

Doniphan Elementary School

2023-2024



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Doniphan Elementary School

2023-2024

Student Handbook

Doniphan Elementary School

Superintendent..... Mr. Brad Hagood
Principal..... Mr. C. Wesley Johnson
Elementary Secretary.....Mrs. Tiffany Sheffy
K-2nd Counselor.....Mrs. Lindsey Hancock

Welcome to the 2023-2024 school year! We are thrilled to welcome all of you back to a new school year of learning and growing. Our teachers and staff are busy planning for this upcoming year. We are dedicated to our vision of being an elementary school that not only builds a solid foundation academically but also begins a journey for students to reach their dreams.

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

Enclosed with this letter is information on yourchild's teacher for the upcoming school year. Supply lists have been sent to area stores. **Kindergarten Orientation** is **Tuesday, August 15**, at 6:00 p.m. in the Elementary Cafeteria for parents and guardians. **Open House** will be **Thursday, August 17th** from 5:00-7:00 p.m. The **first day of school** is Wednesday, **August 23th**. On Wednesday, August 23rd parents and guardians are invited to walk their children to the classrooms.

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

Wesley Johnson, Principal
Doniphan Elementary School

District Goals

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

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

Elementary Mission Statement

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

Philosophy of Doniphan Schools

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

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

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

School Citizenship

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

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

School Colors and Names

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

School Song

Doniphan, on crystal current
Gem in vendor set,
Thou art rich in native beauty
Thou are lovely yet.

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

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

Vision Statement

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

ENROLLMENT:

ELIGIBILITY FOR ENTRY INTO KINDERGARTEN

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

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

PROOF OF RESIDENCY

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

STUDENT PLACEMENT

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

When a new student enrolls at Doniphan Elementary with the proper transfer 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:

Absences/Truancy

Students are allowed 8 absences per semester, including verified 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 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 Principal's consent 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.

PERFECT ATTENDANCE POLICY

For a student to have perfect attendance at DES, he/she must not miss any days, 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. The 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.

REPORT CARDS: STANDARD-BASED GRADING

Grades K-2 will have **standards-based report cards**, 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 elementary grades will be determined by the elementary principal. Retention will be recommended only if it will be beneficial to the student. Preferably students will be retained in Kindergarten, grade one, and grade two.

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

DISCIPLINE:

DONIPHAN ELEMENTARY SCHOOL CLASSROOM/SCHOOL-WIDE DISCIPLINE PLAN 2022-2023

CLASSROOM RULES

1. Follow Directions Quickly
2. Raise Your Hand for Permission to Speak
3. Raise Your Hand for Permission to Leave Your Seat
4. Make Smart Choices
5. Make Our Team Stronger

DIAMOND RULE

""KEEP YOUR EYES ON THE TARGET""

POSITIVE CONSEQUENCES

- Praise
- Rewards
- Positive Notes and Calls Home
- Fun Fridays Participation
- Free Choice Time

NEGATIVE CONSEQUENCES

1ST Time: Verbal Warning

2nd Time: Time Out (Buddy Room, Time-Out Spot in Classroom)

3rd Time: Parent Contact (Phone, Email, or ClassDojo)

4th Time: Minutes off Fun Friday

5th Time Principal's Office

Any Severe Disruption: Principal's Office or Recovery Room

I have discussed this with my teacher. _____
Student's Signature

I have discussed this with my parents. _____
Parent's Signature

DONIPHAN ELEMENTARY DISCIPLINE MATRIX

MAJOR OFFENSES: Major offenses affect the safety of students or others. The administration will investigate the incident and determine the appropriate action to resolve the issue.

FIGHT: ASSAULT	<p>Actions involving two or more parties that have contributed to serious physical contact where injury may occur. Including but not limited to:</p> <ul style="list-style-type: none"> • Hitting/punching/kicking/scratching • Hitting with an object • Hair pulling • Biting
TRUANCY	<p>Leaving any class without asking a teacher/adult for permission in a manner that is unsafe and could cause harm to the student or other students</p>
INSUBORDINATION	<p>Any act of verbal or nonverbal behavior that is not situationally appropriate when interacting with teachers and staff, but not limited to:</p> <ul style="list-style-type: none"> • Noncompliance • Talking back, lying, arguing, shouting, or any social rude interaction • Profanity • Verbal or written words that are unacceptable to a reasonable person
VANDALISM (destruction and/or damage of property)	<p>Student participates in an activity that results in substantial destruction or disfigurement of property.</p>
THEFT	<p>Student in possession of, having passed on, or being responsible for removing someone's property.</p>
TOBACCO	<p>Possession or use including, but not limited to:</p> <ul style="list-style-type: none"> • Cigarettes • Cigars • Chewing tobacco
CONTROLLED SUBSTANCES	<p>Possession or use of:</p> <ul style="list-style-type: none"> • Illegal Drugs • Prescription Drugs
WEAPONS	<p>All weapons are prohibited within the school environment:</p> <ul style="list-style-type: none"> • Firearms • Knives • Instruments or devices used or designed to be used as a weapon

AGITATING INCIDENT	Deliberately causing a physical or verbal confrontation with another person or group.
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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.**

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 the teacher, parents contacted, conference with the 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. The administration will then begin an 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 bullying claims 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.

MINOR OFFENSES: Teachers and staff will use the Schoolwide Behavior Plan in order to make a decision based on the incident. Administration can become involved in the process if behavior is ongoing.

RESTROOM MISCONDUCT	<p>Any behavior that leads to the destruction of bathroom supplies and any unsafe conduct toward another student:</p> <ul style="list-style-type: none"> • Overuse of bathroom privileges (avoidance of work) • Not following restroom/school-wide expectations • Leaving bodily fluids/solids anywhere other than the toilet or urinal • Hanging on stall doors • Opening doors while others are using the restroom • Inappropriate noises/misconduct in the restroom • Any behavior that leads to the destruction of bathroom supplies and unsafe conduct toward another student
CHEATING	<ul style="list-style-type: none"> • Not doing one's own work • Doing work for someone else • Handwritten cheat sheet
SCUFFLING	Playing in a rowdy, unsafe manner by oneself or with others.
MISCONDUCT	<p>Anything that is offensive to the general public.</p> <ul style="list-style-type: none"> • Loudness in a quiet setting • Unwanted touching or gestures • Not using basic manners • Not treating others the way you want to be treated • Not respecting others' personal space.

LEWD OR OBSCENE LANGUAGE	A low-intensity instance of inappropriate language
CLASSROOM DISRUPTIONS	Behavior causing an interruption in a class or activity including, but not limited to: <ul style="list-style-type: none"> • Loud talking • Yelling or Screaming • Noise with materials • Sustained out-of-seat behavior
INSUBORDINATION	Any act of verbal and nonverbal behavior that is not appropriate in their interactions with teachers and staff: <ul style="list-style-type: none"> • Noncompliance • Inappropriate gestures (eye rolling, sticking out tongue, etc.) • Refusal to follow teacher's directions • Talking back, lying, arguing, shouting • Unkind words
CHRONIC FAILURE TO WORK ON ASSIGNMENTS	<ul style="list-style-type: none"> • Refusal to work on assignments • Consistent incomplete work
COMPUTER VIOLATIONS	<ul style="list-style-type: none"> • Purposely disregarding the computer access policy

Consequences

The consequences the administration can assign due to failure to obey school expectations are as follows:

- Counseling
- Removal of Recess Privileges
- Recess Detention
- Conference with Parents and Teacher
- In School Suspension
- Suspension from School
- Recovery Room
- Corporal Punishment
- Shorten Day Schedule (8:00-10:00)

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. An 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.

RECOVERY ROOM

Purpose of the Recovery Room:

1. The Recovery Room provides a restorative process for students who violate school rules and policies.
2. The Recovery Room helps students to recover and return to learning.
3. The Recovery Room provides structure and support to students, by holding students accountable for their actions while giving them space in a supportive way.
4. The Recovery Room will be used for attitude adjustment, class assignments, and small group instruction.

What Happens in the Recovery Room?

1. The room will be used for short term
2. Only 10 students or less can be in the room at one time.
3. Students will work on social skills, communication skills, and educational needs.
4. Students will make short and long-term goals to improve their behavior and educational skills.
5. The Recovery Teacher will work with other teachers, families, and administrators to communicate issues, educational needs, and the amount of time spent in the room.

Process for Using the Recovery Room:

1. Reason for Referral: Disruption to their learning or others.
2. Students will be assigned to the Recovery Room by the administration.

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 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 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 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, and frequency of administration, how the medication is to be given, and the doctor's name. The prescription label will be considered the equivalent of the physician's order for medication that will be given under two weeks.

- B. The parent/guardian will provide written request that the school district comply with the physician's request to give medication. The district will not administer the first dose of any medication.
 - C. The parent/guardian will supply the medication in a properly labeled container from the pharmacy. If you request, the pharmacy will keep you a separate labeled bottle so you can keep the medicine at school without sending it back and forth each day.
- II. Over-the-Counter Medication
- A. Written permission must be obtained from a parent/guardian to administer over-the-counter medications which have been prescribed. This permission must be renewed at least annually.
- III. Self-Administration of Medication
- A physician may recommend that an individual student with a chronic health condition, such as asthma or other potentially life-threatening illness, assume responsibility for his or her own medication as part of learning self-care. The Board may permit such a student to self-administer medication provided that the following conditions have been met:
- a. The parents/guardians of the student must provide the school nurse with written authorization for the self-administration of medication, a written medical history of the student's experience with the illness, and a plan of action for addressing any emergency situations that could reasonably be anticipated as a consequence of administering the medication and having the illness.
 - b. The parent/guardian of the student must provide the nurse with written certification from the student's physician that the student has asthma or other potentially life-threatening respiratory illness, and that the student is capable of and has been instructed in the proper method of self-administering the medication and has been informed of the dangers of permitting others to use the student's medication.

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

IV. Documentation

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

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

The head lice policy will include the following provisions:

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

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

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

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

OUTSIDE RECESS TEMPERATURES

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

LUNCH:

LUNCHROOM BEHAVIOR

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

PARENT INFORMATION:

ALTERNATE AFTER-SCHOOL TRANSPORTATION

Students who plan to leave school at a regular time using an Alternate School Transportation must bring a note from home saying whom 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. Class begins at 8:00 a.m. and students are expected to be in their seats at this time. **Before 8:00, students may ONLY be dropped off at the crosswalk. Students arriving at or after 8:00 must be signed in at the Elementary Office.**

DELIVERIES

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

FIELD TRIPS

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

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

MESSAGES

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

PARENTAL CUSTODIAL RIGHTS

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

PHOTOGRAPHING/VIDEOTAPING OF STUDENTS

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

SCHOOL CLOSING FOR BAD WEATHER

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

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

RADIO

KDFN (AM)- 1500

KOEA (FM)- 97.5

TELEVISION

KAIT- 8

KFVS- 12

CABLE- 13

STUDENT INFORMATION CHANGES

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

VISITORS

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

SAFETY:

CHILD ABUSE

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

EMERGENCY PROCEDURES

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

THREATS

Threats of physical harm made by students to other students or personnel will not be tolerated. Parents/guardians will be notified if their child has made a threat at school. Each threat will be investigated by the school administration and appropriate personnel. The school security officer and/or Doniphan Police Department will be notified and asked to assist in the investigation when warranted. If the investigation finds the threat to be valid, the student will be suspended from school for 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 at 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, 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 that leave the midriff exposed are not permitted unless required for particular extracurricular activities.
- j. Shirts, pants, shorts, skirts, and other clothing that is excessively tight and shorts that are excessively short are not permitted.
- k. Skirts shall be no more than three inches above the knee.
- l. Hair color should not be a distraction to others.

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 the developmental needs of students (test interpretation, class placement, etc.). Referral to appropriate community resources for students with severe problems will be done through consultation services with parents.

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

LIBRARY SERVICES

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

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

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

LOST AND FOUND

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

PERSONAL ITEMS AT SCHOOL

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

TRANSPORTATION:

BUSES

Rules and regulations are designed for the safety and welfare of students on the bus. Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus. Continued disorderly conduct or persistent 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.

BUS BEHAVIOR

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

WALKING TO AND FROM SCHOOL

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

APPENDIX:

COMPLAINT PROCEDURES

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

Non-Discrimination Policy

The Current River Area Vocational School and Doniphan R-I Schools provide 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:

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

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

TECHNOLOGY USER AGREEMENT

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

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

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

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

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

ELECTRONIC MAIL

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

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

VIOLATIONS OF TECHNOLOGY USAGE POLICIES AND PROCEDURES

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

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

DONIPHAN R-1 STUDENT TECHNOLOGY USAGE
Elementary Student User Agreement

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

Student

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

Student signature _____ Date _____

Print name of student _____

Parent/Guardian

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

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

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

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

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

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

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

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

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

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

Students will be expected to:

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

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

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

STUDENT AND PARENT/GUARDIAN

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

By signing this page, you also agree to having read and understood the information and policies contained within the 2020-2021 Doniphan Elementary Handbook. I understand that my child will have to abide by all policies set forth in this handbook.

_____ Date

_____ Date

_____ Date

Classroom Teacher Name: _____