

**DORA R-III
ELEMENTARY/MIDDLE
SCHOOL
2016-2017**



DORA R-III ELEMENTARY/MIDDLE SCHOOL

HIGHWAY 181 SOUTH, 613 CR 379
DORA, MISSOURI 65637
417-261-2337
Fax: 417-261-2673
www.dora.org

Superintendent,
Steven Richards
417-261-2346 ext. 2008

**High School Principal/
Boys HS Coach**
Rick Luna
417-261-2263 ext. 2007

**Elementary Principal/
Curriculum Director**
Brett Mitchell
417-261-2263 ext. 2001

Counselor,
Amelia Payne
417-261-2263 ext. 2012

Secretaries
Ronda Clinton-Bookkeeper ext. 2000
Retta Collins-Secretary ext. 2011
Debbie Uhlmann-Attendance ext. 2002

WELCOME TO DORA R-III SCHOOL DISTRICT

Dear Parents/Guardians,

Welcome to the Dora R-III School District. At Dora, the faculty and staff is committed to providing students with the best education possible. Everyone is dedicated, hardworking and focused on the task of educating students. The success of the Dora School educational program comes from the collaboration between faculty, parents, community and students. By continuing to work together to achieve our common goals, we can continually improve upon the educational program at Dora Schools and produce the best-educated students.

The education of children is a difficult job. At Dora, we realize this cannot be accomplished without the assistance of parents and the community. We encourage parents and concerned community members to be active participants in the education of our students.

It is our desire that you and your child have a successful school year. Please join with us in this effort.

Sincerely,

Steven Richards

Superintendent

Rick Luna

High School Principal

Brett Mitchell

Elementary Principal

Dora Falcons

2016-17 School Calendar

July						
				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						

August						
	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			

September						
				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	

October						
						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					

November						
		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			

December						
				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

Aug 11, 12 Registration 8-3 pm
 Aug 15, 16 Teachers Workshop
 Aug 16 Open House 4-7 pm
 Aug 17 Teachers In-service 10-3
 Aug 18 Classes Begin
 Sept 2 Labor Day No School
 Sept 5 Labor Day No School
 Sept 16 Teacher In-service No School
 Oct 10 End of 1st Quarter (35 days)
 Oct 20 Parent Teachers Conf 4-7pm
 Oct 21 Parent Teachers Conf No School
 Nov 14 Fall Break No School
 Nov 21-25 Fall Break No School
 Dec 16 End of 2nd quarter (42 days)
 Dec 19-Jan2 Holiday Break No School
 Jan 3 Teachers In-service No School
 Jan 4 Classes Resume
 Jan 16 Dr. Martin Luther King Day
 Feb 20 Presidents Day No School
 Feb 28 End of 3rd quarter (38 days)
 Mar 10 Teachers In-Service No School
 Mar 20-24 Spring Break
 Apr 14 & 17 Easter Break
 May 5 Dismiss 12:00 Last Day
 May 5 End of 4th quarter (39.5 days)

First Semester		Second Semester	
August	10	January	19
September	19	February	19
October	20	March	17
November	16	April	18
December	12	May	4.5
Total 1 st Semester	77	Total 2 nd Semester	77.5

After 14 snow days, the Superintendent may add days as deemed needed.

Monthly School Board meetings will be held the last Tuesday of each Month.

ACT test dates: Sept 10, Oct 22, Dec 10, Feb 11, April 8, June 10

January						
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				

February						
			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				

March						
			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	

April						
						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						

May						
	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			

June						
				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	

INTRODUCTION

This book is prepared for the parents and students in grades PK-6 who are enrolled in the Dora R-III School District. Its purpose is to provide the information necessary for each and every student to be fully informed about the procedures and policies that enable a school to function properly. If both the student and his/her parents or guardians read this book in its entirety at the beginning of the school year and make a pledge to follow any and all of the guidelines contained herein, the educational purpose of the school will be accomplished much earlier. All students and parents are expected to be familiar with the policies in the student handbook. Having no knowledge of a policy discussed in this handbook is not an excuse for failure to follow school policies. All school board policies can be found in the main office.

DORA R-III SCHOOL DISTRICT MISSION STATEMENT

“The mission of the Dora R-III School District, as a caring community, is to prepare each unique student for the world beyond our doors through; communicating a standard of excellence, a dedicated faculty and staff, and a safe and nurturing environment.”

ACTIVITIES (EXTRA-CURRICULAR)

Grades K-6

All students who wish to participate in extra-curricular activities should realize that these activities are just that, **EXTRA**. These activities are not part of the school curriculum; thus they are secondary to the main objective of the Dora R-III School which is to provide an academic education to its students. Consequently, all students participating in the extra activities must maintain satisfactory academic grades.

Each four and one half (4 1/2) weeks during the school year progress reports are issued to all students. Participants' grades will be checked at the end of each grading period (either 4 1/2 weeks or at the end of the quarter). Any deficient grades (below 60%) will result in the student becoming ineligible to compete. **One time during the school year, a student may have the opportunity to improve deficient grades and become eligible again.** For this to occur the deficient grade must be corrected within two weeks of the time the grade card or progress report is released. If the deficiency has been corrected, **the student will become eligible to compete at the end of the two-week period.** Otherwise, the student will remain ineligible until the next grading period. A student who has a failing semester grade **will become ineligible for the first two competitive weeks of the next semester.** That student shall have two weeks to bring all grades to passing in order to be eligible again. It will be the responsibility of the student to correct the deficient grades and show proof of that to the coach or sponsor. A form will be available in the office for the student and the teachers to sign.

In addition to the above Dora R-III policy, all students participating in extra-curricular athletics must comply with the regulations set forth by the Missouri State High School Activities Association (MSHSAA) of which the Dora R-III School is a participating member. The academic requirements set forth by MSHSAA are as follows: By-law 213.0 Academic Standards-Statement of Philosophy-Participation in high school activities is a valuable experience and should not be looked upon as a reward for academic success. Students with low academic ability need the educational development provided through participation in activities as much as students with average or above average ability. Activity participation should be for all students making appropriate progress toward graduation and otherwise in good standing.

Eligibility requirements: The Dora School District is a member of the Missouri High School Activities association (MSHSAA). All students who participate in extracurricular activities in behalf

of Dora Schools must meet all eligibility requirements established by MSHSAA. Students and parents should take special note of these requirements so that they may maintain their ability to participate in interscholastic activities. All students and parents must review the booklet entitled "How to Maintain & Protect Your School Eligibility" distributed by MSHSAA prior to participation in interscholastic activities. Brief Summary of MSHSAA Eligibility requirements:

1. **Citizenship:** You must be a creditable citizen. Creditable citizens are those who conduct, both in school and out of school, will not reflect discredit upon themselves or their school.
2. **Academics:** Grades 9-12: You must have earned, the preceding semester of attendance, a minimum of 2.50 units of credit or have earned in 70% of the maximum allowable classes in which any student can be enrolled in the semester, whichever is greater. Currently, you must be enrolled in, and regularly attending, courses that offer 2.50 units of credit or 70% of the maximum allowable credits which may be earned, whichever is greater. Credits earned or completed after the close of the semester or in summer school will not fulfill this requirement. If you are a beginning ninth grade student, you must have been promoted at the close of the previous year. You must be making satisfactory progress toward graduation as determined by your local school policies. Do not drop courses without first consulting your school principal, athletic administrator, or counselor to determine whether it will affect your eligibility. Grades 7-8: You must be enrolled in a normal course load for your grade at the member school. You must have been promoted to a higher grade at the end of the previous year. However, even though you may have been promoted, you will be ineligible if you failed more than two courses the previous semester.
3. **Age limits:** Grades 9-12: If you reach age 19 years of age prior to July 1, you will be ineligible the next school year. Over aged eighth graders may move up to the senior high team to have eight semesters of eligibility. Grades 7-8: In order to participate on or against teams made up of only seventh graders, you must not have reached 14 years of age prior to July 1 preceding the opening of school. In order to participate on or against teams made up of only eighth graders, you must not have reached 15 years of age prior to July 1 preceding the opening of school. In order to participate on or against teams made up of only ninth graders, you must not have reached 16 years of age prior to July 1 preceding the opening of school. However, you may participate with the next higher grade when you no longer meet the age limit for your grade. Note: Check with your principal for options available to you if you are ineligible for your grade level because of your age.
4. **Sportsmanship:** If you should commit an unsportsmanlike act while participating in an event, you could become ineligible. If your conduct as a spectator is found to be unsportsmanlike, you could be barred from attending any further high school athletic contests. The unsportsmanlike conduct of any spectator, regardless of age, could cause that spectator to be barred from attending school athletic contests.

ANNOUNCEMENTS

Announcements are made in five ways:

1. Daily bulletins are read to students during the day.
2. Posters around the school.
3. Notice of special events sent home to parents.
4. Posted on the Internet.
5. Emailed to parents and patrons that requests them.

ASSEMBLIES

Several times through the year, our school has the opportunity to present special people with unique talents for your educational learning and enjoyment. The individuals conducting these programs are our guests and should always be treated with respect. All students are expected to be attentive, courteous, and on their best behavior during assemblies. Students that are disruptive and/or demonstrate bad manners may face disciplinary action including the loss of the privilege of attending assemblies.

ASSESSMENTS

All students participate in the Missouri statewide assessment program in grades 3-8 (MAP, NAEP). Policy IL

ELEMENTARY ATTENDANCE POLICY

Promptness and regular attendance is one of the student's most important responsibilities. Poor attendance and poor achievement usually go hand in hand. It is important that the student attends school on a consistent basis to receive full benefits of the school program. Even though it is possible to catch up on missed assignments, it is almost impossible to make up the instruction given by the teacher when a concept is first introduced. We appreciate your cooperation in making sure that your child attends on a daily basis.

Attendance Policy

Regular attendance has a direct effect on the academic progress of the students and the development of good habits which will aid students as they move throughout their different grade levels and become adults. Please note the following concerning attendance in the Dora R-III Elementary.

The **Attendance Clerk** will call each parent/caregiver when a child is not in school attendance. When your child is absent, please call the Attendance Clerk at 417-261-2263 ext. 2002 to let us know that your child is not going to be attending school.

Attendance Policy:

A student may accrue no more than five (5) absences in any or all periods during the semester. Any student who is absent more than five (5) times in a period during any one semester shall not receive credit.

EXCUSED ABSENCES WILL BE GRANTED FOR:

Doctor or dentist appointment-A student must bring a note from the doctor or dentist's office within 5 days of visit stating the date and time of the visit. Excused absences will only be granted for the student's personal visit.

Funeral-Student must bring a note from parent/guardian.

Driver's test-A student shall be excused for one full day only to take the driver's test, or two half days (half day for permit, half-day for driver's test).

College or career day-Seniors can take one full day to apply for a job or make an application to a college, university, or technical school.

Sick note vs. Nurse Note - Anytime a student leaves school during the day because of illness, unless sent home by the nurse, the absence will be applied to his/her 40 blocks or (5 days). After a student misses his/her 40 blocks, (5 days), any further absences will be unexcused. In this case if the school nurse sends a student home, those blocks for the remainder of that day will be considered excused will not count against them.

Tardy: If a student signs in after 7:40 a.m. they will be charged with a tardy.

Anyone signing in later than 8:00 will be counted as hour/hours of absences.

Leaving Early: If a student signs out last hour before 3:15 p.m. they will be counted absent for 1 hour. If they sign out before last hour they will be counted absent for the hour/hours that they have missed.

All students will be expected to complete all make-up work that is excused.

Students may be referred to outside agencies for failure to attend school regularly.

Clarifications Regarding Absences:

1. Notes from parents and doctors will be placed in student's files for documentation.
2. Students attending a school-sponsored activity will not be counted absent.
3. An absence for which no information is received or is without the parent's knowledge is considered truancy.

4. Students will not be permitted to leave school during the school day without permission from the office. Students will only be released to a parent or guardian unless prior arrangements have been made.
5. Illnesses that require the student to remain away from school for four (4) days or more under the directions and care of a physician will be considered “homebound” and will not count toward “excessive absences” for the student. **Documentation from a physician is required.**
6. Disciplinary suspensions from school will count as “excessive absences”. These days are counted toward his/her 40 blocks, (5) days.
7. Missing school for school-sponsored activities does not count as absences.

Procedure for Excessive Absences and Tardies

Excessive absences and tardies during a semester for grades 5-6, the principal will file a referral with the County Juvenile Office for grades PK-4 the principal will file a referral with the office for the Division of Family Services.

Trauncy Court: Judge Craig Carter and the Division of Child Services have developed a procedure that when students have excess absences or tardies the school will report this to the court. We will report this on the 7th unexcused absence per semester, there will be a letter sent home on the 5th unexcused absence letting the parents know the student is getting close to go over the limit. The parents and the student will be brought in and appear in front of the judge. This offense can have a penalty of a Class C Misdemeanor and a \$250 dollar fine.

Procedure for Truancy

Unauthorized absence from school is considered truancy. Students who are truant will not be permitted to make-up work missed and disciplinary action will be taken.

1. Students who are truant will be disciplined according to policy.
2. The third occurrence of truancy will result in a referral to the County Juvenile Office and the Division of Family Services.

Students have a responsibility to be on time to school and to each class:

1. Clarification of responsibility: A student shall be considered late to class if he/she is not in his/her classroom at the designated time.
2. First and Second Tardy: When the student is tardy to class the first and second time within a semester, he/she will sign a tardy sheet in the classroom. A parent letter will be sent home after the second tardy is received.
3. Third Tardy During Semester: When the student is tardy the third time the student will receive a one (1) day after school detention and a letter to their parents. All tardiness thereafter will result in detentions.

When a student receives three after school detentions during one semester for tardiness, the next tardy will result in an automatic one day In-School-Suspension from school.

Tardy: Students are counted **tardy** if they arrive after 7:50. If student is signed in after 8:00 a.m. they are counted **absent** for the portion of the day they miss.

Leaving Early: If signed out before **3:15 p.m.** they will be counted absent for the portion of the day they miss. If they sign out after **3:15 p.m.** they will be counted absent for the minutes they have missed.

STUDENTS HAVE 5 DAYS AFTER AN ABSENCE TO PRESENT A NOTE TO THE SCHOOL OFFICE.

PERFECT ATTENDANCE INCENTIVES:

The following incentives will be provided to student who achieves perfect attendance during the school year. (Perfect attendance is attending school 100% not missing a minute during each quarter, semester, and/or school year.)

Recognition at the end of the year Assembly and Get to attend an end of the year Reward Trip

AWARDS/AWARDS DAY

Students are recognized throughout the year. Some of the ways, but not limited to: Wings, Birthdays, and Awards Day at the end of the school year.

DORA R-III SCHOOL DISTRICT BELIEFS

We believe that all children/people can learn. We believe that all people have equal, inherent worth. We believe that all people have the right to be treated with dignity and respect. We believe that each person is responsible for self and to others. We believe that the support of a family is necessary for the optimal development of the individual. We believe that low self-esteem creates problems; high self-esteem is a necessary condition for solutions. We believe that all people have the right to pursue success. We believe that the quality of learning directly affects the quality of life. We believe that optimal achievement requires risk-taking. We believe that there is dignity and value in work. We believe that the degree of satisfaction in personal accomplishment is directly related to the investments made. We believe that communication is the most powerful means of influencing people. We believe that honesty is the essential factor in all-human relationships. We believe competition is inevitable, but cooperation produces greater results. We believe that any compromise in a commitment to excellence is an injustice.

BILLS; FINES; AND/OR FEES:

All bills, fines, and fees must be paid before a student can participate in any trips and extracurricular activities.

BOARD OF EDUCATION

DORA R-III SCHOOL DISTRICT BOARD OF EDUCATION

2016-2017

President: Ed Lee

Vice President: Jeff Strong

Members: Lindsay Collins

Kurt Lowe

Cass Martin

Lynda Smith

Robert Lee

BUILDING HOURS

The instructional school day begins with breakfast at 7:40 a.m. and ends at 3:25 p.m. We encourage children not to arrive before 7:30 a.m. It is not possible to provide supervision for students before or after this time. The building will be open daily from 7:00 a.m. to 5:00 p.m. **Pre-School/Elementary parent pick-up will be dismissed at 3:20 from the cafeteria doors. Parents are asked to get in line behind the buses. Staff will help parent pick-up students' load into their vehicle. If you have a child staying for any extracurricular activities, please make sure arrangements have been made for their travel home. If a younger sibling is staying with the child involved, they will need to have a note and permission from the teacher or coach of the older sibling. The younger sibling will need to stay where the older sibling is at.**

BUILDINGS AND GROUNDS

Students should take pride in their school and surrounding campus by keeping it clean and free from unsightly trash and/or other debris. We can all make a difference by doing our own fair share. It is the responsibility of each individual to take care of the building, equipment, textbooks, and other school property. Any person caught vandalizing or defacing school property will be held responsible for the cost of repairs and may be subject to punishment according to the discipline code.

BUS DRIVERS/ BUS REGULATIONS

Mr. Donnie Berry	Mr. Kelly Luna	Mr. Pat Violett
Mr. Lance Watkins	Mr. Reggie Smith	Mr. Terry Luna
Mr. Stasey Sheppard: Bus Mechanic		

All of our drivers are very dedicated to their daily bus route and many of them have driven several years for the school district. **Bus drivers are in complete control of their respective buses.** When they make a discipline decision to correct the behavior of a student, the decision will be supported by the school administration. Students are under the authority of each bus driver while on the bus! Our goal is to transport our students to and from school safely. Our buses have strict rules of student behavior while on the bus, which will be strictly enforced. Students who violate the rules and continue to violate the rules will be disciplined:

Bus Rules and Safety Regulations for Students Riding Buses:

1. **The bus driver is in charge of the students and the bus. Students must obey the driver promptly.**
2. **Students must remain seated at all times!** The driver may assign a seat to each student; each student must be provided a seat. All younger students will be seated near the front of the bus.
3. Students must be on time. The bus cannot wait beyond its regular schedule for those who are late/tardy.
4. Students must walk on the far-left side of the road facing traffic when the bus is going to stop.
5. Students who must cross a roadway when boarding or leaving a bus must go to the front of the bus and wait for a signal from the driver before crossing the road.
6. Students must never stand in the roadway while waiting for the bus. All students must wait for the bus off of the traveled portion of the road.
7. Students should wait in an orderly manner and never push a fellow student.
8. Unnecessary conversation with the driver is prohibited. Do not talk too loudly or distract the driver's attention. Remember that your safety is in his/her hands!
9. Outside of ordinary conversation, classroom conduct is to be observed. Proper conduct and dress are to be observed while riding the bus.
10. Profane language and gestures are prohibited.
11. The possession of any controlled substance or tobacco is prohibited and will result in

- confiscation and suspension.
12. Students must not throw items on the bus.
 13. Students must not throw waste paper or other rubbish on the floor or out the window of the bus. Help keep your bus clean and sanitary at all times.
 14. Fighting will result in suspension from the bus and will require a meeting with the principal.
 15. Students must not at any time extend hands, arms or head out the windows of the bus.
 16. No cameras allowed on any bus.
 17. Any damage to a bus should be reported at once to the driver. If a student destroys or does any damage to the bus, one of the following consequences will apply. (1) Pay for damage, (2) off the bus for 10 days and pay for the damage, (3) suspension from the bus and pay for damages.
 18. **No open beverage containers on school buses at any time.**
Please try to contact the bus driver if your child will not be riding the bus in the morning. If a student fails to ride the bus three days in a row, the bus will not stop at the house until contacted.

BUS ROUTE OR STOP CHANGES

Bus students may ride only the bus to which they are assigned. If a bus student must ride a different bus or get off at a different location, a note from the parent or guardian must be sent to the teacher and shown to the bus driver. **A student without written or verbal permission from the building principal or a written note from their parent/guardian signed by the building principal, will not be allowed to change from their regular route. They will be sent home as usual. When a parent/guardian needs to call the office for a change in bus route, they will have to talk to the building principal to have the regular bus routes changed. The office personnel will no longer be able to make the changes. Please send notes when possible instead of calling the office, except in emergencies.**

ALL BUS CHANGES HAVE TO BE APPROVED BY THE PRINCIPAL. PHONE CALL CHANGES CAN ONLY BE TAKEN BY THE PRINCIPAL AT 417-261-2263 EXT. 2001.
****Please remember to make changes early in the day. After 2:30 the principal is not always in the office.**

CAFETERIA

Participation in both the lunch and breakfast programs is encouraged. Student's behavior in the cafeteria should be based on courtesy and cleanliness. Unless authorized by school official, all students are required to eat lunch in the cafeteria, including lunches brought from home. To be fair to others, breaking line, sharing food, and giving lunch money away is not allowed. No food or drink is to be taken out of the cafeteria. Also, food items such as drinks, and healthy snacks from the snack machines are not to be taken to the cafeteria during breakfast or lunch times.

Students in grades 5-8 may purchase a drink during lunch. Elementary students may not purchase snacks or drinks. Qualification in the free lunch program does not include snacks. **P-K-12 GRADE STUDENTS WILL ONLY BE ALLOWED TO CHARGE UP TO \$35.00 FOR LUNCH AND BREAKFAST.** Charge notes/letters will be sent home with students unless parent specifies for the office to mail them.

BREAKFAST/LUNCH PROGRAM

The Breakfast/Lunch Program is a new program that is being implemented in the cafeteria. With this program each student will be given an identification number that will keep record of their breakfast/lunch/snack account. Parents will send in payment at the beginning of each week, month, etc. and then as your child uses their identification number when they purchase their breakfast/lunch/snack it will automatically deduct that amount. A letter will be sent when the parents need to send in another payment.

Students are issued an identification card number at the beginning of the year. Each day PK-6th

grade students are given their lunch card right before lunch and turn it in as they go through the lunch line. The student's account is debited using the card. The card is laminated in heavy plastic. Any card that is lost, bent or mutilated must be replaced at a cost of \$5.00, to be paid by the student. Students are responsible for taking care of their card.

It is very important that all families fill out their lunch program so that the school can have the correct data to enter into the new program.

Cafeteria Prices:

	<u>FULL PRICE</u>	<u>REDUCED</u>	<u>FREE</u>	<u>ADULT</u>
BREAKFAST	\$0.90	\$0.25	\$0.00	\$1.40
LUNCH	\$1.60	\$0.40	\$0.00	\$2.00
EXTRA MILK	.30	.30	.30	.30

BREAKFAST/LUNCH SCHEDULES:

BREAKFAST:

Grades 5 – 12 7:35 to 7:47 a.m.
Grades K – 4 7:50 to 8:05 a.m.

LUNCH:

Grades K - 4 11:10 to 11:37
Grades 5 - 8 11:42 to 12:03
Grades 9 – 12 12:11 to 12:32

Students in grades 5-6 may purchase from the vending machines during lunch. Elementary students grades PK-4 may not purchase snacks or drinks unless approved by teacher in advance.

Food and Lunchroom Rules

BE READY, RESPECTFUL AND RESPONSIBLE!

1. Get in line and stay in line. (No Cuts)
2. No eating or drinking in the food lines.
3. No running in or out of the cafeteria.
4. Stays seated while eating and wait to be released by teachers.
5. Clean up any spills or trash from your lunch. If spill is large and requires a mop notify your teacher on duty.
6. You are not to share your lunch with anyone else or to eat anything from their plate for health reasons.
7. Food or drink cannot be taken outside of the cafeteria to be eaten on the playground.
8. Students may visit while eating their lunch, however voices should be their inside voice. (Low key voices, no yelling or screaming!)
9. Horseplay, throwing of food, etc. is never acceptable behaviors at the lunch table.
10. The lunchroom staff on duty is in charge of the cafeteria and their directions must be followed.

CHEATING

All students are expected to do their own work and to conduct themselves in an honorable manner. If a student is found to be guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work in the grade book, and immediately notify the parent/guardian and office about the action taken. The parent/guardian shall be notified that a first offense will bring about punishment according to the discipline code.

CHILD CUSTODY ISSUES

According to Board Policy (JO-R), both natural parents of a student shall have access to the student's records if the student is under 18 years old regardless of the parent's marital status unless a court or divorce decree specifically removes one parent's right to have knowledge of and/or participate in the child's education.

In cases where a student is not living with both natural parents, the school will recognize the custodial parent as the person with whom official school contact is made. If there are parental controversies or disputes, the school office must have legal documentation to enforce the wishes of the legal guardian or primary custodial parent.

The school will try, upon request, to provide the non-custodial parent with educational information they need in order to stay informed and involved with their child's progress. However, it is not always possible to keep the non-custodial parent informed of all school activities and programs. Therefore, the non-custodial parent has the responsibility to communicate with the school to obtain the information needed.

Occasionally the school has been asked by the primary custodial parent not to allow their child to leave the school premises with the non-custodial parent. **WITHOUT LEGAL DOCUMENTATION ON FILE, EITHER NATURAL PARENT WILL BE ABLE TO TAKE A CHILD FROM SCHOOL.** School is not to be used as a location for visitation for non-custodial parents. We ask that any custody disputed between parents and/or other parties take place away from the school grounds.

CLASS WORK/HOMEWORK POLICY

Dora Elementary focuses on academic excellence from all students. Class work/homework is a valuable part of the educational process and often makes up a significant portion of a student's grade. Completing class work/homework assignments in a timely fashion is the responsibility of every student. Obtaining and completing homework assignments missed due to excused absences are the responsibility of each student. **Students are responsible for initiating and completing all class work to be made up when they are absent. Teachers are not required to remind students to make up missed work. A student will be given one calendar day to obtain and complete missed work.** (For example, if a student has an excused absence on Monday, the student will have Tuesday to obtain and complete missed homework. In this example, no credit will be given for homework turned in after 3:30 p.m. on Wednesday.) Under special circumstances, a teacher may grant an extended period of time to complete missed homework. If a teacher chooses to grant an extended time to complete the assignments, that permission will be written on the assignment when given to the student.

After three (3) missing assignments, the teacher will notify the parent and require the student to be assigned to after school tutoring and/or after school detention until the assignment is completed.

Tests, reports, and assignments, which have been announced prior to the absence, are due on the day the student returns to school.

******If a parent wants their child's homework to be sent home, please call the office before 10:00 a.m. requesting this.***

Students who have received OSS for discipline reasons will not be allowed to make up homework during the suspension.

COMPLAINTS

From time to time, parents will have a problem resulting from the classroom concerning a student's lesson, homework, playground dispute, discipline practice, or some other school infraction.

The correct complaint procedure is as follows; please follow the chain of command.

1. Contact your child's teacher during school hours.
2. Arrange for a conference with the teacher or teacher and principal if necessary.
3. Contact the principal at 261-2337 or 261-2263.
4. ONLY contact the superintendent of schools if all the above procedures have failed. Many times it takes unnecessary time for the superintendent to retrace events of the problem, as he may not be aware of the particular situation.
5. If the superintendent cannot take care of the situation, parents may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.

Any parent or guardian, surrogate parent, teacher, administrator, or school board member or other person directly involved with an activity, program, or project operated under the general supervision of the Department of Education may file a complaint. A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel. The written signed complaint must be filed and the resolution pursued in accordance with the above district policy. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution. Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state of federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself. Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel. (policy KL)

CONTACTS AT DORA SCHOOL: PHONE NUMBERS

SUPERINTENDENT'S OFFICE	417-261-2346 ext. 2008
ELEMENTARY PRINCIPAL'S OFFICE	417-261-2337 ext. 2001
HIGH SCHOOL PRINCIPAL'S OFFICE	417-261-2337 ext. 2007
COUNSELOR'S OFFICE	417-261-2337 ext. 2012
BUS BARN	417-261-2272
FAX NUMBER	417-261-2673

PLEASE CONTACT THESE OFFICES FOR THE FOLLOWING:

Superintendent	transportation issues
Counselor	progress reports, grades, individual counseling or support groups
Nurse	health problems, immunizations
Special Education Coordinator	relating to special education programs
Principal	regarding all school policies, discipline, and overall information, changes in bus rides
Secretary	to arrange conferences, general information, school fees, and IMPORTANT messages to students

CORRESPONDENCE

Students are requested to make sure that their parents or guardians receive all school messages. Notes from teachers, school bulletins, testing/placement information and all other relevant correspondence are extremely important to parents/guardians. Close cooperative relationships with the community patrons cannot be achieved without an understanding of school functions, policy, and programs. If correspondence will need to be mailed to non-custodial parent, please notify the office with the appropriate information. If you would like to be included in the emailing of school announcements, please contact the office and they will place you on our mailing list.

COUNSELOR

The counselor strives to be available to all students, parents, and teachers. The counselor spends most of her time meeting with individual students and small groups. The role of the counselor includes conferences and consultations with parents/guardians and teachers, educational information, referrals to social agencies, student record keeping, class scheduling, problem solving, and study skills.

DIRECTORY INFORMATION:

“Directory Information” is considered a “public record” which must be released by the district to any person who requests it under the Missouri Sunshine Law. “Directory Information” is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The school district designated the following as “Directory Information:” student’s name, parent’s name, address, telephone number, electronic mail address, date and place of birth, grade level, enrollment status, participation in officially recognized activities, and sports including audiovisual and photographic records of the openly visible activities thereof (e.g. artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.) weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, most recent previous school attended and photograph including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

The district shall annually notify parents of students currently in attendance and eligible students currently in attendance of the “Directory Information” the district will release. **This statement represents the annual notice.** Parents or eligible students will have ten (10) school days after annual notice to view the student’s “Directory Information” and to provide notice in writing to the school district that they choose to not have this information or any portion of the “Directory Information” released. Such notice shall be provided to the person in charge of student records at the building where the student attends, which is generally the building principal or their designee. Unless notified to the contrary in writing within the ten (10) school day period, the school district may disclose any of those items designated as “Directory Information” without the parent’s or eligible student’s prior written consent including in print and electronic publication of the school district. In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling the information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with school policy.

DISASTER DRILLS

Fire and disaster drills are regularly scheduled so that everyone will know what to do in case of an emergency. When an alarm sounds, everyone must evacuate the building in case of fire and go directly to a safe area in case of a storm. Walk, don’t run. During a disaster drill, fire marshals or teachers will give directions. At the close of the drills students are to return directly to the same class they came from, unless otherwise instructed.

DISMISSAL OF SCHOOL

½ Days, Early Dismissals, Dismissals

Arrangements should be made with baby-sitters or neighbors to provide supervision for students on the day's school is in session for only ½ day. Attendance is important on half-days as regular instruction continues to take place.

Occasionally school must be dismissed early or entirely due to inclement weather (ice, snow, or high water) or possible mechanical failure. **"ALERT NOW"** is our phone announcement system. With this system you will receive a recorded phone message about school closing, cancellation, early dismissals, important announcements, etc. Please be sure that you have your correct phone number turned into the office for your children in order to receive these messages.

When weather is bad, please also listen to the radio stations in West Plains (KKDY, KHOM), the Springfield television stations: Channel 3 KY3, Channel 10 KOLR or the school website at www.dora.org for school dismissal information. If the information comes over the radio or television, consider the information factual. PLEASE DO NOT call the school unless you have pressing needs because our phone lines become tied up and we cannot call out or people cannot call in with needed information. It is essential for parents to provide children with an "emergency plan" for days when students are dismissed early and parents are not at home.

******In the event of high water at Hodgson's Mill, Bus # 3 will go through Gainesville. These students will be dismissed early for their bus ride home so that they will arrive home at the normal time.

DRESS CODE

The Dora R-III School Board feels that parents have the responsibility to determine that their children arrive at school dressed both appropriately and modestly. It becomes very difficult for teachers and principals to check each student every day. Thus, parents should instruct their children in regards to proper dress and their expectations for them. With the above statement in mind, the following general standards have been established by the board to guide the student dress at school.

The minimum standards are:

1. Shirts and tops must cover all sections of the mid-riff with no skin showing. (No part of the stomach or belly showing)
2. No holes or rips in pants/jeans above the knee.
3. Tops and or shirts must cover the shoulder to the edge and be of regular opening under the arm. (Must have a seam)
4. Undergarments should not be visible.
5. No muscle shirts should be worn during the normal school day, except during P.E.
6. Clothing apparel and accessories should not have any writing or graphics in reference to drugs, alcohol, or anything of a suggestive nature.
7. Shorts and dresses should be worn at a length that reflects good taste and common decency and should be no shorter than mid-thigh.
8. Modest sweat pants may be worn.
9. Tight fitting clothes such as cycling shorts cannot be worn.
10. No hats or bandanas are to be worn inside the school buildings during, or immediately before or after school.
11. No sunglasses are to be worn inside the school buildings during, or immediately before or after school unless you have a doctor's prescription.
12. No pajamas (including pajama type pants) or house shoes are to be worn at school.
13. Parents should be sure that their children are warmly dressed during the winter months to help prevent illness.
14. Students will need to wear tennis shoes for P.E.

Final decision on what constitutes acceptable dress and grooming will be left to the discretion of the administration.

Students who fail to comply with the school's standards will be subject to detention or being sent home for a change of clothes. Consistent non-compliance may result in out-of-school suspension.

DRINKS AND VENDING MACHINES:

If drinks and/or vending machines are made available to the students the following rules will apply: Purchases shall only be made during the time before school, noon, and after school.

Students may not purchase items between classes. Proper disposal of cans and wrappers will be strictly adhered to. Drinks and snacks will never be taken into the gym or into any classroom at any time without permission from the teacher. Violating these rules will result in the vending machines being unplugged for an indefinite period of time. Repeated violations will result in the removal of the machines.

For lunch students in grades 5-6 may purchase a **drink** from the vending machines during lunch. Elementary students grades PK-4 may not purchase snacks or drinks unless approved by teacher in advance.

ENROLLMENT OF NEW STUDENTS:

Students who are suspended or expelled from other school districts will not be allowed to enroll at Dora Elementary until the term of their suspension or expulsion has expired.

Parent or guardian is responsible for supplying current immunization records to the school before the child may attend.

The **Safe Schools Act of 1996** requires new pupils to register in a school district accompanied by a parent or court-appointed legal guardian. The parent or guardian must establish proof of residency or must have requested a hardship or good cause waiver within the last 45 days. The registration process may require a parent, guardian, or caretaker of the child to provide upon enrollment a sworn statement indicating whether the pupil has been expelled from school attendance in this state or another state for weapons, alcohol, drugs, or the willful infliction of injury to another person. A false statement of affirmation in this area is a class B misdemeanor. A hardship or good-cause is basis for a waiver to be granted by the district board, and an adverse decision is appealable by the aggrieved party. Any person submitting false information in satisfying residency registration requirements is guilty of a class A misdemeanor. The school board may institute a civil action to recover costs of education for any pupil whose registration was based on false information. Written reciprocity agreements between school districts are allowed. The registration requirements will not apply to a homeless child, as defined by the bill, or children with disabilities; children who are wards of the state, children who are bussed into a school district; or children who are enrolled in alternative education.

ENTRANCE AGES:

Preschool: To be admitted into pre-school, a child must be four years old before the first day of August; shall be deemed to have attained the age of five years at the commencement of the school year beginning in that calendar year.

Kindergarten: According to section 160.051 of the Revised Statutes of Missouri (RSMo), "[a]ny child whose fifth birthday occurs before the first day of August shall be deemed to have attained the age of five years at the commencement of the school year beginning in that calendar year for the purpose of apportioning state school funds and for all other purposes." Under section 160.053, RSMo "a child is eligible for admission to kindergarten if the child reaches the age of five (5) before the first day of August of the school year beginning in that calendar year." A child who reaches the age of five prior to the cut-off date is also eligible for admission to the summer school session immediately preceding kindergarten.

First Grade: According to section 160.053, RSMo "[a] child is eligible for admission to first grade if the child reaches the age of six (6) before the first day of August of the school year beginning in that calendar year." Section 160.053, RSMo provides that "any child who completes the kindergarten year shall not be required to meet the age requirements of a district for entrance into grade one."

FACULTY

See listing on the Dora Web Page

FEES

Organizations or classes may assess a fee to cover various approved student expenses. Students are expected to pay these fees to the teacher or sponsor by a reasonable date. No student will be denied activities or services and no penalties will be imposed because his/her parent is unable to pay a fee. If unable to pay a fee, the parent must contact the principal who will provide an application for waiver of payment of fees and the definition of eligibility for waiver. Failure to pay a fee will be excused only if the application for waiver is granted.

FUND RAISING

Students may participate in school sponsored fund raising activities on a volunteer basis. All fund raisers must be approved by the administration, and will be posted on the school calendar. Students who participate will be responsible for the security of fundraiser items and money that is collected. No student or school personnel may participate in private or non-school fund raising on school property.

GRADES

A 4.000 points 100% - 94%	C+ 2.333 points 79% - 78%
A- 3.666 points 93% - 90%	C 2.000 points 77% - 72%
B+ 3.333 points 89% - 88%	C- 1.666 points 71% - 70%
B 3.000 points 87% - 82%	D+ 1.333 points 69% - 68%
B- 2.666 81% - 80%	D 1.000 points 67% - 62%
	D- .666 points 61% - 60%
	F 0.000 points 59% or below

Teachers using a grading scale other than this will notify students of the difference. Kindergarten through first grade is graded on mastering of skills.

GUIDANCE AND COUNSELING

Guidance and Counseling is an integral part of each school's total educational program. It is developmental by design and includes sequential activities organized and implemented by a certified school counselor with support of teachers, administrators, students, and parents. The Guidance Program includes a guidance curriculum, individual planning, responsive service, and support system.

The program is designed to address the needs of all students by helping them to acquire competencies in career planning and exploration knowledge of self and others, and educational and vocational development.

The Dora R-III Guidance and Counseling program will involve three areas of learner outcomes. These are Career Planning and Exploration, Knowledge of Self and Others, and Educational and Vocational Development. This program will be delivered through classroom activities, group activities, and individual activities.

HEAD LICE

From time to time it may be necessary to check for head lice. Either checking a whole class or checking individual heads will do this. **Students found with live nits will be removed from**

class. Parents will be notified by phone to pick up their child. **We will enforce a NO NIT policy.** We encourage parents to be sure and read all directions on medications before usage. Should you have any questions concerning head lice treatment, please call the school nurse. We can provide you with professional guidelines to follow. We realize this is a sensitive issue and we will at all times deal directly with individual parents. There are several products that can be used to treat head lice effectively and we strongly and highly discourage the use of kerosene in any treatment! This is an extremely dangerous practice!

For your child to be readmitted to the Dora R-III School:

1. Parent/Guardian must bring the student and school-age brothers and sisters to school to be checked in by the school nurse.
2. Proof of treatment must be provided.
3. **The student must be nit-free.** (Dora R-III Schools District has a “no-nit” policy.)

HONOR ROLL

Honor rolls are published four times a year, at the end of each quarter. Students whose grades at the end of each quarter meet the qualifications listed below will be named to the Honor Roll.

1. All A's will be on the straight A list.
2. All A's and B's will be on the Honor Roll. All A's or B's and one C will be an Honorable Mention.
3. If a student has an “incomplete” or “I” in any class at the time of publication of the Honor Roll, he/she will not be recognized as being on the Honor Roll.

ILLNESS/INJURY

Healthy children are happier and better learners, therefore; please do not send your child to school if he/she has a fever of 100 degrees Fahrenheit or higher or has vomited. If your child will be absent, please contact the school at 417-261-2337, ext. 2002.

If a student becomes ill at school, vomited, or has a fever of 100 degrees Fahrenheit or higher, School Policy requires that they must go home. Our goal is to provide immediate care for students and contact their parent or caregiver.

If a child requires immediate medical attention, the parent will be asked to call a physician or accept the services of the physician selected by the school. In the event of a delay is judged to be potentially detrimental to the child's health and welfare and/or if a parent or guardian cannot be reached, a physician will be called to render treatment.

If, in the judgment of the nurse and/or administration, an injury or illness is serious enough to require hospitalization, the child will be transported immediately by private vehicle or ambulance.

Parents are notified when their child has been injured and in the judgment of school personnel, may require further medical attention. ***It is essential for parents to have at least THREE CURRENT phone numbers for contacts in the event an emergency arises.*** Please notify the school if these contact numbers change.

INSURANCE

A medical insurance program will be offered to students at the beginning of the school year. All students participating in athletics must be covered by medical insurance. It is recommended that all students in agriculture, science, and PE be covered by some type of insurance.

INTERNET USAGE

Students will have access to the internet only with teacher supervision. All students and parents/guardians must sign a permission form prior to using the Internet. These forms must be submitted to the office each year before they will have access for computer usage. **All e-mail accounts and chat room access will not be permitted at school.** If any part of the signed

permission form is violated, students will lose all internet privileges.

ITEMS FROM HOME

Students are not allowed to bring items from home to school without their classroom teacher's permission. This includes footballs, basketball, toys, electronic games, CD's, iPods, Itouch, etc. Students are responsible for any item brought to school. The school will not be responsible for lost, traded, or misplaced items. Items brought to school without prior permission may be confiscated until parents come to pick them up.

Cell phones are no longer permitted to be used at school. Cell phones can be kept in the student's car, locker, or backpack/purse. No cell phones can be in possession during the school day. Usage of the cell phones and laser pens are prohibited at school. Camera phones are prohibited from being at school. Pictures on electronic devices will be considered as hard copies. Consequences for cell phone usage: 1st offense is a verbal and written warning from the building principal; 2nd offense is automatic 2 days of out-of-school suspension (OSS) and parents pick up phone; 3rd offense is automatic 5 days of OSS and parents pick up the phone; 4th offense is automatic 8 days of OSS and parents pick up the phone.

A parent or guardian will have to pick up any item that is confiscated at school.

LATE TO SCHOOL OR LEAVING EARLY

Any student arriving late or leaving early from school **must** sign in or out at the office. After arrival upon school grounds, students must have permission from the office to leave during the school day. Under no conditions may the student leave without approval of the office. Students should provide the office with advance written notice from parent or guardian whenever it is necessary to leave school. Parents that are picking up students during the day must report to the office. Students leaving the school grounds without following these procedures will be considered truant and will be subject to punishment according to the discipline code.

Elementary: Tardy: Students are counted **tardy** if they arrive after 7:50 and before 8:00. If student is signed in after 8:00 a.m. they are counted **absent** for the portion of the day they miss. Anyone signing in later than 8:00 a.m. will be counted as hour/hours of absences.

Leaving Early: If signed out before **3:15 p.m.** they will be counted absent for 1 hour. If they sign out before the end of the day the student will be counted absent for the minutes that they miss.

LIBRARY

The school library provides a variety of fiction and non-fiction books for our students to check out to read for pleasure or use for class assignments. In addition to these books, we subscribe to eight elementary magazines that the students may read while in the library. In the elementary, each grade level is scheduled two twenty five-minute sessions in the library each week. During these sessions the classes have time to check out books, read magazines, and work on library skills which are appropriate for each grade level. When a student has completed the fourth grade year, he/she will know how to care for books, have an appreciation of literature, and be comfortable with the computer card catalog, and other basic research tools found in the library. The Accelerated Reader Program has been part of the library since the fall of 1989. This computerized reading program is a powerful tool to motivate students to read and develop higher-order thinking skills. Students select books to read from popular non-fiction, children's classics, and award winning contemporary books. After the book is read, knowledge and comprehension of the book is tested by answering multiple choice questions on the computer. The computer handles all scoring and record keeping automatically and informs the student immediately of his/her test score. A wide variety of class and individual reports can be generated with this program which allows the teacher to access and motivate student reading. The Dora School Library is also open to the patrons of the community with hours from 8:00 a.m. to 3:30 p.m. each

weekday throughout the school year. Books can be checked out for a two-week period after a simple information card has been completed. Our goal is to instill in everyone an appreciation for reading and the desire to learn where to find information. If you have these skills, there is no end to the knowledge you can achieve. We encourage our patrons to use our library.

LOCKERS

The office will assign all students in grades K-6 a locker. Students are expected to keep their locker neat and orderly. Every attempt will be made to limit lockers to one per student, but in some cases students may have to share a locker. **Locks are not permitted on student lockers!** A student's locker is the property of the school and must be used for the purposes intended, a storage area for all books and school supplies. If school officials have a reasonable suspicion that the student has placed illegal or dangerous materials or substances in his/her locker or vehicle, school officials may then search the locker, with or without the student's knowledge or consent. Law enforcement officials can obtain search warrants if it is necessary to search a locker or vehicle.

MEDICATION:

The school nurse must administer ALL medicine at school.

Possession of Medication: Students found in possession or using any type of medication will be referred to the principal. Medicine will be administered at school if the following instructions are followed:

Prescription Medication: Unless your child meets the requirements for a chronic health condition established by the HB 1543, all prescription medication must be given by the school nurse or appointed designee. (Contact the school nurse to see if your child meets the above statute requirements.) The prescription must state that the medication is to be given during the school day. Prescriptions that state "3 times a day" will not be administered at school, they can be given at home before school, after school and at bedtime. When a student is to receive medication during school hours, the parent or guardian must provide the medication in the original prescription bottle plainly marked with pupil's name, physician's name, date, name of medication, dosage and instructions. The parent or guardian must give written permission for the school to administer the medication. The permission note must include pupil's name, date, name of medication, dosage, time to be administered and the parent signature.

Nonprescription Medication (NPM): Medications for coughs, headaches, etc. will be given when written permission by the student's parent or guardian is on file at the school. This request must include date, name of medication, and signature of parent. Medication sent to school to be administered by the school must be in the original container. Send no more than a one-week supply at a time. All NPM left at school will be destroyed.

NURSE:

If you need to see the nurse, your teacher will give you a pass. Students are not to go to the nurse's office without a pass from the teacher. If a child needs to be sent home because of illness, the nurse will contact the student's parents and the office to notify them of the student being sent home.

NON-DISCRIMINATION:

Statement of Non-Discrimination:

The Dora R-III School District does not discriminate on the basis of race, creed, religion, sex, national origin, age, marital status, or physical handicap.

Statement of Objectives:

In accordance with our philosophy, we strive to provide an educational climate in which each individual may: (1) be inspired to achieve to the level of their ability; (2) develop pride in work and

a feeling of self-worth; (3) develop effective oral and written communication skills; (4) develop thinking and reasoning skills; (5) learn to respect and cooperate with others; (6) acquire information and develop skills related to job and career selection; (7) become aware of acceptable behaviors in a variety of social situations; (8) develop understanding, knowledge, and responsibility of citizenship in a democratic government and society; (9) develop a respect for the family and home as preparation for wholesome family life; (10) develop habits that promote good mental health; (11) appreciate the differences in individuals and cultures without being judgmental; and (12) learn to enjoy leisure time and appreciate beauty in art, music, literature, and nature.

PARENT/GUARDIAN COMMUNICATIONS

Communication with parents/guardians of students is very important to the staff of Dora School. If for any reason parent/guardians want to confer with a member of the faculty, the counselor, or the principal; they may call the office at 261-2337 to schedule a conference.

PARENT/TEACHER CONFERENCES

Scheduled Parent/Teacher Conferences are planned after the first quarter.

It has been found that conferences are beneficial for all parties concerned. The conferences promote an understanding between the teacher, the parents, and the child. If you would like to arrange a conference with your child's teacher or with the administration, please contact the school and leave a message on your child's teacher's voice mail or email them so a conference date can be arranged. If you would like to schedule a conference with the elementary administrator, please call 417-261-2263, ext. 2001.

PARENTS RIGHT TO KNOW

Upon request, our district is required to provide to you in a timely manner, the following information, according to The No Child Left Behind Act of 2001 (PL 107-110):

- * Whether the teacher has met state qualification and licensing criteria for the grade levels and which subject areas in which the teacher provides instruction.
- * Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- * Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- * What baccalaureate degree major the teacher has and any other graduate certification of degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, the district must provide to each individual parent:

- * Information on the achievement levels of the parent's child in each of the academic assessments as required under this part: and
- * Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

According to The No Child Left Behind Act of 2001, P.L. 107-110 § 9528, unless the parents specifically requests that this information not be released:

- * The district will release the names, addresses and telephone numbers of secondary students to all military recruiters or institutions of higher education that request them. (policy GBL)

PARTIES AND ACTIVITIES

School/class parties are defined as an activity that is part of the school calendar, approved by the school administration and supervised by school personnel. The principal should approve all activities of this nature before being placed on the school calendar. Rules such as the use of tobacco, school dress, language, and student conduct, etc. shall be the same on or off the school grounds. Outside guests may not attend school activities unless approved by sponsors and administration. Elementary will have room parties for Halloween, Christmas, Valentine's Day, and Easter regarding those dates corresponds with the school calendar. In accordance to the district's Wellness Plan, parents are encouraged to bring healthy snacks for class parties. If you

need ideas for healthy snacks, please contact your child's teacher or room parent.

PHYSICAL EDUCATION

K-6 grades will have physical education classes on a rotation basis. Your child is required to wear tennis shoes when they attend and/or participate in these classes. If your child does not wear tennis shoes for physical education it will affect their grades.

PICTURES

Student pictures will be taken early in the school year for the files and yearbook. All students will have their picture taken, but purchasing of pictures is up to the student and their parents. Seniors will have their picture taken by the photographer who takes all the school pictures, but it may be a different day. This picture will be used in the yearbook and for the senior composite. Purchase is optional.

PLAYGROUND SAFETY

BE READY, RESPECTFUL AND RESPONSIBLE!

Students are required to follow safety rules and obey all teachers while on the playground.

1. Students are expected to stay within sight and voice of their supervising teacher.
2. Students are not allowed to climb poles or trees, or to play with or throw sticks, rocks, or any other sharp objects that may cause harm to fellow students.
3. Scuffling, wrestling, fighting, talking back, using profanity, or participating in any act that may cause harm or danger to fellow students is strictly prohibited.
4. Students are not allowed to leave the playground without permission from the supervising teacher.
5. Good judgment and common sense are keys to avoiding situations that might result in injury or disciplinary action.

POSTING/DISTRIBUTION OF LITERATURE

Anyone wishing to post or distribute unofficial written material must first submit for approval a copy of the material to the principal or secretary 24 hours in advance of the desired distribution time. Posted material must be removed the day after scheduled event.

PROGRESS AND REPORT CARDS

Progress reports are issued to the students approximately four and one half (4 1/2) weeks into each quarter (four times a year). These progress reports are to be reviewed and signed by parents and then the student must return them to their respective teachers. Report cards are issued to the students at the end of each quarter (9 weeks). The report card is to be sent to parents and does not need to be returned to school.

PARENT TEACHER ORGANIZATION

At Dora School we have a very active PTO which works very hard on projects that benefit our students in many ways. The PTO provides playground equipment, furniture, and various other items. We encourage all parents to become involved on our PTO! Just call the school office for more information.

PUBLICATIONS

School sponsored publications are part of the educational process, either curriculum or co-curriculum. The teacher/sponsor is ultimately responsible for its quality, content, and distribution. The teacher/sponsor must ensure that the language, topics, and methods of dissemination are appropriate; however, the students are encouraged to set high standards for themselves and deal with sensitive topics in a fair and reasonable manner. Education, not censorship, is the goal of these publication activities. Students wishing to write and distribute their own publication are

encouraged, but not coerced, to seek a teacher/sponsor to work with them. Students wishing to distribute their publication will submit it to the principal at least two days prior to distribution. The principal will specify the place, time, and manner of distribution. If the principal deems that distribution of the publication will be disruptive to the educational process, then such objections will be stated in a meeting with the superintendent and editor of the publication. The administration will take all steps possible to ensure that the students' rights of expression will be protected. Nothing in this policy will hinder the rights of due process for the student.

RETENTION POLICY

It is desired that retention be used only as a last resort. Prior to retention, parents will be notified and a resource team will assist the classroom teacher on intervention strategies to help the student. All special education concerns will be addressed. In grades K-2, retention is based on the teacher's recommendation for future success. In grades 3-8, students will be retained if they fail a total of four core subjects per semester. Summer school may remove one F from the total.

Reading Retention Policy

State law now requires identification of students reading more than one year below grade level. You will be notified by the end of the first quarter if your child falls into this category and will be asked to come to school for a conference to develop a Reading Improvement Plan (RIP). The RIP will identify strategies for school and home to assist your child with improving his/her reading skills. Options include but are not limited to before or after school tutoring, summer school, home reading, etc.

Fourth grade students having a Reading Improvement Plan will be required to have additional hours of reading instruction or practice outside the regular school day during their fourth grade year. If fourth grade students are still more than one year behind in reading at the end of the school year, reading instruction or practice will be required during summer school.

At the end of the school year, fourth grade students continuing to read at least one year below grade level may be candidates for retention. Attendance at summer school may be required as a condition of promotion.

SAFETY

Safety is a major concern at our school. The Principal and faculty reserve the right to make and enforce any rules and regulations deemed necessary to protect the safety and general welfare of students. Students are required to obey safety rules related to the buildings and playgrounds, and to follow procedures dealing with fire, tornado, and earthquake drills. Students may be denied participation in school related activities if a teacher or coach observes factors that could endanger the student's health and/or safety.

SATURDAY SCHOOL

Students may be assigned to Saturday school for some violations of school rules. Saturday school will begin at 8:30 and will run until 12:30. Students must bring something educational to work on during their time in Saturday school. Students will not be allowed to talk or sleep. Students will be given 2 five-minute breaks during this time. Students showing up late will be considered absent from Saturday school. Students failing to show up will be suspended from school for 3 days. Saturday school may not be rescheduled.

SCHOOL CONDUCT

Students are expected to conduct themselves in an orderly fashion, showing respect for school and classroom rules, **all employees**, and the rights and property of other students. **While in the hall, students should remain as quiet as possible to avoid disturbing the other classrooms.** While in the cafeteria, students are to keep the noise at a level so that the supervising teachers can be heard without having to raise their voices. Students should understand that special classes (art, music, library, and P.E.) are a continuation of the regular classroom. The teachers of these special classes are to be treated with the same respect and attention afforded the homeroom teacher. Positive conduct and behavior is an expectation made

of all students. It is the student's responsibility to adhere to the standards set by the school relating to proper conduct and behavior.

SCHOOL SPIRIT

All students, faculty, and parents of the Dora School District are expected to demonstrate courtesy, pride, and sportsmanship at all school activities. School spirit may be divided into three categories.

1. Courtesy toward teachers, school staff, and fellow students.
2. Pride in everything our school endeavors to accomplish and has accomplished in the past.
3. Sportsmanship is the ability to win and lose gracefully.

School spirit means loyalty to all functions of the school. A loyal student supports their school and does everything possible to keep their scholastic and activity standards at the highest possible level. A loyal student takes pride in the building and does everything possible to keep the facilities clean. All fans are encouraged to support their team at school events, that support, however, should always be positive in nature. All persons failing to demonstrate courtesy, pride, or sportsmanship will be asked to leave the school event by school personnel. Students failing to follow this policy will also be disciplined under school policies.

SEARCH AND SEIZURE

Students have a right to be secure in his/her persons, papers, and effects against unreasonable searches and seizures. Students have a right to privacy in regard to his/her personal possessions. Students will be subject to search and seizure if there is a reasonable suspicion that the student is concealing materials prohibited by school rules or criminal law. The district will search lockers and other school property used by students and drug dogs may be used to search lockers, backpacks, purses and cars parked on the school lot.

SICKNESS/INJURY POLICY

A student that becomes ill at school should first notify their teacher. The teacher will then determine if further attention is necessary. If the determination is made that further attention is necessary, the student will then be sent or escorted to the nurse's office. The nurse or principal will make the final determination as to whether or not further medical attention is necessary. Parents are to be called if the student should go home. If a student needs to take medication at school, the prescription bottle of medication must be brought in by the parent/guardian in order for the student to receive this medication during school hours. This note will be kept on file in the nurse's office and the dispensing of the medication will be done in the nurse's office. Students should not have any other medication at school at any time.

STANDARDIZED TESTING

Grades K-2 will complete the STAR Reading test along with other standardized test in the spring. Grades 3-8 will complete the state-mandated MAP test in the spring. High School students are required to take an End of Course Exam upon completion of the following courses: English II, Biology, Algebra I, and American Government. Students enrolled in these courses will take an End of Course Exam in that subject in the spring. If it appears that a student will not receive credit in the course, their testing will be delayed until they are successful in the course. This determination will be made by the teacher, principal, and counselor.

STUDENT ACTIVITIES

Elementary students take part in a limited number of student activities such as spelling bees, math bees, Young Author's competition, and track and field day. Notices will be sent home if any of these activities are available to your child. Please call the office, or speak to your child's teacher if you have any questions.

STUDENT'S RIGHTS AND RESPONSIBILITIES:

Each Student Has The Right To:
--be treated with respect.

- have the opportunity for a free education in the most appropriate learning environment.
- attend school in an environment that promotes learning and is free of distractions.
- have the opportunity for freedom of speech and of the press (so long as the exercise of those rights is not disruptive).
- be secure in his/her person, papers, and effect against unreasonable searches and seizures; privacy in regard to his/her personal possessions, unless there is reasonable suspicion that the student is concealing materials prohibited by law.
 - a. Equipment such as lockers and desks belong to the school and the student is permitted to use them as a convenience. The principal or his/her designee may search school property and contents.
 - b. The principal, acting "in place of the parent," may search students.
 - c. Items that are determined to be a threat to health, safety, and security or used to disrupt or interfere with the educational process, shall be removed from the student's possession.
- expect that the school will be a safe place with no fear of bodily harm.
- not to be discriminated against on the basis of sex, race, color, religion, national origin, or handicap.
- expect to be fully informed of school rules and regulations.
- due process. This includes being told what they did wrong and having an opportunity to offer their side of the story.

TARDY PROCEDURE

A student who is not in their seat when the tardy bell rings will be considered tardy and it will be recorded by their teacher. A tardy is considered excused only if the student has a note from another teacher regarding the tardy or a note explaining circumstances as determined by the office. There will be no penalty for the first two unexcused tardiness. Upon receiving the third unexcused and for each unexcused tardy thereafter, the student will have to attend after school detention from 3:30-5:30 p.m. *The count will start over at the beginning of the second semester.*

TECHNOLOGY USAGE

The Dora R-III School District recognizes the educational and professional value of electronics-based information 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 student's 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 student's personal responsibility is itself an expected benefit of the district technology program.

Definitions

For the purposes of this policy and related regulation, procedures and forms, the following terms are defined:

User -- any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, school Board members and agents of the school district.

User Identification (ID) -- any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.

Password -- a unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Technology Administration

The Board directs the superintendent or designee to create rules and procedures governing technology usage in the district to support the district's policy, as needed.

The Board directs the superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained or accessible through district technology resources. Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources in accordance with the *Public School District Retention Manual* published by the Missouri Secretary of State. 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.

User Identification and Network Security

The district technology resources may be used by authorized students, employees, school Board members and other persons such as consultants, legal counsel and independent contractors.

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 or 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.

User Agreement and Privacy

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.

In addition, all users must recognize that they do not have a legal expectation of privacy in any electronic communications or other 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 in his or her *User Agreement* to interception of or access to all communications accessed, sent, received or stored using district technology.

Content Filtering and Monitoring

The district will monitor the online activities of minors and operate a technology protection measure ("filtering/blocking device") on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will be used to protect against access to visual depictions that are obscene, harmful to minors and child pornography, as required by law. Because the district's technology is a shared resource, the filtering/blocking device will apply to all computers with Internet access in the district. Filtering/Blocking devices are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evasion or disabling, or attempting to evade or disable, a filtering/blocking device installed by the district is prohibited.

The superintendent, designee or the district's technology administrator may disable the district's filtering/blocking device to enable an adult user access for bona fide research or for other lawful purposes. In making decisions to disable the district's filtering/blocking device, the administrator

shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

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 webpage will provide information about the school district, but will not be used as an open forum. The district's webpage 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.

All expressive activities involving district technology resources that students, parents and members of the public might reasonably perceive to bear the imprimatur of the school and that 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 activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

TELEPHONE USAGE and MESSAGES

The school telephones are for school business only. Students may only make calls on these phones with permission from the office staff. Students must give the name of the person being called and the purpose of the call before permission is given. Students should make every attempt to communicate with their parents while they are at home rather than waiting until they come to school. Teachers will not let students out of class to use the phone anytime! Students will be allowed to receive incoming calls only in case of an emergency.

If a message needs to be left for a child, please call the school before 2:30 p.m. If a parent wants their child's homework to be sent home, please call the office before 10:00 a.m. requesting this. If the parent needs to change their child's transportation arrangements, please contact the building principal before 2:30 at 417-261-2263 ext. 2001.

TEXTBOOKS AND LIBRARY BOOKS

The school furnishes textbooks and library books. Books are loaned to the student and become the student's responsibility. If a book is lost, the student must pay for the book. Likewise, if a book is damaged, the student must pay for the damage to the book. Textbooks are to be turned in at the close of the school year. If the books are returned in good condition, no charge will be assessed for the use of the books. All grade records will be held and not released until full payment has been received at the office for the lost or damaged book.

TOBACCO USE OR POSSESSION

Students are not permitted to use or process tobacco in any form on school grounds or premises. This means during the school day or while attending school activities. A student caught with tobacco in their possession at school will turn it over to the school authorities upon request. Punishment for violation of the rule will be according to the school discipline policy. Students will also be reported to the juvenile authorities.

TOBACCO FREE POLICY

The Dora R-III School District recognizes its obligation to promote health, welfare, and safety of the students, faculty, and staff, as well as any other persons on school campus; at all times. Studies have repeatedly shown that: Approximately 80% of adult smokers started smoking before the age of 18. Every day, nearly 4000 young people under the age of 18 try their first cigarette. Smoking harms nearly every organ of the body. Second hand smoke is a threat to the personal health of everyone. The use of tobacco interferes with students' attendance and learning habits.

Prevention programs, such as The Smokebusters Team, are most effective when enhanced by strong tobacco policies and when they are a part of a broader school, community and through state efforts to reduce young smoking. With this information being properly conveyed, and to be consistent with school curriculum, it is in the best interests of the Dora R-III School District to institute a tobacco-free environment.

TOBACCO USE PROHIBITION

No persons are permitted to use any form of tobacco in any way, shape or form, at any time on the Dora R-III School Campus. This includes in all school transportation, school equipment, vehicles, and/or in any other personal property, that is on campus. All persons, including faculty/staff, visitors and all students are also prohibited to use tobacco in or at any school functions (on and off campus).

TOBACCO EDUCATION

All instruction to discourage the usage of tobacco shall be included in the health education of all elementary school students taught by a teacher, school nurse, Smokebuster Team, school counselor, and/or other outside agencies that promote a tobacco-free lifestyle.

TOBACCO POSSESSION

No student is permitted to possess any tobacco product on school property, grounds, or at school sponsored functions and activities off campus. The distribution or sale of tobacco, including any smoking device is prohibited on school property, grounds, and at any school-sponsored function or activity off campus.

TOBACCO PROMOTION

Tobacco advertising or sponsorship is prohibited on school property, grounds, or at any school sponsored function or activity off campus. The school will request that all publications that relate to tobacco-free use be in place. Students and staff are prohibited from wearing or having in their possession tobacco promotional items including clothing, bags, lighters, and other personal property, on school property, grounds, and/or at any school-sponsored functions and activities off campus.

NOTICE

Signs communicating this policy shall be prominently posted and properly maintained where tobacco use and smoking are regulated by this policy, including all buildings entrances, grounds, and vehicles. All signs must retain the words "No Smoking" and/or the international no smoking symbol, which includes a burning cigarette with a big red circle with a line through it. The Dora R-III School District shall also notify all students, staff, parents/guardians, contractors and other school visitors annually of the tobacco-free policy in written materials including, but not limited to handbooks, manuals, contracts, newspapers, and newsletters.

ENFORCEMENT

The enforcement of this policy shall be equitable and consistent, in accordance with the Tobacco-Free School Policy Enforcement Procedures, student behavior code, and employee personnel policies. The violation of this policy are as follows and are outlined in the student handbook, 1st offense, principal conference, detention, or 1-3 swats, or 1-3 days OSS, or removal of tobacco from student. 2nd offense, principal conference, Saturday School, or 3 swats, or 1-5 days OSS, or removal of tobacco from student. 3rd offense, principal conference, Saturday School, or 1-10 days OSS, or removal of tobacco from students. 4th offense, principal conference, or 1-180 days OSS, removal of tobacco from student.

TRANSFERS AND WITHDRAWALS

Students transferring during the school year to another school must obtain from the school counselor a transfer checkout sheet. Books should be returned to the teacher. After each teacher has signed the checkout sheet, the student will return the signed form to the counselor. Students desiring to withdrawal or drop from school are required to have a parent or guardian attend a conference with the principal and counselor, participate in a dropout prevention program directed

by the counselor, and follow the procedures listed above for transfer students in checking out of school. Failure to follow these procedures may result in the student's name being referred to juvenile authorities or other law enforcement agencies for collection of money or property owed to the school.

TRIPS

All trips are arranged as an educational experience for the benefit of the students. While on these school-sponsored trips the same regulations apply as if the student was on the school grounds. Rules such as; use of tobacco, school dress, language, and student conduct, shall be the same for school sponsored trips as during school hours. *Students must have their parent/guardian's approval before they can go with their class on a school-sponsored field trip that will be returning after school has been dismissed.* Their classroom teacher will give permission forms to the students. Students must attend school the day before a scheduled trip in order to be eligible to attend. Sickness and emergency situations will be taken into account. **Any school trip is a privilege for the students and not a right.**

Any students that have demonstrated a lack of responsibility by being assigned suspensions for poor behavior may not be allowed to participate in field trips. Any student receiving an out-of-school suspension during the semester will not be attending any trips.

TRUANCY

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

School administration and teachers are responsible for keeping records of student attendance. Also, the designated attendance officer for the district shall assist the administration when a student attendance problem warrants additional investigation or assistance.

VALUABLES:

Students are cautioned not to bring more money to school than is needed. If you wear glasses or a watch, keep track of them at all times. Radios, "Walkman", "Gameboys", trading cards, toys, cell phones, and other such items are not permitted at school. They will be confiscated and returned to a parent.

VENDING MACHINES AND DRINKS:

If drinks and/or vending machines are made available to the students the following rules will apply: Purchases shall only be made during the time before school, noon, and after school. **Students may not purchase items between classes.** Proper disposal of cans and wrappers will be strictly adhered to. Drinks and snacks will never be taken into the gym or into any classroom at any time without permission from the teacher. Violating these rules will result in the vending machines being unplugged for an indefinite period of time. Repeated violations will result in the removal of the machines.

VISITORS

We welcome and encourage visits from parents and patrons. We do request, however, that students do not bring other visitors to school unless they have approval from the school administration. **All visitors, including parents, must check in at the office.**

If you need to visit with your child's teacher, please do so at their planning time to avoid interrupting the instructional process.

VOLUNTEERS

Dora R-III has developed a parent volunteer program designed to provide special attention to individual students who need a little help or extra push on a one-on-one basis. If you would be

interested in working as a parent volunteer at any time during the school year, please feel free to contact the school at 261-2337.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT:

The Family Education Rights and Privacy Act of 1974 were passed by Congress to protect the privacy of parents and students in an educational setting. This Act applies to all educational agencies that receive funds from any program administered by the Secretary of Education of the United States, which includes the Dora R-III school District. The Dora School District shall annually notify parents of students currently in attendance and eligible students currently in attendance at Dora School of their rights under the Act and this part. The parents of eligible students have a right to 1) Inspect and review the student's education records. 2) Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. 3) Consent to disclose of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations in this part authorize disclosure without consent; 4) File with the U.S. Department of Education a complaint under 99.64 concerning alleged failures by the Dora R-III School to comply with the requirements of the Act and this part; and 5) Obtain a copy of the policy adopted under 99.64. Copies of this policy are available in the Superintendent's office at Dora R-III School.

Procedures for Amending Education Records

A) If a parent or eligible student believes the education records relating to the student contain information that is inaccurate, misleading, or in violation of the student's rights of privacy or other rights, he or she may ask the Dora School to amend the record. B) Dora School shall decide whether to amend the record as requested within a reasonable time after they receive the request. C) If Dora School decides not to amend the record as requested; it shall inform the parent or eligible student of its decision and of his or her right to as a hearing under 99.21 of this Act.

Family Educational Rights and Privacy Act (FERPA): Model Notice: Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Dora R-III Schools obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Dora R-III Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures.

The primary purpose of directory information is to allow the Dora R-III Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Photographs of students or their artwork used in school calendars, course selection guides, or the school district's Web site;
- Honor Roll or other recognition lists;
- Graduation Programs; and
- Sports Activity sheets, such as for wrestling, showing weight and height of team members.

Directory information may also be disclosed to the public, including outside organizations. Some of these organizations could include companies that manufacture class rings or publish the yearbooks or the PTA.

Dora R-III Schools has designated the following information as directory information: (Note: a local educational agency may, but does not have to, include all the information listed below.)

- | | |
|--------------------------|---|
| -Student's name | -Participation in officially recognized activities and sports |
| -Address | -Weight and height of members of athletic teams |
| -Telephone listing | -Degrees, honors, and awards received |
| -Electronic mail address | -The most recent educational agency or institution attended |
| -Photograph | |
| -Date and place of birth | |
| -Major field of study | |
| -Dates of attendance | |
| -Grade level | |

If you do not want Dora R-III Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1st.

FERPA allows the disclosure of "directory information" without consent so long as a district's Annual FERPA Notice informs parents of what information the district considers "directory information" and gives them the option to opt out of such disclosure by a designated date. *(Directory information is information that is contained in an educational record that would not generally be considered harmful or an invasion of privacy if disclosed. This may include, but not limited to, the student's name, address, telephone number, photograph or dates of attendance.)* Parents or eligible students may choose to withhold directory information, however, that request must be made in writing to the Principal.

In the commentary to the Final Regulations, the Department of Education clarifies that once a student opts out of specific directory information disclosures, a school district must continue to honor that election, even after the student is no longer in attendance, until the parent or eligible student rescinds it.

The Final Regulations also mandate that Social Security Numbers may not be disclosed as directory information. However, directory information may include a student's user ID number used by the student to access or communicate in electronic systems but only if the user ID number cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the student's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the parent or eligible student.

Education Records

The Final Regulations now specifically exclude the following from the definition of education record:

- 1) Records (usually alumni records) that are created or received by district *after* an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student;
- 2) Peer-graded papers before they are collected and recorded by a teacher. This new regulation codifies 2002 Supreme Court case *Owasso v. Falvo*.

Outsourcing

The Final Regulations now allow districts to disclose, without consent, educational records or personally identifiable information from educational records to contractors, consultants, volunteers or other parties to whom the district has outsourced services so long as three conditions are met:

- 1) The individual is performing a service or function for which the district would otherwise use its own employees;

- 2) The district specifies in its Annual FERPA Notification that its definition of “school officials with legitimate educational interests” includes such contractors, consultants or volunteers; and
- 3) The individual is within the “direct control” of the district with respect to the use and maintenance of the students’ information.

Of course, such individuals are subject to the same conditions applicable to other school officials, namely, that the student information may only be used for the purpose the disclosure was made, and re-disclosure may not occur without prior consent.

Registered Sex Offenders

If a school receives information that a student is a registered sex offender by the State sex offender registration and community notification programs, the school may, but is not required to, disclose that information without parent consent.

Health or Safety Exception

FERPA has always had a “health or safety” exception, under which school officials could disclose education records or the information contained therein without parent consent in the event of an emergency. The old regulations, however, mandated that the health and safety exception should be “strictly construed,” thus making school officials hesitant to use it. However, in response to the Virginia Tech shootings in the spring of 2007, the U.S. Department of Education realized that the exception should be expanded. The new regulation removes the “strictly construed” language and adds the following:

- 1) In making a determination as to whether to use the health and safety exception, a district “may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals.”
- 2) If a district determines that there is an “articulable and significant threat” to the health or safety of a student or others, it may disclose information from the student’s educational records to any person whose knowledge of the information is necessary to protect the health or safety of the student or others.
- 3) If there is a rational basis for the determination to disclose, the Department of Education will not substitute its judgment for that of the school official.

This notification will be made in the student handbook distributed to all students. In addition, copies of this policy will be made available in other languages upon request.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 or emancipated minors certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education –
 - 1) Political affiliations or beliefs of the student or student’s parent;
 - 2) Mental or psychological problems of the student or student’s family;
 - 3) Sex behavior or attitudes;
 - 4) Illegal, anti-social, self-incriminating, or demeaning behavior;
 - 5) Critical appraisals of others whom respondents have close family relationships;
 - 6) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - 7) Religious practices, affiliations, or beliefs of the student or parents; or
 - 8) Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of –
 - 1) Any other protected information survey, regardless of funding;
 - 2) Any non-emergency, invasive physical exam or screening required as a condition of admittance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - 3) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
 - 1) Protected information surveys of students;
 - 2) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - 3) Instructional material used as part of the educational curriculum.

NOTICE: NON-DISCRIMINATION

The Dora R-III School District does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The Dora R-III School District also does not discriminate on the disability in its hiring or employment practices. This notice is provided as required by Title II of the American's with Disabilities Act of 1990 and section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and section 504 may be forwarded to the designed ADA and section 504 Compliance Coordinator: Mrs. Sherry Ross, Special Education Director. This notice is available from the ADA and section 504 compliance in large print and on audio tape.

NOTICE: Dora R-III School District Homeless Coordinator

It is the policy of the Dora R-III School District to seek, identify, and provide appropriate service to all homeless children who wish to enroll in the school district. The Board of Education annually appoints the district superintendent, Mr. Steve Richards, as homeless coordinator. The coordinator's job is to ensure that:

1. Homeless children and youth enroll and succeed in school.
2. Homeless families, children, and youth receive educational services for which they are eligible.
3. Records of homeless children and youth are transferred in a timely fashion.
4. Homeless children are not isolated or stigmatized because of their homelessness.
5. Disputes regarding the placement or education of homeless children and youth are resolved in a timely manner.

For more information contact: Mr. Steven Richards, Superintendent, Dora R-III School District, P.O. Box 14, Dora, MO 65637 or call (417) 261-234 ext. 2008. An equal opportunity affirmative action employer.

DORA R-III SCHOOL DISCIPLINE POLICIES: Adopted May 2011

ANY DISCIPLINE ITEMS ADDRESSED IN THE JUNIOR HIGH/HIGH SCHOOL DISCIPLINE POLICY THAT IS NOT ADDRESSED SPECIFICALLY IN THE ELEMENTARY WILL ALSO PERTAIN TO ELEMENTARY STUDENTS.

Each classroom teacher will maintain a structured discipline program in their room. The consequences for those discipline infractions will be dealt with by the classroom teacher. After a predetermined number of discipline infractions in the classroom, the student will be sent to the office for discipline. Also, certain major discipline infractions or repeated discipline infractions will be sent directly to the office to be dealt with by the Principal. ***Severity Clause: If at any time a student causes a severe problem in the opinion of the supervising teacher or principal, the lesser consequences may be by-passed, and the greater consequences imposed.***

ELEMENTARY DISCIPLINE POLICY

*The elementary will be implementing Positive Behavior Support to:
Promote Positive Behavior in and out of the school atmosphere.
READY; RESPONSIBLE; RESPECTFUL*

“I pledge with FALCON PRIDE to be as READY as I can be. A RESPECTFUL RESPONSIBLE learner is what I want to be.”

1.	DIRSPECT, INSUBORDINATION AND/OR DEFIANT ATTITUDE OF DISOBEDIENCE TO CLASSROOM TEACHER AND/OR STAFF:
	1st Offense—Principal Conference; D/T; CP (1-3)
	2nd Offense—Principal Conference; ASD/T; CP (1-3);
	3rd Offense—Principal Conference; OSS (1-3 days)
2.	DISRUPTION; INTERFERENCE WITH SCHOOL; MISCONDUCT IN OR OUT OF THE CLASSROOM: No student shall block the doorway or corridor; prevent others from attending a class or school activity; block normal pedestrian or vehicular traffic; use violence, force/noise, coercion, threats, intimidation, harassment, fear, passive resistance or any other conduct intentionally to cause a disruption. Nor shall they refuse to identify themselves on request or encourage other students to violate any rule or school board policy. Constant disruptions that will interfere with the learning of other students unless identified with a handicap.
	1st Offense—Principal Conference; D/T; CP (1-3)
	2nd Offense—Principal Conference; ASD/T; CP (1-3);
	3rd Offense—Principal Conference; OSS (1-3 days)
3.	DISHONESTY (Cheating, Lying):
	1st Offense-- Principal Conference; nullification of forged document, detention/tutoring
	2nd Offense— Principal Conference; Parent/guardian notification, After school detention/tutoring
	3rd Offense— Principal Conference; Saturday School; CP (1-3); OSS (1-3)
4.	CELL PHONE VIOLATION:
	1st Offense—Principal Conference, Warning, Notification to Parents; Parents

		must pick up phone.
		2nd Offense—Principal Conference; ASD/T; CP (1-3); Parents must pick up phone
		3rd Offense—Principal Conference; OSS (1-3); Parents must pick up phone
5.	DRESS CODE VIOLATIONS:	
		1st Offense—Principal Conference; Warning; Parents Notified
		2nd Offense—Principal Conference; D/T; CP (1-3); OSS (1-3)
		3rd Offense—Principal Conference; ASD/T; SS; CP (1-3); OSS (1-5)
6.	PROFANITY, OBSCENITY, OR OFFENSIVE LANGUAGE IN WRITING, GRAPHICS OR VERBAL OR GESTURES TOWARD STAFF OR FELLOW STUDENTS	
		1st Offense—Principal Conference; D/T; CP (1-3); OSS (1-3)
		2nd Offense—Principal Conference; ASD/T; CP (1-3); OSS (1-5)
		3rd Offense—Principal Conference; SS; OSS (1-10)
7.	STRIKES, SLAPS, KICKS, BITES, OR OTHER BODILY HARM TO A STAFF MEMBER, AS WELL AS THREATS.	
		1st Offense—Principal Conference; OSS (1-3); Parent, Teacher, Principal Conference before readmission
		2nd Offense—Principal Conference; OSS (1-5); Parent, Teacher, Principal Conference before readmission; Arrange Counseling for Student
		3rd Offense—Principal Conference; OSS (1-10); Parent, Teacher, Principal Conference before readmission; Begin referral for Special Programs
8.	FIGHTING OR THREATENING BODILY HARM: Mutual combat in which both parties have contributed to the conflict either verbally or by physical action. All fighting incidents will be reported to law enforcement.	
		1st Offense—Principal Conference; ASD/T; CP (1-3); OSS (1-5); a Safe Schools Violation sent to law enforcement officials and documentation in student’s discipline record.
		2nd Offense—Principal Conference; SS; CP (1-3); OSS (1-5); a Safe Schools Violation sent to law enforcement officials and documentation in student’s discipline record.
		3rd Offense—Principal Conference; OSS (1-10); a Safe Schools Violation sent to law enforcement officials and documentation in student’s discipline record.
NOTICE	SERIOUS FIGHTING WILL BE REPORTED TO JUVENILE AUTHORITIES	
9.	INSTIGATING A FIGHT: Students shall not instigate fights by actively encouraging others to fight, carrying messages which result in fights or take part in any other activity which results in a fight.	
		1st Offense—Principal Conference; D/T; Notify Parents
		2nd Offense—Principal Conference; ASD/T; Parent Conference
		3rd Offense—Principal Conference; OSS (1-3); Parent Conference before readmission
10.	ASSAULT: The Safe Schools Act of 1996 establishes the crime of “assault” while on school property. A person commits the crime of assault while on school property if the person: (a) Knowingly causes physical injury to another person; or (b) With criminal negligence, causes physical injury to another person by means of a deadly weapon; or (c) Recklessly engages in conduct which creates a grave risk of death or serious physical injury to another person; and the act occurred on school or school district property, or in a vehicle that at the time of the act was in the service of school or school district, or arose as a result of a school or school district sponsored activity. Assault while on school property is a class D felony and will be reported to law enforcement.	

		1st Offense—Principal Conference; ASD/T; CP (1-3); Notify Parents; a Safe Schools Violation sent to law enforcement officials and documentation in student's discipline record.
		2nd Offense—Principal Conference; ASD/T; CP (1-3); OSS (1-3); Parent Conference; a Safe Schools Violation sent to law enforcement officials and documentation in student's discipline record.
		3rd Offense—Principal Conference; OSS (1-5); Parent conference before readmission; a Safe Schools Violation sent to law enforcement officials and documentation in student's discipline record.
11.		WEAPONS: The Safe Schools Act of 1996 defines a weapon as "a firearm, a concealable firearm, a blackjack, an explosive weapon, a firearm silencer, a gas gun, a knife, knuckles, a machine gun, a projectile weapon, a rifle, a shotgun, a spring gun, or a switchblade knife." Possession, use or transport of the above weapons on school grounds is a violation of state law, which requires student suspension. In a memo written to the Dora Superintendent of Schools, Missouri Attorney General Jeremiah Nixon (June 22, 1998) wrote, "Missouri law allows and I recommend that all children found with firearms on school property be detained by the juvenile authorities for up to 72 hours to undergo a thorough evaluation before being released." Two particular examples of violations of this law are the possession of knives and guns brought to school in vehicles by students.
		POSSESSION OF A WEAPON, OTHER THAN A FIREARM:
		1st Offense—Principal Conference; Parent Conference before readmission ; OSS (1-3); CP (1-3)
		2nd Offense—Principal Conference; Parent Conference before readmission; OSS (1-10)
		3rd Offense—Principal Conference; Parent Conference before readmission; OSS (1-180); Expulsion
		POSSESSION OF A FIREARM: (*as defined by 571.010 RSMo & 18 U.S.C. 921)
		1st Offense-- Principal Conference; Parent Conference; Expulsion
12.		BULLYING/HAZING/CYBERBULLYING AND ELECTRONIC COMMUNICATIONS Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put downs, threats, extortion or theft, damaging property, and exclusion from a peer group for any of the above. (JFCF)
		1st Offense—Principal Conference; D/T; CP (1-3); OSS (1-3); a Safe Schools Violation sent to law enforcement officials and documentation in student's discipline record.
		2nd Offense—Principal Conference; ASD/T; CP (1-3); OSS (1-3) a Safe Schools Violation sent to law enforcement officials and documentation in student's discipline record.;
		3rd Offense—Principal Conference; SS; CP (1-3); OSS (1-5); a Safe Schools Violation sent to law enforcement officials and documentation in student's discipline record.
13.		BUS MISCONDUCT: Any offense of a bus will be considered a matter of safety for all students riding on the bus. At no time should any student throw an object out of the windows of a bus, be out of a seat while a bus is moving, or in any way distract the attention of the bus driver. Bus riding privileges will be suspended or revoked if a student fails to follow the rules and instructions of the bus driver. Any offense committed by a student on a district bus shall be punished in the same manner as if the offense had been committed at school.
		1st Offense—Principal Conference; D/T; CP (1-3)
		2nd Offense—Principal Conference; ASD/T; CP (1-3); OBS (1-5)
		3rd Offense—Principal Conference; OBS (1-10)

14.	CHRONIC FAILURE TO WORK ON ASSIGNMENTS DURING CLASS	
		1st Offense—Principal Conference; D/T; ASD/T; Parent Notified
		2nd Offense—Principal Conference; ASD/T; CP (1-3); Parent Conference
		3rd Offense—Principal Conference; SS; CP (1-3); OSS (1-3); Parent Conference
15.	TARDY:	
		1st Offense—Principal Conference; Warning; Letter sent to Parents
		2nd Offense—Principal Conference; Warning; Conference with Parents
		3rd Offense—Principal Conference; ASD/T; Conference with Parents
16.	TRUANCY (ABSENCES): Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.	
		1st Offense—Principal Conference; Warning; Conference with Parents
		2nd Offense—Principal Conference; ASD/T; Conference with Parents
		3rd Offense—Principal Conference; ASD/T; SS; and Referral to the County Juvenile Office and the Division of Children’s Services.

17.	VANDALISM: Any student who willfully causes substantial damage or attempts to cause substantial damage to any property, real or personal, belonging to the school, staff or students. Such vandalism may be reported to law enforcement.	
		1st Offense—Principal Conference; D/T; Parent/guardian notified; Restitution
		2nd Offense—Principal Conference; ASD/T; CP (1-3); OSS (1-3); Parent/guardian Conference; Restitution
		3rd Offense—Principal Conference; CP (1-3); OSS (1-3); SS; Parent/guardian notified; Restitution.

NOTICE	SERIOUS OFFENSES WILL BE REPORTED TO JUVENILE AUTHORITIES.
---------------	---

18.	THEFT: Theft; attempted theft or knowingly possession of stolen property.	
		1st Offense—Principal Conference; ASD/T; CP (1-3); Restitution; Notify Parents
		2nd Offense—Principal Conference; ASD/T; SS; CP (1-3); Restitution; Parent Conference
		3rd Offense—Principal Conference; OSS (1-3); Restitution; Parent Conference before readmission

DRUG FREE ZONE	UNLAWFUL DISTRIBUTION OF A CONTROLLED SUBSTANCE, ON OR WITHIN TWO-THOUSAND FEET OF THE PROPERTY COMPRISING ANY PUBLIC OR PRIVATE SCHOOL IN THE STATE OF MISSOURI, OR WITHIN TWO THOUSAND FEET OF A SCHOOL BUS, IS A CLASS “A” FELONY PUNISHABLE BY IMPRISONMENT OF NOT LESS THAN TEN (10) YEARS WITHOUT PROBATION OR PAROLE: MO. STATUTE 195.214 AND SAFE SCHOOLS ACT OF 1996
-----------------------	--

19.	TOBACCO - POSSESSION OR USE ON SCHOOL PROPERTY: Students found to be possessing or using tobacco on campus, at school activities, or under school supervision. Tobacco products will be confiscated and destroyed. It is against the law of Missouri for minors to buy, use or possess tobacco products. All incidents will be reported to law enforcement.	
		1st Offense—Principal Conference; Notify Parents; ASD/T;
		2nd Offense—Principal Conference; Parent conference; ASD/T; OSS (1-3)
		3rd Offense—Principal Conference; Parent conference before readmission; OSS (1-5)

20.	DRUGS/ALCOHOL – POSSESSION, INFLUENCE, OR USE ON SCHOOL PROPERTY: Possession of, use or attendance under the influence of controlled substances, prescription medications without a doctor’s note, alcoholic beverages or substances represented to be such. This includes energy enhancers, dietary supplements and nicotine patches. Such incidents will be reported to law enforcement.	
		1st Offense—Principal Conference; OSS (1-5); Parent conference before readmission; a Safe Schools Violation sent to law enforcement officials and documentation in student’s discipline record.
		2nd Offense—Principal Conference; OSS (1-90); Parent conference before readmission; a Safe Schools Violation sent to law enforcement officials and documentation in student’s discipline record.
		3rd Offense—Principal Conference; Expulsion; a Safe Schools Violation sent to law enforcement officials and documentation in student’s discipline record.
21.	SALE OR DISTRIBUTION: Sale, purchase, or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drug and/or drug related paraphernalia.	
		1st Offense—Principal Conference; OSS (1-90); Parent conference before readmission; a Safe Schools Violation sent to law enforcement officials and documentation in student’s discipline record.
		2nd Offense—Principal Conference; Principal Conference; Expulsion; a Safe Schools Violation sent to law enforcement officials and documentation in student’s discipline record.
22.	USE OF OBSCENE LANGUAGE/OR GESTURES: Use of verbal, written, pictorial or symbolic language which describes sexual conduct and which, considered as a whole, appeal to prurient interest in sex, portraying sex in a manner offensive to community standards and do not have a serious literary, artistic, political or scientific value. This includes symbolic gestures and acts of sexual harassment.	
		1st Offense—Principal Conference; D/T; ASD/T
		2nd Offense—Principal Conference; ASD/T; CP (1-3); Notify Parents
		3rd Offense—Principal Conference; SS; CP (1-3); Parent Conference
23.	USE OF LANGUAGE/OR ACTION THAT IS DISPARAGING OR DEMEANING: “Words or actions, verbal, written, pictorial or symbolic meant to harass or injure other people, such as threats of violence, bullying, name-calling, putdowns, intentionally hurting other’ feelings, spitting, depantzing, defamation of a person’s race, religion, gender, or ethnic origin.” All threats of violence will be reported to law enforcement.	
		1st Offense—Principal Conference; ASD/T; CP (1-3); Notify Parents
		2nd Offense—Principal Conference; ASD/T; CP (1-3); OSS (1-3) Parent Conference
		3rd Offense—Principal Conference; OSS (1-5); Parent Conference before readmission
24.	SEXUAL HARASSMENT: Sexual harassment refers to behavior of a sexual nature which is unwelcome and personally offensive to its recipients. Sexual harassment is a form of misconduct that is demeaning to another person. Unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment. Incidents will be referred to law enforcement	
		1st Offense—Principal Conference; D/T; ASD/T; Notify Parents
		2nd Offense—Principal Conference; ASD/T; CP (1-3) Parent Conference
		3rd Offense—Principal Conference; OSS (1-3); Parent Conference before readmission
25.	USE OF DISRUPTIVE SPEECH OR CONDUCT: Conduct or speech, be it verbal, written, pictorial, or symbolic, which materially and substantially disrupts classroom work, school activities, school functions such as not keeping hands and feet to yourself,	

	lying, cheating, talking in class when told not to do so, insubordination and refusal to do work.
	1st Offense—Principal Conference; D/T; Notify Parents
	2nd Offense—Principal Conference; ASD/T; CP (1-3); Parent Conference
	3rd Offense—Principal Conference; ASD/T; CP (1-3); OSS (1-3); Parent Conference before readmission
26.	PUBLIC DISPLAY OF AFFECTION:
	Any distracting behavior by a student that is intended to show affection toward another student is inappropriate in the school setting. Such behavior will not be tolerated even if it is meant as a joke. Each situation will be dealt with on an individual basis. (The school administration recognizes the holding of hands between persons as acceptable for high school students—grades 7-12).
27.	ABUSE OF COMPUTER OR INTERNET: Dora Elementary follows the Board of Education approved “Acceptable Use Policy” (AUP). Students and parents must sign the AUP before students will be allowed full Internet access. Violation of the terms of the AUP is considered to be a serious infraction.
	1st Offense: Principal Conference; Warning; Notify Parents
	2nd Offense: Principal Conference: Semester Suspension of all Internet and Computer use privileges; Parent Conference before allowed to use computer or Internet again.
	3rd Offense: Principal Conference; Suspension of all Internet and Computer use privileges; Parent conference.
28.	BEHAVIORS NOT COVERED ABOVE
	Consequences will be based on the seriousness of the incident and its impact on the safe operation of the educational environment and/or its impact on the safety and wellbeing of students.

CORPORAL PUNISHMENT

FILE: JGA Critical

Corporal punishment, as a measure of correction or of maintaining discipline, maintaining order in schools, or the use of reasonable force to protect persons or property is permitted. However, it shall be used only when all alternative forms of discipline have failed and then only in reasonable form and upon the recommendation of the principal. If found necessary, it should be administered preferably by the principal, in the presence of the witness. It should never be inflicted in the presence of other pupils, nor without a witness. Corporal punishment shall be administered only by swatting the buttocks with a paddle. When it becomes necessary to use corporal punishment, it shall be administered so that there can be no chance of bodily injury or harm. Striking a student on the head or face is not permitted. The teacher or principal shall submit a report to the superintendent, explaining the reason for the use of corporal punishment as well as the details of the administration of the same. A staff member may, however, use reasonable physical force against a student without advance notice to the principal if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district. Legal Refs: 160.261, 171.011, 563.061, RSMo.

DETENTION AND/OR IN-SCHOOL SUSPENSION OF STUDENTS

FILE: JGB Critical

The provision of the detention or an in-school suspension program for student violations of policies, rules and procedures shall provide principals with an additional alternative for dealing with disciplinary problems that occur in schools. When this alternative is appropriate, students will be assigned to serve a specified time period in the school suspension program. These assignments and the determination of the time period for them shall be determined by the principal or his/her designee. Legal Refs: 160.261 RSMo.

Detention is held on Thursdays, at 3:30 P.M. during the school year. The principal will determine when it is to be used and the amount of time to be served. In no case will the detention extend past 5:30 P.M. Saturday School detentions will be held at 8:00 A.M. and not to extend past 12:00 P.M. Failure to serve assigned detention could result in either serving double or out of school suspension.

STUDENT SUSPENSION AND EXPULSION

FILE: JGD Critical

In Missouri, a principal may suspend a student for up to ten (10) school days. A superintendent may suspend up to 180 school days. Procedures for suspending a student are outlined below:

1. Before suspending a student, a principal or superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain either orally or in writing, the facts that form the basis of the proposed suspension; and (c) give the student an opportunity to present his or her version of the incident.
2. If the principal or superintendent concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply. If the student has a disability as defined in the Individuals with Disabilities Education Act (IDEA) as amended or Section 504 of the Rehabilitation Act, additional procedural safeguards described in the policy dealing with the discipline of students with disabilities apply.
3. The principal or superintendent should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate. In many cases, the principal or superintendent may decide not to suspend a student unless conferences (between the teacher, student and principal and/or between the parent, student and principal) have been held and have failed to change the student's behavior.
4. If suspension is imposed, the student's parents or guardians must be promptly notified of the suspension and the reasons for his action.
5. Any suspension by a principal must be reported, immediately and in writing, to the superintendent, who may revoke the suspension, either in part or in full, at any time.
6. If a student is suspended for more than ten (10) days, the following rules also apply: (a). The student, his or her parents, guardians, or others having custodial care have a right to appeal the superintendent's decision to the Board or a committee of the Board appointed by the Board president. (b). If the student gives notice that he or she wishes to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the superintendent's judgment, the student's presence possess a continuing danger to persons or property or an ongoing threat of disrupting the academic process. (c). All notices of appeal shall be transmitted, either by the appealing party or by the superintendent, to the secretary of the Board. Oral notices, if made to the superintendent, shall be reduced to writing and communicated to the secretary of the Board. (d). The superintendent, when notified of an appeal, shall promptly transmit to the Board a full report of the facts relating to the suspension, the action taken by the superintendent, and the reasons for the access. (e). Upon receipt of a notice of appeal, the Board will schedule a hearing and within a reasonable time in advance of the scheduled date, will notify, by certified mail, the appealing party of the date, time and place of the hearing, and of the right to counsel, to call and witnesses, and to present evidence at the hearing. (f). Hearings of appealed suspensions will be conducted as described in the section of this policy dealing with student disciplinary hearings.
7. Students who are suspended from school for certain offenses are prohibited from being on or within 1000 feet of any school property in the school district where the student attended and from any activity of that district regardless of whether the activity is on district property.

SUSPENSIONS OF MORE THAN 180 DAYS AND EXPULSIONS

Only the board may expel a student or suspend a student for more than 180 school days. The applicable procedures are outlined below:

1. Before recommending to the Board that a student be expelled or suspended for more than 180 days, the superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension/expulsion; and (c) give the student an opportunity to present his or her version of the incident.
2. If the superintendent concludes that the student has engaged in misconduct and should be expelled or suspended for more than 180 school days, the procedures described below apply unless the student has a disability. (In the case of a student with a disability, the procedures described in the policy dealing with the discipline of students with disabilities shall apply.) (a). The superintendent will recommend to the Board that the student be expelled or suspended for more than 180 school days. The superintendent may also immediately suspend the student for up to 180 days. (b). Upon receipt of the superintendent's recommendation, the Board will follow the procedures described in the section of this policy dealing with students disciplinary hearings.
3. If the student is expelled, he or she may later apply to the Board for re-admission. Only the Board can re-admit an expelled student.
4. Students who are suspended from school for certain offenses are prohibited from being on or within 1000 feet of any school property in the school district where the student attended and from any activity of that district regardless of whether the activity is on district property.

STUDENT DISCIPLINE HEARINGS

The Board of Education may originate student discipline hearings upon recommendation of the superintendent. In such cases, the Board of Education will review the superintendent's report and determine whether to conduct a discipline hearing. In addition, student discipline hearings also will be held upon written request of the student or the student's parents, to consider appeals from student suspension in excess of ten (10) school days. A discipline hearing will always be held in cases of suspensions in excess of 180 days or expulsions, unless after meeting with the superintendent or designee, the parent or guardian waives, in writing, the right to an expulsion hearing.

In all hearings, whether initiated by the Board of Education or by appeal, the following procedures will be adhered to:

1. The student and the parents/guardians will be advised of the charges against the student; their right to a Board hearing; the date, time, and place of the hearing; their right to counsel; and their procedural rights to call witnesses, enter exhibits and cross-examine adverse witnesses. All such notifications will be made by certified mail, addressed to the student's parents or guardians. The Board shall make a good-faith effort to have the parents or guardians present at the hearing.
2. Prior to the board hearing, the student, and the student's parents/guardians will be advised of the identity of the witnesses to be called by the administration and advised of the nature of their testimony. In addition, the student and the student's parents/guardians will be provided with copies of the documents to be introduced at the hearing by the administration.
3. The hearing will be closed unless the Board decides otherwise. The hearing will only be open with parental consent. At the hearing, the administration or their counsel will present the charges and such testimony and evidence to support such charges. The student, his or her parents/guardians or their counsel shall have the right to present witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges.
4. At the conclusion of the hearing, the Board of Education shall deliberate in executive session and shall render a decision to dismiss the charges; to suspend the student for a specified period of time; or to expel the student from the schools of the district. The

administration or its counsel, by direction of the Board of Education, shall promptly prepare and transmit to the parents/guardians written notice of the decision.

REMEDIAL CONFERENCE

Prior to the re-admission or enrollment of any student who has been suspended out of school or expelled in accordance with this policy for any “act of school violence” as defined in 160.261.2, REMo., and Board policy JGF, a conference must be held to review the student’s conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any teacher directly involved with the conduct that resulted in the suspension or expulsion, the student, and the parent or guardian of the student or any agency having legal jurisdiction, care, custody or control of the student. The Board of Education shall notify, in writing, the parents or guardians and all other parties of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference. This requirement applies to enrolling students transferring from another school as well, regardless of whether the “act of school violence” was committed at a public school or at a private school in Missouri, provided that such act shall have resulted in the suspension or expulsion of such student in the case of a private school.

Legal Refs: 160.261, 162.955 -- .963, 167.161 -- .171, RSMo. Chapter 536, RSMo., Individuals with Disabilities Education Act, 20 U.S.C. 1400 – 1487

DISCIPLINE OF STUDENTS WITH DISABILITIES

FILE: JGE Critical

A student with a disability is a student identified as a “child with a disability” under the eligibility criteria of state regulations implementing the Individuals with Disabilities Education Act (IDEA) as amended, or as a person with qualifying for the purpose of Title II of the Americans with Disabilities Act or Section 504 of the Rehabilitation Act.

It is the goal of the Dora R-III School District to provide a safe and productive learning environment for all students. The district does not believe in a double standard for misbehavior and holds the welfare and safety of all persons in the district in the highest regard. Students with disabilities will be disciplined in accordance with the district’s discipline code applicable to all students, subject to the modifications mandated by law. All students, including those with disabilities, will be referred for law enforcement action when required by law and when their conduct constitutes a crime.

The district will comply with all state and federal laws governing the discipline of students with disabilities, including the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, applicable regulations and state and local plans for compliance with the law. In addition to the process outlined in special education law, students with disabilities will receive the same due process afforded other students.

Due Process

Due process procedures, applicable to suspension, removal or expulsion of students from public schools under state law, shall be afforded in accordance with policy JGD, Student Suspension and Expulsion. Regular pre-discipline “due process” should not be confused with the “due process hearing” appeal process under the IDEA. When an incident of behavior is found to be unrelated to a disability by an IEP or Section 504 team, that question will be taken as settled for the purpose of the normal disciplinary hearing process.

Discipline of a “Child with a Disability” Receiving Special Educational Services

The term “child with a disability” means a student eligible for special education and related services under Part B of the IDEA as implemented under state law. Special extra procedures are required by law in order to implement the district’s disciplinary policies as fully as possible for a “child with a disability” and these summarized below. Note these summaries are for informational purposes only. The district’s official policy on IDEA discipline procedures is to use whatever lawful special methods best serve the ultimate purpose of implementing the general discipline code as fully and equally as possible. Consult the IDEA, IDEA regulations, and State and Local Plans for IDEA for details of the following procedures:

1. Discipline Code calls for short term suspensions, placement in an appropriate interim alternative educational setting, or placement in another setting, for ten (10) school days or less per occurrence.
Such removals may be applied in the same manner such removals are applied to all students under the discipline policy. When such absences aggregate to 11 or more days, the child with a disability is provided some educational services even if regular education students would not be provided educational services during such a removal. If such a short-term removal or suspension would cause a “change of placement” to occur under the factors outlined by law, the removal should be handled as a “long-term suspension.”
2. Discipline Code calls for a long-term suspension or expulsion. If a child’s IEP team determines that conduct in violation of the regular discipline code is unrelated to the disability, the district may implement suspensions in excess of ten (10) consecutive school days, a suspension of shorter length where a pattern of suspension constituting a “change of placement” is thereby created, and even an expulsion. The law calls for the continuation of some service during the long-term suspension or expulsion. If doing so would not itself create a “change of placement” a short-term suspension may be implemented to give the IEP team time to complete duties.
3. Special Rule: 45 calendar day removals. For possession of weapons defined in U.S.C. 930, or use, possession, sale or solicitation of a sale of certain drugs Identified under schedules I, II, III, IV or V in section 202(c) of a Controlled Substances Act, a removal of up to 45 Calendar days in an appropriate interim alternative educational setting may be ordered. This may be used in conjunction with the short and long term suspension or expulsion. The district may seek a removal of a dangerous or violent student to a 45 calendar day alternative educational placement through a hearing officer appointed by the Department of Elementary and Secondary Education. Pursuit of this option does not replace or prevent the implementation of short and/or long term suspensions or expulsion when the discipline policy calls for that consequence and, if a change of placement would occur as a result, the behavior is not a manifestation of the disability.
4. Court Injunction. The district may seek a court injunction ordering removal or a changed placement of a dangerous or violent student.

STUDENTS NOT YET IDENTIFIED AS DISABLED

FILE: JGE Critical

A student who qualifies as a child with a disability but has not been identified as a child with a disability may be subjected to the same disciplinary measures applied to students without disabilities if the district did not have knowledge of the disability. Students with Disabilities Not under IDEA.

This section summarizes the procedural rules for students who have disabilities under Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act, but do not require special educational services as a “child with a disability” under Part B of the IDEA.

The expulsion of such a student, the exclusion of the student for an indefinite period, or the exclusion of the student for more than ten (10) consecutive school days constitutes a “significant change of placement.” A series of suspensions each of which is ten (10) or fewer days in

duration, but that creates a pattern of exclusions, may also constitute a “significant change of placement.”

Before implementing a suspension or expulsion that constitutes a significant change in the placement of a student with a disability, a school district must conduct a re-evaluation of the student to determine whether the misconduct in question is caused by the student’s disability and, if so, whether the student’s current educational placement is appropriate. If it is determined that the misconduct is not caused by the child’s disability, the child may be excluded from school in the same manner as are similarly situated children who do not have disabilities.

NOTICE OF NONDISCRIMINATION

Applications for admissions and employment, students and parents of elementary, middle school, and secondary school students, employees, sources of referral of application for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Dora R-III schools are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment of employment in the programs and activities.

Sexual harassment is a form of sex discrimination which involves unwelcome behavior of a sexual or gender directed nature (either verbal, nonverbal, visual, or physical) that interferes with the ability to study, work, or participate in activities. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education.
2. Submission to or rejection of that conduct by an individual is used as a basis for employment or educational decisions affecting such individuals, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s employment or education or creating an intimidating, hostile, or offensive environment.

Sexual harassment may include, but is not limited to, verbal harassment or abuse; uninvited letters, calls, or material of a sexual nature; uninvited and deliberate touching, cornering, pinching; uninvited sexually suggestive sexual looks or gestures; uninvited pressure for sexual favors; uninvited pressure for dates; uninvited sexual teasing, jokes, remarks or questions; attempted or actual rape or sexual assault.

The Dora R-III School District will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses any student or employee of the School District.

Any person having inquiries concerning the Dora R-III School compliance with the regulations implementing Title I, Title IX, or section 504 is directed to contact Mrs. Sherry L. Anstine, Superintendent, Dora R-III School District regarding the institutions efforts to comply with the regulations implementing Title VI, Title IX, and section 504.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution’s compliance with the regulations implementing Title VI, Title IX, and Section 504.

PUBLIC NOTICE

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child’s third birthday through age twenty (20), regardless of the child’s disability. The public school assures that to comply with the full educational opportunity goal, services for students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include: learning disabilities, mental retardation, behavior disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

The public school assures that it will provide information and referral services to assist the State in the implementation of early intervention services for infants and toddlers eligible for Missouri's First Steps Program.

All public schools are required to provide parents the rights to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of the children. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). You may contact your local district, if you wish to review the requirements provided by FERPA.

The public school has developed a Local Compliance Plan for the implementation of Special Education and this Plan is available for public viewing during regular school hours on days the school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative which describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the school district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 of each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district.

This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary.

DORA R-III SCHOOL/STUDENT/PARENT COMPACT:

As a teacher, I _____, will

- demonstrate my belief that all children can learn and grow to their fullest potential
- show respect for each child and their family
- come to class prepared and ready to teach
- provide an environment conducive to learning
- help each child grow to their fullest potential
- enforce school and classroom rules fairly and consistently
- maintain open lines of communication with students and their parents
- seek ways to involve parents in the school program
- demonstrate professional behavior and a positive attitude
- teach to different learning styles

As a student, I _____, will

- always try to do my best in my work and in my behavior
- work cooperatively with my classmates
- show respect for myself, my school, and other people
- obey the school and bus rules
- take pride in my school
- come to school prepared with my homework and my supplies
- believe that I can and will learn

As a parent, I _____, will

- See that my child attends school regularly and on time
- provide a home environment that encourages my child to learn
- insist that all homework assignments are completed
- communicate regularly with my child's teachers
- support the school in developing positive behaviors
- talk with my child about their school activities every day
- encourage my child to read at home and to monitor their TV viewing
- volunteer time at my child's school
- show respect and support for my child, the teacher, and the school

PLEASE SIGN AT THE TOP OF EACH APPROPRIATE PARAGRAPH, THEN RETURN TO YOUR TEACHER

