



**Doniphan High  
School  
2023-24**

**STUDENT HANDBOOK**

**Principal: Mr. Randy Cates**

**Vice-Principal: Mrs. Amber Beecher**

5 Ballpark Road  
Doniphan, Missouri  
63935

Telephone: 573-996-3667x4

Fax: 573-996-3739

[www.doniphanr1.k12.mo.us](http://www.doniphanr1.k12.mo.us)

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



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## PRINCIPAL'S MESSAGE

It is with great pleasure that we take this opportunity to welcome you to school. We are extremely proud of the programs we offer our students, and we encourage you to make the most of your time with us.

This handbook has been developed by our faculty and administrators to help you and your parents learn as much as possible about school policies and procedures and the services we offer students.

## PHILOSOPHY OF DONIPHAN R-I SCHOOLS

The purpose of 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 R-I 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 the community toward preparing students who are capable of responding to projected social demands and who are committed to assuming their future roles as productive and responsible citizens in a democracy that they love and respect.

The district is committed to accomplish these goals by functioning as an open system and maintaining a cooperative relationship with the 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 a progressive learning environment empowering life-long learners and responsible active citizens.

## SCHOOL DIRECTORY

573-996-3667

<b><u>Central Office</u></b>	<b><u>EXT 6</u></b>	<b><u>Career Center Director</u></b>	<b><u>EXT 5</u></b>
Superintendent: Mr. Brad Hagood		Director: Mr. Dustin Braschler	
<b><u>High School Office</u></b>	<b><u>EXT 4</u></b>	Secretary: Mrs. Lesia Payne	
Principal: Mr. Randy Cates			
Vice-Principal: Mrs. Amber Beecher			
Secretary to Principal:		<b><u>Counseling Department</u></b>	
Mrs. Lindi Johnson		Last Names A-L: Mrs. Angel Kirby	
School Secretary: Mrs. Taleana Short		Last Names M-Z: Mrs. Misti Redus	
School Resource Officer: R. Plunk		Attendance: Mrs. Taleana Short	
Lunch Accounts: Mrs. Lindi Johnson		Attendance Calls: Mrs. Taleana Short	
		Registrar: Mrs. Cathe Walters	

### **SCHOOL SONG**

Doniphan on crystal Current  
Gem in verdure set,  
Thou art rich in native beauty  
Thou art lovely yet.  
Sound the motto, "Faithful, loyal,  
E're to duty true."  
Alma Mater, dear, we pledge thee  
Love and honor due.  
In thy halls we garner knowledge,  
Learn to choose the right,  
Thou dost lead through pleasant pathways,  
Into wisdom's light.  
Sound the motto, "Faithful, loyal,  
E're to duty true."  
Alma Mater, dear we pledge thee  
Love and honor due.

### **GOOD SCHOOL CITIZENSHIP**

Good school citizenship involves both attitude and action. There is pride in the history and traditions of DHS. Students should be interested in the future of the school as well as enjoying being a part of it now. Such feelings are reflected in behavior. The good school booster is for his/her school, but he/she is also serious about his/her studies, cooperative with regard to regulations, and friendly with other students. He/she votes conscientiously in elections, serves willingly and responsibly on committees, and enters into the various activities with enthusiasm and effort.

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

### **DHS PLEDGE**

Recognizing the privilege of free education in a free country, I make this pledge to my school:

I promise to be true to the traditions, to respect the regulations, to participate in the programs, and to use the means offered to me to prepare myself for worthy membership in my community, my nation, and my world.

## HIGH SCHOOL ACTIVITIES

### Competitive Teams

The Doniphan R-I School District recognizes the importance of extracurricular athletic activities and their part in complementing the curricular program. These activities provide educational and social experiences for the students and school community which result in positive learner outcomes contributing to the development of good citizenship, sportsmanship, and equitable competition. The Doniphan High School Athletic Department adheres to all rules established by the Missouri State High School Athletic Association (MSHSAA) for eligibility and participation. Individual sponsors/coaches will provide any additional criteria by which members/competitors will be required to adhere.

Boys Basketball	Track & Field	Speech and Drama
Girls Basketball	Football	Choir
Boys Baseball	Band	Girls Volleyball
Cheerleading	Girls Softball	Golf
E-Sports		

### SCHOOL WEBSITE

The Doniphan R-I School website is [www.doniphanr1.com](http://www.doniphanr1.com). Parents and students have access to documents such as board policies, board minutes, and student handbooks. In addition, individual teachers may provide information such as homework assignments and class and club activities through their individual web pages.

### INVOLVEMENT OF PARENTS

The Doniphan R-I School System solicits the support of the parents in all matters of the school operation including student discipline. Parents are encouraged to visit the school and meet with the teachers and administrators. In all instances of disciplinary action, the administrator in charge has the right to require a conference with the parent or guardian prior to re-admitting the student.

### PARENT PORTAL

The Parent Portal is an internet-ready program that allows parents, via web browser, to access timely information about a student's progress in school. Parents can access their student's schedule, attendance, grades, lunch balances, and more. Participation in this program is optional. To sign up for the parent portal, visit any of the campus office locations **IN PERSON** to fill out the form and present a photo ID to be copied.

### PROGRESS REPORTS

A student will receive a mid-quarter progress report. Parents/guardians are encouraged to call the school to make arrangements for a conference with classroom teachers, if needed. This is helpful in taking action to see that any student needs are addressed.

## DONIPHAN R-I SCHOOL DISTRICT / 2023-24 CALENDAR

<p style="text-align: center;"><b>AUGUST 2023</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table> <p> <span style="color: green;">9/15-17</span> Teacher In-Service  <span style="color: green;">9/21-22</span> Teacher In-Service  <span style="color: yellow;">8/23</span> School Starts                 </p>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p> <span style="color: blue;">1/1-2</span> Christmas Break  <span style="color: green;">1/3</span> PD Day – No School                      1/4 Return to School  <span style="color: blue;">1/15</span> MLK Day                      No School                 </p> <p style="text-align: center;"><b>JANUARY 2024</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
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**504 PUBLIC NOTICE**

The Doniphan R-I School District, as a recipient of federal financial assistance from the United States Department of Education that operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the district who is not receiving a public education, and take appropriate steps to notify disabled persons and their parents or guardians of the district's duty.

The Doniphan R-I School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the district's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Doniphan R-I School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed at the Office of Special Education located at 1002 Elm St. Doniphan, MO or at the Superintendent's Office located at 401 Walnut St., Doniphan, MO.

This notice will be provided in native languages as appropriate.

**OCR  
OFFICE OF CIVIL RIGHTS**

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 Street  
Doniphan, MO 63935  
(573)996-3667

Mr. Brad Hagood  
Superintendent  
401 Walnut Street  
Doniphan, MO 63935  
(573)996-3667

## LOCKERS

DHS owns hall lockers and provides maintenance for their upkeep. Lockers are loaned to students for the school year to store books, coats, and other items necessary for school participation. With the lockers being school property, **the school maintains joint control over them and reserves the right to search lockers at any time without prior notice.** Students must use only the lockers assigned to them and are responsible for keeping them clean.

Large amounts of money and other valuables should not be brought to school and should never be stored in lockers. Students may not place padlocks or any kind of personal locks on their lockers, but can get a combination lock for their lockers in the office with a \$5 deposit.

## LIBRARY

The DHS Library offers a variety of fiction and nonfiction texts for students and staff. These books are carefully selected with new resources purchased each year to keep the collection up-to-date and to provide sufficient materials for all subject areas and reading levels. Hours are from 7:40 a.m. - 3:30 p.m. on days school is in session. Students are encouraged to check out up to two books from the library for two weeks at a time, and are expected to pay a late fee of .05 per book per day, pay for lost books, and pay for damaged books.

## BELL SCHEDULE

7:55	First Morning Bell
8:00 – 8:50	First Period
8:55 – 9:45	Second Period
9:50 – 10:40	Third Period
10:45 – 11:05	Lunch A Fourth Period
11:10 – 11:30	Lunch B Fourth Period
11:40 – 12:00	Lunch C Fourth Period
12:05 – 12:55	Fifth Period
1:00 – 1:50	Sixth Period
1:55 – 2:45	Seventh Period
2:50 – 3:30	(ADVISORY) Eighth Period

## LUNCH

Lunch is served in three shifts: A, B, and C. Students go to lunch when their 4th period teacher is scheduled for lunch. Students may stay in the cafeteria, go outside to the alumni court, or to the library, when available, during lunch. Students must have a pass to go anywhere else during lunch.

**Containers should be closed in the hallway except between the cafeteria and the courtyard area during lunch. Deliveries are not allowed to the school.**



Students will need to pay for their lunches in advance. Students will not be permitted to charge school lunches. Students will need to go in the main office and use the blue envelopes, writing their name and the amount enclosed on the envelope. Then, drop the envelope in the black box marked "LUNCH DEPOSIT" mounted on the wall. If you have more than one student, you may write one check and mark on the outside of the envelope students' names and the amount to be deposited in each account. **Parents can mail a check to pay for student lunches by sending it to: Lunch Clerk, Doniphan High School, 5 Ball Park Road, Doniphan, Missouri 63935.**

## **PUBLICATIONS, EVENTS, & ACTIVITIES**

### **Publications**

The Donette. The Donette is the school newspaper. Special copies will be published by the members of the desktop publishing classes and will be available for students to purchase. There will be no set number of issues per year.

The Don. The Don is the school annual, also prepared by the Desktop Publishing class. Advance sales are held in the fall with the annual being delivered in the spring. All of the students, the faculty and staff, the Board of Education, the organizations, and the activities of the school are pictured and described in this yearbook.

### **Yearbook Staff**

The yearbook staff is selected by the sponsor through the following process:

1. Desktop Publishing is closed to Freshmen.
2. Student's grades, attendance, work ethic, and behavior will determine if the student remains in Desktop Publishing for second semester
3. If a student fails to demonstrate dependability and hard work toward the production of a quality yearbook, it is the discretion of the Desktop Publishing teacher to have them removed from the class.
4. Desktop Publishing may be taken more than once as an elective.
5. Students must have completed English 1 with a C or better.

### **Yearbook requirements for Traditional Seniors:**

1. If a yearbook ad congratulating a senior is wanted, an ad contract is due September 15. (if this falls on the weekend it's due the next day). Only the contract is needed - pictures and wording are needed on or before October 31.
2. All seniors must complete a senior information sheet indicating how they want their name and their parents' names to appear in the senior section, the clubs or activities they are in, and if desired, a quote. This form is due to the yearbook staff on or before October 31 of the senior school year. Failure to complete the form will result in the senior's name and parents' name being listed the way they appear on the respected emergency card on file in the office. Seniors will have two chances to submit an acceptable quote. The yearbook advisor and administration will determine if a quote

is acceptable. After the second unacceptable submission, no quote will be printed for that senior.

3. A baby picture, kindergarten picture, and senior information sheet are due on or before October 31.
4. Senior pictures are due November 30. This picture must be of the **SENIOR ONLY**. We will not accept pictures with dogs, guns, horses, cars, etc. The picture should be portrait orientation (length of the picture needs to be larger than the width).
5. Many of the club pages in the yearbook will have an individual picture of the seniors. Seniors who wish to use other senior pictures for those club pictures, may provide those to the yearbook advisor.

### **Junior-Senior Prom**

In March or April of each year the junior class entertains the senior class with a prom. All plans for this beautifully decorated annual event are in the hands of the junior class officers, class sponsors, and the principal.

Students may have the privilege of attending school-sponsored dances, including Junior-Senior Prom, during any one school year. Only juniors, seniors, and their approved guests may attend prom. If a student does not attend traditional day school, they will not be eligible to attend prom as a student or a guest. **Non-DHS students must receive permission through administration to attend the dances.** An application to attend dances will be made available to non-DHS students prior to ticket purchasing. Students must be enrolled in high school and in good standing, or under the age of 21 if graduated from high school.

**Class dues:** In order to attend Junior/Senior Prom, class dues must be paid in full. Class dues are \$5 per year for freshman, sophomore, and juniors. Dues can be paid in full your freshmen year.

### **Senior Honors Assembly and Graduation**

Students must recognize that participation in Honors Assembly and Graduation is a privilege, not a right. In reference to the privilege of participating in these ceremonies, students must:

1. Meet all graduation requirements according to the student handbook.
2. Have all remediation served and cleared with the office.
3. All fines and fees must be paid to be eligible to participate in graduation ceremonies.
4. Wear caps and gowns at both ceremonies. Decorations added to caps and gowns are not permitted.
5. Wear appropriate dress shoes and long pants for male graduates.
6. Wear appropriate dress shoes and dresses or long pants for female students.
7. No student may sit with the class without appropriate dress.
8. Students are required to attend graduation practice if they wish to participate in the ceremonies.
9. Only a student's legal name will be printed in the graduation program and on the diploma, used during the ceremonies, and/or released to the media.

### **DHS Ambassadors**

The purpose of DHS Ambassadors is to provide a group of selected students who will serve as goodwill ambassadors to the community, transferring students, and freshman students and who will represent DHS in a warm, friendly manner. The desire is to make the transition to DHS (from another school or from middle school) as comfortable as possible and to provide a student mentor to aid in that transition.

The selection of DHS Ambassadors will be made by the faculty sponsors, and the administration. Students selected will be members of the sophomore, junior, and senior classes. Each year approximately 20 students serve as ambassadors. Their selection will be based on attendance, involvement in school activities, citizenship, and interaction with faculty members and other students. The decision of the selection committee will be final. Upon accepting a position as an ambassador, students will be expected to continue to meet the requirements which made them eligible for acceptance.

#### **Eligibility requirements:**

1. 95 percent attendance.
2. Discipline record does not indicate any incidents of disrespect, dishonesty, or violence.
3. Teacher recommendation.
4. Completed application (with contract to agree with rules for DHS Ambassadors).
5. Must be full-time students.

Dismissal from the Ambassadors will result from incidents involving the following:

1. Repeated absences and/or tardies
2. Involvement in a serious disciplinary action
3. Refusal to work with other students
4. Incidents which involve the school's drug/alcohol use policies
5. Failure to perform the duties assigned within a specified period of time
6. Dismissal is at the discretion of the selection committee if an ambassador is not fulfilling his/her duties.

## **STUDENT GOVERNMENT**

### **The Student Council**

This organization has for its purpose the promotion of good scholarship, good citizenship, and good school spirit. It provides experience in responsibility, democratic activity, and service to the school and the community. Representation on the Council is from the classes, with some new members being elected each semester. Class presidents are automatically members of the Council. All students are invited to take part in the Student Council. Elections will take place the second full week of each semester.

The President of the Student Body, who is also the Student Council President, is chosen in February by the vote of the entire school. Candidates must be a junior (in exceptional cases a sophomore) at the time of election to the Student Council. To be eligible to serve as Student Body President, a student: a) must have served one year as a Student Council Member during his/her high school years, and b) must have never been involved in any disciplinary problems during his/her high school years. The president-elect serves during the second semester as vice president of the Council, assuming the president's office the next fall.

### **Class Officers**

Class officers must have attended DHS at least one year prior to election. Freshman officers must have attended the 8<sup>th</sup> grade at Doniphan Middle School, Ripley County R-III, or R-IV. He or she cannot be a candidate for major office that he/she has held once before.

A student can be president of only one organization during the school year. **Students must have all class dues paid before being eligible to run for class office. In addition, class officers are expected to be actively involved in fundraising activities for the respective class or they may be removed from office.**

### **Class Officer Requirements**

1. No grade below a C-
2. Applicants with more than 3 office referrals, including referrals for tardies, or any offenses for disrespect, dishonesty, or violence the previous school year will be removed from candidacy. Candidates will be removed for the same offenses made during the current school year mentioned above.
3. Suspension, ISS, or cheating is an automatic removal from office.
4. Must be in compliance with the attendance policy and no remediations nor incomplete grades.
5. Cannot have been removed as a class officer the previous year.
6. Class officers must be enrolled full-time.
7. All class dues must be paid including former years and current.
8. Class officer candidates must be classified according to their respective classes as outlined above.
9. Junior Class Officers Only: Junior class officers will be required to work the Saturday before and the Sunday after Prom.

### **Election Process**

1. Class officer elections will be held in the fall semester.
2. On Monday of election week, students will sign up in the front office and pick up a petition for the office in which they are interested.
3. Each class will elect a president, vice-president, secretary/treasurer, and a reporter.
4. Completed petitions must be turned in to the office by 3:30 on the Wednesday of that week.

5. Applicants will be screened by the office with the above criteria. Class sponsors will be responsible for notifying eligible students.
6. Applicants will be notified of their eligibility and may begin campaigning for their offices. Campaign signage and speeches must be tasteful and non-degrading of other candidates. Profane or derogative campaigning may result in the candidate becoming ineligible. All candidates must introduce themselves in their class meeting on Thursday of that week.
7. Voting for class officers will be conducted during lunch on the Friday of that week. The ballots must be marked with completion and signed legibly or the ballot will be discarded.
8. The final election will be a count by respective class sponsors of the total votes cast.
9. In the event an officer has to be replaced, the sponsors will return to the final election ballot and select the eligible candidate with the next highest vote total to fill the vacancy.

#### **CLASS MEETINGS**

Class meetings will be held at various times throughout the school year.

#### **ACADEMIC INTERVENTIONS**

##### **Tier One: Advisory**

**Description:** All students will be divided by class and paired with two different core area teachers. Students will attend one advisory class on Monday, Wednesday, Friday and the second advisory class on Tuesday, Thursday. This will provide students with extra time and help in core areas. This class time is considered an extension of those core classes as well. Assignments that are completed during advisory may count as grades in the student's core class.

##### **Tier Two: Credit Recovery**

Credit Recovery is a computerized curriculum that enables students that are behind on credits to catch up and graduate on time. The program allows students to work at their own pace to try to earn more credits than normal. Students may only take classes that they have previously taken and failed to earn the credit. Students who complete courses will receive credit, no grade. Students will earn a regular Doniphan High School Diploma.

##### **Tier Three: The Learning Center**

Students that are severely behind their cohort and at risk of not graduating are eligible for The Learning Center. Students in The Learning Center will be placed with one teacher throughout the day in an effort to graduate with their cohort.

##### **Tier Four: Alternative School**

###### **Who is eligible?**

- Students with repeated (documented) disciplinary infractions
- Students with basic subject failures
- Students with excessive absences

- Students returning from long-term out-of-school suspension
- Students transferring in from another district's alternate placement program

**Goals of the Alternative Classroom:**

- Facilitate in developing skills to be successful in the regular school setting
- Facilitate in developing skills of self-discipline and taking responsibility for personal actions
- Facilitate in improving academic skills
- Provide a safe, structured and nurturing environment for learning
- Assist student in identifying barriers that inhibit their educational and social development through character education

**MISSOURI OPTIONS PROGRAM**

The Missouri Option Program permits full-time, public school enrolled students who are at least 17 years of age. These students are at risk of dropping out or not graduating with their cohort group the opportunity to earn a standard high school diploma. Graduation through the Missouri Option Program is not dependent on Carnegie credit attainment. The Missouri Option Program is competency-based and approved by the State Board of Education. The program utilizes a high school equivalency exam as content mastery for graduation purposes. The exam sanctioned by the state for the Missouri Option program is the [HiSET®](#) test. Missouri Option students successfully passing the exam and completing all other program requirements are eligible to receive a high school diploma.

**COUNSELOR'S CORNER**

**Guidance Services**

Students are encouraged to make arrangements with the guidance office to meet with their counselor for individual counseling. The counselors usually schedule one individual conference each year with each student as time permits.

Specific services of the counseling department are pre-enrollment, schedule changing, providing vocational, educational, and occupational information, helping with college planning, and providing contact with colleges and universities. The counselors also administer tests and interpret the test results to students and parents.

The senior high counselors are there to help; students should feel free to discuss any problems that they may have. Parents are encouraged to participate in conferences. The counselors seek to work with students, parents, and teachers to help each student achieve maximum success during their high school career.

### **Counselor's Website**

The Doniphan R-I School Counselor's Corner website is [http://www.edlinesites.net/pages/Doniphan\\_High/Quick\\_Links/Counseling\\_Office](http://www.edlinesites.net/pages/Doniphan_High/Quick_Links/Counseling_Office). Parents and students have access to course descriptions, enrollment documents, financial aid information, career planning information, and available scholarships, etc.

### **Schedule Changes**

Students will have 1 week before and 1 week after the beginning of each semester to request schedule changes. Schedule changes made after this time period must be teacher/administration requested and administration approved.

The only exceptions are:

1. If the teacher believes the student is failing the class due to an inability to meet the academic requirements of the class and a viable alternative location has been identified (the student has given his/her best effort, has taken advantage of every available tool to pass the class, and is still unable to make a passing grade).
2. If the student needs to drop an elective class in order to enroll in a course that is required for graduation.
3. If the student's counselor or principal believes the change will academically benefit the student, such as taking an advanced course.

### **High School Testing Program**

Specific test dates will be posted on the bulletin boards, given to all teachers and announced over the intercom.

### **College Days**

Students are allowed to schedule visits to colleges/universities provided they adhere to the following guidelines. Failure to follow the guidelines, may result in the days that are missed by the student as being counted as days of unexcused absence.

Guidelines:

1. Each student must complete a College Day Form and return it to the Counselor's Office two (2) days prior to taking a college day.
2. Each student is allowed a maximum of two college days during their junior year and two days during their senior year.
3. College days are not allowed on the day prior to, and/or on the day after a scheduled school break (ex. Fall Break) or any scheduled student day off (ex. District PD day).
4. College days are not allowed to be taken after April 30<sup>th</sup>.
5. If a student requests an exception to the College Day guidelines, special approval may be given by the Principal.

### **ACT Test Dates**

Doniphan High School is an official ACT Test Center. The code for The Doniphan High School Test Center is 206780 with tests being given on the following schedule:

#### 2023-2024 ACT Test Dates for DHS Test Center

Test Date	Registration Deadline	(Late Fee Required)
September 9, 2023	August 4, 2023	August 18
October 28, 2023	September 22, 2023	October 6
December 9, 2023	November 3, 2023	November 17
February 10, 2024	January 5, 2024	January 19
April 13, 2024	March 8, 2024	March 22
June 8, 2024	May 3, 2024	May 17
July 13, 2024	June 7, 2024	June 21

For further information on the ACT test, students should contact the counseling office or [www.actstudent.org](http://www.actstudent.org).

### **Grade Classification of Students**

Students are assigned to classes according to the number of years of school attendance and the number of credits earned. Classification is as follows:

**Freshmen**—Less than six units and have been promoted from the eighth grade.

**Sophomores**—At least six units and one year of high school attendance.

**Juniors** – At least 12 units and two years of high school attendance.

**Seniors** – At least 18 units and three years of high school attendance.

**24 credits are required for graduation. Students must have all 24 credits completed to be eligible for participation in graduation ceremonies.**

### **GRADUATION REQUIREMENTS**

A student must meet the following requirements during his or her attendance at Doniphan High School in order to graduate with a high school diploma, **(items I-IV)**:

**I.** Satisfactorily complete the following courses:

**Total units of credit required to graduate is 24.**

**ENGLISH/LANGUAGE ARTS**

4 Units



**SOCIAL STUDIES** 3 Units

1 Unit Government  
1 Unit American History, and  
1 additional Social Studies unit

**MATHEMATICS** 3 Units

**SCIENCE** 3 Units

Courses offered by the Science Department.

(3 Units of Ag Science may be substituted for 1 Unit of Science Dept. courses).

**FINE ARTS** 1Unit

Music - Choir or Band, Art, or Drama.

**PRACTICAL ARTS** 1Unit

Agriculture, Family & Consumer Sciences classes, Economics, Business, or any Career Center courses.

**PERSONAL FINANCE** ½ Unit

**HEALTH** ½ Unit

**PHYSICAL EDUCATION** 1 Unit PE

**ELECTIVES** 7 Units

Courses of Student's Choice.

**TOTAL CREDITS REQUIRED:** 24 Units

1 Unit of Credit = 2 semesters of any class. Each semester class = ½ credit.

**II.** Students must pass a test during grades 9-12 covering information on United States Civics and also a test on the Missouri and US Constitution. Passing grade is 70%.

**III.** Eight semesters of attendance are required for graduation but may be modified for the following conditions:

**Early Out:**

The "Early Out" plan is for seniors who have met the following requirements under present board policy:

1. Student must have completed **all** minimum units required by the State Department of Education and local Board requirements.
2. Interested students are required to submit a written request to the school board by the November school board meeting. Forms can be picked up at the superintendent's office.
3. "Early Out" graduates will not be eligible for the Honor's Diploma or College Prep Certificate.

**IV.** Rules for the education of handicapped persons fall under the auspices of Public Law 94-142.

Students who do not complete all requirements for graduation are NOT permitted to participate in any graduation ceremonies.

**General Graduation Information**

1. A cumulative class rank and grade point average is determined at the end of each semester. Valedictorian and Salutatorian are determined by total grade points.

2. The Salutatorian and Valedictorian must attend the last four (4) semesters at Doniphan High School.
3. Students transferring to and from accredited and unaccredited schools need to refer to Board Policy for complete information on placement and transfer of credit.
4. Ranking for seniors will be based on total grade points achieved at the end of 8 semesters. The Valedictorian will be the student with the most grade points. A transfer student during his junior or senior year to DHS will be ranked according to his grade points; however, he/she would not be eligible to be named as salutatorian or valedictorian.
5. Any summer courses offered such as driver's education will be graded as a grade. No grade points will be given due to an unfair advantage for accumulating extra points.

### **COLLEGE PREPARATORY STUDIES CERTIFICATE**

Awarding the College Preparatory Studies Certificate is voluntary on the part of school districts, and meeting the requirements is voluntary on the part of the students. While the certificate is primarily intended as an incentive for college-bound students, those who are not planning to enter college also may wish to work toward earning the award. (Refer to the 1994 flier on CPSC published by the Coordinating Board for Higher Education for detailed information on the requirements).

**To be eligible for the College Preparatory Studies Certificate, a student must meet these requirements:**

1. Complete a rigorous high school program cooperatively planned by the school, the student, and the student's parents. The academic program in the subject areas of English/language arts, mathematics, science, social studies, and specified core electives is specifically outlined below. *No substitutions are authorized.*
2. Earn at least a 8.25 grade point average (GPA) on a 11.0 scale in the combined subject areas of English/language arts, mathematics, science, and social studies. The school will calculate GPA through the eighth semester of high school.
3. Score above the prior year's national composite average on the American College Test (ACT) or on the Scholastic Aptitude (SAT). This criterion is revised annually to reflect the latest national averages from the ACT and SAT. *Check the current year's certification forms for the required minimum scores.*
4. Dual-credit courses taken in high school for both high school and college credit may be counted toward satisfying the core curriculum requirements.
5. Middle/junior high school courses taken by middle/junior high school students in mathematics and foreign language may be counted as satisfying the high school core curriculum requirement if the content is equivalent to high school courses (e.g., Foreign Language I and Algebra I) and if subsequent courses in the subject are shown on the high school transcript (e.g., Foreign Language II and Algebra II).
6. Students must maintain an attendance rate of at least 95 percent or higher.

Superintendents and high school principals in participating districts will be requested to certify to the Commissioner of the Missouri Department of Elementary and Secondary Education, the number of prospective graduates who have earned the college Preparatory Studies Certificate. Certificates bearing the Commissioner's signature will be furnished free of charge by the Department of Elementary and Secondary Education.

### **College Preparatory Studies Certificate Coursework Requirements**

#### **ENGLISH/LANGUAGE ARTS 4 units**

At least four units, one of which may be speech or debate, and two units of which must be in courses emphasizing composition or writing skills.

**Examples of courses generally acceptable toward the 4 units:** English or Language Arts I, II, III, IV, literature courses.

#### **MATHEMATICS 4 units**

At least four units, high school algebra and beyond, including Algebra II. **Examples of courses generally acceptable toward the four units:** Algebra I, Algebra II, Geometry, Trigonometry, Calculus. **Examples of unacceptable courses:** technical math, computer math, computer programming, consumer math, computer science, pre-algebra, basic math, terminal math, business math, and accounting.

#### **SCIENCE 3 units**

At least three units, (not including general science) selected from biology, chemistry, or physics, one of which is a laboratory course. **Examples of courses generally acceptable toward the three units:** Biology, Biology II, Anatomy/Physiology, Anatomy/Physiology II, Zoology, Chemistry I and II, and Physics. **Examples of unacceptable courses:** life science, physical science, earth science, outdoor education, and environmental studies.

#### **SOCIAL STUDIES 3 units**

At least three units including American History and Citizenship. **Examples of courses generally acceptable toward the three units:** World History, American History, American Government, Civics, Psychology, Sociology, Contemporary History, or the dual-credit history course offered for the year. **Examples of unacceptable courses:** regional history, family living, family relations, marriage and family consumer education, and courses generally listed under "practical arts" or "human environmental science."

#### **FINE ARTS 1 unit**

At least one unit of fine arts courses in the visual arts, music, dance, and theater. **Examples of courses generally acceptable toward the one unit:** Art I, II, III, and IV, oral interpretation, dramatics, band, and other instrumental music, chorus, and any other vocal music courses, and music appreciation. **Examples of unacceptable courses:** speech, debate, radio, mass media, arts and crafts.

#### **PRACTICAL ARTS 1 unit**

#### **PHYSICAL EDUCATION 1 unit**

<b>PERSONAL FINANCE</b>	<b>½ unit</b>
<b>HEALTH</b>	<b>½ unit</b>
<b>SPECIFIED CORE ELECTIVES</b>	<b>3 units</b>

At least three units selected from foreign language (two units of one foreign language are strongly recommended) and/or combinations from two or more of the following course areas: English, mathematics, social studies, science, and fine arts. A computer science course with prerequisite of at least Algebra I is permissible as a mathematics elective. State and/or international history courses are permissible as social studies electives.

<b>GENERAL ELECTIVES</b>	<b>4 units</b>
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At least four units that are sufficient to meet state and local graduation requirements. The courses should be selected and planned by the school, the student, and the student’s parents to develop the student’s aptitude and skills. Advanced vocational-technical courses which have been selected to support and strengthen the student’s college preparatory program or career choice may be used to fulfill this general elective requirement.

<b>Total Units</b>	<b>25 units</b>
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#### **WEIGHTED CLASS SYSTEM**

Students are able to count a maximum of 10 credits throughout their high school years as weighted classes. All weighted class can also be taken as non-weighted classes—the student has the choice. A student must designate whether the class is taken as weighted or not prior to the beginning of the semester. Once designated as a weighted class it cannot be changed unless it is dropped according to current “drop” procedures.

Only classes recognized by DESE as advanced classes for MSIP purposes and offered at Doniphan High School will be eligible for weights. A total list of classes may be found at the following website:

[www.dese.state.mo.us/divimprove/sia/misp/advance\\_courses.htm](http://www.dese.state.mo.us/divimprove/sia/misp/advance_courses.htm)

Transfer students from other schools may not count courses taken at other schools as weighted classes. Only classes taken at Doniphan may count as weighted classes. A student who transfers during the semester will be placed in non-weighted classes and may take weighted classes at the beginning of the new semester. A student who transfers during the semester from a school that offers weighted courses may enroll in the same weighted course at Doniphan.

Dual-credit classes taught via web classes are not eligible to be weighted.

A student may not apply more than 28 credits toward their total grade points. This includes web classes and students transferring in homeschool or private school credits.

The graduated weight system is as follows for the Classes of 2024, 2025, and 2026:

Math:

Geometry-1.1  
Algebra II-1.2  
Trigonometry-1.2  
College Algebra-1.3  
College Trig.-1.3  
Calculus-1.3

English:

English III CP-1.1  
Composition-1.2  
TRC Composition-1.2

Foreign Language:

TRC Spanish-1.2

Science:

Chemistry I-1.2  
Chemistry II-1.3  
Physics-1.3  
Anatomy/Physiology-1.2  
Anatomy/Physiology II - 1.3

Social Studies:

Psychology/Sociology-1.1  
TRC History/Gov't.-1.3

The graduated weight system is as follows for the Class of 2027 and beyond:

Math:

Geometry-1.1  
Algebra II-1.2  
Trigonometry-1.2  
College Algebra-1.3  
Calculus-1.3

English:

English III CP-1.1  
Composition-1.2  
TRC Composition-1.2

Foreign Language:

TRC Spanish-1.2

Science:

Chemistry I-1.2  
Chemistry II-1.3  
Physics-1.3  
Anatomy/Physiology-1.2  
Anatomy/Physiology II - 1.3  
TRC Anatomy/Phys.-1.2

Social Studies:

Psychology/Sociology-1.1  
TRC Psych./Socio.-1.1

## CLUBS AND ORGANIZATIONS

There are many clubs and organizations at DHS. Most of these are related to specific classes or groups. Clubs and organizations are defined as extra-curricular groups that require members to pay dues, conduct meetings, and are made generally available to all students, provided specific requirements are met. All students are urged to participate in these clubs and organizations. Most social functions at DHS are handled through these clubs and organizations. **In order to fully participate in Club and Organization activities, students must maintain good attendance and be in compliance with the rules and**

**regulations of each club or organization.** Please check with the sponsors of each to obtain a copy of detailed rules and regulations. A list of DHS Clubs and Organizations follows:

Art Club	Band Club	Beta Club
Choir Club	Journalism Club	Key Club
FBLA (Business)	Pep Club	
FFA (Agriculture)	FTA (Future Teachers of America)	
FCA (Fellowship of Christian Athletes)		
Skills USA	FCCLA (Home & Food Business)	
Drama Club		

## **RECOGNITIONS AND INCENTIVES**

### **Awards**

Several awards are made at the end of each school year. These are for scholarship or service in classes, clubs, or organizations. They are chosen on the basis of performance or participation and are awarded by the instructor for each class, club, or organization.

### **Academic Letter**

- a.** Student must be enrolled in courses that offer at least (6) units of credit per school year.
- b.** Student must be enrolled in at least three of the following curriculum areas each semester: communications mathematics, science, or social studies.
- c.** Student must maintain a 10.25 grade average for the school year. This average will be based on semester grades. Students will be awarded an Academic Letter & Chevron for meeting these requirements the first year. In succeeding years, students will be awarded a Chevron.

### **“Student of the Month”**

Each month a student is selected by faculty to receive the recognition of being the “Student of the Month.” Students are recognized monthly in the local paper.

### **DHS Citizenship Award**

Each school year, one senior boy and one senior girl are chosen by the faculty for the DHS Citizenship Award. The criteria for this award include 95% or better attendance and no disciplinary office referrals throughout their high school career.

### **Seniors of Distinction**

Seniors of Distinction are chosen by the Doniphan High School faculty. This honor is designed to recognize 20 seniors who have been active in a wide range of extracurricular activities and have proven themselves to be good citizens during their high school careers. The following criteria/guidelines will

be used in the selection process. To be nominated for Senior of Distinction students must:

1. Take leadership roles
2. Have a minimum of 95% attendance for the student's time at DHS
3. Be active in numerous activities
4. Be of good citizenship
5. Be committed to improving DHS
6. Have NO major disciplinary referrals

Each of the following ten departments will nominate two (2) students with the list being passed successively through the departments in the order as follows and will supply 20 students for the Seniors of Distinction honor:

1. Business/Family Living
2. English
3. Math
4. Physical Education
5. Science
6. Social Studies
7. Special Education
8. Career Center
9. Administration
10. Art/Music

#### **Mr. and Miss DHS**

Each club or organization that chooses to participate will submit a list of potential candidates to the office for approval. The potential candidates will be selected by students of the club not by the club sponsor. The following criteria are required to be a candidate:

1. Must be a Senior
2. Enrolled in and completed one year prior to senior year at Doniphan High School.
3. No incidents in student's record involving the school's drug/alcohol use policies.
4. During the previous and current school year discipline record does not show any suspension or multiple incidents for the same offense.
5. During the previous and current school year has 95% attendance.
6. Enrolled at least 5 hours per day.
7. Member of the nominating club for 2 years or at the discretion of the club's sponsor if members have only 1 year of membership.

Clubs will then select their candidate to represent them according to the above guidelines and any additional rules and regulations their club requires. It's the clubs' discretion to choose from the master list if they don't have an eligible candidate. The master list will be a compilation of all club's potential candidates that were not selected. Any escort/participant must be selected from the master eligibility list, whether or not they are representing any particular club. This event is coordinated by the Project Graduation Committee.

### **President's Award for Educational Achievement**

This award recognizes students that show outstanding educational growth, improvement, commitment or intellectual development in their academic subjects but do not meet the criteria for the Educational Excellence Award. Its purpose is to encourage and reward students who give their best effort, often in the face of special obstacles. Criteria for this award is developed at each school. This award is given at the principal's discretion based on the criteria developed at the school. The criteria should reflect the purpose of the award and must be applied fairly to all students.

The following are examples of criteria for which the President's Award for Educational Achievement may be presented:

- Show tremendous growth but did not meet all the criteria for the President's Award for Educational Excellence.
- Demonstrate unusual commitment to learning in academics despite various obstacles.
- Maintain a school record that would have met the school's selection criteria for the President's Award for Educational Excellence but illness, personal crisis, or special needs prevented the student from maintaining such high standards despite hard work.
- Achieve high scores or show outstanding growth, improvement, commitment or intellectual development in particular subjects, such as English, math, science, etc.
- Demonstrate achievement in the arts such as music or theater.

### **School Trips**

School trips at DHS are either sponsored by the various clubs and activities or are contest trips for competition. Trip arrangements are made by the sponsor(s) and approved through the office. Students are eligible to attend school trips and/or competition if they have met all requirements as outlined by the sponsor. Students may lose the privilege of participating in such trips for the following reasons:

1. Major disciplinary actions.
2. Absences in excess of the attendance policy

### **Open Lunch**

Students that meet the following guidelines will be given the privilege of leaving campus one day a week during their lunch period for "open lunch."

1. An "Open Lunch" permission form must be completed and returned to the office.
2. The student must be a Junior or a Senior.
3. 95% attendance or better during the previous semester or the student must have been on the A/B Honor Roll each quarter during the previous semester.
4. No semester or quarter "F's" from the previous semester.
5. No incomplete (I\*) grades from the previous semester.



6. No Out-Of-School-Suspension (OSS) during the previous or current semester.

Students may lose the privilege of “open lunch” if they are suspended during the current semester or if they are tardy (twice) or counted absent (once) in returning to campus from “open lunch.” Any student discipline issue that occurs while a student is at “open lunch” will result in the loss of the “open lunch” privilege and/or consequences according the DHS Student Discipline policy. Food and/or drink is not allowed to be brought back into the building from off campus during “open lunch.”

#### **HONOR ROLL**

Students with no grade below a B- during a quarter are termed honor roll students. The Honor Roll is published in the local paper each quarter. Honor roll certificates are awarded at the year-end honors assembly to recognize students who demonstrate excellent and superior schoolwork.

#### **G.P.A. and CLASS RANK**

The grade point average or G.P.A. is figured on a 4.0 scale. Class rank is determined by total grade points. Total grade points are figured using the following point system and total number of classes taken:

A=11, A-=10, B+=9, B=8, B-=7, C+=6, C=5, C-=4, D+=3, D=2, D-=1. An F receives no points, but is counted as a credit attempted in figuring the number of credits used to compute the G.P.A. Students may elect to designate up to 10 of their total credits taken throughout their high school years as weighted courses. These grade points would then be multiplied by a factor of 1.1, 1.2, or 1.3, according to each course as outlined on p. 20, for each weighted class completed by the student. All dual credit courses will follow the DHS grading scale.

#### **STUDENT VISITORS**

Due to disruptive experiences, the Doniphan R-1 Board of Education policy denies visitation at school by students' friends or relatives during school hours. This rule particularly applies to younger family members who avail themselves of visitation in lieu of babysitters. The rule does not exclude interested parents who wish to see their child in an emergency.

The principal has the right to allow visitors if the visit is reasonable and not disruptive to the education process. In all instances, visitors must check in at the principal's office in advance.

#### **NON-RESIDENT STUDENTS**

Non-resident students will be expected to obey all rules and regulations of the Doniphan R-I School District. In addition, non-resident students will be expected to obey all rules and regulations of the sending district. Doniphan R-I administrators will suspend non-resident students at the request of the student's sending school administrator.

## **FOREIGN EXCHANGE STUDENTS**

The Doniphan R-I School District values and appreciates the participation of foreign exchange programs in the school. Refer to the Board Policy Manual for current policies and expectations concerning the foreign exchange program at Doniphan R-I.

## **ATTENDANCE POLICY**

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

### **Educational Neglect**

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

**Students are allowed 6 absences per semester per class, including excused absences from doctors or other professionals. After the 7<sup>th</sup> absence students will receive remediation to be served during the current semester or summer school. If a student has over 10 absences per semester per class, that student may be required to attend summer school.**

### **Attendance Incentive Program**

Any student that does not miss more than four times during any one hour of class throughout the school year would be exempt from final tests at the end of the year and would be excused from school on final test days (usually two days if the school calendar allows). Any absence would count toward the four times. The only exception to this is school authorized trips or contests. Five absences in any one period would require a student to take all finals. In addition, any student that has been on the A/B honor roll for the whole year will be exempt from finals if they miss any class not more than 8 times. Any quarter or semester "F's" throughout the entire school year would result in the student not being exempt and would then have to take all finals.

### **Homebound**

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

### **Make-up Assignments and Tests**

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

1. One day for make-up work will be allowed for each day of absence (i.e. for 3 days of absence, the student will have 3 days to make-up the work).
2. It is the responsibility of the student to obtain and return all make-up work to each teacher.
3. Absences for out-of-school suspension and truancy are unexcused and no make-up work is allowed.
4. For students transferring into the Doniphan R-I School District, attendance policies from previous schools will be honored.
5. Remediation served for attendance does not guarantee a passing grade but provides opportunity to improve grades through time served to meet the attendance requirement for the quarter.
6. **All remediation must be made up during the current semester unless other arrangements have been made through the principal's office in advance.**
7. **All remediation for attendance must be completed by the deadline or the student will receive an incomplete grade and the course may have to be repeated.**

At any time, a student and parent/legal guardian may request a conference with the principal or other designated school officials to discuss the absences of that student or the attendance policy.

### **Procedures**

**In the event that a student is absent from any class for the 4<sup>th</sup> time in a semester, the parent/legal guardian will receive notification by telephone or regular mail from the principal's office that explains the attendance policy.**

**Another letter will also be sent when the student reaches their 6<sup>th</sup> absence per class per semester, and a final letter on the 7<sup>th</sup> absence of any class in a single semester.**

Documentation (Doctor's notes, funeral notices, etc.) should be submitted to the office within 2 weeks of said absence unless the parent/guardian has made contact with the principal's office.

## **REMEDIATION**

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

### **Attendance**

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

<b><u>Time in Remediation</u></b>	=	<b><u>Classes Missed</u></b>
1 day before/after school	=	1 hour of class
5 consecutive times before/after school =		1 full day*

\*Part-time students full day equals total hours enrolled each day.

**Tardiness to Class**

Remediation will also be used as a mandatory requirement for excessive tardiness or other disciplinary reasons. Students who are serving remediation for tardiness must follow the same rules for study time. In addition, students serving remediation for tardiness are required to attend remediation or are subject to disciplinary action (see EXCESSIVE TARDINESS). Violation of mandatory remediation may result in the student receiving out-of-school suspension for defiance of authority.

**Tutoring**

Remediation may also serve as a tutorial period for students seeking extra help. Study aids and tutors may be arranged for students during the after school remedial session.

**Rules For Remediation**

1. Students must report to remediation on time or it will not be counted.
  - Before school remediation begins at 7:00 a.m. and ends at 7:45 p.m.
  - After school remediation begins at 3:35 p.m. and ends at 4:20 p.m.
  - Or, students may make up time during school hours that is not considered their school day (part-time students)
2. Any disciplinary action as a result of misbehavior during remediation may include suspending the remedial privilege.

**CLOSED CAMPUS/DRIVING POLICY**

1. Special permission from the school office will be needed for any student to leave campus during the day. Lunch is not considered a special reason to leave campus.
2. Students may not go their cars until leaving the school campus at their regular scheduled time without permission from the office.
3. Students may be brought to school or picked up by parents or guardians and must be signed out in the office in order to leave campus during the school day.
4. Parents or guardians dropping off or picking up students are requested to use the north parking lot.
5. Students will not be allowed to drive to and from the Current River Career Center or any other campus without special permission through corresponding offices. Students must be issued a pass and no passengers are allowed to be transported by other students.
6. Once students arrive at school, whether by bus or other vehicle, they may not leave campus without permission to sign out through the office. Any

student leaving campus without permission will be exhibiting truant behavior and will be subject to the discipline policy of the school district.

7. Students violating Closed Campus/Driving rules, in addition to regular DHS Disciplinary Procedures, may have driving privileges revoked for a minimum of two weeks. Repeated offences may cause suspension of parking on the school grounds for the remainder of the year.
8. Students must be compliant with the drug testing board policy in order to keep the privilege of driving.

### **STUDENT MOTOR VEHICLE POLICY**

Safe operation of motor vehicles is essential to not only protect students but also educational achievement and is vital to vocational and academic success. Parents, students, and teachers all share in the responsibility for encouraging safe driving and prompt attendance at school mandated schedules. The following policy has been designed and hereby adopted to provide a framework for ensuring responsible driving by all students:

1. All Doniphan Senior High school students, 16 years of age and older who have been issued a valid Missouri Drivers license, and who are not presently under any state license suspension or revocation shall be eligible to make an application for a driving permit for the privilege of parking at DHS.
2. This policy shall be effective during the following hours: 7:30 a.m. until 4:00 p.m.
3. Each student shall be required to apply for and purchase a permit to operate his/her motor vehicle to and from school allowing the student to park at DHS. The fee for this permit will be \$10.00. Starting March 1, the fee will be \$5.00. This required permit shall be affixed to each student's rear view mirror and shall be required to be displayed on the inside of the driver's vehicle.
4. Each student with a valid permit shall cause to be filed with his or her application and maintain proof of financial responsibility (proof of insurance) representing compliance with the Missouri Revised Statutes.
5. Since there is limited space to park at the Current River Career Center, students with parking permits are not allowed to drive to and from the career center or to park there without special permission through the office.
6. Violation of this policy in any part may cause suspension of a student's privilege to park on the DHS campus, as well as, consequences outlined in the DHS Disciplinary Policy. The first offense may result in driving privileges being revoked for a minimum of two weeks. Repeated offenses may cause suspension of parking on the school grounds for the remainder of the year.
7. Senior and junior applications for parking will be during registration for classes before the start of school. Sophomore applications will be taken on the first day of school and freshmen will be the second day of school. Once all parking spots are filled, there will be no more applications accepted.

8. Students must be compliant with the drug testing board policy in order to keep the privilege of driving.

### **STUDENT DRESS CODE**

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

- 1) Dress and grooming will be clean and neat and in keeping with health, sanitary, and safety requirements.
- 2) The following items of clothing, jewelry, bags, backpacks, tattoos, and other grooming are not permitted:
  - Items displaying, symbolizing, referring to, or bearing an advertisement for a controlled substance, including but not limited to tobacco, alcohol, and drugs
  - Items which disrupt the teaching/learning process or cause undue attention to an individual student
  - Items containing obscene, violent, vulgar, sexual, or lewd language or other depictions
  - No chains or gang attire
  - No pajama pants
  - No blankets
- 3) 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.
- 4) Additional dress regulations may be imposed upon students participating in certain extracurricular activities.
- 5) Sunglasses shall not be worn in any school building unless medically required.
- 6) Undergarments are required to be worn by all students and shall not be exposed nor visible, and outer clothing shall not be see-through.
- 7) Shirts with spaghetti straps or other shirts with width of straps less than two inches or that leave the midriff or cleavage exposed are not permitted unless required for a particular extracurricular activity.
- 8) Cut-out t-shirts, racer back style shirts, racer style tops and racer style dresses may be worn but must have a shirt underneath.
- 9) Shorts and skirts must be worn at a length that is not distracting, and must adequately cover the legs and rear of the student.
- 10) No costume type attire/accessories are to be worn except on allowed dress up days. (Examples: capes, tails, ears, etc.)
- 11) Facial hair, including beards and mustaches, shall be clean and neat.
- 12) Due to health and safety concerns related to blood-borne diseases, Doniphan R-I School District discourages body piercings, other than

pierced ears. This recommendation is related to protecting and promoting good health and safety precautions for the school population. **Students with piercings, other than the ears, are not permitted to wear jewelry that protrudes from the body (hoops, rods, spikes, etc.). Rather, the jewelry must lie flat against the skin (studs, solitaires, etc.). Any or all body piercings jewelry may be required to be removed in order to participate in athletics and/or physical education activities.**

Consequences for dress code violation: Students will be required to change if not in compliance the first time. On the second offense, students will be sent home as an unexcused absence and/or to ISS for the remainder of the school day.

### **STUDENT DISCIPLINE**

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

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

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

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

### **ACADEMIC INTEGRITY**

Academic Integrity is being honest in the academic work you complete. Examples of academic dishonesty may include but not limited to using unauthorized materials on a test or homework, copying someone else's test or homework, allowing another student to copy your homework or test, collaborating on an assignment that was intended to be independent, plagiarism or submitting any work created by someone (including AI) other than yourself, and/or etc.

## **DONIPHAN R-I DISCIPLINE POLICY**

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

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

### **Consequences**

Consequences of failure to obey standards of conduct (the standard is the best judgment of the teacher, administrator, Doniphan R-I employee), are as follows:

1. Verbal correction by the teacher.
2. Visit the principal for counseling and/or punishment.
3. Corporal punishment/spanking.
4. Before or after school remediation.
5. Assignment of work detail, or some other form of restitution.
6. Suspension from school.
7. Suspension from school bus.
8. Suspension of driving privileges.
9. Expulsion from school.

### **Corporal Punishment (Spanking)**

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

### **Suspension From School**

1. The principal may suspend a pupil for conduct which is prejudicial to good order and discipline in the school or which tends to impair the morale or good conduct of the pupils.



2. Students that accumulate 4 suspensions during the course of the year for any reason may be referred to the superintendent for long term suspension.
3. The principal may summarily suspend a student for not more than 10 school days.
4. Any student suspended for 10 days will be reported to the superintendent who may revoke the suspension at any time.
5. While under suspension, no student will receive grades nor will they receive credit for coursework. However, parents are encouraged to request work so that students can stay involved and study material they are missing as a result of the suspension.
6. No pupil shall be suspended unless:
  - a. The pupil shall be given oral or written notice of the charges against him or her.
  - b. The pupil shall be given the opportunity to present his/her version of the incident.
7. In the event of a suspension, the principal will notify the students (if 18 years of age) or the parent or guardian of the offense, the decision, the punishment, and the possibilities of the condition under which the student may re-enter school.

#### **VIOLATIONS AND CONSEQUENCES**

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

#### **STANDARD PROCEDURE**

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

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

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

**Student Cell Phone and Electronic Device Usage.** The Doniphan RI school district recognizes that developments in cell phone and electronic device technology have led to enhanced communication opportunities for our students. This new technology provides students access to unlimited amounts of

information and communication opportunities which can be used to enhance the process of learning. However, the use of cell phones and other electronic devices in schools pose increasing risks of school disruptions. With this in mind, the Doniphan R-I school district has adopted the following policy in order to promote responsible use of such devices by high school students to prepare them for similar cell phone policies in the work place or in institutions of higher learning.

Students may possess cell phones and other electronic devices at school and may use them during non-instructional times during the school day. **Non-instructional times** include before classes begin, during passing periods between classes, and during lunch periods. **During instructional periods**, students should have their phones turned off and put away as soon as the bell rings to signal the beginning of the instructional period. Throughout the instructional period, phones and other devices should be kept out of sight and unused unless the teacher allows such use for educational purposes. Classrooms are considered **No Texting Zones**. Students who are using their phones during lunch periods should not be texting other students who do not have the same lunch period.

**No Phone/Electronic Devices Zones** – The use of cell phones and electronic devices in locker rooms, rest rooms, and during advisory periods is strictly forbidden.

**Photographs/Video/Audio Recording** – The use of cell phones and electronic devices to take pictures or recordings of other individuals without their prior knowledge and consent during the school day is strictly forbidden. If such pictures or recordings are used to harass or bully an individual, the student at fault may face consequences from violating both the school’s electronic device policy and bullying policy.

**First offense:** Item confiscated for remainder of day and 1 unit of before/after school remediation.

**Second offense:** Item confiscated for remainder of day and 1 unit of ISS.

**Third and subsequent offenses:** Item confiscated for remainder of day and 3 days of ISS.

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

**First offense:** 1 day in-school suspension and warning of loss of all internet use privileges.

**Second offense:** 3 days out-of-school suspension and permanent suspension of school computer privileges. This may include removal from computer classes.

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

**First offense:** 1 day of in-school suspension and cost of repair.

**Second offense:** 3 days out-of-school suspension and cost of repair.

**Subsequent offense:** 10 days out-of-school suspension and notification to law enforcement. Recommendation for Alternative School placement.

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

**First offense:** Remediation or 1 day of in-school suspension.

**Subsequent offenses:** In-school suspension or out-of-school suspension for 3, 5, or 10 days. Recommendation for Alternative School placement.

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

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

**First offense:** Remediation

**Subsequent offenses:** Remediation or in-school suspension.

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

**First offense:** Before or after school remediation.

**Second offense:** Remediation or 1 day of in-school suspension.

**Subsequent offenses:** 3 days of in-school suspension or out-of-school suspension. Recommendation for Alternative School placement.

**Driving Violations.** Parking on campus is a privilege granted to students who meet criteria as outlined by the Closed Campus/Driving Policy and the Student Motor Vehicle Policy.

**First Offense:** 1 day of in-school suspension.

**Subsequent Offenses:** Loss of driving privileges.

**Drugs-Illegal use or use and/or possession of controlled substances.**

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

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

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

**Failure to follow course safety procedures including horseplay in the classroom, shop, lab, or worksite.**

Horseplay and/or failure to follow course safety procedures will result in the following discipline measure:

**First offense:** 1 day of in-school suspension, parent notification.

**Second offense:** 3 days of in-school suspension.

**Third offense:** removal from the program.

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

**First offense:** 1 day of in-school suspension, parent notification.

**Second offense:** 3 days of in-school suspension.

**Third offense:** removal from the program.

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

**First offense:** In-school suspension or out-of-school suspension.

**Subsequent offense:** 10 days out-of-school suspension. Recommendation for Alternative School placement.

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

**First offense:** 3 days out-of-school suspension and report to law enforcement.

**Second offense:** 5 days out-of-school suspension and report to law enforcement. Recommendation for Alternative School placement.

**Third offense:** 10 days out-of-school suspension with possible recommendation for long term suspension or expulsion up to 180 days and report to law enforcement.

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

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

**Second Offense:** 10 days of out-of-school suspension and report to law enforcement. Recommendation for Alternative School placement.

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

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

**Lighters, Laser Lights, Portable Speakers and other disruptive devices.**

Lighters, laser lights, portable speakers and other disruptive devices will be confiscated indefinitely. If a student has a lighter on his person, he/she may fall under the suspicion of tobacco possession and be questioned accordingly.

**Public display of affection.** Physical contact which is inappropriate for the school setting. The school is not the place for kissing or showing other acts of physical affection other than handholding. Observance of this rule is merely within the boundaries of good manners and decency.

**First offense:** Before or after school remediation.

**Second offense:** 1 day of in-school suspension.

**Subsequent offenses:** 3 days of in-school suspension or out-of-school suspension.

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

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

**Restricted Areas.** Any area where students are not permitted to be without permission is considered a restricted area. Examples are: outside the school building during lunch (w/ the exception of the Alumni Court), parking lot after student has arrived at school, etc.

**First offense:** Warning and documentation in student's file.

**Second offense:** Before or after school remediation.

**Subsequent offenses:** 1 day of in-school suspension.

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

**A.** Use of verbal written or symbolic language that is sexually harassing.

**First offense:** in-school suspension.

**Second offense:** 3 days out-of-school suspension.

**Subsequent offense:** 5 days out-of-school suspension with notification to law enforcement. Recommendation for Alternative School placement.

**B.** Physical contact that is sexually harassing.

**First offense:** 3 days out-of-school suspension with notification to law enforcement.

**Subsequent offense:** 10 days out-of-school suspension with possible recommendation for long-term suspension or expulsion up to 180 days and notification to law enforcement. Recommendation for Alternative School placement.

**Tardiness to class.** Each teacher may determine what constitutes tardiness in the classroom. Some teachers require that a student be seated at the time of the tardy bell. The student is responsible to know what is considered tardy in each class. Tardies accumulate separately in each class and records are kept by each teacher. Students may have as many as two unexcused tardies in a class in a semester before disciplinary action is implemented. Once a student has a third unexcused tardy in a class during the semester, the matter becomes a disciplinary concern.

**First and second offense:** Verbal notification by classroom teacher, and the tardy is recorded in classroom and school attendance records.

**Third and fourth offense:** Verbal notification by classroom teacher, tardy is recorded in classroom and school attendance records, and the student is assigned a unit of remediation.

**Fifth offense:** Verbal notification by classroom teacher, tardy is recorded in classroom and school attendance records, and the student is assigned to in-school suspension by one of the building principals. In addition, a parent or guardian may be notified to inform them of the excessive tardiness and loss of driving privileges.

**Sixth and successive offense:** Suspension of driving privileges according to the driving privileges policy.

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

**First offense:** In-school suspension or out-of-school suspension and notification to law enforcement. Recommendation for Alternative School placement.

**Subsequent offense:** Out-of-school suspension and notification to law enforcement. Recommendation for Alternative School placement.

**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.**

**Tobacco: possession and/or use.** Any student who possesses and/or uses tobacco products on school grounds, on the bus, or on any school activity is subject to disciplinary action. This applies to all forms of nicotine consumption including, but not limited to, electronic cigarettes and vapes.

**First offense:** 3 days of in-school suspension.

**Subsequent offenses:** 5 days of in-school suspension or out-of-school suspension

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

**A. Skipping class, still on campus:**

**First offense:** Before/after school remediation equivalent to class periods missed-truancy during 1 class period = 1 remediation.

**Subsequent offenses:** Remediation as outlined in first offense or in-school-suspension.

**B. Skipping class, leaving campus:**

**First offense:** in-school suspension.

**Subsequent offenses:** in-school suspension, notification to authorities, and loss of driving privileges.

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

**Definitions**

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

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

**A. "Weapon"**

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

2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm



and/or intimidate and such use will be treated as the possession and use of a weapon.

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

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

#### **Exceptions**

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

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

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

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

**First Offense:** In-school-suspension. Knife must be picked up by parent and/or guardian.

**Subsequent offenses:** 3 days of in-school-suspension, or out-of-school suspension. Recommendation for Alternative School placement.

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

#### **Disciplinary Action**

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

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

#### **DRUG ABUSE POLICY**

The following enumerated items may be adhered to when, in the best administrative judgment of the administrator, any student has in his possession any controlled substance including "kiddie dope":

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

#### **SEXUAL HARASSMENT POLICY**

Sexual harassment of students of either sex by employees or other students of the opposite or same sex is strictly prohibited in the Doniphan R-I School District. For purposes of sexual harassment and sexual discrimination policies only, an employee includes any person employed by the district, and any student teacher, intern or school volunteer. A student is any person enrolled in the school district or in district instructional programs. Sexual harassment is defined as sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by a member of the school staff to a student or when made by any student to another student when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress; or
- Submission to or rejection of such conduct by a student is used as the basis for evaluation the student's performance within a course of study or other school-related activity; or
- Such conduct has the purpose or effect of interfering with a student's educational performance or creating an intimidating, hostile or offensive educational environment.
- Such conduct has the effect of favoring another student.

Whether a student voluntarily submits to sexual advances or requests is irrelevant for purposes of this policy. Sexual harassment of a student by an employee or another student may include such things as sexually oriented jokes, remarks, cartoons, pictures, or letters; pressure for sexual activity whether written, verbal or through physical gestures; and physical contact such as patting or pinching.

Students who believe they have been victims of or have witnessed sexual harassment should report the incident(s) to any teacher, guidance counselor, or school administrator. The staff member who receives the complaint shall promptly inform the administrator who is designated to investigate such reports, or the next level administrator who is not the subject of the complaint. Employees who witness sexual harassment against students shall immediately notify the designated administrator, or the next level administrator who is not the subject of the complaint. There will be no adverse action taken against a person for making a complaint of sexual harassment when the complainant honestly believes sexual harassment has occurred or is occurring or for participating in or cooperating with an investigation. Adverse action would include any form of intimidation, reprisal or harassment such as suspension, expulsion, termination, change in educational conditions, loss of privileges or benefits, or other disciplinary action. Any individual who retaliates against any employee or student who reports, testifies, assists, or participates in an investigation or hearing relating to a sexual harassment complaint will be subject to discipline.

The appropriate administrator shall provide for a thorough, prompt investigation of the incident, and the investigation and written report shall be completed within a reasonable period of time. The district shall take disciplinary action where appropriate, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee, in order to ensure that further sexual harassment does not occur. No person who is the subject of a complaint shall conduct such an investigation. If the superintendent is the subject of the complaint, an investigation will be conducted by an individual authorized by the Board. Any student found to have violated this policy by committing an act of sexual harassment or retaliating against a complainant or participant in the investigation shall be subject to disciplinary action including, but not limited to, suspension and expulsion. Confidentiality will be preserved consistent with applicable laws and responsibility to investigate and address such complaints. If investigation of a student complaint results in reasonable cause to suspect that the student has been subjected to abuse or neglect, the matter will be reported in accordance with policy JHG, Reporting Child Abuse. Students who believe that their complaint has not been satisfactorily resolved may utilize grievance procedure ACG at the appropriate level.

**DONIPHAN R-I SCHOOLS**  
**MEDICATION POLICY FOR STUDENTS**  
**GRADE 9-12**

With the exception of students in special education programs of 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 district also recognizes that we should encourage students at the high school age level to demonstrate responsibility for their own health. The district will allow students grades 9-12 to carry on their person medication needed for one day and self-medicate as needed. The student is required to carry a note from the parent/guardian with the bottle allowing the student to take the medicine. This includes over the counter medicine or short-term medicine prescribed for the student. Medications shall be stored in the original container and only dosage for the day in the bottle. **Quantities of medication are not to be stored at school.**

The school district reserves the right to require on an individual basis:

1. A doctor's prescription for any medication carried on to school grounds.
2. That a specific medication for any student be stored and administered through the health office only, following the medication policy for the elementary and middle school students.

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

**DONIPHAN R-I SCHOOLS**  
**BULLYING POLICY**

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

Bullying occurs when a student:

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

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. Consequences: Loss

of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion, and law enforcement contacted.

District employees are required to report any instance of bullying of which the employee has first-hand knowledge. Moreover, the District will provide training for employees relative to enforcement of this policy.

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

### **Principles**

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

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

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

### **User Identification and Network Security**

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

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

### **User Agreement**

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

### **Privacy**

A user does **not** have a legal expectation of privacy in the user's electronic mail or other activities involving the district's technology resources. The district may examine all information stored on district technology resources at any time. The district may monitor employee and student technology usage.

Electronic communications, all data stored on the district's technology resources, and downloaded material, including files deleted from a user's account, may be intercepted, accessed, or searched by district administrators or designees at any time.

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

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

#### **Content Filtering and Monitoring**

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

#### **Damages**

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

#### **No Warranty/Availability/No Endorsement**

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

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

### **Exceptions**

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

### **Waiver**

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

### **Closed Forum**

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

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

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

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

### **RULES AND RESPONSIBILITIES**

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

- a. Applying for a user ID under false pretenses is prohibited.
- b. Using another person's user ID and/or password is prohibited unless authorized by the district.
- c. Sharing one's user ID and/or password with any other person is prohibited unless authorized by the district.
- d. A user will be responsible for actions taken by any person using the ID or password assigned to the user.
- e. Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited.
- f. Mass consumption of technology resources that inhibits use by others is prohibited.

- g. Unless authorized by the district or building administrator, non-educational Internet usage is prohibited.
- h. Use of district technology for soliciting, advertising, fund-raising, commercial purposes, or for financial gain is prohibited, unless authorized by the district.
- i. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
- j. Users are required to obey all laws, including criminal, copyright, privacy, defamation, and obscenity laws. The school district will render all reasonable assistance to local, state, or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
- k. Accessing, viewing, or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
- l. Accessing, viewing, or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
- m. Accessing, viewing, or disseminating information using district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion, or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts of the violation of lawful school regulations is prohibited.
- n. Any use which has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy, or the violation of any person's rights under applicable laws is prohibited.
- o. Any unauthorized, deliberate, or negligent action which damages or disrupts technology, alters its normal performance, or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
- p. Users may only install and use properly licensed software, audio, or video purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district. **Downloading music is strictly prohibited!**
- q. At no time will district technology or software be removed from the district premises, unless authorized by the district.
- r. All users will use the district's property as it was intended. Technology or technology hardware will not be removed or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.



- s. Damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.
- t. Unauthorized use of any computer/media equipment or accounts is prohibited. Students may not access the Internet without a teacher or other district staff member present in the room.
- u. Computers/media equipment must not be marked on, colored on, handled roughly, hit, or in any way defaced, altered, or abused.
- v. Horseplay of any kind is not allowed around computer/media equipment.
- w. Students and community users may not have food or beverages around any computer/media equipment.
- x. Users may not move or unplug any computer/media equipment nor adjust computer equipment controls without permission from the equipment supervisor.
- y. Students and community users may only access computer programs that have been placed on their menus by the system administrator. After consulting with the district technology coordinator, exceptions may be approved by a district administrator or the administrator of the building in which the computer is located.
- z. Any attempted violation of district policy, regulations, or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

#### **Technology Security and Authorized Access**

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

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

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

### **On-Line Safety-Disclosure, Use, and Dissemination of Personal Information**

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

### **Electronic Mail**

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

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

### **External Users**

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

### **Violations of Technology Usage Policies and Procedures**

Use of the district's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the district's technology resources. Any violation of district policy, regulations, or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges.

The administration may use disciplinary measures to enforce district policy, regulations, and procedures. Students may be suspended or expelled for violations. Employees may be disciplined or terminated for violations. Criminal charges may be brought to the violator if the violation is an illegal action. Any attempted violation of district policy, regulations, or procedures, regardless of the success or failure of the attempt, may result in the same discipline, as that of an actual violation.

Adopted by the Doniphan R-1 Board of Education January 27, 2004

### **PARENT/FAMILY INVOLVEMENT IN EDUCATION**

In order to implement the Board's commitment to parent/family involvement in students' education, the District has implemented an educational involvement plan with the following features:

1. Regular two way communications between school and parents/families. Such communication will include but not be limited to scheduled parent visits to school, electronic communication, use of translators, parent volunteers, and other programs recommended by the Parent/Family Involvement Committee.
2. Assist parents in developing positive, productive parenting skills, as well as positive productive means of interacting with District administrators and staff.
3. Provide professional development opportunities for District staff to facilitate productive parent/school involvement in promoting education of District students.
4. Involve parents in meaningful activities to enhance student learning.
5. Enhance opportunities for parents/families to visit schools in a safe and open atmosphere. Such opportunities will include, but are not limited to, identifying roles for parent volunteers, providing training for volunteers and provision of family activities at school.
6. Affirmatively involve parents in school decisions which affect their children.
7. Utilize community resources to promote and strengthen school programs, family practices, and student learning.
8. The Plan will be reviewed annually with input from parents and staff. Meeting agenda sign-in sheets and meeting minutes will be prepared and maintained by the District.
9. Full opportunity for parent participation will be provided to all parents including, but no limited to, parents with limited English proficiency, parents with disabilities, and parents of migratory children.

10. Conduct an annual evaluation of the policy to identify and resolve any barriers that would limit the involvement of parents. (Examples of barriers include, but are not limited to, economically disadvantaged, limited English proficiency, limited literacy, disabled or are of any racial or minority background).

**COMPLAINT PROCEDURES ESTABLISHED BY THE BOARD OF EDUCATION**

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.

**Missouri Department of Elementary & Secondary Education  
NO CHILD LEFT BEHIND ACT OF 2001 COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the No Child Left Behind Act of 2001.

<b>Missouri Department of Elementary and Secondary Education Complaint Procedures for NCLB Programs Table of Contents</b>	
<b>General Information</b>	
<ol style="list-style-type: none"> <li>1. What is a complaint under NCLB?</li> <li>2. Who may file a complaint?</li> <li>3. How can a complaint be filed?</li> </ol>	
<b>Complaints filed with LEA</b>	<b>Complaints filed with the Department</b>
<ol style="list-style-type: none"> <li>4. How will a complaint filed with LEA be investigated?</li> <li>5. What happens if a complaint is not resolved at the local level (LEA)?</li> </ol>	<ol style="list-style-type: none"> <li>6. How can a complaint be filled with the Department?</li> <li>7. How will a complaint filed with the Department be investigated?</li> <li>8. How are complaints related to equitable services to private school children handled differently?</li> </ol>
<b>Appeals</b>	
<ol style="list-style-type: none"> <li>9. How will appeals to the Department be investigated?</li> <li>10. What happens if the complaint is not resolved at the state level (the Department)?</li> </ol>	

**1. What is a complaint under NCLB?**

For these purposes, a complaint is an allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under NCLB.

**2. Who may file a complaint?**

Any individual or organization may file a complaint

**3. How can a complaint be filed?**

Complaints can be filed with the LEA or with the Department.

**4. How will a complaint filed with the LEA be investigated?**

Complaints filed with the LEA are to be investigated and attempted to be resolved according to locally developed and adopted procedures.

**5. What happens if a complaint is not resolved at the local level (LEA)?**

A complaint not resolved at the local level may be appealed to the Department.

**6. How can a complaint be filed with the Department?**

A complaint filed with the Department must be a written, signed statement that includes:

**7. How will a complaint filed with the Department be investigated?**

The investigation and complaint resolution proceedings will be completed within a time limit of forty calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. Record. A written record of the investigation will be kept.
2. Notification of LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
3. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. Report by LEA. Within thirty days of the complaint being filed, the LEA, will submit a written summary made available to parents, teachers, and other members of the general public.
5. Verification. Within ten days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).
6. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

**8. How are complaints related to equitable services to private school children handled differently?**

If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filed with the U.S. Department of Education, and they

will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

**9. How will appeals to the Department be investigated?**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be continued beyond the thirty-day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

**10. What happens if a complaint is not resolved at the state level (the Department)?**

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

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