



2021-2022
Doniphan Intermediate Handbook
Grades 3-5

Doniphan Intermediate School

Superintendent.....Mr. Brad Hagood
Principal.....Mrs. Heather Willcut
Assistant Principal K-8.....Mrs. Dana Griffin
Intermediate Secretary.....Mrs. Haily Boles
Intermediate Counselor.....Mrs. Jillian Klepzig
Director of Special Education.....Mrs. Barb Dowler

District Goals

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

- A. Become aware of their own interests, abilities, and potentialities
- B. Develop a plan for assuring growth in terms of their interests, abilities, and potentialities
- C. Develop proper health habits and physical fitness
- D. Make use of their creative abilities and ability to do reflective thinking
- E. Learn to cooperate with others
- F. Develop themselves for happy and successful living in some field for which they are adapted
- G. Achieve a normal social adjustment
- H. Understand and apply high moral principles and ethical conduct in everyday living
- I. Develop such an appreciation of art, literature, and music that they may live more happily.
- J. Develop a high degree of tolerance
- K. Prepare themselves for the privileges and responsibilities
- L. Understand the importance and dignity of work and to begin attaining skills to these ends
- M. Prepare for the acceptance of responsibilities as an American and world citizen. This shall include respect for constituted authority and the rights of others in the community, the nation, and the world.

Philosophy of Doniphan Schools

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

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

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

Vision Statement

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

Intermediate Mission Statement

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

School Citizenship

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

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

School Colors and Names

The official colors of Doniphan Intermediate 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
In thy halls we garner knowledge,
Gem in vendor set, Learn
to choose the right, Thou art rich in native beauty
Thou dost lead through pleasant
Thou are lovely yet. Pathways, Into wisdom light.

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

ENROLLMENT:

PROOF OF RESIDENCY

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

STUDENT PLACEMENT

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

When a new student enrolls at Doniphan Intermediate with proper transferral of records, the student will be placed at an educational level indicated by the records. If the child's previous school records are not transferred, or cannot be obtained, grade placement will be determined by achievement test results and teacher recommendation.

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

TRANSFERRING TO A NEW SCHOOL

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

ATTENDANCE POLICY:

Regular attendance is one of the student's most important responsibilities. Poor attendance and poor achievement usually go hand in hand. It is essential to student academic success to attend school on a consistent basis. Even though it is possible to catch up on missed assignments, it is almost impossible to make up the instruction given by the teacher. Parents, students and school personnel all share in the responsibility for encouraging regular attendance. However, parents have a legal responsibility to ensure that their child is in regular attendance. The following policy has been adopted by the Board of Education:

Educational Neglect

Every parent/legal guardian of a child between the ages of seven and seventeen is responsible for enrolling the child in a program of academic instruction as per Public School Law of Missouri, 167.031 RSMo. Nonattendance 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.

Absences/Truancy

Students are allowed 8 absences per semester, including excused absences from doctors or other professionals. Absences after the 8th day will be considered a violation of the school attendance policy. Parents/guardians will be notified through phone and/or a letter following the 5th and 9th days of absences. Subsequent absences/truancy without valid cause may result in charges being filed for non-compliance of Missouri Compulsory Attendance Law 167.031 and/or referral to the Division of Social Services, Children's Division, for educational neglect by way of the hotline.

Truancy

_____ Students who are absent from school without the knowledge and consent of their parents/guardians and the administration, or students who leave school during any session without the consent of the principal shall be considered truant. Students may also be considered truant if they have accumulated excessive absences, even with the consent of parents/guardians. The school policy dealing with absences/truancy will be enforced.

Tardies/Late to School

Please have your child arrive at school on time. Attendance and lunch count start at 8:00 with instructional time immediately following. If your child arrives at school tardy/late, he/she must check in through the office and receive a tardy/late slip before entering class. A student arriving at school tardy/late or taken out of school early will be counted absent for the part of the day missed. An accumulation of five(5) tardies/late arrivals equals one(1) day of absence.

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/parent/guardian and approval from the physician. While on homebound services, a student may NOT attend school sponsored activities. The student must be in regular attendance prior to the event to be eligible to attend school activities.

MAKEUP WORK

If your child is absent from school, please contact the elementary office at 996-DONS (3667) Ext 2 Option 2. Homework for students in grades 3-5 who have absences may be obtained by calling the school by 9:00 a.m. and the homework will be available after 2:00 p.m. In most cases homework is not assigned at the elementary level due to the

nature of our curriculum. Teachers will work with students during class time to make-up the work missed during the absences.

PERFECT ATTENDANCE POLICY

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

CURRICULUM:

REPORT CARDS

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

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

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

3rd grade will receive a **standards-based report card**. Each of these subject areas is divided into a list of skills and knowledge that students are responsible for learning. Students receive a separate mark for each **standard**. Standards-based grading aligns grading with the state academic standards as measured by consistent and accurate student achievement data and common criteria for grading.

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

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

RETENTION

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

All students, by the end of 3rd grade, testing one grade level below reading level must have an individualized reading program developed for them. Those students will be reassessed at the end of 4th grade. Retention may take place between 4th and 5th grades. IEP students

and students having a 504 plan would be exempt. The Doniphan R-I School District will choose the appropriate test for assessment.

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

DISCIPLINE:

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

Major Behaviors: Automatic Office Referral		
Behavior	Definition	Example
Fighting	Student(s) direct a deliberate, closed fits punch or other means of physical contact at another member of the school community out of anger and to hurt the other individual.	Punching on the playground, in the classroom, in the hallway, etc.
Inappropriate Physical Contact	Student touches or tries to touch someone else's private parts.	Student makes or attempts to make intentional physical contact with genitals, buttocks, or breasts of another student or member of the school community
Explosive Behaviors	Behavior causing harm to self or others requiring removal from the classroom and/or restraint	Throwing chairs, attempting to stab with scissors, pushing over desks, banging head against wall, personal harm to self like pulling hair or scratching
Bullying	Student delivers MULTIPLE disrespectful messages (verbal or gestural) to another person that includes threats, intimidation, obscene gestures, pictures or written notes. Bullying must be intentional, repeated, and involve an imbalance of power.	Threatening statements, name calling, or actions such as I'm going to beat you up, Give me your ___or else, You are a retard, chest bump or showing fist to intimidate etc.
Harming Others	Actions involving serious physical contact with intent to harm.	Hitting, punching, kicking, tripping, pushing, hair pulling, biting, etc.

Alcohol/Drug Possession	Student is in possession or using alcohol, tobacco, or drugs.	Possessing, consuming, or being under the influence of alcohol, tobacco, in any form, tobacco product imitations (e-cigarettes, etc.), any controlled substance, any doctor prescribed medication not dispensed in accordance to school policy and/or used incorrectly.
Gang Activity	Three or more students who associate periodically as an ongoing criminal group or organization.	Claim control over a specific territory (turf) and wear distinctive dress and colors, communicate in hand signs, or graffiti with an identifiable symbol.

Arson/False Alarm	Willful or malicious burning or attempt to burn. Knowingly pull fire alarm without reason.	Setting something on fire to burn down the school, etc.
Weapon Possession	Possession of any item with the intent of harming another.	Pocket knife, firearm, and any object that can be used aggressively to cause harm to another
Misbehaving on Field Trips	Not following school rules on a field trip. *Exclusion from field trip(s) may be used by the administrator discretion as a consequence for major discipline.	Stealing, defacing property, etc.
Not Completing Punishment	Student <u>purposefully</u> does not complete punishment given by any adult at school.	Student does not go to detention or ISS.
Skipping School	Student fails to arrive at school after leaving home.	Student does not get to school at 8 and/or leaves before being dismissed.

Major/Minor Behaviors: Normally minor behavior but can be major depending on circumstance

Defacing School Property	Major -Student alters school property in a manner that cannot be quickly and easily repaired. Minor - Student alters school property in a manner that can be quickly and easily repaired	Major - broken window, spray painted walls, etc. Minor -pencil mark on book, marker on desk, etc.
Threats	Major -Student makes a credible statement that indicates they may want to harm another member of the school community. Minor -Student makes an	Major - Student describes in detail a scenario in which he/she is going to hurt someone. Minor - The student says "I'm going to punch you", etc.

	offhand or non-credible statement indicating they may want to harm another member of the school community.	
Disrespect/Defiance	Major- Student is disrespectful/defiant to gain attention from peers and/or disrupts current activity for others with behavior. Minor- Student engages in refusal to follow directions, talks back, and/or delivers socially rude interactions with teachers and/or peers.	Major- Yells at or talks loudly toward adult in defiant/disrespectful manner, refuses to follow direction(s) given to keep student(s) safe. Minor- Back talks teachers, refuses to comply with instructions
Inappropriate Language	Major- Vulgar, excessively lewd words. Minor- Depending on the nature of the word itself and not directed towards a peer and/or teacher.	Major- Extremely lewd, use of profanity and/or cuss words. Minor- Says inappropriate words not directed at others, says Shut up, Kiss my Butt, You look sexy
Minor Behaviors: Minor behaviors can becoming major behaviors if they are consistently recurring		
Dress Code Violation	Students wear clothing that does not fit within the dress code guidelines established by the Doniphan School District, Student's Handbook (pages 17-18). The Board of Education expects student's dress and grooming to be neat, clean, and in good taste.	Clothing, jewelry, backpacks, etc. contain obscene, violent, vulgar, sexual, or lewd language or depictions. Hats are worn in the building. Shirts, pants, shorts, skirts, etc. are excessively tight or short. Hair is not a natural color.
Stealing	Student takes something that does not belong to them	Stealing another student's money, taking things from the teacher's desk, etc.
Cheating	Student uses someone else's work as their own.	Looking at someone's paper, copying answers, sharing answers when asked not to share, etc.
Physical Contact/Horse Play	Student puts his/her hands on another member of the school community and without the intention to harm	Wrestling, tickling, hugging, etc.
Class Disruption	Speech or conduct that prohibits teaching or learning in a classroom.	Constant noises, out of seat, blurting out, rolling in floor, etc

Littering	Purposefully throwing trash, paper, food, etc. on the ground.	Knowingly dropping papers on the sidewalk, in the classroom, etc.
Lying	Student delivers an untrue message.	Blames others, tells lies about another student, denies involvement to stay out of trouble
Not Following Directions	Student does not do as the teacher has instructed.	Incorrectly completes assignment, talking in line, out of seat, etc.
Excessive Talking	Talking without permission during class and it is disruptive.	Blurting out, talking to neighbor, etc.
Running in the Hall/Sidewalk	Walking in a fast and unsafe manner.	Running in the hallway or on the sidewalk from class to class, restroom, etc.
Electronic Device Usage	Having any type of electronic device out of backpack during school hours.	Cell phone, MP3 player, tablet, etc
Failing to Finish Classwork	Student does not complete work within a reasonable time given.	Talking to neighbor, staring around the room, etc.
Throwing Rocks	Student throws rocks with force, not directed at a person or personal property.	Throwing rocks in the air, piling rocks, rolling rocks down slide, etc.
Unprepared for Class	Students do not have appropriate/required materials and supplies necessary to complete classroom tasks and assignments.	Tools, books, or assignments not available. Classroom rules and procedures not followed for class work/tasks
Misbehaving on the bus	Student fails to follow rules and safety procedures as required by the bus driver.	Student does not stay seated, use appropriate volume, follow directions of bus driver, hanging out window or throwing objects
Misbehaving in the cafeteria	Student does not follow intermediate cafeteria expectations.	Excessive noise, throwing food, running, not following directions of teacher on duty

Consequences

Consequences of failure to obey school expectations are as follows:

- Verbal warning
- Counseling
- Removal of recess privileges

- Recess detention
- Lunch Detention
- Conference with parent and teacher
- In School Suspension
- After School Detention
- Corporal punishment
- Suspension from school

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

PARENT COMMUNICATION

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

HEALTH:

HEALTH SERVICES

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

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

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

TREATMENT OF INJURIES: Injuries occurring while a student is in school are given spread of colds and other infections is lessened when proper precautions are taken.

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

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

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

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

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

I. Prescription Medication

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

B. The parent/guardian will provide 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.

C. The parent/guardian will supply the medication in a properly labeled container from the pharmacy. If you request, the pharmacy will keep you a separate labeled bottle so you can keep the medicine at school without sending it back and forth each day.

II. Over-the-counter Medication

A. Written permission must be obtained from a parent/guardian to administer over-the-counter medications which have been prescribed. This permission must be renewed at least annually.

III. Self-Administration of Medication

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

a. The parents/guardians of the student must provide the school nurse with written authorization for the self-administration of medication, a written medical history of the student's experience with the illness, and a plan of action for addressing any emergency

situations that could reasonably be anticipated as a consequence of administering the medication and having the illness.

b. The parent/guardian of the student must provide the nurse with written certification from the student's physician that the student has asthma or other potentially life-threatening respiratory illness, and that the student is capable of and has been instructed in the proper method of self-administering the medication and has been informed of the dangers of permitting others to use the student's medication.

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

IV. Documentation

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

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

The head lice policy will include the following provisions:

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

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

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

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

LUNCH:

LUNCHROOM BEHAVIOR

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

LUNCH PROGRAM

All students at Doniphan R-1 receive one free breakfast and one free lunch each school day. Students wishing to purchase a second meal, or any ala carte items, must have money on their account at the time of purchase. No charges are allowed.

PARENT INFORMATION:

ALTERNATE AFTER SCHOOL TRANSPORTATION

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

ARRIVAL AT SCHOOL

Children should not arrive at school before 7:30 a.m. Supervision for students is provided after 7:30 a.m. Students may not enter the building until 7:50 a.m. Any student arriving before 7:50 a.m. must go directly to the gym or cafeteria. Classes will begin at 8:05 a.m. and students are expected to be in their seats at this time. **Before 8:05, students should be dropped off in front of the Intermediate building (not at the crosswalk). Students arriving at or after 8:05 must be signed in at the Intermediate Office.**

BULLYING ADMINISTRATIVE PROCEDURE

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

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

Per Board Policy 2655 Bullying: The act of bullying will not be tolerated in any school

related context regarding the Doniphan R-I School District.

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

1. All claims of bullying will be investigated promptly, with detailed documentation of findings and actions recorded.
 - a. When counselors are made aware of a bullying claim they will communicate the concern to both the principal and assistant principal via email to initiate documentation. Administration will then begin investigation of and action on the claim.
 - b. Administration will keep documentation on bullying incidents in their office, in a separate file specifically for bullying.
 - c. Steps to be taken in addressing bullying incidents may vary as circumstances dictate and will include, but are not limited to the following steps:
 - I. Administrator will conference with the student making a bullying claim.
 - II. Administrator will fully investigate the bullying claim by conferencing with students, teachers, additional school staff, and parents, as appropriate.
 - III. Administrator will take appropriate action to prevent future bullying incidents and provide consequences to the student(s) initiating incidents of bullying. Consequences shall follow board policy as applicable to each incident.
2. Follow up will be made with students to be sure there is no retaliation by those accused of bullying. Communication will be made with the parents of the student who made the complaint.

DELIVERIES

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

FIELD TRIPS

1. Students will not be allowed to use office phones or cell phones to call for permission on the day of the field trip.
2. All students will be required to return a parent/guardian signed slip prior to participating in field trips.
3. All students are expected to be on their best behavior when on field trips. Show respect for those around. Remember, you are a representative of Doniphan School. Field trips are a privilege. In order for our school to be invited and welcomed, it is necessary to be our best when away from school. Any student who cannot conform to the field trip rules can and will be excluded from attending.

MESSAGES

Telephone messages for students should be for emergency situations only. **Messages MUST be received before 2:00 p.m. daily.** Parents/guardians will be required to verify their identity with an assigned security code.

PARENTAL CUSTODIAL RIGHTS

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

PHOTOGRAPHING/VIDEOTAPING OF STUDENTS

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

SCHOOL CLOSING FOR BAD WEATHER

Please discuss with your children what they should do in case school is closed early because of weather. With only one telephone at school, it is impossible for students to call you or for you to call them to determine where they are to go once it is decided school will be closed. We will make every effort possible to make closing information available to the radio and TV stations by 6:30 a.m. or during school hours when school is dismissed early. When we are forced to close because of bad weather, you will receive a School Messenger call in addition to announcements made on the Doniphan website and Facebook page, as well as the following radio and TV stations:

RADIO

KDFN (AM)- 1500

KOEA (FM)- 97.5

TELEVISION

KAIT- 8

KFVS- 12 CABLE - 13

STUDENT INFORMATION CHANGES

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

VISITORS

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

wear during their stay on campus.

SAFETY:

CHILD ABUSE

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

EMERGENCY PROCEDURES

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

THREATS

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

STUDENT INFORMATION:

ASSEMBLIES

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

DRESS CODE

The Board of Education expects students' dress and grooming to be neat, clean, and in good taste, so that each student may share in promoting a positive, healthy, and safe atmosphere within the school district. The Board of Education believes that a dress code is necessary to promote a more effective learning environment, to create more opportunities for

self-expression, to increase school safety, and to ensure modest dress that eliminates disruption in the classroom and at school events. The Board of Education has found that certain dress and grooming cause disruption in the schools; therefore, the following regulations apply to all students:

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

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

GUIDANCE AND COUNSELING SERVICES

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

consultation services with parents.

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

LIBRARY SERVICES

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

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

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

LOST AND FOUND

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

PERSONAL ITEMS AT SCHOOL

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

TRANSPORTATION:

Buses

Rules and regulations are designed for the safety and welfare of students on the bus. Student transportation by bus is a privilege; not a right. Students 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 student. Bus stops are selected by the school district in various parts of the district. Each student is to ride their assigned bus.

BUS RULES AND REGULATIONS

I. Students and drivers are to observe the following bus rules:

1. Students must listen to the driver and follow the driver's directions. The driver has the authority of a classroom teacher.

2. If crossing the street to board the bus, students MUST look both ways for cars, make sure the RED lights are flashing, and wait for the driver's signal to cross. Always cross the street in FRONT of the bus.
3. Students must keep a safe distance from the bus, before boarding and after exiting the bus. Keep at least 10 feet away from the bus.
4. Students are to be on time at their designated bus stop; the bus cannot wait beyond its regular scheduled pick up time. Students are expected to enter the bus promptly, immediately take their seats and remain seated whenever the bus is in motion.
5. Students are to conduct themselves on the bus in a way that is not distracting to the bus driver. Classroom-like conduct is expected of the students. Disruptive behavior puts everyone on the bus at a safety risk.
6. Students must remain properly seated at all times. (Back to Back; Bottom to Bottom; Book bag on the lap)
7. Ordinary and appropriate conversation by students in a normal (inside voice) tone is expected. This includes refraining from unnecessary conversations with the bus driver while the bus is in motion. The driver has authority to prohibit any conversation that is deemed distracting.
8. Students may not at any time get in the driver's seat.
9. Students are not to touch the emergency equipment on the bus (emergency doors, windows, roof hatches, body fluid/first aid kits, radios, etc) except as directed by the driver or during an actual emergency.
10. The bus windows should not be opened without permission from the driver.
11. Students are to keep all body parts inside the bus. (Hands, arms, head, hair, etc.)
12. Students are to keep their hands and feet to themselves.
13. Students are not to eat or drink while on the bus, water bottles with water only are allowed.
14. Students are not to throw objects of any kind inside the bus or out of the bus windows.
15. Students should help keep the bus clean, sanitary, and orderly. They must not damage or abuse bus seats or equipment. STUDENTS WILL BE EXPECTED TO PAY FOR ANY DAMAGES/VANDALISM.
16. Students are not to use abusive language or profanity, obscene or rude gestures, or spit while on the bus.
17. Students may not bring large musical instruments, any animals, balloons, glass containers or objects, or large school projects on the bus.
18. Students are not to leave the bus without the driver's permission, except on arrival at their assigned bus stop or at school.
19. Parents/guardians are not permitted to board the bus at any time.

II. Each driver has the authority to attempt to solve inappropriate bus behaviors first by redirecting the student, talking privately with the students, assigning different seating, and/or making contact with parents/guardians regarding the behaviors.

III. When a driver has attempted to solve and has been unsuccessful in solving a behavior problem, a bus conduct office referral will be issued and the student will be sent to the office for disciplinary action.

BUS CONSEQUENCES

Students who do not follow the directives of the driver will be given an office referral. The

consequences for such actions may vary depending upon the severity of the offense/incident and/or number of incidents. Consequences may include: warning given by principal, parent contact made by principal, loss of privileges, after school detention, in school suspension, lunch detention, swats, out of school suspension, short term bus suspension, long term bus suspension.

Video cameras are used to help monitor behaviors on the bus. Cameras are reviewed by appropriate school personnel (Bus drivers, Head of Transportation, Administrators) only.

TO AND FROM SCHOOL

Many students walk to and from school. The people in the community judge the school by the way the students conduct themselves. Students walking are asked to use the sidewalks.

APPENDIX:

COMPLAINT PROCEDURES

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

Non-Discrimination Policy

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

Revised and Effective - August 1995

OCR STATEMENT OF NON-DISCRIMINATION

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

Barb Dowler
Special Education Director

Brad Hagood
Superintendent

1002 Elm St.
Doniphan, MO 63935
(573) 996-3667 ext. #7

309 Pine St.
Doniphan, MO 63935
(573) 996-3667 ext. #6

TECHNOLOGY USER AGREEMENT

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

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

- A. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
- B. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote systems if prohibited.
- C. The unauthorized copying of systems files is prohibited.
- D. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
- E. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
- F. The introduction of computer "viruses," "hacking" tools, or other disruptive/destructive programs into a school computer, the school network, or

any external networks is prohibited.

- G. Users are not to add, remove, or alter computer passwords, security measures, configuration settings or monitoring devices without authorization.

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

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

ELECTRONIC MAIL

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

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

VIOLATIONS OF TECHNOLOGY USAGE POLICIES AND PROCEDURES

Use of the district’s technology resources is a privilege, not a right. A user’s privileges

may be suspended pending an investigation concerning use of the district's technology resources. Any violation of district policy, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. The administration may use disciplinary measures to enforce district policy, regulations, and procedures. Students may be suspended or expelled for violations. Employees may be disciplined or terminated for violations.

Criminal charges may be brought to the violator if the violation is an illegal action. Any attempted violation of district policy, regulations or procedures, regardless of the success or failure of the attempt may result in the same discipline, as that of an actual violation.

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

DONIPHAN R-1 STUDENT TECHNOLOGY USAGE

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

Student

I will be courteous, respectful and honest toward others.

I will act responsibly and accept consequences for my actions.

I will treat equipment with care and caution. I will show respect for school and personal property.

I will be prepared to learn and use time wisely.

I will use the computer and Internet at appropriate sites only.

If I am given a password or user ID, I will keep it private.

I understand that if I do not follow the guidelines and those in the district's Acceptable Use Policy, I could receive timeout from computer use, loss of computer privileges, in-school suspension instead of computer lab time, or other more serious disciplinary consequences

depending on the circumstances.

Student signature _____ Date _____

Print name of student _____

Parent/Guardian

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

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

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

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

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

The district maintains a website. Students' pictures could occasionally appear on the website as they participate in school activities. Students are never identified by name.

I grant permission for a picture or likeness of my child to appear on the District Website.

Circle Yes or No

Doniphan R-I School District

Intermediate Title I Parent Involvement Plan

Vision Statement

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

Purpose

The Doniphan School District participates in a school wide (K-8) Title I federal funding program. It is the right of every parent to be involved in their child's education.

The Doniphan R-I School District recognizes the shared responsibility of the school and family during the time the child spends at school. Engaging parents is essential to improving student achievement. Parents are encouraged to attend all parent meetings and activities, and to provide input into the school's programs to improve academic

achievement.

This plan is in response to the compliance of The Every Student Succeeds Act of 2015 (ESSA). The plan is designed to enhance parent involvement and reflect the specific needs of students and their families. As stated in the Consolidated Federal Programs Administrative manual the plan must be updated periodically to meet the changing needs of parents and the school and be in a format and language readily understood by parents and LEA personnel. This plan is written in acquiescence and aligns with federal requirements.

I. Policy Involvement & Communication

II. Shared Responsibilities for High Student Academic Achievement

III. Building Capacity for Involvement

Doniphan R-I Intermediate will strive for increased parent involvement through the following strategies and goals.

I. Policy Involvement & Communication:

A. Hold an annual meeting to inform parents of their school's participation in Title 1.A, explain Title 1.A requirements and explain parent's rights to be involved.

- *Back to School Night (August)*

B. Offer a flexible number of meetings at various times and, if necessary, use Title funds to provide transportation, child care, or home visits as these services relate to Title 1 parental involvement.

- *Family Reading Night (Spring)*
- *Family Math Night (Fall)*
- *Parent – Teacher Conferences (October/February)*

C. Involve parents in an organized, ongoing, and timely way in the planning review, and improvement of programs under Title 1.A, including the school parent and family engagement policy and joint development of the school wide plan.

- Back to School Night (August)
- Parent Surveys (Back to School Night Booth)
- Parent Advisory Committee (PTA)
- Policy Planning/Review Meeting (April)

D. Provide parents of participating children:

- Timely information about Title I.A programs
- Interpretation of the school's annual performance report
- An explanation of the curriculum in use at the school, the forms of

assessment used to measure student progress, and the proficiency levels students are expected to meet

- If requested by parents, regular meetings to formulate suggestions and to participate, when appropriate, in decisions relating to the education of their children
- Timely responses to the suggestions made by parents that have been offered in the meetings.

- *Back to School Night (August)*
- *Parent Surveys (Back to School Night Booth)*
- *Parent Advisory Committee (PTA)*
- *Parent/Teacher Conferences (October/February)*
- *Curriculum Nights (1 per semester)*

II. Shared Responsibilities for High Student Academic Achievement:

- *Parent/Student Compacts are signed at the beginning of the school year.*
- *At the beginning of the year information packets are sent out to the parents including student handbooks, discipline policies, etc.*
- *Parent/Student Compacts will be reviewed and revised (if necessary) during the Parent Advisory Committee meeting each spring.*

III. Building Capacity for Involvement

A. Provide assistance to parents, as appropriate, in understanding the Missouri Learning Standards, MAP scores, classroom assessments, how to monitor their child's progress, how to work with teachers to improve the achievement of their children, as well as provide materials/training to help parents work with their children at home to support achievement.

- *Parent – Teacher Conferences*
- *Curriculum Nights*
- *Mid-quarter Progress Reports*
- *Quarterly grade cards*
- *Monthly Newsletters*

B. Educate teachers, support personnel, school leaders, and other staff in how to reach out to, communicate with, and work with parents as equal partners, implement/coordinate parent programs, and build positive relationships between parents and school.

- *Professional Development implemented by District Parent Involvement Coordinator*

C. When feasible, coordinate and integrate parent involvement programs/activities that encourage and support parents in more fully participating in the education of their children

- *Parent/Student involvement activities include, but are not limited to: Open House, Parent/Student/School Compacts, Parent Workshops, Parent/Teacher Conferences, Curriculum Nights, Pre-K family Nights, and Family Lunch days.*

D. The school will ensure that information related to school and parent programs, meetings, and other activities is sent to students and their families, in a language/format that parents can easily understand- including parents and family members who have limited English proficiency, disabilities, and migratory children.

- *School Messenger Calls*
- *Monthly Newsletters*
- *Social Media*

Doniphan R-I Intermediate School-Parent-Student Compact

Doniphan Intermediate and the parents of students participating in Title I.A activities, services, and programs, agree that this compact outlines how the entire school staff, the parents, and the students will share the responsibility for improved student academic achievement.

School Responsibilities

Doniphan Elementary and its staff will;

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the Missouri Learning Standards as follows –
 - Retain appropriately certified principals and teachers,
 - Provide instruction, materials, and high quality professional development which incorporates the latest research, and
 - Maintain a safe and positive school climate.

- Hold annual parent-teacher conferences to;
 - Discuss the child's progress/grades during the first quarter
 - Discuss this compact as it relates to the child's achievement, and
 - Examine the child's achievement and any pending options at the end of the third quarter.
- Provide parents with frequent reports on their child's progress as follows;
 - Open communication from the classroom teacher,
 - Mid-quarter report mailed from the school, and
 - Quarterly grade cards/reports sent home by the school.
- Be accessible to parents through;
 - Phone calls or person-to-person meetings,
 - Scheduled consultation before, during, or after school, and
 - Scheduled school or home visits.
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows;
 - Assist with holiday programs or parties, educational trips, etc.

Parent Responsibilities

I, as a parent, will support my child's learning in the following ways:

- Make sure they are in school every day possible,
- Check that homework is completed,
- Monitor the amount of television watched,
- Be aware of my child's extracurricular time and activities, and
- Stay informed about my child's education by reading all communications from the school and responding appropriately.

Student Responsibilities

I, as a student, will share the responsibility to improve my academic performance to meet the Missouri Learning Standards and will;

- Attend school every day possible,
- Be respectful toward others,
- Do my homework every day and ask for help when I need it,
- Read at least 15 minutes every day outside of school time, and
- Give all notes and information from my school to my parent/guardian daily.

Heather Willcut

Principal

08/01/21

Date

Teacher

Date

Parent(s)

Date

Student

Date