

Doniphan West Elementary School Handbook

2018 - 2019



642 Hwy 20 East - Denton, Kansas - 785-359-6526
Principal: Trisha Gibson
www.usd111.org

DISTRICT MISSION STATEMENT

The Mission of Doniphan West USD #111 is to provide a safe and nurturing environment where students are empowered with essential life-long learning skills through innovative educational opportunities delivered by a highly qualified staff giving our students the opportunity to reach their full potential to be productive, creative, responsible contributing members of an ever changing global society.

NON-DISCRIMINATION STATEMENT

USD 111 shall maintain a learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability. Any incident of discrimination in any form shall be properly reported to a teacher, the principal, or other appropriate school official for investigation and corrective action by the compliance office. **The Regional Office for Civil Rights, 324 E. 11th, Kansas City, MO. 64106** has been designated to coordinate compliance with nondiscrimination requirements contained

in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Any student who believes he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator.

Any student who engages in discrimination may be reprimanded and counseled to refrain from such conduct. Any student continuing to engage in discriminatory conduct shall be disciplined in accordance with the school discipline plan.

NOTICE TO PARENTS AND STUDENTS OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the Family Educational Rights and Privacy Act (FERPA), the parents of students enrolled in any educational institution receiving federal funds are given certain rights concerning the school records of their children. The following rights are accorded to you under this act:

1. You are entitled to have access to your child's school records upon request. This request should be directed to the custodian of the school records in question. Access may be granted to you within 45 days after the receipt of the request by said custodian.
2. The school district has adopted policies in implementing this act. Copies of these policies may be obtained by contacting the building principals or superintendent of schools.
3. The parents' rights of access shall include:
 - a. The right to be provided a list of the types of educational records which are maintained by the institution and are directly related to their children.
 - b. The right to inspect and review the contents of those records.
 - c. The right to obtain copies and review those records, which may be at the expense of the parent or the eligible student, but not to exceed the actual cost to the school district for reproducing such copies.
 - d. The right to a response from the district to reasonable requests for requests or explanations and interpretation of those records.
 - e. The right to an opportunity for a hearing to challenge the content of those records.
 - f. The right to inspect and review any material or document in the educational records of that student which includes information on more than one student. Inspection and review includes only that part of the material or document as it relates to that student or to be informed by the custodian of the records of the specific information contained in that material.
 - g. The right to a hearing to challenge the content of your children's educational records to insure records are not inaccurate, misleading inappropriate or in violation of the privacy of the student; and to insert into the record a written explanation respecting the content of the record.
4. Before any school records will be released to third parties other than school officials in other educational institutions in which your child has enrolled or intends to enroll, you must give your written consent to said release. This written consent must be presented to the custodian of records before he/she will release them. The written consent must include the following:
 - a. The specific records to be released.
 - b. The reason for such release.
 - c. The name of the party or agency to whom the records will be released.
 - d. Notification that you may receive a copy of the student's records to be released, if you desire a copy, at the cost of \$.25 per page.
5. The right to obtain copies of your child's student records with the cost of reproduction charged to you at \$.25 per page.
6. The right to notification of transfer of your child's records and the right to challenge the content of the records to be transferred.
7. The right to have the school district make a reasonable effort to notify you of the subpoena of your child's educational records prior to the district's compliance with the subpoena.
8. The right to have the school district make a reasonable effort to notify you of a judicial order by the custodian of the education records requiring the custodian to turn over your child's educational records to the court prior to compliance.
9. The right to file a written complaint with the Department of Education (FERPA), 400 Maryland Ave. SW MES, Room 4074 Washington, DC, 10101, of alleged violations of this Act by the school district.
10. The school district has designated the following information as directory information:
 - a. The student's name, address, telephone number, date of birth.
 - b. The student's major field of study and class designation (i.e. 1st grade, 10th grade).
 - c. The student's participation in officially recognized activities and sports.
 - d. The weight and height of members of athletic teams.
 - e. Dates of attendance.
 - f. Degrees and awards received.
 - g. The most recent previous school district attended by the student.
 - h. Name, address, and telephone number of parents/guardians. This information is considered public information, which may be released by the school district without prior consent. You have ten days from the date of the student's enrollment to inform the school district that any or all of the directory information should not be released without prior consent. Should you desire that directory information not be released, so state your wishes in writing and deliver to district hearing officer in either district office.

11. The custodian of records will maintain a log of persons, agencies or organizations that have access to educational records. This log will indicate the legitimate education or other interest that each person, agency, or organization had in seeking the student's records. The log will be available only to a parent or legal guardian of the student and the custodian of the records.
12. When your child becomes eighteen (18) years of age, all rights formerly accorded to you as parent of the student become the sole rights of the student, and you will no longer have the right of access to the child's records.

DISTRICT MISSION STATEMENT	1
NON-DISCRIMINATION STATEMENT	1
NOTICE TO PARENTS AND STUDENTS OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT	2
GENERAL	6
GENERAL SCHOOL INFORMATION	6
SCHOOL HOURS	6
EARLY WEDNESDAY RELEASE DATES	6
VISITORS	6
ENROLLMENT /WITHDRAWAL FROM SCHOOL	7
ADMISSION REQUIREMENTS	7
OUT-OF-DISTRICT STUDENTS	7
WITHDRAWAL FROM SCHOOL	8
ATTENDANCE and ABSENCES	8
MAKE-UP WORK	8
TARDIES	8
ASSIGNMENT TO CLASSES	9
GRADING/ GRADE CLASSIFICATION	9
YEARBOOKS	9
PARTIES AND OTHER TREATS	9
PHYSICAL EDUCATION	10
ASSEMBLIES AND PEP RALLIES	10
CLOSED CAMPUS	10
COUNSELOR-GUIDANCE	10
SECURITY	10

EMERGENCY PROCEDURES	10
FIRE DRILLS	11
TORNADO DRILLS	11
GIFTS	11
FIELD TRIPS	11
INSURANCE	11
INVESTIGATIONS/ SEARCHES OF STUDENTS	11
LIBRARY	11
LOST and FOUND	12
LUNCH and BREAKFAST	12
Meal Account Policy	12
SNACK MILK	12
PERSONAL PROPERTY	12
POSTERS/ DISTRIBUTION OF MATERIALS	13
PROMOTION AND RETENTIONS	13
RELEASE OF STUDENTS DURING SCHOOL	13
STUDENT PUBLICATIONS	13
TELEPHONE CALLS	13
DRINKS IN CLASSROOMS	14
WEATHER EMERGENCIES	14
VOLUNTEERS	14
☒COMMUNICATION☒	14
SOCIAL MEDIA COMMUNICATIONS	14
PTO (PARENT TEACHER ORGANIZATION)	14
SITE COUNCIL	14
INFINITE CAMPUS	14
LINES OF COMMUNICATION	14
☒HEALTH☒	15
IMMUNIZATION POLICY	15

NURSE/ HEALTH, SAFETY and MEDICATION	15
IMMUNIZATIONS	15
MEDICATIONS	16
OVER THE COUNTER MEDICATIONS	16
OTHER MEDICAL INFORMATION	16
☒TRANSPORTATION☒	17
BUS ARRIVAL/DISMISSAL TO/FROM SCHOOL	17
Regular Day	17
Early Release Day	17
☒BEHAVIOR☒	17
DRESS CODE	17
BEHAVIOR EXPECTATIONS	18
BUS RULES	19
PLAYGROUND RULES	20
PROCEDURE FOR DETERMINING INSIDE OR OUTSIDE RECESS	20
CAFETERIA EXPECTATIONS	21
DISCIPLINE PLAN/CODE OF CONDUCT	21
BEHAVIOR LEVELS	21
Level 1 (warning)	21
Level 2 (Office Referral, Teacher/Administration Will Contact Guardian, Lunch Detention may be assigned)	21
Level 3 (Lunch Detention, Administration Will Contact Guardian)	22
Level 4 (Guardian Meeting With Staff, ISS)	22
Level 5 (OSS)	22
IN-SCHOOL SUSPENSION (ISS)	22
OUT OF SCHOOL SUSPENSION (OSS)	22
ALCOHOL, DRUGS, and TOBACCO	23
BULLYING/HARASSMENT/ THREATS	23
CHEATING/PLAGIARISM	24

COMPUTER/ INTERNET AGREEMENT	24
Ownership	25
Internet	25
SEXUAL HARASSMENT	25
TEACHER/STAFF AUTHORITY	26
VANDALISM	26
WEAPONS POLICY	26
Penalties for Possession	27
Reporting Criminal Possession of a Firearm by a Student	27

GENERAL

GENERAL SCHOOL INFORMATION

Welcome to Doniphan West Elementary School, where children grades preschool through sixth grade receive a quality education. You will find our teachers to be friendly and always willing to help. We know your child will have an enjoyable and successful school year. If you have any questions or concerns about any part of the school program, please call our office at 785-359-6526 or check our website at www.usd111.org.

SCHOOL HOURS

Kindergarten - 6th Grade 8:00 - 3:40

Preschool (Monday through Thursday) Morning: 7:50 - 11:20 Afternoon: 11:50 - 3:20

- Your child should not arrive before 7:30 a.m. or remain after 3:45 p.m. unless they are under direct supervision of a faculty/staff member or administration.
- The school is not responsible for students on the grounds prior to or after the times listed in the previous sentence.
- Upon arrival, students should go directly to the gym and sit down or go to the cafeteria if they are eating the school's breakfast. They should not walk the hallways.
- If students are dropped off after 8:00 a.m., a guardian must escort them into the building, through the main doors, and sign them in at the office.

EARLY WEDNESDAY RELEASE DATES

Most months will have an Early Release Day for teachers to work in Professional Learning Communities (PLC). PLC's are designed to continuously guide teachers to work collaboratively to improve student learning.

ENROLLMENT/WITHDRAWAL FROM SCHOOL

ADMISSION REQUIREMENTS

Students entering Doniphan West Elementary School, for the first time, are subject to the rules and regulations for any student attending any public school in the state of Kansas, including birth certificate and immunization records. All new students ages 8 and under are required by S.A. 72-5214 to have a physical health assessment on file with the school.

Students must be 5 years of age before September 1st of the given school year to enroll in kindergarten.

Students who have attended home school or a school not accredited by the Kansas State Board of Education or similar agency from another state may be tested to determine a trial grade-level placement. The test administrator, guidance counselor, principal and/or other school personnel will make the initial grade placement after consulting with the parents/guardians of the student. Past experience, successful performance and testing results will be considered in the final placement decision. Credit earned in a non accredited school may not be granted as credit earned.

USD 111 reserves the right to refuse admission to any student suspended from any other school and the right to refuse admission, readmission, and attendance privileges to convicted felons.

All students that reside within USD 111 boundaries shall be admitted to attend school unless they have been expelled.

An in-district student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person with power of attorney who is a resident of the district.

All students enrolling in the district for the first time shall provide required proof of identity. There will be a 24-hour waiting period to provide teachers with time to prepare for a new student. Students enrolling in grades 1-12 shall provide a certified transcript or similar pupil records.

OUT-OF-DISTRICT STUDENTS

Out-of-district students are those who do not reside within USD 111 boundaries. Out-of-district students may be admitted only to the extent that staff, facilities, equipment and supplies are available.

An out-of-district student who has been suspended or expelled from another district must be approved by the administration before being admitted.

WITHDRAWAL FROM SCHOOL

Students withdrawing from school or transferring to another school must check out through the school office. The student will be required to check in all textbooks, library books, band instruments, and other school property, and be cleared of any financial obligations.

ATTENDANCE and ABSENCES

Regular attendance is crucial to being a successful student and is required of all students enrolled in schools under the Kansas Compulsory Attendance statute (K.S.A. 72-1111). Parents/guardians have the responsibility under this statute to require their children to attend school regularly.

Students with numerous absences not only suffer academically but also violate the compulsory attendance law. Students are responsible for checking with teachers and making up any work missed while absent. Parents/guardians are expected to call the DWES office at (785) 359-6526 by 8:30 or send a note explaining the reason for the absence. The school will call each morning to check on students who are absent and whose parents/guardians have not called or sent a note. Absences will be determined excused or unexcused by the principal. When a student has been absent for 3 or more consecutive days for illness, parents may be asked to provide a note from a physician and/or legal counselor.

Parents/guardians should make an effort to make appointments before or after school when possible. Failure to do so may result in the absence being unexcused. Students are excused for sickness, doctor appointments, funerals, etc. Students will not be allowed to leave school once they arrive, unless their parents or guardians call and talk to the office personnel, or they bring a note indicating they have an appointment and need to be released early.

Students are considered in violation of the Compulsory Attendance Law if they have three consecutive unexcused absences, five unexcused absences in a semester, or seven in a school year. The principal is required to report violations of this law to Department of Children and Families if student is under 11 years of age or to the Doniphan County attorney if over the age of 11.

In the case of persistent absences, the school will review the problem and confer with the parent on a plan to improve attendance. If attendance continues to be a problem, a doctor's note may be required, or the absences will be considered unexcused.

If a student accumulates six days of absences (excused or unexcused) per semester, he/she may be referred to the building Student Intervention Team (SIT) who will determine appropriate interventions.

MAKE-UP WORK

Students are responsible to obtain make-up assignments from teachers following an excused or unexcused absence. All make-up assignments must be turned in within (1) day for each day absent plus one extra day upon the student's return to school unless special arrangements are made.

TARDIES

A student is tardy when he/she has arrived at school after 8:00. All unexcused tardies will accumulate. For every four hours that accumulate, a half day of unexcused absence will be recorded. Parents may track their students' tardiness and absences by going on Infinite Campus.

Excused Tardies - Appointments with doctor's note (orthodontist, doctor, dentist), KANZA appointments, or appointments with prior approval from Administration are excused. On the fifth unexcused tardy in a nine week period, either a phone call or letter will be made to the parent/guardian. On the 12th tardy for the school year, a meeting will be held with the parent/guardian and a plan will be made to eliminate future tardiness.

ASSIGNMENT TO CLASSES

Assignment to a particular grade level or to particular classes shall be determined by the administration based on multiple criteria such as: the child's achievements in reading and math, his/her work and study habits, the ability to work with others, and if the child receives special education services or Title 1 support. If the parents disagree, the Principal's decision may be appealed to the Superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the Board of Education.

Because we cannot grant every parent request for a particular teacher, we do not take requests when making class assignments.

GRADING/ GRADE CLASSIFICATION

Report cards are issued to students at the end of each quarter. These reports are for the purpose of informing both the student and the parent of the progress shown.

Preschool progress reports are issued twice yearly during conferences.

Kindergarten uses a quarterly checklist to indicate mastery of the following curriculum: Reading Readiness, Language (oral and written), Math Readiness, Art, Music, Physical Development, Personal Progress, and Effort.

First - Sixth Grade introduces and uses a five letter grading system and a skills level checklist. The standard marking system will be used as follows:

A	90-100 Outstanding work
B	80-89 Above average work
C	70-79 Average work
D	60-69 Below average work
F	59 and below Failing
I	Incomplete

YEARBOOKS

There will be an elementary yearbook for sale. An order form will be sent home mid-year. If you do not order a yearbook at this time, there will be a very limited amount of extra yearbooks in the office for first come, first serve and one book per family.

PARTIES AND OTHER TREATS

Birthdays and other occasions are recognized as appropriate for the classroom setting. Arrangements should be made with the classroom teacher prior to any birthday or other special celebration. All birthday treats will be in the afternoon, preferably the last 30 minutes of the day. Please remember that DWES is a PEANUT free school.

Announcements for events that are held outside of the school day may not be distributed at school unless the entire class is invited. (ie. birthday parties or other celebrations) These announcements must be preapproved by the principal.

PHYSICAL EDUCATION

Physical education is an important component of each child's education. The Doniphan West Elementary curriculum instructs students in the areas of fitness, coordination, balance, and recreation activities. Each class has a minimum of three 30-minute class periods per week. If a child can not participate in one physical education class for a specific reason, a note must be submitted to the teacher. Any student who cannot participate in PE classes or recess for more than one day must have a written excuse from their physician. The school nurse should also be notified of any serious injury or illness. **STUDENTS WHO DO NOT HAVE WRITTEN NOTICE TO EXCUSE PARTICIPATION WILL BE EXPECTED TO TAKE PART IN THE CLASS.** Please contact the office if your child cannot participate in PE for an extended amount of time.

Students should dress appropriately on physical education class days. Shorts (during warm weather) or pants are best. Clean soft-soled athletic shoes are required dress on physical education days (i.e. tennis shoes that are worn daily would meet this requirement. Flip-flops, boots, clogs, crocs, etc. are examples of shoes that should NOT be worn during physical education class). Further questions about the program may be addressed to the physical education teacher and/or principal.

ASSEMBLIES AND PEP RALLIES

Students are expected to be courteous, treat others with dignity and respect and follow all codes of conduct during pep rallies and assemblies. Assemblies are a privilege.

CLOSED CAMPUS

Students are expected to stay on school grounds and not leave during the school day, unless granted permission by the administration. Students leaving to go to the doctor, dentist, etc., are to be signed out by a parent/guardian at the office when leaving and signed back in when they return.

COUNSELOR-GUIDANCE

A counselor is available, and students will be familiarized with the services that are available to them. Students may be referred to the counselor by school staff through the school principal or by the school principal.

SECURITY

Doniphan West Elementary uses a building security system. This system is maintained and monitored by school personnel.

EMERGENCY PROCEDURES

In case of an emergency, school personnel will make every effort to protect students and insure safety. In general, civil defense authorities discourage parents coming to the school building during an emergency to get their child because of the confusion that could occur. Likewise, patrons should not try to telephone the school as the telephone needs to be available for official use. In the event that students cannot return to the building safely, Doniphan West Elementary students will be bussed to an alternate safe location.

FIRE DRILLS

Doniphan West Elementary complies with state and local fire safety regulations. Fire drills are held 4 times a year. All students, teachers, staff, volunteers and visitors are required to leave the building during a fire drill. A record of all drills is posted on the office bulletin board. A map of evacuation plans are posted in each room.

TORNADO DRILLS

A minimum of three tornado drills are held each year. All adults in a position of authority are responsible for student safety. All persons will remain in the designated shelter area until the "all clear" is given by the intercom announcement. A map with designated tornado shelter areas are also posted in each classroom.

GIFTS

Student organizations, with prior approval of the organization sponsor and principal, may donate a portion of the organization's funds to the district. A gift is defined as any donation, present or endowment in the form of

cash, merchandise or personal favor. Any student organization gift to the district shall become district property when accepted by the Board of Education.

FIELD TRIPS

All requests for field trips must be approved by the building principal. Students may participate in a field trip if parent/guardian permission consent form has been turned in or permission was given at the time of enrollment.

A reminder to parents: No tobacco products or alcoholic beverages may be consumed while attending field trips.

INSURANCE

Information about student insurance program(s) may be obtained in the office.

INVESTIGATIONS/ SEARCHES OF STUDENTS

Building administrators and others designated by the Superintendent may conduct investigations and question students about infractions of school rules or the student conduct code. If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

Principals are authorized to search students' clothing, belongings, and lockers if there is reasonable suspicion that district policies, rules or directives are being violated.

LIBRARY

The school library serves all students and teachers in the district. To provide orderly, effective, and efficient service, the following procedures/rules apply.

1. All library materials must be checked out before being taken from the library. All students may renew library materials. The library staff reserves the right to limit the circulation of some items.
2. Students with overdue library materials will be notified by the library staff. A fine may be charged for overdue library books/materials and a student may be denied library privileges until extremely overdue items are returned.
3. Replacement cost fees will be charged for lost or damaged books/materials.
4. No food or drink is allowed in the library except for special occasions with the permission of the librarian.
5. The library will be open during the hours of 7:40 AM to 3:25 PM. Special arrangements may be made for the library to be open at other times.

LOST and FOUND

The school is not responsible for lost articles. Students may check the lost and found in the office or lunchroom for items they are missing. Students are required to turn in found items not belonging to them.

LUNCH and BREAKFAST

Breakfast and lunch programs are currently available at school. (Students also have the option of bringing a sack lunch from home.) **Please be aware that Doniphan West Elementary School is a Peanut Free school.**

The school breakfast, lunch, and milk programs are on a cash basis operation. Students are expected to pay in advance for meals, and the account must be kept current. Students are strongly discouraged from charging meals. If, because of your financial situation, paying for meals is a problem, free/reduced meal information is provided at enrollment and at the office for those wanting to apply.

Daily purchases of a single meal by the student are discouraged, excluding special occasions such as visitors, etc. Meals and snack milk may be purchased each morning or at the end of the school day in the office. A half pint of milk is furnished as a part of each meal purchased. If your student desires a carton of milk with his/her sack lunch, the student may purchase milk prior to meal time. No glass containers should be brought in sack lunches. Students will remain at the school through meal periods.

Meal Account Policy

At the August 15, 2016 Board Meeting, the following policy was approved for lunch and breakfast charges:

No more than \$10 per student of lunch and/or breakfast charges will be allowed. After \$10 of unpaid charges, the student must bring a sack lunch, or we will provide that student with a sandwich and milk for a maximum of three (3) days.

You will receive notices of low (below \$25) and negative (less than zero) meal balances via email. Once the negative \$10 limit is reached, you will receive ONE (1) phone call to notify you that your student will be served a sandwich at the next meal service (breakfast or lunch). After three days of receiving a sandwich meal, if no payment has been received, no school meal will be provided.

SNACK MILK

Kindergarten students may get a snack milk during morning milk break. Kindergarten students must pay for snack milk since it is NOT included in the free or reduced lunch program. When a student has not paid for snack milk, they will not be allowed to take snack milk. If a student has an outstanding lunch bill, snack milk may not be given until the lunch bill has been paid. The price of the snack milk will be set by the board of education.

PERSONAL PROPERTY

The district is not responsible for students' personal property and does not provide insurance on students' personal property. If a student's personal property is broken, damaged or stolen, repair or replacement is responsibility of the student

POSTERS/ DISTRIBUTION OF MATERIALS

Posters, drawings or other materials must be approved by the principal before posting in the school. All unauthorized posting will be removed immediately and become the property of the school.

Materials unrelated to the school's curriculum may not be distributed without prior consent of the principal. Please provide enough copies - the school will not be responsible for making copies.

PROMOTION AND RETENTIONS

Students may be promoted when they have demonstrated mastery of the board-approved learning objectives. A team approach consisting of parents, teachers, counselor, other support personnel, and the administration will be utilized to identify students deemed at risk of retention. A SIT (Student Intervention Team) referral will occur and interventions put in place with consistent monitoring. The principal will gather testing and

monitoring data and hold a meeting with parents/guardians, teachers and other appropriate school personnel to help make this decision. In early May, the principal will decide to promote or retain a student. If a parent chooses to refuse the principal's recommendation for retention a letter will need to be signed stating their refusal of the school's recommendation.

RELEASE OF STUDENTS DURING SCHOOL

Students shall not be released during the school day except upon a written or verbal request from the student's parents or person acting as a parent. Before releasing a student during the school day, office personnel shall verify the identity of the person seeking release of the student. If office personnel is not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused. All parents/guardians must complete a release form that lists eligible people to whom you authorize your child(ren) to be released.

STUDENT PUBLICATIONS

School-sponsored student publications shall be under the supervision of the principal or designated faculty representative. Non-school sponsored publications may not be distributed without prior permission from the principal or superintendent.

No student shall distribute any publication which is obscene or creates a substantial interference with normal school activity or appropriate discipline in the operation of the school.

TELEPHONE CALLS

District telephones are for school business. Use of phones for personal business should be avoided except in case of an emergency. Use of phones for social calls is not permitted. Use of cell phones and/or text messaging during class time is not permitted. Students shall not make long distance calls on district telephones without the prior permission of the principal/staff. Students must be supervised during use of the telephone.

DRINKS IN CLASSROOMS

Non-glass bottles of water are allowed in the classrooms.

VISITORS

We encourage parents to visit Doniphan West Elementary School. If you would like to visit the classroom, please notify the classroom teacher or the office prior to the date. If the visitor has not been approved by the parent/guardian, they will not be allowed to visit the student until a parent/guardian is contacted. To ensure safety:

1. ALL VISITORS ENTER THE MAIN FRONT SET OF SCHOOL DOORS and WILL THEN BE ALLOWED TO ENTER THROUGH THE LOCKED DOORS.
2. Individuals on school grounds must check in at the office, state the purpose of their visit, sign in/out and receive a visitor badge.
3. Visitors who disrupt or interfere with the normal educational routine will be asked to leave.
4. Visitors must check in with the office even if the activity is outdoors. This would include activities such as field trips and field day.

5. Student visitors from other schools may not attend classes at Doniphan West Elementary School. However, they may come as guests for lunch if accompanied by an adult. If the visit will include the lunch hour, please arrange with the office for inclusion in the lunch count and to pay for the lunch.

VOLUNTEERS

Our mission is to “connect caring adult volunteers with young people to promote academic, social and personal success in school.” If you are interested in volunteering, please contact the school and the Doniphan West Volunteer Coordinator will contact you regarding the next steps in the application process.

WEATHER EMERGENCIES

For information regarding the closing or cancellation of school due to severe weather or other circumstances, please listen to/watch local media or check our website: www.usd111.org. The Alertify system is used by the district for notification of school closings.

☒COMMUNICATION☒

SOCIAL MEDIA COMMUNICATIONS

School information can also be found on the Doniphan West Facebook Page and the Doniphan West PTO-USD111 Facebook Page. At Doniphan West Elementary, we embrace the power of social media as a tool to communicate and engage with our parents, students, and community. Negative behavior or attacks on any student or employee, by a student, employee, parent, or any other member of the public is disruptive to our district’s positive learning environment and will not be tolerated.

PTO (PARENT TEACHER ORGANIZATION)

DWES has an active and supportive Parent Teacher Organization. Find out more about how you can get involved on the Doniphan West PTO- USD111 Facebook Page.

SITE COUNCIL

The purpose of the Site Council is to provide advice and council to the school. Members are the liaisons between the school and the community. The Site Council operates in a advisory capacity only. Administration will meet with the council four times a year.

INFINITE CAMPUS

Online communication site to access your child’s grades, attendance and fees. Usernames and passwords will be received at enrollment or via email.

LINES OF COMMUNICATION

1. Contact teacher directly involved with the issue.
2. If the issue cannot be resolved, contact the building principal.
3. If the issue is not resolved, contact the superintendent of schools.
4. If the issue is still not resolved, contact the USD 111 Board of Education.

HEALTH

IMMUNIZATION POLICY

All students enrolled in USD 111 must provide proof of the required immunizations, which includes the necessary booster shots. Students new to the district must have proof of immunization within two weeks of their enrollment. Failure to do so may result in the student being asked to stay home until the records are received.

NURSE/ HEALTH, SAFETY and MEDICATION

Kansas state law requires all students under the age of 9 years of age entering Kansas schools for the first time to have a health assessment (school physical or checkup) prior to entering school. Health assessments contain health history provided by the parent/guardian and the results of a physical exam performed by a licensed physician or local Health Department. Health assessments must be recent (within 12 months of the enrollment date) and received no later than 90 days after notification of this policy. A sample health assessment form is available at www.usd111.org. If physicals are not turned in to the school nurse within 90 days following notification, action may be taken to exclude the child from school. Yearly physical exams are encouraged.

Any student who cannot participate in normal school activity such as PE classes or recess for more than one day must have a written excuse from their physician.

Students with severe cough, sore throat, fever or unexplained rash will not be able to remain at school.

A student will be sent home with a fever of 100.4 per the Doniphan County Health Department. He/she must stay at home 24 hours after the fever subsides without the use of fever reducing medications.

Every year lice are detected in the schools. Please notify the school if you find lice and/or nits on your student. Random checks throughout the year will take place.

USD #111 will offer only emergency first aid to students. If illness or injury is severe, the parents will be called. If we are unable to reach the parents, the emergency contact procedure indicated on the student's enrollment form will be followed.

Hearing and vision screenings are done every 2 years on an alternating schedule. Dental screenings will be done annually. Screenings will also be completed on high-risk students and any student that parents or teachers have a concern about. Parents will be notified of all referrals. If you do not want your student participating in vision, hearing, or dental screenings at school you must submit a written request to the school nurse at the start of the school year. If your student has a vision, hearing or dental evaluation completed by a physician or specialist, please have a copy sent to the school nurse so that the information can be added to his/her health file.

IMMUNIZATIONS

Kansas State Law requires all students to have up-to-date immunization records prior to starting school in the fall. Parents will be notified by mail if their student's immunizations need to be updated prior to the beginning of the next school year. Students without up-to-date immunizations by September 30th of each year will be excluded until immunizations are up-to-date in the health office. Any boosters that are due after the school year has started will be due within 30 days after they expire or the student will be excluded from school until an up-to-date immunization record is received. Students new to the district must show proof of up-to-date

immunization status prior to enrolling. Students transferring in from another state will be given 30 days to complete immunizations required in Kansas that were not required by the state from which they transferred. Students with medical or religious exemptions are to have the appropriate form signed yearly. Medical and religious documentation must be provided prior to the students first day of school.

MEDICATIONS

It is desirable for medications to be administered in the home. However, it is recognized that some students are able to attend school regularly because of the effective use of medication in the treatment of chronic illness or disabilities. It is also recognized that in many short-term illnesses, medications may need to be continued after a student returns to school. It is the school's intent to cooperate with the parents and their physician in seeing that the student receives the correct medication and dosage at the proper time. If a student must take a medication more than three times a day or at a specific time of day, he/she is eligible to take the medication at school. These expectations are to protect the student and to eliminate unnecessary medication administrations at school. In order to promote the safety and well being of students, all prescription and non-prescription drugs must be kept in the nurse's office under lock and key.

Before medication can be given or taken at school the following procedure must be followed:

1. Prescription medications must be in the original container and clearly labeled with student's name and dosage information and the medication administration form must be completed and signed by both the parent and the physician.
2. If dosages or times change, a written notice from the physician is needed.

OVER THE COUNTER MEDICATIONS

If parents wish for any over-the-counter medications to be given at school the correct forms must be signed and on file in the office. These forms must be completed each year. Any other over the counter medications must be in the original bottle and clearly labeled with the student's name and is to be provided by the parent.

OTHER MEDICAL INFORMATION

1. Any child who is unable to take part in normal school activity, such as Physical Education, due to a health condition is required to bring a physician's note stating the condition, specific restrictions, and length of activity restriction.
2. Dental hygiene is very important to growing teeth and yearly checkups are encouraged. A yearly screening will be done.
3. Anytime a child displays signs and/or symptoms of a contagious disease, identification and diagnosis from a physician will be requested before the child may return to school.
4. It is required that children who are sent home or kept home from school with a fever remain home 24 hours after their temperature has returned to normal. This includes scheduled evening activities within that time frame.
5. Lice create a problem for families every year. It is important that children do not miss more school than necessary. Please notify the school nurse if you find lice or nits on your child. Random checks throughout the year will take place. Each student infested with lice shall have his/her parents notified and shall be treated at home with anti-parasitic shampoo prior to the next school day. If the child continues to have an active infestation, they will be excluded from school until they are lice free. A note will be sent home to all students in that classroom.
6. Students requiring epipens for severe allergic reactions will be required to supply their own. The school will not provide epipens.
7. In the event of a contagious or communicable disease, a note will be sent home. A school nurse is available and will be glad to assist with the health concerns of students. Please feel free to contact the nurse at school with concerns. Minor first aid can be obtained from the school nurse or through the

office. Students are not to be in the clinic when the nurse is not in the building unless permission is granted by the office.

TRANSPORTATION

BUS ARRIVAL/DISMISSAL TO/FROM SCHOOL

Regular Day

Morning Bus:

- If you live in the north part of district
 - North route busses pick up students and transport them to Doniphan West High School.
 - Highland students meet at Doniphan West High School between 7:30 am and 7:40.
 - Shuttle Busses with Elementary students on board leave Doniphan West High School at 7:40.
- If you live in the south part of district
 - South route busses pick up students and begin arriving at Doniphan West Elementary at 7:35.

Afternoon Bus

- If you live in the north part of district
 - Shuttle Busses depart Doniphan West Elementary at 3:25 and arrive at the former Primary building at 3:35 to release Highland residents that walk home. The busses will arrive at Doniphan West High School at 3:40. Non-Highland residents stay on their North route buses to be transported home.
- If you live in the south part of district
 - Route Buses depart Doniphan West Elementary at 3:40

Early Release Day

Afternoon Bus

- If you live in the north part of district
 - Shuttle Busses depart Doniphan West Elementary at 12:25 and arrive at the former Primary building at 12:35 to release Highland residents that walk home. The busses will arrive at Doniphan West High School at 12:40. Non-Highland residents stay on their North route buses to be transported home.
 - Non-Highland residents board North route buses to be transported home.
- If you live in the south part of district
 - Route Buses depart Doniphan West Elementary at 12:40

All preschool classes will attend in the morning on early release days. The preschool bus will dismiss at 11:20.

BEHAVIOR

DRESS CODE

Neatness and decency are emphasized as guidelines for the dress code. Garments should not distract from the learning environment. The Principal shall make the final determination regarding the appropriateness of a

student's appearance. Students who are inappropriately dressed will be required to change their clothing. The board approved dress code for school days and school activities is as follows:

The following dress code will be followed when at school or attending school-related activities. There may be exceptions during special events. (ex: spirit week):

1. Hats, head - coverings, sunglasses, or similar items shall not be worn in the building.
2. No spaghetti, thin-strap tank tops (including low-cut under the arms, front, or back) or dresses may be worn without an accompanying concealing garment.
3. Underwear and other undergarments must not be visible.
4. Short shorts or short skirts are not acceptable.
5. Wearing see-through, backless, halter-type, tube tops, or revealing clothing is not allowed.
6. All clothing and accessories that advertise tobacco or alcohol products, along with profanity, violent acts, firearms, or undesirable slogans, wording, or pictures are not allowed at school.
7. Pants, jeans, shorts, etc. must be worn at waist level and cover all undergarments (No sagging).
8. Shirts, sweaters, blouses must meet the top of the pants or skirts. No "midriffs" are allowed.
9. Students may not wear chains or similar items from their clothing. Chains that are worn as jewelry must be safe, appropriate and non-disruptive to the school/classroom. Any adornment that scratches or mars furniture is not allowed.
10. Students may not use ink pens, magic markers, color sprays, etc. to mark or write on themselves or others.
11. Students must wear shoes at all times.
12. Any apparel that can be construed as gang related will not be tolerated.
13. Clean tennis shoes are required for PE.

If, in the professional opinion of any DWES staff member or administrator, a student's attire is disruptive to class, detracts from a positive learning environment, is clearly inappropriate or in poor taste, that staff member or administrator will have the student:

1. Wear a loaned clothing article provided by the school
2. Call home for a change of clothing
3. Be removed from the classroom for the remainder of the day

BEHAVIOR EXPECTATIONS

Acceptable school/classroom behavior is expected from all students. The following rules will be observed:

1. Pop, candy, and gum are not allowed at school with the exception of a special occasion where a teacher may provide the treat in a classroom.
2. Be in class on time with appropriate materials, assignments, etc.
3. Follow directions of all staff members on school grounds and at school activities.
4. Respect yourself, other students, teachers, staff members, all adults in a position of authority, and school property.
5. Use appropriate language. No profanity. Use of profanity may result in an office referral.
6. Toys, games, laser-lights, electronic devices (cell phones, video games), tools, or any items that disrupts the learning environment should not be used during school without school permission. If such items are out during school time, they will be confiscated and kept in the office. A parent/guardian may be required to pick them up. Uncooperativeness may result in an office referral.
7. Practice good health habits - no cigarettes, alcohol, or illegal drugs on school grounds or at any school activity.
8. Dress appropriately (see Dress Code)
9. Fighting on or near school property is not tolerated

10. Throwing of items is not tolerated
11. Any type of harassment, bullying, cyberbullying, or intimidation will not be tolerated. (See "Bullying/Harassment/Threats").

Violation of these rules may result in an office referral and possible suspension or expulsion. This list is not all-inclusive. Other acts that disrupt the normal educational environment will be dealt with according to the merits of the individual situation and at the discretion of the administration.

BUS RULES

All students will behave appropriately and safely while riding on a school bus. Behavior which prevents drivers from doing their job or prevents other students from having safe transportation will not be tolerated. The following regulations are applicable to all students transported on regular and activity routes. The bus driver is charged with the responsibility of maintaining a safe, disciplined bus on regular routes and the activity sponsor or coach is charged with the responsibility for having a disciplined bus on activity trips.

Students who do not observe the rules of bus conduct to the satisfaction of the driver/sponsor may be denied the privilege of bus transportation. The driver/sponsor shall advise the student of the misconduct and ask the student to modify his/her behavior. Should the student not respond, the driver/sponsor will report to the administrator. Short term or long-term suspension from riding the school bus may be necessary if the student does not comply with conduct rules.

1. The driver is in charge of the passengers on the bus.
2. The student may select a seat; however, the driver has the authority to assign seats on a temporary or permanent basis as necessary.
3. Students must be on time, and the driver must make every attempt to have a regular schedule.
4. Students must not stand in the roadway or street while waiting for the bus.
5. Unnecessary conversation between the driver and passengers is discouraged. Students shall not talk in a loud voice or otherwise distract the driver's attention.
6. Outside of ordinary conversation, classroom conduct is expected.
7. Passengers will not litter, write on, or damage the bus in anyway.
8. Passengers will keep all parts of their body - and all objects - inside the bus.
9. The passengers are to stay in their seat until exiting the bus.
10. When leaving the bus, students must observe the directions of the driver. If the road must be crossed, the student shall cross in front of the bus after making sure the roadway is clear.
11. Students shall be responsible for the seat space they occupy. Seat covers shall not be defaced or cut. The driver will inspect the bus for damage.
12. The aisles will be kept clear.
13. Passengers will not use profanity.
14. Passengers will not make rude gestures.
15. Passengers will keep their hands, feet, and objects to themselves.
16. Animals (including insects, ant farms, etc.) are not allowed on the bus.
17. No food or beverage on busses.
18. Bus drivers are not responsible for articles left on the bus.
19. The school district only transports regular route bus riders; however, guests are allowed to ride home with regular riders for special events (birthday parties, sleepovers, etc.). Regular route bus riders have first priority over guests. Parents/guardians of the guest are required to give a note to the school office the day of the activity (with date, reason for trip, and parent/guardian signature). Parents/guardians of the host must give 24 hour advance notification to the school office prior to the activity. This gives the school personnel time to determine if there is room to transport the extra students. If you live "out of district" or less than 2.5 miles from your attendance center and would like to request the school to

transport your student(s) you must petition the superintendent. Parents must designate a pick up and/or drop off point (these can be different) for their student(s) prior to the first day the rider(s) is/are transported. THIS CAN ONLY BE CHANGED ON AN EMERGENCY BASIS.

20. Students may be subject to monitoring by school surveillance/videotaping while on the bus.
21. Waiting zones and drop zones follow the bus rules.

When behavior is severe or endangers the safety of others, severe clause consequences may be put into place.

SEVERE CLAUSE CONSEQUENCES:

1. In the event of a behavior incident, the student will be given a warning. Depending on the situation, he/she could receive suspension from riding the bus and result in an office referral. Parents will be notified. Principal and transportation director will meet.
2. The second incident may result in suspension from riding the bus and will result in an office referral. A meeting with the parent/guardian, student, and principal will be held.
3. The third incident will result in suspension from riding the bus for up to and including the remainder of the school year. A meeting with the principal, transportation director, driver, parents and student will be held.

During the suspension period, the parent/guardian has the responsibility to arrange/provide transportation for the student. Absences during the suspension period will be unexcused.

PLAYGROUND RULES

Playground rules will apply to all students Preschool through 6th grade students during school hours. Teachers and playground supervisors will formulate necessary rules and administer them uniformly. The school reserves the right to add other rules as deemed necessary for the safety of all children.

1. Walk while playing on the equipment.
2. Do not play in or near the trees.
3. Save gymnastics for gymnastic classes.
4. Keep the playground balls off the playground equipment.
5. Only those who can successfully cross the monkey bars should be on them. (Preschool is not allowed on the monkey bars at all.)
6. Rocks/tire pieces are meant to protect from falls. Please keep them where they belong.
7. All slides are meant to go down while sitting on bottom and facing forward.
8. Remain seated on all swings. Only one person in each swing at a time. NO jumping out of the swings.
9. Two-hand touch football only is permitted.
10. Use all equipment as it is meant to be used.
11. Always walk on the sidewalk.

Consequences:

1. Warning - when rules are explained
2. Walk laps
3. Chat with the principal

PROCEDURE FOR DETERMINING INSIDE OR OUTSIDE RECESS

1. If the temperature or wind-chill (RealFeel) is BELOW 32 degrees – we will NOT have outdoor recess.
2. If the temperature is such that an Excessive Heat Warning/Advisory is issued – we will NOT have outdoor recess.
3. If it is raining, lightning, or snowing – we will NOT have outdoor recess.
4. If the playground is ice covered – we will NOT have outdoor recess.

5. If the playground has accumulated snow that has not been removed – we will NOT have outdoor recess.
6. If the playground is wet – we will NOT have outdoor recess.

CAFETERIA EXPECTATIONS

1. Students, Staff and Guests will follow directions, instructions and expectations of lunchroom supervisors.
2. Stay in line and keep hands, feet, and objects to self.
3. Be respectful of everyone and responsible for yourself and your environment.
4. Use good manners at all times in the lunchroom.
5. DO NOT play with your food!
6. Pick up all trash and food that you drop!
7. Only eat and touch YOUR food. Food is not to be traded or given to others.
8. Ask permission to leave the lunch table.
9. Use your inside voice for quiet conversation.
10. Walk at all times.
11. Glass containers are not permitted in the lunchroom

DISCIPLINE PLAN/CODE OF CONDUCT

Definition of Discipline: A process designed to teach, model, and use appropriate strategies to reinforce the behaviors necessary to ensure a safe and productive learning environment by changing unacceptable behavior to acceptable behavior. Students are expected to be responsible for their own learning and to behave in a positive responsible manner appropriate for the workplace. Students who take responsibility for doing their assigned work and meeting the school's behavioral expectations and attendance policies will maintain the privileges of all school activities.

Students violating these expectations will be dealt with on an individual basis at the discretion of the administration. In addition to disciplinary actions taken by the principal or administrative designee, inappropriate acts considered to be against the law (weapons, assault, battery, tobacco, theft, etc.) will be reported to the appropriate law enforcement agency. Consequences for classroom behavior will be the responsibility of the individual teacher; however, if a student continues to misbehave after teacher intervention, the student will be referred to the office.

Consequences for behavioral referrals may be lunch detention, loss of a school activity, in-school suspension, or out-of-school suspension depending on the severity of the infraction and the number of previous infractions. When a referral has been made, parent/guardian will be contacted by phone. Possible consequences are described below.

BEHAVIOR LEVELS

Level 1 (warning)

Bus Conduct Report

Cafeteria Violation

Refusing a Reasonable Request

Public Display of Affection

Teacher Referral

Hall/Bathroom Violation

Profanity

Bullying

Computer Violation

Recess Violation

Level 2 (Office Referral, Teacher/Administration Will Contact Guardian, Lunch Detention may be assigned)

Bus Conduct Report (2nd)	Conflict With Another Student
Threats/Intimidation	Computer Violation (2nd)
Profanity (2nd)	Leaving Class without permission
Public Display of Affection (2nd)	Cheating/Dishonesty/Plagiarism
Defiance	Rude, Disrespect to staff
Bullying/Physical Contact	Educational Nuisance (Electronic Devices)
Stealing	

Level 3 (Lunch Detention, Administration Will Contact Guardian)

Cheating/Dishonesty/Plagiarism	Fighting/Instigating disruptive behavior
Conflict with students (2nd)	Threats/Intimidation (2nd)
Pornography Possession	Skipping School
Theft	Misuse of any prescription/nonprescription medication
Rude/Disrespectful to staff (2nd)	Bullying/Physical Contact (2nd)
Harassment (racial, sexual, gender)/Bullying/Threats/Hazing	

Level 4 (Guardian Meeting With Staff, ISS)

Harassment (2nd)	Theft (more serious stealing)
Alcohol/Drugs/Tobacco Possession/Use	Hazing (2nd)
Vandalism/Damage to or misuse of School Property	Fighting (2nd)
	Possession of a weapon

Level 5 (OSS)

Alcohol/drugs/tobacco possession/use (2nd)	Starting a Fire
Bomb Threat	False Alarms
Criminal Statues	Illegal Drugs
Fighting (3rd)	Violent Acts against Staff

Behavior problems will be entered into Infinite Campus and reviewed throughout the year.

IN-SCHOOL SUSPENSION (ISS)

Administrators may assign a student in-school suspension based upon the severity of the misbehavior/incident. Students assigned to in-school suspension will be isolated from the remainder of the student body throughout the entire school day. They must report to the main office upon arrival to campus and will be released at the end of the day. Students will be required to do all school work in the ISS room, will have restroom breaks separate from the normal passing times, and will eat their meals within the confines of that room. Students who are involved in extracurricular activities will not be permitted to participate in their activities or compete in any games/contests until ISS is completed. Specific rules governing in-school suspension will be explained to the student when he/she reports for his/her consequence.

OUT OF SCHOOL SUSPENSION (OSS)

Administrators may suspend any student from school for just cause, subject to review by the Board of Education. Students will be required to make up work at his/her home. These students will be given a trespass notification at the time of their suspension. This notification will inform the student that he/she may not be on school grounds or at any school activity during the time of the suspension without receiving a trespassing violation.

ALCOHOL, DRUGS, and TOBACCO

Possession or use of tobacco, alcohol, or drugs is not allowed on school property or at any school sponsored activity or event (K.S.A 72-53, 107). Violation of this policy will result in an office referral. Parents/guardians and law enforcement will be notified immediately of any violation of this policy. Drug dogs may be brought in, occasionally, for a building walk-through to assure student safety.

USD 111 Tobacco Free School Ground Policy (adopted August, 2007)

The use of tobacco products is prohibited in or on all district-owned, leased, or rented real property.

1. Non-students violating this policy will be requested to move off campus.
2. Students violating this policy will be excluded from the event and will be subject to disciplinary actions that may include all of the following: guardian notification, immediate notification of law enforcement, suspension or expulsion and/or exclusion from future extracurricular activities.
3. Signage and/or public address system announcements will discourage adult visitor tobacco use at school activities.

BULLYING/HARASSMENT/ THREATS

Bullying, harassment or threats of any nature will not be tolerated. Violation of this regulation will result in disciplinary action. Any coercing, threatening or intimidating activity toward another student or staff member must be reported to the principal and will result in an office referral and possible suspension.

All threats or intimidation occurring off school grounds or from persons who are not USD 111 students shall be dealt with by the parents or guardians of the threatened student through the proper law enforcement channels.

Bullying Definition: Bullying occurs when a person is exposed repeatedly and over time to negative actions on the part of one or more persons. It is victimization, not conflict. Bullying results when one person has power over another. Most common forms of bullying are being made fun of, being the subject of rumors, being pushed, shoved, kicked, tripped and spit on that is targeted at a student that:

1. causes physical or emotional harm to the student or damage to the student's property;
2. places the student in reasonable fear of harm to himself or herself or of damage to his or her property;
3. creates a hostile environment at school for the student/classroom;
4. infringes on the rights of the student at school; or
5. materially and substantially disrupts the education process or the orderly operation of a school.

Cyberbullying Definition: Bullying through the use of technology or any electronic devices, such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to e-mail, instant messages, text messages, blogs, mobile phones, and online games by use of any electronic communication device.

Any act of bullying by an individual student, or group of students, is prohibited on or while utilizing school property, in a school vehicle, or at school sponsored functions. Bullying that occurs offsite and is brought into

the school day is also punishable as a bullying offense. This policy also applies to students who support another's act of bullying.

Minimum Level 2 Consequence on first offense and may increase to a Level 3 offense and beyond with corresponding consequences.

Harassment Definition: Any verbal or physical action towards another person which is unwanted and causes great discomfort for that person. Any student who feels they are a victim of harassment should file a written account with the administration.

Threat Definition: Making a threatening statement which could involve physical harm or damage to school or personal property.

REPORTING A student who believes he or she has been bullied should report it to school officials without delay. Bullying report forms shall be available in each school office. Reported incidents will be investigated by school personnel according to district guidelines.

CHEATING/PLAGIARISM

Cheating will not be tolerated. Copying of another student's work or the use of unauthorized materials is considered cheating (plagiarism). Teachers will not give credit under such circumstances. An office referral will occur.

COMPUTER/ INTERNET AGREEMENT

Students and parents are required to sign the Acceptable Use Policy (which contains the information in this section) before students are allowed access to technology each year.

As a part of my schoolwork, the school will provide me the use of a computer system to complete necessary tasks. When I use the computer system, my behavior and language are to follow the same rules I follow in my class and in my school. To help myself and others, I agree to the following promises:

1. I will only access the Internet under the supervision of a staff member.
2. I will follow all of my teachers' directions when working on the computer.
3. I will only use the computer system to do school work, and not for any other reason. I will not store material that is not related to my schoolwork.
4. I will use the computer system only with my teachers' permission.
5. I will protect my password to maintain the security of the network, and I will not ask for or use anyone else's password.
6. I will only play games and access websites that a teacher has approved, and at the times allowed.
7. I will not use the computer system to annoy, be mean, frighten, threaten, tease, bully, cyberbully or poke fun at anyone. I will use appropriate language.
8. I will not try to see, send, or upload anything that says and/or shows bad or mean things about anyone.
9. I will immediately tell a staff member about any material that I feel is not appropriate or that makes me feel uncomfortable.
10. I will not intentionally damage the computer system or anyone else's work.
11. I will make sure to keep ALL food and liquids away from any computer device.
12. Any staff member may look at my work to be sure that I am following these rules, and if I am not, there will be consequences which may include not being able to use the computer system.
13. Plagiarism is the taking of material created by others and presenting it as if it were one's own. I will not plagiarize material from the Internet.

All students will understand and will abide by the terms and conditions for Internet access at Doniphan West Elementary. Should I commit any violation, my access privileges will be revoked and/or appropriate school disciplinary action will be taken.

Parents/Legal Guardians: I have read the Acceptable Use Policy and I understand that access to the computer system is intended for education purposes. I understand that if my student should commit any violation, his/her access privileges may be revoked and/or school disciplinary action will be taken. Doniphan West has taken precautions to eliminate inappropriate material, students are supervised while using computers, and their use is electronically monitored. Even with those precautions, I am aware of the possibility that my child may gain access to material that may not be considered to be of educational value or may be harmful/disruptive. Because information on the computer network can be transitory and diverse, the District cannot completely predict or control what users may or may not locate. I have read, understood, and discussed the terms of this agreement and policy with my student. I give permission for his or her use of the electronic resources available on the computer system.

Ownership

Computer materials or devices created as part of any assignment undertaken on school time shall be the property of the USD 111.

Internet

Inappropriate use and/or transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by a trade secret.

SEXUAL HARASSMENT

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is any non-verbal, verbal, or physical behavior which is of a sexual nature. Any student who believes that he/she has been subject to sexual harassment should discuss the alleged harassment with the principal, counselor, or other certified staff member. Actions will be taken to see that the harassment is stopped. If the matter is not resolved satisfactorily, the student may initiate a complaint under the district's discrimination complaint procedure. It shall be a violation of this policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student, or when made by any student to another student or staff member when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive academic environment. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

When acts of sexual harassment or other violations of this policy are substantiated, appropriate action will be taken against the individual. The filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades, future employment, or assignments. Confidentiality will be maintained throughout the complaint procedure.

Specific examples of sexual harassment include (but not limited to):

1. making sexual comments or jokes
2. looking or gesturing in a sexual manner,
3. touching, grabbing, pinching in a sexual way
4. inappropriate body to body contact
5. flashing or mooning
6. spreading sexual rumors about an individual;
7. pulling clothing in a sexual manner
8. showing or giving sexual pictures, messages or notes
9. blocking passage in a sexual way
10. forcing a kiss on someone
11. calling someone gay or lesbian
12. spying while someone is showering or dressing
13. forcing someone to do something sexual other than kissing;
14. writing sexual messages or graffiti on walls, locker rooms, etc.

TEACHER/STAFF AUTHORITY

Students are expected to comply with requests of any adult staff member anywhere in the building, on school grounds, or at any school-sponsored event. All staff members shall maintain professional relationships which are conducive to an effective educational environment.

Substitute teachers are considered important members of the staff and have the same authority as full-time teachers. Students are expected to cooperate and respect them as they would their regular teacher.

VANDALISM

The board shall seek restitution according to law for loss and damage sustained by the district. When a juvenile is involved in vandalism to district property, the principal shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage. Acts of vandalism may be reported to law enforcement agencies.

Restitution payments shall be made by juveniles or their parents to the business office, and accounts shall be kept. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments. Accounts not paid in full within the specified time may be processed for legal action.

WEAPONS POLICY

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event. **This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon when said facsimile is used in a threatening or menacing way. (Laser pens, knives, and other objects that could cause injury to others are not allowed at school.)**

Definition of Weapons and Destructive Devices As used in this policy, the term "weapon" and/or destructive device means:

1. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
2. The frame or receiver of any weapon described in the preceding example;

3. Any firearm muffler or firearm silencer
4. Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than $\frac{1}{4}$ ounce, mine or similar device
5. Any weapon which will, or which may be readily converted to, expel a projective by the action of an explosive or other propellant, and which has any barrel with a bore of more than $\frac{1}{2}$ inch in diameter; and combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
6. Any bludgeon, metal knuckles or throwing star;
7. Any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in that the handle of the knife, or any knife having a blade that opens or falls and is ejecting into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.

Penalties for Possession

Possession of a firearm or other weapon or facsimile of a weapon shall result in expulsion from school for a period of one year, except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee. Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and if a juvenile to Department of Children and Families or the Commissioner of Juvenile Justice.

Reporting Criminal Possession of a Firearm by a Student

It is a crime for any person to possess a firearm at school or on school property. A student who possesses a firearm shall be reported to law enforcement for criminal prosecution.

REMINDER: In accordance with the Drug Free/Gun Free Act, only a law enforcement officer can possess a firearm within 1,000 feet of a school.