Agreement.

All district technology resources are considered school property. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms, employees, students or any other user at any time, without prior notice. Authorized district personnel may load or delete new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time.

Content Filtering and Monitoring

The district will monitor the on-line activities of minors and operate a technology protection measure (filtering/blocking device) on all computers with Internet access, as required by law. The filtering/blocking device will protect against access to visual depictions

that are obscene, harmful to minors and child pornography, as required by law. Parents are advised, however, that none of these devices can be guaranteed to be completely effective. Because the district's technology is a shared resource, the filtering/ blocking device will apply to all computers with Internet access in the district. Evasion or disabling of the filtering/blocking device installed by the district, including attempts to evade or disable, is a serious violation of district policy.

Damages

All damages incurred by the district due to the misuse of the district's technology resources, including the loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

No Warranty/Availability/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis. Administrators of computer resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies, regulations and procedures.

The district is not responsible for loss of data, delays, non-deliveries, mis-deliveres or service interruptions. The district does not guarantee the accuracy or quality of information obtained from the Internet, or use of its technology resources, Access does not include endorsement of content or the accuracy of the information obtained,

Exceptions

Exceptions to district rules will be made for district employees or agents conducting an investigation of a use which potentially violates the law, district policy, regulations, or procedures. Exceptions will also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy.

Waiver

Any user who believes he/she has a legitimate reason for using the district's technology in a manner which may violate any of the district's adopted policies, regulations and procedures may request a waiver from the building principal or superintendent. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity, and level of supervision involved.

Closed Forum

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law.

The district's web page will provide information about the school district, but will not be used as an open forum. The district web page may include the district's address, telephone number, and an e-mail address where members of the public may easily communicate concerns to the administration and the Board.

Any expressive activity involving district technology resources that students, parents, and members of the public might reasonably perceive to bear the authorization of the school, and which are designed to impart particular knowledge or skills to student participants and audiences, are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing, and deletion on behalf of the school district for legitimate pedagogical reasons.

All other expressive activity involving the district's technology is subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

RULES AND RESPONSIBILITIES

The following rules and responsibilities will be followed by all users of the district technology resources:

- a. Applying for a user ID under false pretenses is prohibited.
- b. Using another person's user ID and/or password is prohibited unless authorized by the district.

- c. Sharing one's user ID and/or password with any other person is prohibited unless authorized by the district.
- d. A user will be responsible for actions taken by any person using the ID or password assigned to the user.
- e. Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited.
- f. Mass consumption of technology resources that inhibits use by others is prohibited.
- g. Unless authorized by the district or building administrator, noneducational Internet usage is prohibited.
- h. Use of district technology for soliciting, advertising, fund-raising, commercial purposes, or for financial gain is prohibited, unless authorized by the district.
- i. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
- j. Users are required to obey all laws, including criminal, copyright, privacy, defamation, and obscenity laws. The school district will render all reasonable assistance to local, state, or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
- k. Accessing, viewing, or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
- l. Accessing, viewing, or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
- m. Accessing, viewing, or disseminating information using district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion, or ethnic origin); presents a clear and present

likelihood that, because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts of the violation of lawful school regulations is prohibited.

n. Any use which has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, 42 ancestry, disability, age, pregnancy, or the violation of any person's rights under applicable laws is prohibited.

o. Any unauthorized, deliberate, or negligent action which damages or disrupts technology, alters its normal performance, or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.

p. Users may only install and use properly licensed software, audio, or video purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district. Downloading music is strictly prohibited!

q. At no time will district technology or software be removed from the district premises, unless authorized by the district.

r. All users will use the district's property as it was intended. Technology or technology hardware will not be removed or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.

s. Damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

t. Unauthorized use of any computer/media equipment or accounts is prohibited. Students may not access the Internet without a teacher or other district staff member present in the room.

u. Computers/media equipment must not be marked on, colored on, handled roughly, hit, or in any way defaced, altered, or abused.

v. Horseplay of any kind is not allowed around computer/media equipment.

w. Students and community users may not have food or beverages around any computer/media equipment.

x. Users may not move or unplug any computer/media equipment nor adjust computer equipment controls without permission from the equipment supervisor.

y. Students and community users may only access computer programs that have been placed on their menus by the system administrator. After consulting with the district technology coordinator, exceptions may be approved by a district administrator or the administrator of the building in which the computer is located.

z. Any attempted violation of district policy, regulations, or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

Technology Security and Authorized Access

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 system, is prohibited.

c. The unauthorized copying of system 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. 43

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.

On-Line 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 on-line 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 number, 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 e-mail 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 a 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.

External Users

Consultants, counsel, independent contractors, and other persons having professional business with this school district may also be granted user privileges at the discretion of the superintendent or building administrator, subject to completion of a User Agreement and for the sole, limited purpose of conducting business with the school. External users must abide by all laws, 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-1 Board of Education January 27, 2004