# DORA R-III MIDDLE SCHOOL

**Hwy 181 South, 613 CR 379**  
DORA, MISSOURI 65637  
417-261-2337  
Fax: 417-261-2673  
www.dora.org

|---------------------------------|-------------------------|

<table>
<thead>
<tr>
<th><strong>High School Principal/Boys HS Coach</strong></th>
<th><strong>Elementary Principal/Curriculum Director</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Rick Luna</td>
<td>Brett Mitchell</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Counselor</strong>, Amelia Menz</th>
<th><strong>Secretaries</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>417-261-2263 ext. 2012</td>
<td>Ronda Clinton-Bookkeeper ext 2000</td>
</tr>
<tr>
<td></td>
<td>Retta Collins-Secretary ext 2011</td>
</tr>
<tr>
<td></td>
<td>Debbie Uhlmann-Attendance ext. 2002</td>
</tr>
</tbody>
</table>
Welcome to Dora R-III Middle School

Dear Parents/Guardians,

Welcome to the Dora R-III Middle School. At Dora Middle School, the faculty is committed to providing students with the best education possible. The staff is dedicated, hardworking and focused on the task of educating students. The success of the Dora Middle 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 Middle School and produce the best-educated students.

The education of children is a difficult job. At Dora Middle School, 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,
Allen Woods, Superintendent
Rick Luna, High School Principal
Brett Mitchell, Elementary Principal
# Dora Falcons
## 2019-2020 School Calendar

<table>
<thead>
<tr>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td>S M T W T F S</td>
<td>Aug 8, 9</td>
<td>Aug 12, 13</td>
<td>Aug 15</td>
<td>Aug 30</td>
<td>Aug 1</td>
</tr>
<tr>
<td></td>
<td>Registration 8-3 pm</td>
<td>Teachers Workshop</td>
<td>Classes Begin</td>
<td>No School Labor Day</td>
<td>No School</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sept 2</td>
<td>Oct 7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No School Ozark County Festival</td>
<td>No School Teachers In-Service</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sept 23</td>
<td>Oct 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No School Teachers In-Service</td>
<td>No School</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Nov 1</td>
<td>Nov 7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No School Teachers In-Service</td>
<td>No School Fall break</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Nov 18</td>
<td>Nov 25-29</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No School Fall break</td>
<td>Dec 8</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Dec 18</td>
<td>Dec 10-31</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>End of the 2nd Quarter 39 days</td>
<td>No School Holiday Break</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Jan 1-3</td>
<td>Jan 6</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Holiday Break</td>
<td>Classes Resume</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Jan 20</td>
<td>Jan 20</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No School Martin Luther King Day</td>
<td>Mar 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Feb 3</td>
<td>Feb 17</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No School Presidents Day In-service</td>
<td>Mar 16-20</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Mar 2</td>
<td>Mar 24</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No School Teachers In-Service</td>
<td>Apr 11</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Mar 4</td>
<td>Apr 10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>End of the 3rd Quarter 39 days</td>
<td>Apr 13</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Apr 20</td>
<td>Apr 20</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No School Spring Break</td>
<td>May 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No School Spring Break</td>
<td>May 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>May 7</td>
<td>May 7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Last Day End of the 4th Quarter 37.5 days</td>
<td>May 7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>May 7</td>
<td>May 7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>May 7</td>
<td>May 7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>May 7</td>
<td>May 7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>May 7</td>
<td>May 7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>May 7</td>
<td>May 7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>May 7</td>
<td>May 7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>May 7</td>
<td>May 7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>May 7</td>
<td>May 7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>May 7</td>
<td>May 7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>May 7</td>
<td>May 7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>May 7</td>
<td>May 7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>May 7</td>
<td>May 7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>May 7</td>
<td>May 7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>May 7</td>
<td>May 7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>May 7</td>
<td>May 7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>May 7</td>
<td>May 7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>May 7</td>
<td>May 7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>May 7</td>
<td>May 7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>May 7</td>
<td>May 7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>May 7</td>
<td>May 7</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td>S M T W T F S</td>
<td>Jan 1, 2</td>
<td>Jan 3, 4</td>
<td>Jan 5</td>
<td>May 2, 3</td>
<td>June 2</td>
</tr>
<tr>
<td>1 2 3 4 5 6 7</td>
<td>8 9 10 11 12 13 14</td>
<td>15 16 17 18 19 20 21</td>
<td>22 23 24 25 26 27 28</td>
<td>29 30 31</td>
<td></td>
</tr>
</tbody>
</table>

*Required hours of attendance 1044.00
*Scheduled Hours of attendance 1098.75
*Last 50.75 hours (5 days) on the calendar are weather makeup hours required
*Monthly School Board meetings will be held the last Tuesday of each month.

*Act Test Dates: Sep 14, Oct 26, Dec 14, Feb 8, April 4, June 12
INTRODUCTION
This book is prepared for the parents and students in grades 5-8 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.”

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.

ACTIVITIES (EXTRA-CURRICULAR)
Grades 5-8
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. Participant’s grades will be checked at the end of each grading period (either 4 ½ weeks or at the end of the quarter). Any deficient grades (below 60%) will result in the student becoming ineligible to compete. 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.

Grades 5-8

- 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 prior to the first day of classes for the new school year. However, even though you may have been promoted, you will be ineligible if you failed more than two courses the previous semester.

1. 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.

1. 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 first block.
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.

MIDDLE SCHOOL 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 educational 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.

Parents, please notify the school when your child is absent before 9:00am. When your child is absent and the school is not contacted, the school will contact the parent(s) or legal guardian to figure out the reason for the student’s absence.

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 for that class.

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 absentences 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 two full days to visit or apply 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 7:50 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 during the day they will be counted absent for the minutes/hours that they have missed. If a student signs out last hour before 3:15 p.m. he/she will be counted absent for 1 hour. If the student signs out after 3:15 they will be counted absent for the minutes 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 three (3) 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.**

Procedure for Excessive Tardies Grades 5-8

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

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 assigned seat 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 tardies thereafter will result in detentions.

Any student arriving late or leaving early from school must sign in or out in the office.

Tardy: If a student signs in after 7:50 a.m. but before 8:00 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 block before 3:15 p.m. they will be counted absent for 1 hour. 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.

Excessive Absences Grades 5-8

Traction 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. The following procedures will be followed:

- **3rd unexcused absence** = letter sent home to parents warning your child is close to his/her allowed 5 absences.
- **5th unexcused absence** = letter sent home to parents stating that if your child misses one more hour of school he/she must go on an attendance contract to earn back credits that the student lost as a result of violating the attendance policy.
- **7th unexcused absence** = We will be reporting the parents and child to the Trauncy Court. The parents and the student will be brought in to appear in front of the judge. This offense can have a penalty of a Class C Misdemeanor and a $250 dollar fine.

**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.)

1. $25.00 Wal-Mart gift certificate, plaque and a Renaissance Day Card.
2. Taken out to eat at the end of school year at restaurant of their choice.

AWARDS/AWARDS DAY

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

<table>
<thead>
<tr>
<th>First Hour: 7:50-8:45</th>
<th>Second Hour: 8:48-9:43</th>
<th>Third Hour: 9:46 -10:41</th>
</tr>
</thead>
</table>

Bills, Fines, and Fees:
No student may owe more than $25 or he/she will not be allowed to participate in any trips and extracurricular activities. A maximum of $25.00 can be charged for meals (5-8), fees, and fines combined.

BELL SCHEDULE GRADES 5—8

<table>
<thead>
<tr>
<th>First Hour: 7:50-8:45</th>
<th>Second Hour: 8:48-9:43</th>
<th>Third Hour: 9:46 -10:41</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fourth Hour: 10:44-11:39 Lunch: 11:42-12:03 Mentoring: 12:03-12:32 Fifth Hour: 12:35-1:30</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DORA R-III SCHOOL DISTRICT BOARD OF EDUCATION

<table>
<thead>
<tr>
<th>PRESIDENT</th>
<th>2018-19</th>
<th>VICE PRESIDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED LEE</td>
<td></td>
<td>TERRY MARTIN</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MEMBERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROBERT LEE</td>
</tr>
<tr>
<td>CASS MARTIN</td>
</tr>
<tr>
<td>TIM MASTERS</td>
</tr>
</tbody>
</table>

BUILDING HOURS

The instructional school day begins at 7:35 a.m. and ends at 3:26 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. Grades 5-8 parent pick-up will be dismissed at 3:26 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 extra curricular 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.
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:

**Discipline while on the bus:**
1. First offense is conference with principal.
2. Second offense is a 1-3 day bus suspension/school suspension.
3. Third offense is a 5-10 day bus suspension/ school suspension or, depending on the offense, a student may lose the privilege of riding the bus on a permanent basis! Riding the bus is a privilege that may be taken away!

**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 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 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 things 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.**
CAFETERIA
Participation of students 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 tickets 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. 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.

BREASKFAST/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. 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:

<table>
<thead>
<tr>
<th></th>
<th>FULL PRICE</th>
<th>REDUCED</th>
<th>FREE</th>
<th>ADULT</th>
</tr>
</thead>
<tbody>
<tr>
<td>BREAKFAST</td>
<td>$1.00</td>
<td>$0.30</td>
<td>$0.00</td>
<td>$1.40</td>
</tr>
<tr>
<td>LUNCH</td>
<td>$1.75</td>
<td>$0.40</td>
<td>$0.00</td>
<td>$2.50</td>
</tr>
<tr>
<td>EXTRA MILK</td>
<td>$0.30</td>
<td>$0.30</td>
<td>$0.30</td>
<td>$0.30</td>
</tr>
</tbody>
</table>

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 parents’ 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.

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 or 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.

### CONTACTS AT DORA SCHOOL

<table>
<thead>
<tr>
<th>PHONE NUMBERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPERINTENDENT’S OFFICE</td>
</tr>
<tr>
<td>ELEMENTARY PRINCIPAL’S OFFICE</td>
</tr>
<tr>
<td>HIGH SCHOOL PRINCIPAL’S OFFICE</td>
</tr>
<tr>
<td>COUNSELOR’S OFFICE</td>
</tr>
<tr>
<td>BUS BARN</td>
</tr>
<tr>
<td>FAX NUMBER</td>
</tr>
</tbody>
</table>

### PLEASE CONTACT THESE OFFICES FOR THE FOLLOWING:

<table>
<thead>
<tr>
<th>Office</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintendent</td>
<td>transportation issues</td>
</tr>
<tr>
<td>Counselor</td>
<td>progress reports, grades, individual counseling or support groups</td>
</tr>
<tr>
<td>Nurse</td>
<td>health problems, immunizations</td>
</tr>
<tr>
<td>Special Education Coordinator</td>
<td>relating to special education programs</td>
</tr>
<tr>
<td>Principal</td>
<td>regarding all school policies, discipline, and overall information, changes in bus rides</td>
</tr>
<tr>
<td>Secretary</td>
<td>to arrange conferences, general information, school fees, and <strong>IMPORTANT</strong> messages to students</td>
</tr>
</tbody>
</table>

**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.

**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.
**Rules For Dances:**

1. School dances are closed functions.
2. Only students presently enrolled at Dora High School will be allowed to attend. **Guests from outside DHS may attend Dora dances only with prior approval of the administration.**
3. Students leaving the event will not be allowed to return.
4. Smoking is prohibited.
5. Alcoholic beverages or drugs will not be allowed on school property.
6. A minimum of two (2) sponsors are required at school dances.

**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 form 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 new 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 your 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.

Dress Code Cont:
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. (All holes above the knee must be patched if worn to school.) NO leggings or undergarments should ever be seen.)
3. Undergarments should not be visible.
4. No muscle shirts should be worn during the normal school day, except during P.E.
5. Clothing apparel and accessories should not have any writing or graphics in reference to drugs, alcohol, or anything of a suggestive nature.
6. Shorts and dresses should be worn at a length that reflects good taste and common decency and should be no shorter than mid-thigh (down to your fingertips).
7. Modest (not skin tight) sweat pants may be worn.
8. Tight fitting clothes such as leggings or cycling shorts cannot be worn unless you are wearing a shirt that comes down to the fingertips. You can NOT wear leggings with a shirt or jacket tied around your waist. The shirt you are actually wearing must come down to your fingertips.
9. No hats or bandanas are to be worn inside the school buildings during, or immediately before or after school.
10. No sunglasses are to be worn inside the school buildings during, or immediately before or after school unless you have a doctor’s prescription.
11. No pajamas (including pajama type pants) or house shoes are to be worn at school.
12. No excessively large coats.

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.

ENROLLMENT OF NEW STUDENTS:
1. 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.
2. Parent or guardian is responsible for supplying current immunization records to the school before the child may attend.
3. A non-resident student who has obtained 24 credits or more will not be allowed to enroll in the Dora R-III School District.
4. Non-Resident students may only enroll at the beginning of each school year, at the beginning of the 2nd semester, or (subject to administrator approval in special circumstances).
5. 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.

FACULTY
See listing on 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.

FIELD TRIPS / OUT OF CLASS
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 school year will not be attending any trip. Any student that has below a 60% will not be attending field trips. Also, any student that has below a 68% will not be allowed out of class throughout the school day (ex: Help with blood-drive, help with screenings, help with vision tests, etc.)

Before students can attend any major school sponsored field trip, all bills and fines accumulated must be paid in full.
1. Any student that has below a 60% will not be allowed to go on any field trips (that does not pertain to class work).
2. Any student that has below a 68% will not be allowed out of class throughout the school day (ex: Help with blood-drive, help with screenings, help with vision tests, etc.)

FINALS
All students, grades 7-8, will be required to take a final at the end of each semester for each class they are enrolled in. The purpose of the final is to expose students to a test of greater magnitude and give teachers a tool to measure learning in their classroom. Finals will be given during the last week of each semester and will be designated by the Principal. A student may be exempt from the finals if they only miss a total of 2 days or 16 blocks or less during the given semester. This is not on a class by class basis, but based on total blocks of absences. However, for any student to be exempt from a semester test the student must have a “C” or better in every class for the semester. If the student does not meet this requirement the student must take all finals. There are no (Excused Absences) for students regarding finals. The student is either here or he/she is not here.

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.

GRADING

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.000</td>
<td>100% - 94%</td>
</tr>
<tr>
<td>A-</td>
<td>3.666</td>
<td>93% - 90%</td>
</tr>
<tr>
<td>C+</td>
<td>2.333</td>
<td>79% - 78%</td>
</tr>
<tr>
<td>C</td>
<td>2.000</td>
<td>77% - 72%</td>
</tr>
<tr>
<td>Grade</td>
<td>Points Range</td>
<td>Percentage</td>
</tr>
<tr>
<td>-------</td>
<td>--------------</td>
<td>------------</td>
</tr>
<tr>
<td>B+</td>
<td>3.333 points</td>
<td>89% - 88%</td>
</tr>
<tr>
<td>B</td>
<td>3.000 points</td>
<td>87% - 82%</td>
</tr>
<tr>
<td>B-</td>
<td>2.666 points</td>
<td>81% - 80%</td>
</tr>
<tr>
<td>C+</td>
<td>1.666 points</td>
<td>71% - 69%</td>
</tr>
<tr>
<td>C</td>
<td>1.333 points</td>
<td>70% - 68%</td>
</tr>
<tr>
<td>C-</td>
<td>1.000 points</td>
<td>67% - 66%</td>
</tr>
<tr>
<td>D+</td>
<td>.666 points</td>
<td>61% - 60%</td>
</tr>
<tr>
<td>D</td>
<td>0.000 points</td>
<td>59% or below</td>
</tr>
</tbody>
</table>

Teachers using a grading scale other than this will notify students of the difference.

**GRADING PROGRAM:**
The Dora R-III School District has purchased a grading program that will allow parents and students to access to view their grades, account balances, attendance information, daily school bulletins, and other vital information on-line. Parents and students will be given an access code to view their account. The grades will be updated weekly by their teachers. Parents and students access will be denied access if a student’s balances are not paid.

**PROMOTION REQUIREMENTS**
**Middle School**

**Grade 7-8 Promotion Standards:** Students promotion shall be made annually at the close of the school year. Each teacher will recommend to the principal the pupils to be promoted. Students considered eligible for promotion must receive a minimum of 9.5 academic classes: 2.0 mathematics credits, 2.0 communication arts credits, 2.0 social studies credits, 2.0 science credits, and 1.5 credits in practical and fine arts curriculum. Students not meeting these minimum requirements shall be retained. Seventh and Eighth grade students that fail to meet graduation requirements will not be permitted to take part in eighth graduation exercises, class trip, or other special privileges granted to graduating eighth grade students.

**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 many remedies to treat head lice effectively. We strongly and highly discourage the use 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.)

**HOMEWORK POLICY**
Dora Jr. High and High School focuses on academic excellence from all students. Classwork/homework is a valuable part of the educational process and often makes up a significant portion of a student’s grade. Completing classwork/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 days 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 3:00 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 two (2) 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._

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

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

**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, IPouch, 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.
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 will be counted as hour/hours of absences.

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

**Grades5-8: Tardy:** If a student signs in after 7:50a.m., but before 8:00 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 block 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.

**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 teachers will assign all students 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. Students should never switch lockers without the counselor’s permission. 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. Locks will be provided for boys and girls gym lockers.

**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 statue 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 High School Administrator, please call 417-261-2263, ext. 2007.

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.

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. In accordance to the district's Wellness Plan, parents are encouraged to bring healthy snacks for class parties.

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.

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.

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
RENAISSANCE DAYS
THE STUDENT MUST BRING THEIR RENAISSANCE DAY CARD AND MUST GIVE 1 DAY PRIOR NOTICE TO THE ATTENDANCE CLERK BEFORE A STUDENT TAKES THEIR RENAISSANCE DAY. (Students will not call the attendance clerk at home the night before!) If a student fails to do this and takes their renaissance day it will be counted as an unexcused absence. After taking a Renaissance day, the student must get an absence slip and have their Renaissance card punched and signed.
Criteria to earn a renaissance day:
- **GOLD Card**: All advances on MAP test or Perfect Attendance.
- **SILVER Card**: Advanced or Proficient on MAP test.
* Renaissance cards will be issued after each semester.
* Students will NOT be allowed to use any Renaissance Day Cards (including MAP and EOC cards) if their attendance falls below 90% for the year.

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 two core subjects both semesters. Students failing two core subjects all year will be required to attend summer school for promotion to the next grade level.

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 with out 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
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 tardies. 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. Tardies will accumulate for the entire school year. The count will not start over at the beginning of the second semester. This pertains to AOE students also.

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.

TEXT BOOKS 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 withdraw or drop from school are required to have a parent of guardian attend a conference with the principal and counselor, participate in a drop out 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.
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.

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 was 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. This Act allows the Dora School District to release “directory information” without the consent of the parent or eligible student. 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. 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.

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

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.

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

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 designated ADA and section 504 compliance coordinator: Steven Richards, Superintendent 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 counselor, 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: Allen Woods, Superintendent, Dora R-III School District,
P.O. Box 14, Dora, MO 65637 or call (417) 261-2346.
An equal opportunity affirmative action employer.

Middle School (5th-8th grades)
Student Discipline
Dora R-III School District
Adopted May 2015

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

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>FIRST OFFENSE</th>
<th>SECOND OFFENSE</th>
<th>THIRD OFFENSE</th>
<th>FOURTH OFFENSE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>VIOLATIONS AGAINST PERSON</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Assault | Students- Attempting to cause injury to another person or intentionally placing a person in reasonable apprehension of imminent physical injury. This is considered a violation of the Safe Schools Act of 1996. Some examples: striking another student, throwing an object at another student. Hitting, striking and/or attempting to cause injury to another person; placing a
<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>FIRST OFFENSE</th>
<th>SECOND OFFENSE</th>
<th>THIRD OFFENSE</th>
<th>FOURTH OFFENSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serious Assault</td>
<td>Attempting to kill or cause serious physical injury to another.</td>
<td>Expulsion, notification to law enforcement officials, and documentation in student’s discipline file.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Verbal Assault/Threats</td>
<td>Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fighting</td>
<td>Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weapons</td>
<td>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</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 is the possession of knives and guns brought to school in vehicles by students.

<table>
<thead>
<tr>
<th>Weapons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possession or use of any instrument or device, other than those defined above, which is customarily used for attack or defense against another person; any instrument which is used to inflict physical injury to another person.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>FIRST OFFENSE</th>
<th>SECOND OFFENSE</th>
<th>THIRD OFFENSE</th>
<th>FOURTH OFFENSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Conf., - 1-3 swats, or - 1-5 days OSS, and notice to law enforcement officials, and documentation in the students’ discipline file.</td>
<td>Principal Conf., 1-180 days out of school suspension, expulsion, and documentation in the student’s discipline file.</td>
<td>Attempted Use: - 1-180 days OSS, or expulsion</td>
<td>Expulsion</td>
<td></td>
</tr>
</tbody>
</table>

**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)

<table>
<thead>
<tr>
<th>BULLYING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Conf., - detention, or - 1-3 swats, or - 1-5 days OSS, and notice to law enforcement officials, and documentation in the students’ discipline record.</td>
</tr>
<tr>
<td>DISHONESTY</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td><strong>OFFENSE</strong></td>
</tr>
<tr>
<td><strong>Disparaging or Demeaning Language</strong></td>
</tr>
<tr>
<td>Principal Conf., - Detention, or - 1-3 swats, or - 1-3 days OSS</td>
</tr>
<tr>
<td><strong>Disrespectful or Disruptive Conduct or Speech</strong></td>
</tr>
<tr>
<td>Principal Conf., - Detention, or - 1-3 swats, or - 1-3 days OSS</td>
</tr>
<tr>
<td><strong>Sexual Harassment (Language)</strong></td>
</tr>
<tr>
<td>Principal Conf., - Detention, or - 3 swats, or - 1-5 days OSS, and notice to law enforcement officials, and documentation in the students’ discipline record.</td>
</tr>
<tr>
<td>Sexual Harassment (Physical Contact)</td>
</tr>
<tr>
<td>-----------------------------------</td>
</tr>
<tr>
<td>OFFENSE</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>VIOLATIONS AGAINST PUBLIC HEALTH AND SAFETY</td>
</tr>
<tr>
<td>Drugs/Alcohol (Over-the-counter, herbal, imitation)</td>
</tr>
<tr>
<td>Drugs/Alcohol (Possession, under the influence of)</td>
</tr>
<tr>
<td>Drugs/Alcohol (Sale, Purchase)</td>
</tr>
<tr>
<td>OFFENSE</td>
</tr>
<tr>
<td>---------</td>
</tr>
<tr>
<td>Tobacco/Vapor/E Cigarette (Possession)</td>
</tr>
<tr>
<td>Tobacco/Vapor/E Cigarette (Use/Distribution)</td>
</tr>
<tr>
<td>Bus Misconduct</td>
</tr>
</tbody>
</table>

**VIOLATION AGAINST PROPERTY**

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>FIRST OFFENSE</th>
<th>SECOND OFFENSE</th>
<th>THIRD OFFENSE</th>
<th>FOURTH OFFENSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extortion</td>
<td>Threatening or intimidating any student for the purpose of obtaining money or anything of value.</td>
<td>Principal Conf., - 1-3 day Bus Suspension</td>
<td>Principal Conf., - 5-10 day Bus Suspension</td>
<td>Principal Conf., - 1-180 day Bus Suspension</td>
</tr>
<tr>
<td>OFFENSE</td>
<td>FIRST OFFENSE</td>
<td>SECOND OFFENSE</td>
<td>THIRD OFFENSE</td>
<td>FOURTH OFFENSE</td>
</tr>
<tr>
<td>------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>-----------------------------------------------</td>
<td>---------------------------------------------</td>
<td>----------------------------------------------</td>
</tr>
<tr>
<td>False Alarms</td>
<td>Principal Conf., - Restitution, and - Detention, or - 1-3 swats, or - 1-3 days OSS</td>
<td>Principal Conf., - Sat. School, or - 3 swats, or - 1-5 days OSS</td>
<td>Principal Conf., - Sat. School, or - 1-10 days OSS</td>
<td>Principal Conf., - 1-180 days OSS</td>
</tr>
<tr>
<td></td>
<td>Principal Conf., - Return of or restitution for property, - Sat. School, or - 1-3 swats, or - 1-5 days OSS</td>
<td>Principal Conf., - Return of or restitution for property, - Sat. School, or - 3 swats, or - 1-10 days OSS</td>
<td>Principal Conf., - Return of or restitution for property, - Sat. School, or - 1-10 days OSS</td>
<td>Principal Conf., - 1-180 days OSS</td>
</tr>
<tr>
<td>Theft</td>
<td>Principal Conf., - Return of or restitution for property, - Sat. School, or - 1-3 swats, or - 1-5 days OSS</td>
<td>Principal Conf., - Return of or restitution for property, - Sat. School, or - 3 swats, or - 1-10 days OSS</td>
<td>Principal Conf., - Restitution for property, - Sat. School, or - 1-10 days OSS</td>
<td>Principal Conf., - 1-180 days OSS</td>
</tr>
<tr>
<td>Vandalism</td>
<td>Principal Conf., - Restitution for property, - Sat. School, or - 1-3 swats, or - 1-5 days OSS</td>
<td>Principal Conf., - Restitution for property, - Sat. School, or - 3 swats, or - 1-10 days OSS</td>
<td>Principal Conf., - Restitution for property, - Sat. School, or - 1-10 days OSS</td>
<td>Principal Conf., - 1-180 days OSS</td>
</tr>
<tr>
<td>Internet Abuse</td>
<td>Principal Conf., - ISS or SS - 1-5 days Suspension of internet privileges</td>
<td>Principal Conf., - OSS or SS - 1-5 days Suspension of internet privileges</td>
<td>Principal Conf., - OSS - 5-10 days Suspension of Internet privileges</td>
<td>Principal Conf., - OSS - 180 days OSS</td>
</tr>
<tr>
<td>Tardiness</td>
<td>Principal Conf., - Detention, or - 1-3 swats, or - 1-3 days OSS</td>
<td>Principal Conf., - Sat. School, or - 3 swats, or - 1-5 days OSS</td>
<td>Principal Conf., - Sat. School, or - 1-10 days OSS</td>
<td>Principal Conf., - 1-180 days OSS</td>
</tr>
</tbody>
</table>

**VIOLATION AGAINST SCHOOL ADMINISTRATION**

<table>
<thead>
<tr>
<th>Tardiness</th>
<th>Failure to be seated when the tardy bell rings. Students will be referred to the office on the third offense.</th>
</tr>
</thead>
<tbody>
<tr>
<td>THIRD OFFENSE</td>
<td>FOURTH OFFENSE</td>
</tr>
</tbody>
</table>

Theft, attempted theft or willful possession of stolen property.

**False Alarms**
Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting, or causing the evacuation or closure of school property.

**Vandalism**
Willful damage or the attempt to cause damage to real or personal property belonging to school, staff or students. This includes buildings, busses and books.

**Internet Abuse**
All Students must sign a “Technology Usage Policy” form before being allowed to use the computers and Internet. Violation of the TUP is considered a serious infraction. Use of Technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district’s mission, squanders resources and shall not be tolerated.

**Tardiness**
Failure to be seated when the tardy bell rings. Students will be referred to the office on the third offense.
<table>
<thead>
<tr>
<th>Offense</th>
<th>First Offense</th>
<th>Second Offense</th>
<th>Third Offense</th>
<th>Fourth Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Truancy (On campus)</td>
<td>Absence from school or class without leaving school grounds and absent the knowledge or consent of the parent/guardian and/or school administration.</td>
<td>Principal Conf., Detention, or 1-3 swats, or 1-3 days OSS</td>
<td>Principal Conf., Sat. School, or 3 swats, or 1-5 days OSS</td>
<td>Principal Conf., Sat. School, or 1-10 days OSS</td>
</tr>
<tr>
<td>Truancy (Off Campus)</td>
<td>Leaving school grounds or failure to attend class and leaving school grounds during school hours without the knowledge and consent of the parent/guardian and/or school administration. Being in the parking lot during school hours is a violation of this rule. Upon arriving at school, students must enter the building. NO students are to be loitering in the parking area during school hours.</td>
<td>Principal Conf., Detention, or 1-3 swats, or 1-3 days OSS</td>
<td>Principal Conf., Sat. School, or 3 swats, or 1-5 days OSS</td>
<td>Principal Conf., Sat. School, or 1-10 days OSS</td>
</tr>
<tr>
<td>OFFENSE</td>
<td>FIRST OFFENSE</td>
<td>SECOND OFFENSE</td>
<td>THIRD OFFENSE</td>
<td>FOURTH OFFENSE</td>
</tr>
<tr>
<td>Automobile/ Vehicle Misuse (Careless Driving)</td>
<td>Uncourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property. Driving on school property, or in the immediate area of the school or at school activities without due caution as to endanger person or property.</td>
<td>Suspension or revocation of Parking Privileges (3 Days)</td>
<td>Suspension or revocation of Parking Privileges (1 Week)</td>
<td>Suspension or revocation of Parking Privileges (6-90 Days)</td>
</tr>
<tr>
<td>Dress Code</td>
<td>See violation of provisions of the dress code as outlined in the student handbook.</td>
<td>Principal Conf., - Warning, and notification to parents</td>
<td>Principal Conf., - Detention, or 1-3 swats, or 1-3 days OSS</td>
<td>Principal Conf., - Sat. School, or 3 swats, or 1-5 days OSS</td>
</tr>
<tr>
<td>Public Display of Affection</td>
<td>The school administration recognizes the holding of hands between persons as acceptable. All other actions are a violation of this section as defined by the administration.</td>
<td>Principal Conf., - Warning, and notification to parents</td>
<td>Principal Conf., - Detention, or 1-3 swats, or 1-3 days OSS</td>
<td>Principal Conf., - Sat. School, or 3 swats, or 1-5 days OSS</td>
</tr>
<tr>
<td>Cell Phone Violations</td>
<td></td>
<td>Principal Conf., - 2 days OSS - Parents must pick up phone</td>
<td>Principal Conf., - 5 days OSS - Parents must pick up phone</td>
<td>Principal Conf., - 8 days OSS - Parents must pick up phone</td>
</tr>
</tbody>
</table>
CORPORAL PUNISHMENT

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, corporal punishment, should be administered by the principal with a witness present. 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

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

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 poses 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 that 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 that 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 he 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.


**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 ill 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

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 constitutes 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 of 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, either 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 Mr. Allen Woods, 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 must district 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 DISTRICT
DISCIPLINE PLAN

<><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><><> PARENT/STUDENT CONFIRMATION >>>>>>>>>>>>

I have read and understand the portion of the student handbook that outlines the Dora R-III Elementary and/or High School discipline plan.

Child’s Name: ________________________________
Child’s Grade: ________________________________
Child’s Teacher: ________________________________
Comment:

________________________________________
________________________________________
________________________________________
________________________________________
________________________________________

Parent/Guardian Signature  Date

Student Signature  Date

Please Complete, Sign, Date, and Return to the office.
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
BULLYING
(Bullying Incident Report Form for Use by Parents, Students and Community Members)

Reporter (Person Filing the Report)

Name: ____________________________
Address: ____________________________
Phone Number: ____________________________ E-mail: ____________________________

Relationship to the student being bullied (parent/guardian, fellow student, community member, etc.):

G I prefer to remain anonymous. (The district will investigate all allegations of bullying, but it is more difficult to follow up on anonymous reports.)

Bullying frequently involves repeated behavior. If you have witnessed or have knowledge of more than one incident, please provide information on all incidents. Please feel free to use multiple forms or attach additional pages if necessary to report all related incidents.

Did you witness this incident?  G Yes  G No

If no, provide the specific information as to how you found out about this incident: ____________________________

Details of Incident

1. Date and time the incident took place: Date: ____________ Time: ____________
(If the exact date and time are uncertain, provide an approximate date and time.)

2. Where did the incident take place? (Be as specific as possible. For example, instead of "the middle school," specify "the sixth-grade section men's bathroom at the middle school.")

____________________________
3. Please provide as much of the following information as possible for each student who was the target of the bullying:

<table>
<thead>
<tr>
<th>Name of Targeted Student</th>
<th>Grade Level</th>
<th>School of Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Please provide as much of the following information as possible for each student who was engaging in the bullying behavior:

<table>
<thead>
<tr>
<th>Name of Subject of Report</th>
<th>Grade Level</th>
<th>School of Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. List the names of others who witnessed or may have witnessed the incident: 

- 
- 
- 
- 
-
6. Please describe the incident. (Include as much detail as possible. Do not "clean up" anything that was said or done. If inappropriate language or gestures were used, include the exact language and describe the exact gesture used.)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

7. Is there any other information you believe is relevant for the district to know when investigating this incident? ______________________________________________________________________

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

This report should be accompanied by any applicable evidence that bullying occurred, such as copies of notes, e-mails or photos. If the bullying includes sexting, nudity or inappropriate images of a minor, please do NOT copy, download or further distribute the images! Instead, show the evidence to the principal immediately so that appropriate action can be taken.

A copy of this form should be submitted to:

Title: ____________________________________________

Address: ____________________________________________

E-mail: ____________________________________________ Fax: ____________________________________________

You may also provide information over the phone: ________________________ [phone number]

Once received, this form will be forwarded to the appropriate staff member for further action.

* * * * * *
FILE: JFCF-AF2
Critical

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Implemented:

Revised:

«AddressLine»